

Hybrid Special Meeting: Building I Boardroom

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/85955125679> / +1 253 215 8782 US (Tacoma) 859 5512 5679

Hybrid Regular Meeting: Culinaire Room (I-108)

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/86866830371> / +1 253 215 8782 US (Tacoma) 868 6683 0371

Agenda Items

Information/Action/Presenter

I. STUDY SESSION

1:00 P.M.

1. Call to Order Chair Frieda Takamura

2. Public Comments

3. Strategic Equity Plan Be Culture

II. Meetings

Information

1. Regular Board Meeting – April 17, 2024 at 3:00 P.M.

2. Adjournment Action

III. REGULAR BOARD MEETING

3:00 P.M.

1. Call to Order Chair Frieda Takamura

A. Notation of Quorum

2. Adoption of Minutes

A. March 19, 2024 – Executive Session Action

B. March 20, 2024 – Executive Session and Regular Meeting Action

C. April 3, 2024 – Special Session Action

3. Communications Information

A. General Information/Introductions

B. Correspondence

C. Public Comments from the Audience

D. Student Leadership

E. Renton Federation of Teachers

F. Written Communication Reports

4. Discussion/Reports Information

A. President's Report Dr. Yoshiko Harden

B. Financial/Budget Status VP Jacob Jackson

5. Board of Trustees

A. Strategic Equity Planning Committee Dr. Harden/Vice Chair Jessica Norouzi

B. Foundation Liaison Report Trustee Tim Cooper

C. Legislative Action Liaison Report Dr. Harden

6. Meetings
 - A. Special and Regular Board Meeting – May 15, 2024

7. Adjournment

Action

Reminders:

- **April 2 – June 20 – SPRING QUARTER**
- April 22-23 – NWCCU Mid-cycle Accreditation Visit*
- May 1 – Industry Connections Dinner*
- May 2 – Speaker: Dante King*
- May 2-3 – Association of College Trustees Conference
- May 15 – BoT
- May 22 – Exceptional Employee Awards*
- June 12 – BoT
- June 21 – President's Reception & Commencement
 - 4pm-5pm, Showare Center Dining Area / 6pm-8:30pm, Showare Center

* indicates FYI

Renton Technical College
Board of Trustees Meeting
April 17, 2024

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION
<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Action

Board Chair Takamura will carry out the Notation of Quorum and call the meeting to order.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
April 17, 2024

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

The following meeting minutes are attached for approval by the Board of Trustees.

- A. March 19, 2024 Executive Session
- B. March 20, 2024 Special and Regular Meetings
- C. April 3, 2024 Special Session

RECOMMENDATION:

Approval as presented.

Special Meeting Minutes

I. STUDY SESSION

1. Call to Order

Chair Frieda Takamura called the meeting to order at 1:00 P.M. and noted a quorum.

2. Public Comments

There were no public comments.

II. EXECUTIVE SESSION

1. An Executive Session will be called to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30).

2. At 4:00 P.M., the executive session was extended for 15 minutes until 4:15 P.M.

3. The executive session concluded at 4:15 P.M.

4. Return to Open Session

III. MEETINGS

1. Regular Board Meeting – March 20, 2024 at 3:00 P.M.

The next regular Board meeting is scheduled for March 20, 2024 at 3:00 P.M.

IV. ADJOURNMENT

There being no further business, Trustee Zappone motioned to adjourn the Board of Trustees meeting at 4:15 P.M. Trustee Cooper seconded, and the motion carried.

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Hybrid Regular Meeting: Culinaire Room (I-108)

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/86866830371> / +1 253 215 8782 US (Tacoma) 868 6683 0371

I. STUDY SESSION

1. Call to Order

Chair Frieda Takamura called the meeting to order at 12:00 P.M. and noted a quorum.

2. Public Comments

There were no public comments.

II. EXECUTIVE SESSION

1. An Executive Session will be called to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30).

2. At 2:30 P.M., the executive session was extended for ten minutes until 2:40 P.M. At 2:40 P.M., the executive session was extended for five minutes until 2:45 P.M. At 2:45 P.M., the executive session was extended for three minutes until 2:48 P.M.

3. The executive session concluded at 2:48 P.M.

4. Return to Open Session

III. MEETINGS

1. Regular Board Meeting – March 20, 2024 at 3:00 P.M.

The next regular Board meeting is scheduled for March 20, 2024 at 3:00 P.M.

IV. ADJOURNMENT

There being no further business, Trustee Bob Zappone motioned to adjourn the Board of Trustees meeting at 2:50 P.M. Trustee Tim Cooper seconded, and the motion carried.

V. REGULAR BOARD MEETING

1. Call to Order

Chair Takamura called the meeting to order at 3:01 P.M. and noted a quorum.

2. Adoption of Minutes

A. February 21, 2024 – Regular Meeting

Trustee Zappone introduced a motion to approve the minutes for the regular meeting held on February 21, 2024. Vice Chair Jessica Norouzi seconded, and the motion carried.

3. Communications

Information

A. General Information/Introductions

Dr. Stephanie Delaney, Vice President of Instruction, introduced Lilia Torres, the new Guided Pathways Navigator. Lilia has been working in King County for seven years in various agencies that provide support to survivors. Prior to that, she worked at the University of Monterrey. Christina Solis, Budget Reporting and Financial Services Director, introduced Kieu Luong, the new General Ledger Accountant. Prior to RTC, Kieu worked at the Renton School District and in Bellevue. The Board welcomed Lilia and Kieu and expressed gratitude that they chose to join RTC.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Mica Hunter, Director of Student Life, provided various updates from the Associated Student Government (ASG). ASG is working on ensuring they have a large presence at new student orientation (NSO). The Student of Color Conference (SOCC) is taking place at Green River College from April 18-20, 2024. 12 RTC students will be attending. The RTC Unity Festival is scheduled for May 15-16, 2024. The first day will host various festivities, and the second day will feature a cultural fashion show.

Wade Parrott III, Associate Dean of Student Engagement and Retention, gave an update on NSO. This was the first time since the start of COVID that students have returned to classrooms as part of NSO! Additionally, Commencement planning is underway, and volunteers are already signing up. There is a challenge this year due to set-up limited to one day, however extra volunteers are being recruited to address this.

Ismail Moalim of the ASG gave an outreach update. Student Ambassadors have been busy with outreach at Mercer Island. They have also been on tours with Enumclaw and other local schools. On April 15, the ASG will host an Eid potluck in the Outreach Office, H-209.

E. Renton Federation of Teachers

Donna Maher, President of the Renton Federation of Teachers (RFT), gave an update on behalf of RFT. Negotiations are ongoing with the next meeting set for April. A number of tentative agreements are complete, and good progress is being made. Technology and unexpected outages remain a concern for RFT.

College Technology Services (CTS) is working with RFT to minimize disruptions and ensure that information is disseminated in a timely fashion. Finally, RFT is excited to welcome newly tenured candidates.

F. Written Communication Reports

The trustees thanked the group for the submitted written reports. They expressed special gratitude to Instruction for their thorough accreditation report, and Institutional Research and Effectiveness (IR&E) for their report detailing the Campus Climate Assessment.

4. Action Items

A. Tenure Advancements

Chair Takamura expressed gratitude and pride at the outstanding tenure candidates. Trustee Cooper remarked that it was incredible to meet with the tenure candidates and noted that many of the candidates showed care for students and a desire to continue to grow and push themselves to be better educators every day. Vice Chair Norouzi acknowledged admiration for the tenure candidates and stated that when people ask her why she wants to be so involved in RTC, it's because of the heart. The heart and passion that the RTC community brings to meet the needs of students lifts up the entire community and is an inspiration. Dr. Harden commented that the tenure process was spread out over two days to give the candidates more time to share what's happening in and out of the class. As practitioners, scholars, and educators, thank you. Chair Takamura thanked the tenure committees for their work in this process.

i. Advancements from First to Second Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Olla Ibrahim** be promoted from first year to second year status. Trustee Cooper seconded and the motion carried. Olla expressed gratitude to the group.*

ii. Advancements from Second to Third Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Lance Arnold** be promoted from second year to third year status. Trustee Cooper seconded and the motion carried. Lance expressed appreciation for the opportunity to help establish RTC as a place that puts students into service for the community.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Cooper moved that **Bao Dao** be promoted from second year to third year status. Trustee Debra Entenman seconded and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **JR Hudspeth** be promoted from second year to third year status. Trustee Zappone seconded and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Fatih Killi** be promoted from second year to third year status. Trustee Zappone seconded and the motion carried. Fatih remarked that it is has been an honor to be part of the RTC family and serve the students here. He expressed gratitude for the Board's support.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Cooper moved that **Priscilla Manickam-Seng** be promoted from second year to third year status. Vice Chair Norouzi seconded and the motion carried. Priscilla expressed gratitude at everyone's support and remarked that it has been great to be part of the RTC family.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Adela Saenz** be promoted from second year to third year status. Trustee Cooper seconded and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Wheeler Trinh** be promoted from second year to third year status. Trustee Cooper seconded and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Norouzi moved that **David Zou** be promoted from second year to third year status. Trustee Entenman seconded and the motion carried.*

iii. Advancements from Third Year to Tenure Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Norouzi moved that **Josh Emery** be awarded tenure. Trustee Zappone seconded and the motion carried. Josh stated that he feels privileged and blessed to go from being an adult student at RTC to teaching. He thanked the group.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Scarlet Kendrick** be awarded tenure. Vice Chair Norouzi seconded and the motion carried.*

iv. Extension:

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved to approve a one-quarter extension for **David Wynne's** tenure-track appointment. Vice Chair Norouzi seconded and the motion carried.*

5. Discussion/Reports

A. President's Report

Dr. Harden wished everyone a Happy Women's History Month. This is the last day of winter quarter, and this is a joyous time for many people. There are many things going on around campus, including a successful March 2 Student Success Gala. Thank you to everyone who attended, volunteered, and donated to the event, including Trustee Tim Cooper. The Marketing and Communications team won the Silver Paragon award from the National Council for Marketing and Public Relations. Campus Cleanup Day was a big success. Thank you to Dr. Delaney for the idea and thank you to Mark Daniels. This event was designed for accreditation but was such a big success that it will become an annual event. Tomorrow is the Enlighten Women's Forum which is designed to bring women in construction trades to network, learn, and advance gender equity.

i. Diversity, Equity, and Inclusion

Aaron Dixon, one of the founders of our region's Black Panther party came to speak. Thank you to Student Leadership for this programming and thank you to Chair Takamura and Trustee Zappone for attending. The Multicultural Center Open House was well attended. Dr. Harden delivered the keynote at the Brighter Futures Summit, which is a Renton School District event designed for Black male-identifying students. One of RTC's goals is to be a community hub, and this is the first time this event has been district-wide.

ii. Strategic Equity Plan (SEP)/Accreditation

The Winter All-College Meeting took place on February 26. There was a big agenda planned, but the bulk of the time was a SEP update and feedback activity with Be Culture. The Board will be spending time with Be Culture in April to look at elements of a SEP draft. The final internal listening session was completed. Executive Cabinet decided not to attend the listening sessions because there can be a chilling effect when leadership is in the room. External outreach continues for the SEP. Vice Chair Norouzi is part of the SEP Steering Committee (SC). In March, the Guided Pathways coaches joined the SEP SC to solicit best practices for technical colleges. Key takeaways included more robust and direct feedback from faculty, as well as disaggregated student outcomes down to the student level. Chair Takamura asked about the Campus Climate Survey and the SEP. The Campus Climate Survey was intentionally done last year so that the timeline supported

building out the SEP. Listening Sessions will occur every year moving forward. Thank you to Doris Martinez and the Diversity, Equity, and Inclusion Council (DEIC) for all of their work on the Campus Climate survey.

The mid-year cycle accreditation visit is upcoming. Thank you, Lia Homeister, Dr. Sarah Wakefield, and Dr. Delaney. Instruction is now working on logistics.

iii. Financial Stewardship

Enrollment is up 9% overall compared to this time last year with a 17% increase in tuition-paying students. We are still short of the district allocation enrollment base target by approximately 27%. However, enrollments have been declining system-wide and we are moving in the right direction. Increasing revenue streams remains a focus for management. The Multicultural Center bids have closed. 14 bids came in. Trustee Zappone noted that construction overall is very slow at the moment. The final phase of the Instruction IT project is underway. Both projects are locally-funded.

iv. Strategic Partnerships and Engagement

RTC hosted Red Dot Corporation, which manufactures large HVAC systems. Thank you to Rick Giest and Elisa Westcrook for their support with tours. Dr. Harden attended the Kent Breakfast for the Kids and remarked that we are fortunate to have Vice President Jessica Gilmore English on the Board. Dr. Harden was a panelist for the work-life balance Kent Women's History Month Panel. Tomorrow is Renton's May's State of the City address and this weekend is the Renton Chamber Gala. The legislative session ended on time and included a 5% wage increase. Overall, the state board system saw a 7% increase, however there are many earmarks and provisos.

B. Financial/Budget Status

- i. Vice President Jacob Jackson updated the group on the budget. On the revenue side, state allocation has collected about 60% of the allocation with 80% on tuition collection. Fees are also ahead of schedule. Running Start and high school completion are ahead of schedule and are anticipated to come in above predictions. Some dollars from variance are being used to balance the budget. Enterprise is slightly above predictions. The Innovation Fund is funding two positions. Overall, we are tending in a positive way with revenue.

Looking at expenses, salary and wages are slightly behind predictions. Thank you to Executive Director Doris Martinez for postponing a position. Benefits are also slightly behind. Goods and services are trending ahead of schedule. Travel is trending a little behind. Equipment expenditures are up. Financial Aid is trending behind. There have been no debt payment of transfers yet. We have spent more than expected, but overall, we are mostly balanced.

Trustee Cooper asked about benefits expenditures. VP Jackson anticipates coming in slightly under for benefits. Financial Aid dollars are “use it or lose it”. The Business office is working with various departments on using all Financial Aid dollars. We need to streamline going from tracking spreadsheets to getting information into the system more quickly.

Our cash balance has remained steady and increased as we’ve gone through the year. This will drop as the local construction projects get going. By the end of this year, this number will be closer to \$18M. The Board reserve policy is to hold about \$13.5M, and we are still trending ahead of this number. We are getting to the point where there are commitments that will be coming over the next couple years, so while we are doing well, we will need to watch cashflows.

VP Jackson also provided a winter quarter enrollment update. Apprenticeships tend to roll in late, but overall compared to last year, we are 14% higher and at 95% of total target. VP Jackson ran the group through the Running Start, high school completion, and worker retraining numbers. Worker retraining had a large jump.

For spring quarter, as of Monday, General Education is a little behind, but is on target with the last two years. Workforce is sitting at about 44% of where we were last year. Compared to two years ago, we are still behind. We are faring much better this year for tuition-paying enrollments when compared to last year. VP Jackson walked the group though special population FTEs. Some programs are a little behind where they were last year, while other programs are doing better than last year. General Education and Welding are both doing significantly better than where they were last year

The Budget Development Process is underway. Materials and supplies went out in November. Those were then sent to the Resource and Planning Council. Instead of sending out labor sheets this year, Administrative Services and Finance meet with budget managers in February and January. Executive Cabinet has identified which labor requests will be forwarded and those will be reviewed by the Resource and Planning Council. There are virtual campus budget forums on April 8, May 6, and June 3. Overall, meeting with the budget manager directly allowed Administrative Services and Finance to make real-time corrections. Trustee Cooper asked about investments. Because we are a state agency, we are restricted in what we can invest in. However, money will be shifted as necessary.

6. Board of Trustees

A. Strategic Equity Planning Committee

Dr. Harden and Vice Chair Norouzi gave their updates during the President's Report.

B. Foundation Liaison Report

- i. Trustee Cooper thanked Executive Director Carrie Shaw and her team. \$134k was raised at the Student Success Gala. This was a fun evening with a costume contest and a \$10k raise the paddle surprise gift. Thank you to the RTC Foundation Board, the Foundation staff, and other folks who attended and donated.

C. Legislative Action Liaison Report

- i. Trustee Entenman noted that this was a challenging legislative session. It was a short session and more money was spent than ever in a short session. Three initiatives from the community were moved forward—parent rights, police chase, and income tax were the initiatives taken up. Everything taken up was already part of statute, and so nothing will change as a result of adopting the initiatives, but it was deemed important for community send a message. We are also in a time where every member of the house will be up for re-election. The house could turn over. Please be informed, keep your voter pamphlets, and read the positions of the people who are running. Please register to vote. The 47th, 11th, and 37th districts all impact RTC, so it is important to know who is running for those positions. Last session, Trustee Entenman sponsored a bill to pay for benefit navigators (“Hunger Free Campus”) and these positions are now fully-funded. Overall, it will be more important than ever to provide open and honest discussion about what is on the ballot.

7. Meetings

A. Special Board Meeting – April 3, 2023 from 11am-1pm

There is a special Board Meeting scheduled for April 3, 2023 at 11:00 A.M. to review the SEP process with Be Culture.

B. Special and Regular Board Meeting – April 17, 2024

The next regular Board meeting is scheduled for April 17, 2024 at 3:00 P.M.

8. Adjournment

There being no further business, Trustee Zappone motioned to adjourn the Board of Trustees meeting at 4:25 P.M. Trustee Tim Cooper seconded, and the motion carried.

Reminders:

- **January 2 – March 20 – WINTER QUARTER**



Students succeed at RTC

- March 23 – [Renton Chamber of Commerce Spring Fling*](#)
 - 5pm-9:30pm, Renton Pavilion & Events Center
- **April 2 – June 20 – SPRING QUARTER**
- April 17 – BoT
- April 22-23 – NWCCU Mid-cycle Accreditation Visit*
- May 1 – Industry Connections Dinner*
- May 2 – Speaker: Dante King*
 - 2:30pm-4pm, Blencoe Auditorium, RTC
- May 15 – BoT
- May 15-16 – RTC Unity Festival
- May 22 – All-College Meeting*
- June 12 – BoT
- June 21 – President’s Reception & Commencement
 - 4pm-5pm, Showare Center Dining Area / 6pm-8:30pm, Showare Center

* indicates FYI

Minutes

I. SPECIAL SESSION

11:00 A.M.

1. Call to Order

Chair Frieda Takamura called the meeting to order at 11:02am and noted a quorum.

2. Public Comments

There were no public comments.

3. Strategic Equity Planning Process Overview

James and Kristen Whitfield of Be Culture welcomed the group. Be Culture has been supporting RTC's Strategic Equity Planning (SEP) process. In September, Be Culture and the Board met to receive direction around the SEP. The next time Be Culture and the Board meet, Be Culture will have further points on the SEP.

The group discussed the centering of diversity, equity, and inclusion (DEI) in regard to the SEP. This is a new aspect of the strategic plan, not only for the Board, but also for the campus community. The group also talked about the need to break down silos. There has been a historical context of employees feeling that their input has not been utilized or valued, which leads to disengagement. This can include employee involvement with other institutions. Chair Frieda requested that the Campus Climate Survey and Accreditation feedback be integrated into the SEP. Trustee Entenman shared that external personal and business perceptions of graduates and students of community and technical colleges. The group talked about the stigma that some put on technical colleges.

The goal of the SEP is to increase organizational success over the next five years. Be Culture is gathering data because there is strategy needed in order to execute a plan. Part of data gathering involves internal partner (such as student government, shared governance, and faculty and staff) feedback and external partner (such as community members via Trustee engagement, Executive Cabinet outreach, business partners, etc.) feedback. Be Culture is working on a draft plan for trustee review in early May. All-College feedback will be solicited again in Spring, with a final plan for Board review in June. Summer and fall of 2024 will be plan implementation in partnership with shared governance.

Be Culture synthesizes information from all sources. Focusing on quantity of feedback over where the feedback is coming from gives an appearance of statistical validity that may not be present, makes it easy to overlook experience on the margins of the group, and conflates preference with need. Chair Takamura reiterated that students should be at the center of decision-making.

The group reviewed Dr. Harden's vision statement: Transform the college, ourselves, and communities by diversifying career and technical education and skilled trades. Strategy needs to address potential existential threats as well as future indispensability, the need to bring industry partners along, and widening pools of understanding.

The trustees have a fiduciary responsibility to RTC. Executive Cabinet has been in internal conversations about what the locus of control is for RTC leadership. Strategy requires insight and commitment to specific direction. The board needs to consider how to navigate plans in relation to their specific fiduciary duties. The Revised Codes of Washington (RCWs) regarding trustees states that trustees must do what is in the best interest of the organization they have been appointed to lead and the community that organization serves.

II. Meetings

1. Special and Regular Board Meeting – April 17, 2024 at 1:00 P.M.

The next regular Board meeting is scheduled for April 17, 2024 at 3:00 P.M. and will be preceded by a special meeting at 1:00 P.M.

2. Adjournment

There being no further business, Vice Chair Norouzi moved to adjourn the Board of Trustees meeting at 1:00 p.m. Trustee Zappone seconded, and the motion carried.

Reminders:

- **April 2 – June 20 – SPRING QUARTER**
- April 17 – BoT
- April 22-23 – NWCCU Mid-cycle Accreditation Visit*
- May 1 – Industry Connections Dinner*
- May 2 – Speaker: Dante King*
- May 15 – BoT
- May 22 – Exceptional Employee Awards*
- June 12 – BoT
- June 21 – President's Reception & Commencement
 - 4pm-5pm, Showare Center Dining Area / 6pm-8:30pm, Showare Center

* indicates FYI

Renton Technical College
Board of Trustees Meeting
April 17, 2024

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BACKGROUND:

- A. General Information/Introductions
- B. Correspondence
- C. Public Comments from the Audience
- D. Associated Student Government
- E. Renton Federation of Teachers
- F. Written (and video) Communication Reports

BOARD CONSIDERATION

Information

Action

RECOMMENDATION:

None.

Administration and Finance Report
Renton Technical College Board of Trustees
April 17, 2024

Financial Report

For month ending February, we are 67% through the year. Revenue collection is about 73%. Revenues are up about \$7M this year compared to last year. This is mainly due to drawing down our state allocation. We have drawn down \$19.4M this year compared to \$22.6M last year. We are also up in our collection of tuition and fees due to a change in how they are processed in ctLink compared to legacy. Tuition and fees are up by \$2.4M from February 2023. It should be noted that tuition and fee collection is still well below our enrollment/tuition/fees prior to the pandemic 19-20 and enrollment is still well below our District Enrollment Allocation Base. Interest income is \$285K this year compared to only \$83K last year at this time. Scholarships and Students Loan Funds Received is up about \$1.6M. This is due to more financial aid and scholarships being awarded to students.

Expenses are about 68 percent. Expenses are about \$28.8M through February compared to this time last year of \$24.7M last year. Salary and benefits are about \$2.5M higher than last year at this time. Goods and Other Services is also about \$367K higher for month ending February compared to last year. Equipment purchases are \$300K higher as well.

Our ending cash balance is about \$21.9M.

Business Office

- Accounting Manager position is still open

Food Services & Rentals

Sales:

- Increased demand for Food Services and Catering due to return to campus initiative, construction crews, and enhanced menu offerings.
- Excellent increase in lunch sales in the Café in the first week of classes.
- Positive feedback and increased bookings for new catering menu.

Cost Reduction:

- Cost reduction and mitigation efforts continue

Financial Performance:

- Positive trend in financial performance attributed to increased demand and cost-saving measures.

Summary: March saw continued growth in sales, positive feedback for our new catering menu, and successful cost reduction initiatives. Financial performance remains strong.

Grounds and Facilities

- Nathan Beltran (new hire) is on his third week. He is doing really well.
- Building I elevator: Out of service. We are working with KONE Elevator to get it up and running.
- Working with PSE to have bollards installed around gas meter in K3
- Dept. of Labor and Industries Elevator inspection: The outstanding deficiencies have been completed and paperwork submitted.
- City of Renton Fire and Safety Inspection: Completed most of the deficiencies. Waiting for reinspection. Reinspection will start Monday, April 8.
- Campus Clean Up Day: (March 8, 2024) was a success! Looking forward to next year.
- Hot water system repairs in Building B have been completed. Just waiting to close out project
- Building H Fire Sprinklers system repairs completed. Just waiting to closeout project.
- Building A Roofing Repair is on scheduled. Expected completion date is 4/11/2024.
- Grounds crew has removed scrubs around the south end of Building M. All that is left is cleanup.
- Grounds crew is looking to purchase planters and annuals for Building I.
- Grounds crew is looking cleanup and add river rock to beds in front K3.

Capital

Minor Capital Program Projects for Previous Biennium (2021-2023):

- **Bldg. J Computer Classroom Remodel, 1st Floor – Phase 1 (SWL Architects)**
 - Notice of completion received from Employment Security Department. Waiting for letters from Labor and Industries and Department of Revenue before releasing the retainage.

Minor Capital Program Projects for Current Biennium (2023-2025):

- **2022-511 A - Bldg. J Computer Classroom Remodel, 1st Floor – Phase 2 (SWL Architects)**
 - Confirm – Hardwiring of the computers only in the cybersecurity room.
 - Change order for the controls with Building Intellect as the sub contractor.
 - So far Change orders of \$78,120.96 has been submitted by CDK Construction.
 - Electrical Permit pending. Still ahead of schedule by a week.
 - Substantial completion on September 6.
- **2024-790 – Bldg. A Automotive Pit Filling (JOC)**
 - Forma has walked the site on March 26, awaiting proposal.
 - Burton provided a proposal of \$33,000.
 - For the 14' x 10' x ~5' Pit, the JOC Forma provided a rough estimate of \$15K without tax. The scope includes Import fill material, dowel rebar into existing slab and pour hard trowel finish concrete.

Minor Capital Repair Projects for Current Biennium (2023-2025):

- **2024-047 - Roof Top Unit replacement in Bldg. D (Rolluda Architects)**
 - Will go out to bid by next week. Probably to start by mid-May – dependent on Multi Cultural Center and the weather
 - Funds from two of the projects to be moved in minor works tool to supplement this project. Total funding is \$573,000.

- **2024-048A - Lower Roof replacement at the Annex (Rolluda Architects)**
 - Probably to start by mid-May – dependent on the weather
 - Forma walked the site on March 26, awaiting proposal.
 - Tony shared a cost estimate of \$174,000 whereas the maximum allowable construction cost for the project is \$220,000. Suggested to add guardrails or painting of the gas piping as an alternate.

- **2024-046 - Storm line Replacement Phase 2 (AHBL)**
 - Will go out as a Small Works Roster (SWR) Project by the end of this week. Documents are being finalized and prepared for upload to the SWR portal.
 - Tribal consultation in progress in accordance with Washington State Department of Archaeology & Historic Preservation requirements. Still awaiting responses from Muckleshoot Tribe.
 - Roughly the execution schedule is 6-8 weeks, depends on the lead time for the pipe-liner.

- **2024-531 - Roof replacement in Bldg. A (Burton Construction)**
 - Project in progress. Tentatively to be completed by this weekend if weather permits.
 - Substantial completion by April 15.
 - Budget allocated in this biennium is \$385,000. PWR of \$282,865.14.

- **2024-552 - Air handling unit's replacement in Campus Center (Bldg. I)**
 - Received cost estimate of \$43,683.06 from Burton.
 - Hargis provided a narrative which was submitted to Burton for review and cost estimate.
 - Budget allocated in this biennium is \$133,000 for replacing 4 air handling units.

- **2024-551 - Transformer Replacement project**
 - Planning to complete the design phase and repurpose funds to other infrastructure projects.
 - Hargis provided a narrative with a proposal of \$423,102 after consultation with Cooper/Eaton, Hitachi and Maddox. 46 week lead time.
 - 3 transformers that have been identified for replacement are Bldg. A (1250 KVA), Bldg. F (750 KVA) and Bldg. J (1500 KVA) after the walk on Wednesday with Brink.
 - Budget allocated in this biennium is \$334,000 for replacing 4 3-phase transformers.

- **Unanticipated Repair Projects**
 - **2024-866 - Hot water system investigation in Bldg. B (Investigation and repair)**
 - Pipe construction was on Campus on March 27 and 28 and successfully completed the project.
 - Public Works Requisition for \$33,648 issued. Proposal shared with Burton for further execution.
 - **2024-856 - Sprinkler Repairs in Building L & C – Additional Scope / Elevator recall**
 - Waiting for the CPM Schedule and contract. Notice to proceed received on March 6.
 - Forma provided the proposal of \$23,581.
 - **2024-714 - Bldg. H Fire Sprinkler compressor replacement**
 - Repairs to the system completed on March 28.
 - Revised Public Works Requisition of \$66,281 was submitted.

Major Capital Growth Projects in Pre-Design/Design Phases for Current Biennium (2023 - 2025):

- **2022-001 B - Health Science Center (SWL Architects)**
 - Cabinet has voted to move forward with remodeling Building H. Socialize the information with campus and take it to RTC's Board in either the April or May meeting.

Other Projects:

- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
 - Orientation session for Awardees was held on March 26 and waiting for the contract and further instructions.
 - \$100,000 Funds Awarded for 10 chargers under the WA EV Charging program.
- **2024-281 - Multicultural Center Bldg. D (Rolluda Architects)**
 - 14 bids received: the lowest being at \$539,900 by Regency NW Const.
 - Local Capital Expend Authority Request Form with total expense of \$1,013,820 was approved by the state board of trustees.
- **2024-718 - Room 214A Bldg. I - Remodeling**
 - Wood harbinger installed two meters as part of the 30-day metering on March 1. Electrical scope Proposal expected mid-April. JOC proposal by Last week of April. Notice to Proceed By Mid may. Geoengeers to be engaged for HAZMAT specification.
 - Local Capital Expend Authority Request Form with total expense of \$200,000 was approved by the State.

- **I-216 remodel**
 - Workpointe was on campus for the installation of cubicles to March 20 to 22. Few parts still to be procured and assembled.

- **2024-791 - Bldg. F Wall Opening**
 - RTC team working on it. Will be tentatively done by this week.
 - The scope includes: Cut opening in existing wall, patch, tape, and paint dry wall.

- **Wall removal in Property Maintenance Bldg. A**
 - Need to check with team on the Grant status to proceed with JOC.
 - Removal of a non-load bearing brick wall to increase the usable space.

- **Welding Class Painting Bldg. A**
 - Scheduled for June 25 – during the summer break. Yolanda’s Flooring LLC Provided an estimate of \$29,627.47.
 - Clean walls & conduit/pipes, mask, prime, paint walls including conduit.
 - Received Base bid of \$30,500 from PURCELL.

Communications and Marketing Report
Renton Technical College Board of Trustees
April 17, 2024

MARKETING

Spring Quarter marketing campaigns generated more than 1,000 leads, including form submissions, emails, and phone calls. Email open rates through the CRM continue to vastly outperform industry standards, with open rates of 50 percent and click rates of more than 30 percent. Email reminders generated additional applications and enrollments for Spring Quarter. This demonstrates that Marketing campaigns engage our target audiences and that communicating regularly with prospective students and applicants increases yield and enrollment. We will unveil exciting and student-centered campaigns to drive Summer and, particularly, Fall enrollment.

WEBSITE UPGRADE

The web team is excited to launch its new website, which has a more engaging look and feel, as well as improved navigation. The team will present the site to departments and the campus community in late April and early May.

CRM

The college was recently notified that our CRM vendor, Fireworks, will cease operations at the end of the year. We have seen great momentum through our strategic use and communications, so it's a disappointment. We will continue to use this tool and have support from Fireworks to implement our Fall campaigns while simultaneously exploring other options to replace this system.

NEWS AND WEB

Dr. Harden was interviewed by [Diverse: Issues in Higher Education](#) about how the college is using Mackenzie Scott's gift to provide scholarships and advance equity.

SOCIAL MEDIA

Total engagement grew by 5 percent last month compared to the previous year. While Facebook remains our largest audience, strategic and compelling posts drive traffic across platforms. Highlights:

- Instagram: Audience growth of 35 percent and 60 percent increase in engagement. Impressions were up 195 percent.
- Twitter: Engagement grew by 192 percent.

College Technology Services
Renton Technical College Board of Trustees
April 17, 2024

College Technology Services (CTS)

Spring Quarter

CTS has welcomed returning and new students to the Spring quarter and has more than 70 classrooms ready for in-person instruction. This includes setting up four classrooms for use in Building N, which had been vacant for an extended period of time.

Campus Clean Up - IT

The Campus Clean Up event went well, and CTS was able to recycle a lot of items that would have otherwise ended up in a dumpster. Kudos to all that participated and helped tightly up our campus. The oldest pieces of equipment located were a tape recorder and overhead projector from the 1990s. More than five pallets of items were picked up and recycled.

Technology News & Updates

IT security training is underway. CTS has deployed baseline training for all RTC employees and supplemental training for specific business owners. This is a great opportunity to improve our security posture by providing more resources.

Technology Improvements

CTS has completed a project that has been ongoing for the last six months, setting up Single Sign On (SSO) to RTC's frequently used applications. This is a milestone for RTC's infrastructure and streamlines identity and access management in the cloud and unifies our digital fabric.

Upcoming

- Wireless Access Point upgrades at RTC Downtown (Burnett) and RTC Annex locations
- NWCCU site visit
- CTS will research student and instructor classroom computer upgrades for the summer break, in preparation for the Fall quarter
- Shared Governance - Technology Council and Accessibility Advisory Committee year end recap and Council Annual Report

Diversity, Equity, and Inclusion Report
Renton Technical College Board of Trustees
April 17, 2024

Diversity, Equity & Inclusion Council (DEIC)

The Diversity, Equity & Inclusion Council (DEIC) resumed general meetings spring quarter on April 8. DEIC meetings are held the second Monday of each month on Zoom from 2:30-4pm. May 6 will mark the final DEIC meeting of the 2023-2024 academic year.

This month's report will feature highlights from the Professional Development & Training Committee.

Professional Development & Training Committee

The Office of Diversity, Equity & Inclusion (DEI) in partnership with the Professional Development & Training Committee is currently developing strategy for antiracist training for faculty and staff as required in [RCW 28B.10.145: Diversity, equity, inclusion, and antiracism—Professional development. \(wa.gov\)](#). Highly recommended by RTC faculty and staff who attended the 28th Annual Faculty and Staff of Color Conference in October 2023, we are honored to host speaker Dante King, author of *The 400 Year Holocaust: White America's Legal, Psychopathic, and Sociopathic Black Genocide - and the Revolt Against Critical Race Theory*. Dante King's lecture will be held from 2:30pm-4pm Blencoe Auditorium (C Building, first floor) and will also feature a Zoom option.

Office of Diversity, Equity & Inclusion (DEI) – Departmental Updates

The Office of Student Leadership and Programs remains committed to providing students with enriching experiences, empowering student leaders, and contributing to the overall vibrancy of campus life. Below are updates on upcoming initiatives and programs:

- Spring New Student Orientation (NSO) was held on Monday, April 1. In collaboration with Entry Advising, Associated Student Government (ASG) hosted the in-person orientation aimed at connecting students directly with their instructors in their classrooms, fostering a smoother transition into our academic community.
 - Reintroduction of In-Class Visits: In a first since 2020, we reintegrated in-class visits with instructors into the NSO, significantly enhancing the orientation experience.
 - Significant Student Turnout: With approximately 86 students participating, this NSO marked the highest level of engagement for a Spring Quarter in the past three years, indicating a positive trend in enrollment.
 - Reintroduction of Hands-On Lab Session: We reintroduced a hands-on lab session in the NSO to directly assist and support students with accessing their RTC student email and CANVAS shells. This specific support was implemented based on student and staff feedback from previous

orientations, highlighting our commitment to responding to the needs of our community.

- Campus-Wide Collaboration: Special thanks are extended to our presenters and the catering team for exceptional service, the CTS and LRCC staff for vital tech support, and to notable contributors from our Student Services teams. The involvement of Instructional Deans, Faculty, and Counselors was also critical to the NSO's success.
- Spring Unity Fest: ASG is currently planning our annual Unity Fest scheduled for Wednesday, May 15 that will be held in the RTC Courtyard adjacent to the Cafeteria from 12-4pm. Unity Fest is an end of year signature event that cultivates community and celebrates RTC's rich diversity. ASG in partnership with Outreach & Recruitment is finalizing logistics for the event that will include indoor and outdoor interactive activities, food trucks, music and much more. A formal announcement with the complete program schedule will be announced in coming weeks.
- Student of Color Conference (April 18-20): Hosted by the Washington State Multicultural Services Directors' Council, Student Leadership & Programs will be sponsoring 12 students and two advisors to attend, highlighting our commitment to diversity and student engagement. The conference is returning after a 4-year in-person hiatus and will be hosted at Green River College.
- Commencement 2024 Preparation: Commencement will be held Friday, June 21 from 6-9pm at Showare Center in Kent, WA. The RTC Commencement website will go live in the month of April. The website will serve as the platform for students to apply for graduation and register for commencement ceremony.
 - Regalia Survey Reminder: We remind staff and faculty that the deadline for submitting regalia surveys is next Tuesday, April 9th, an essential step in our Commencement 2024 preparations. We encourage participation through the link provided [here](#).

RTC Employee Affinity Groups

The Office of DEI launched the Employee Affinity Groups (EAG) for faculty and staff in mid-February 2024 and gaining momentum. An announcement was sent to all faculty and staff introducing EAGs. Each EAG operates independently and meets regularly throughout the quarter. Additional support including funding, is provided by the Office of DEI.

RTC Employee Affinity Groups meet the following:

- Formed by collective interest to foster community and engage in. Examples include, but are not limited to, national origin, race, gender, sexual orientation, gender identity.
- Be open to all Renton Technical College faculty and staff. As required by state and federal law and Renton Technical College's policy, affinity groups may not

discriminate on the basis of race, age, religion, veteran status, sex, national origin, gender identity, sexual orientation or disability.

- Adhere to all college policies.

Current Employee Affinity Groups

Asian American Pacific Islander (AAPI) Network

Our mission is to build community, provide support, and work towards creating an environment that highlights the unique qualities and strengths of the RTC AAPI community.

For more information, please contact co-leads Eugene Shen at eshen@rtc.edu and Warren Takata at wtakata@rtc.edu

Faculty & Staff of Color Network

The Faculty and Staff of Color Network was created to provide a forum for networking, support, and mentorship for employees who identify as a person of color.

For more information, please contact the Office of Diversity, Equity & Inclusion at dei@rtc.edu

Latinx Affinity Group

The Latinx Affinity Group offers Latinx identified employees an array of opportunities for building learning communities, connections, peer mentoring, collaboration in centering diversity, equity, inclusion efforts at RTC.

For more information, please contact the Office of Diversity, Equity & Inclusion at dei@rtc.edu

Lavender Network

The Lavender Network seeks to educate, inspire, encourage, and support faculty and staff who identify among the LGBTQ+ communities. This affinity group was established for transgender, intersex, asexual, pansexual, bisexual, queer, questioning, lesbian, gay, and similarly identifying faculty and staff at Renton Technical College.

For more information, please contact Josh Allen (jallen@rtc.edu)

Whites for Accountability

White people are responsible for our own racial and social justice learning. The Whites for Accountability group provides a place for white staff and faculty to engage in vital conversations about their role in white supremacy and institutionalized racism. Through service-based action and intentional collaboration with colleagues of color, we will hold each other accountable in de-centering whiteness at Renton Technical College and the greater community. Our intention is to unburden our students and colleagues of color

from needing to educate us. We acknowledge our mission will need to change and evolve to meet the needs of our community.

For more information, please contact co-leads Chelsea Good (cgood@rtc.edu), Laura Knight (lknight@rtc.edu), and Chelsea Paulsen (cpaulsen@rtc.edu).

RTC Foundation Report
Renton Technical College Board of Trustees
April 17, 2024

Scholarships and Events

[Spring Connell Scholar luncheon](#)

The Connell family is participating in a meet & greet with the 102 scholarship recipients on Wednesday, April 24. To date, over half of the scholars plan to attend. The lunch will take place in the RTC cafeteria.

[May 22, 2024 Exceptional Employee & Service Awards](#)

Sponsored by First Financial NW Bank, this is a peer-driven acknowledgement of outstanding staff and faculty contributions to RTC's mission and values. This year's theme is "The Oscars" and a fun photo booth and food are planned for the celebration.

[Enlightened Women's Conference](#)

The Foundation provided administrative support for the Construction Center of Excellence's annual conference March 21 online registrations and pass through fees for 265 attendees.

[Spring Book & Equipment Support grant](#)

To date for FY23-24, the Foundation has awarded 114 Book & Equipment Support (BES) passing last year's total of 91 grants for the academic year. Top areas of study for student recipients include healthcare (36%), Automotive (28%), Advanced Manufacturing (16%) and Information Technology (12%). This represents \$83,500 in direct support for tools and books.

[Operations:](#)

The FY22-23 independent audit wrapped up and will be presented to the full Board on April 18. Staff continue an expansive update of QuickBooks to better utilize the platform for monthly financials and donation reports. The Finance Committee met with investment managers Badgely Phelps to review Q1 investments. A new Money Market account was opened with Schwab to serve as the Foundation's savings account with a higher annual rate and liquidity.

[Development & Community Engagement:](#)

- Badgely Phelps featured the RTC Foundation in their client spotlight and posted the article on LinkedIn and their website blog.
- Funder follow up through letters and individual emails are underway that include impact notes from scholarship recipients. This is an important touch point, albeit time consuming stage of the scholarship cycle and is very collaborative between the

Foundation team.

- The Scholarship Committee plans their annual debrief in April to finalize the FY24-25 calendar and discuss any policy changes. The use of Large Language Models within the application led to inserting an “authenticity statement” for students to sign Spring quarter.
- Staff continue their DEIC leadership work on the Native affinity group, Women of Merit, Paying for College taskforce and collaboration around the Virtual Welcome Center, and Renton Rotary.



The following personnel actions have occurred as of March 2024 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires			
Nathanael (Nathan) Beltran	3/11/2024	Maintenance Mechanic III	Facilities and Grounds
Frydda Parada	3/25/2024	Dining Room Supervisor/Cashier	Food Service

-Separations			
Ashley Lorrekovich	3/22/2024	Dining Room Supervisor/Cashier	Food Service

WFSE	Effective Date	Position	Department
- Hires			

-Separations			
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Prof Tech	Effective Date	Position	Department
- Hires			
Abigail Elliot	3/8/2024	Part-time Campus Security Officer	Campus Safety & Security

-Separations			
Jade Gidley	3/31/2024	Library Coordinator	Library

Exempt / Administrative	Effective Date	Position	Department
- Hires			

-Separations			
Kimberly Sykes	3/15/2024	Director of Accounting Services	Business Office

RFT	Effective Date	Position	Department
- Hires			
Maizy Bear	3/28/2024	PT Faculty - High School Programs (internal position change)	CCP

-Separations			
Earnest Hudson	3/22/2024	CBE Full Time Faculty	Comm. Building Engineering

	Monthly Total Hires	% of Diverse Hires YTD
Full time	1.00	67%
Part time	2.00	27%

Institutional Research and Effectiveness Report
Renton Technical College Board of Trustees
April 17, 2024

Institutional Planning and Effectiveness

- Resource & Planning Council has concluded **budget reviews** for AY2024-25 labor requests. Data for the 2022-2023 **Strategic Plan Monitoring Report** is currently being compiled and will be reviewed by the Council later this month.
- The **NWCCU Year 3 Mid-cycle visit** is April 22-23, 2024. **Peer comparison data** visualizations are public on our Accreditation webpage. The team is preparing for sessions with the evaluators.

Student Learning and Assessment

- The team is currently developing an “outcome mastery scale” that faculty can use in Canvas from which the data can be pulled to **assess student learning outcomes**. In addition, post-program surveys to students and advisory committees are in development to gather additional perspectives on student learning outcomes.
- IR&E is reviewing **course evaluations**, in collaboration with Learning Council. Current work is to revise the instrument itself and gather student feedback to help improve response rates. The RTC Foundation has been supportive in providing incentives for student participation in this work.

Data and Research

- New federal regulations on **Financial Value Transparency and Gainful Employment** (FVT/GE) require higher education institutions who receive Title IV funding to report on new metrics to assess the value of our programs for current and prospective students. The first reporting cycle will start this summer. The team is working with Financial Aid and SBCTC on compiling all the appropriate data. The regulations may impact specific programs.
- IR&E is collaborating with Instruction on **program viability**. A summary of the findings has been presented to instructional leadership and solutions have been discussed. The team will continue to collaborate on next steps to finalize strategies and implementation during the next academic year.
- RTC is participating in the federal **National Postsecondary Student Aid Survey (NPSAS)** and is currently compiling the data to submit to the Department of Education, which is due in May.

ctcLink

- An update to the **Financial Aid** module is anticipated to go live in June. This is in response to the Department of Education’s FAFSA simplification process for the next

academic year. The CTC system is awaiting Oracle PeopleSoft updates before the revised system can be fully implemented for schools to use.

- The SBCTC project management team is leading improvements to the **security administration** of ctclink. This would make the management of security roles easier and more efficient for local security administrators. It would also make the platform more secure.
- RTC has submitted an enhancement request to improve student-facing receipts in the **Student Financials** module in ctclink.
- The team is working on **Finance pillar** cleanup to streamline department budgets in ctclink and in our reporting tools.
- Cross-department teams are working on improvements related to the **registration process**, based on recommendations from the **ctclink Registration Task Force** that concluded this fall. Improvements include updates to our ctclink webpage and program documentation to make it easier for students to navigate, as well as more hands-on support and additional positions.

Other

- The team continues to support the college in all of their reporting, data, and ctclink needs. Ad hoc requests from this month included grant data, scholarship data, apprenticeship reports, and cost-revenue analyses.



Instruction Report
Renton Technical College Board of Trustees
April 17, 2024

Instruction has updates from Director Christie Fierro and Associate Dean Cle Roseboro.

- [Update from CITL](#) – Learn about the wonderful work happening in our eLearning and faculty support and meet our new staff and work study students.
- [Update from the Library](#) – Get a quick snapshot of what’s happening in our library, featuring Di Zhang and Associate Dean Roseboro.

Student Services Report
Renton Technical College Board of Trustees
April 17, 2024

Spring Quarter Highlights

April 1 New Student Orientation

The day before Spring quarter began, Entry Services and Student Leadership hosted a successful New Student Orientation. Nearly 90 new students attended, enjoying a provided lunch, presentations from key service areas, practice logging onto Canvas, getting their Student ID card, and campus tour. This quarter, we resumed incorporating time for new students to meet their instructors in their classrooms, getting familiar with the space and learning about what to expect as they begin their studies. It was wonderful to have faculty and instructional deans helping to make the event a success.

April showers (Outreach & Recruitment) bring May flowers (enrollment)

The Outreach & Recruitment (O&R) department continues a busy season with tours that will bring over 200 prospective students to campus and approximately 16 on and off campus events, exposing community members to what RTC has to offer. Registration for the summer and fall quarters begins in mid-May and we are hopeful to see enrollments continue to grow. This month we are also delighted to welcome Le'Onna Lee to the O&R team. Le'Onna joins the College as our new Community Outreach Manager, where she will be strategically building relationships with community-based organizations and other community partners.

April Council meetings: Student Success Council Teams up with the Learning Council

These two councils are combining their April meetings to welcome Monica Wilson, Director of the Student Success Center and Strategic Initiatives at the State Board. Monica is a system leader in Guided Pathways and is joining our April meeting to connect members to Guided Pathways past, present and future. The Student Success Council and Learning Council are key governance structures in moving Guided Pathways work forward. This spring the Student Success Council will launch a new Guided Pathways Committee to advance our implementation into the future.

May Unity Fest

Student Leadership and Outreach and Recruitment are collaborating in the planning for the Unity Fest on May 15. We're looking forward to a fun day filled with activities, food, and booths highlighting our programs and services. The event is for students, staff, and faculty to enjoy as well as an opportunity for O&R to invite prospective students to campus and get excited about what it's like to attend RTC.

June will be a busy month for students: Career Fair and Commencement

On June 5, the Career Center will host its annual Career Fair in partnership with the City of Renton. We expect over 80 employers and over 300 job seekers to attend. This comes just as hundreds of students will be participating in the commencement ceremony on Friday, June 21 at the ShoWare Center in Kent.

Renton Technical College
Board of Trustees Meeting
April 17, 2024

AGENDA ITEM: 4. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

- A. President's Report
Dr. Harden will provide a report subsequent to the March 20, 2024 Board meeting.

- B. Financial/Budget Status
Vice President Jackson will provide a report of the budget.

<p>BOARD CONSIDERATION</p> <p><input checked="" type="checkbox"/> Information</p> <p><input type="checkbox"/> Action</p>

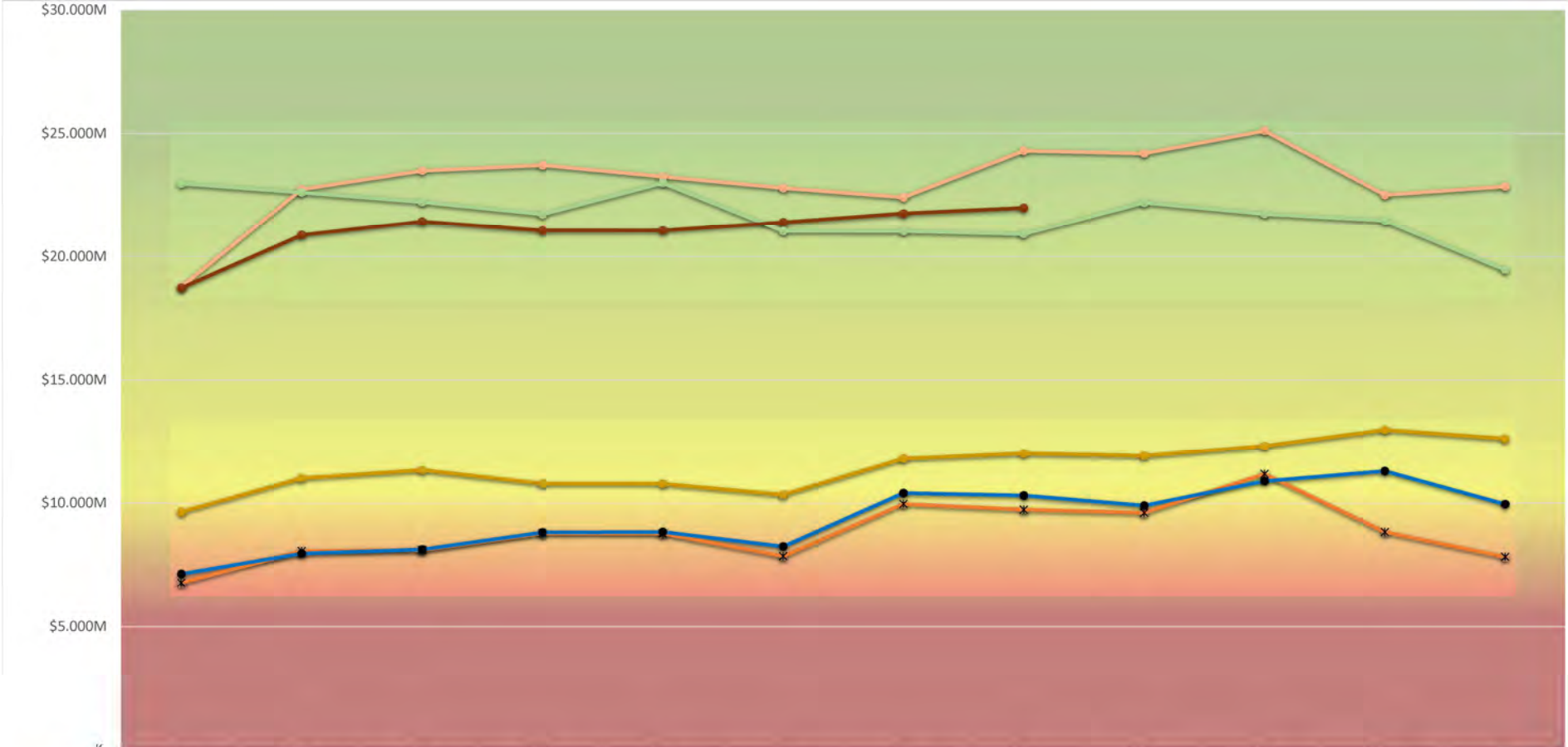
RECOMMENDATION:

None.

RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2023-24
For the Month of February 2024

	February 2024 - Actual	Year to Date - February 2024 - Actual	Prior Year to Date - February 2023 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	9,855,285	7,891,334	19,248,178	(11,356,845)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	1,388,007	7,866,507	5,396,509	2,469,998
Grants and Contracts	216,937	2,871,242	3,463,816	(592,574)
Donation Received	-	-	-	-
Student Government	96,261	582,516	476,534	105,982
Bookstore	18,007	201,306	12,168	189,138
Security/Parking	28,422	170,865	55,709	115,157
Culinary Arts - Food Services	74,101	506,512	445,940	60,573
Housing	-	-	32,196	(32,196)
Interest Income	51,984	368,698	82,912	285,786
Rental Income - Excluding 569	14,518	174,313	170,153	4,160
Scholarship and Student Loan Funds Received	157,244	6,177,414	4,628,839	1,548,575
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	2,045,481	18,919,374	14,764,776	4,154,599
Add - State Allocation				
State Allocation - VPA Expenses	3,207,569	22,016,520	18,131,080	3,885,441
Capital Allocation Fund 057	45,818	609,160	1,093,823	(484,662)
Capital Allocation Fund 060	-	11,664	194,270	(182,606)
Total State Funding	3,253,387	22,637,345	19,419,173	3,218,172
Total Revenues	5,298,868	41,556,719	34,183,948	7,372,771
Less - Expenses:				
Salaries	2,514,660	18,112,883	16,010,152	2,102,731
Benefits	804,359	5,886,144	5,431,782	454,362
Contracts	-	-	-	-
Goods and Other Services	509,188	5,322,423	4,956,175	366,249
Cost of Goods Sold	23,384	183,067	102,702	80,366
Travel	7,281	79,523	78,439	1,083
Equipment	520	359,590	56,893	302,697
Computer Equipment	-	-	-	-
Financial Aid	235,363	7,391,054	7,608,428	(217,374)
Debt Service	4,012	45,716	45,340	376
Bad Debt	-	-	-	-
Total Expenses	4,098,766	37,380,401	34,289,911	3,090,490
Net Operating Surplus (Deficit)	1,200,102	4,176,318	(105,962)	4,282,281
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(818,715)	(1,030,138)	(1,153,377)	123,239
Decrease/ (Increase) in Investments & Bond Amortization	(562,821)	(885,824)	(8,294,322)	7,408,499
Payment of Bldg, Innovation Fee, and VPA Advance to State	(154,223)	(632,063)	(694,240)	62,177
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	(1,535,759)	(2,548,024)	(10,141,939)	7,593,914
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	9,519,628	9,519,628	9,000,277	519,351
Add College Reserves:				
Local Government Investment Pool (LGIP)	9,807,696	9,807,696	9,305,138	502,557
Investment Bonds held in trust by US Bank	2,661,696	2,661,696	2,619,786	41,910
Total Reserves	12,469,391	12,469,391	11,924,924	544,467
Total Cash and College Reserves	21,989,020	21,989,019	20,925,201	1,063,818
Actual %		Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	31,694,493	28,993,073	2,701,420
Allocation Used - Year to Date	71%	22,637,345	19,419,173	3,218,172
Remaining State Allocation	29%	9,057,148	9,573,900	(516,752)

RTC Month End Cash and Reserves Balances - FYR 1819 to 2324



K	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	\$6.772M	\$8.059M	\$8.096M	\$8.783M	\$8.768M	\$7.853M	\$9.965M	\$9.740M	\$9.611M	\$11.186M	\$8.833M	\$7.823M
2019-2020	\$7.135M	\$7.958M	\$8.126M	\$8.817M	\$8.834M	\$8.245M	\$10.404M	\$10.311M	\$9.896M	\$10.895M	\$11.302M	\$9.961M
2020-2021	\$9.645M	\$11.017M	\$11.342M	\$10.791M	\$10.790M	\$10.343M	\$11.811M	\$12.022M	\$11.922M	\$12.327M	\$12.986M	\$12.624M
2021-2022	\$18.781M	\$22.747M	\$23.502M	\$23.724M	\$23.261M	\$22.798M	\$22.418M	\$24.309M	\$24.201M	\$25.120M	\$22.513M	\$22.868M
2022-2023	\$22.982M	\$22.615M	\$22.229M	\$21.727M	\$23.004M	\$21.048M	\$21.041M	\$20.925M	\$22.201M	\$21.748M	\$21.472M	\$19.475M
2023-2024	\$18.738M	\$20.880M	\$21.431M	\$21.061M	\$21.067M	\$21.406M	\$21.762M	\$21.989M				

Renton Technical College
Board of Trustees Meeting
April 17, 2024

AGENDA ITEM: 5. BOARD OF TRUSTEES

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A. Strategic Equity Plan Steering Committee Report
Vice Chair Jessica Norouzi will provide an update from the 2023-2024 Strategic Equity Plan Steering Committee.

- B. Foundation Liaison Report
Foundation Liaison Trustee Cooper will provide an update from the Foundation Board.

- C. Legislative Action Liaison Report
Trustee Debra Entenman will provide an update on legislative action meetings and activity.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
April 17, 2024

AGENDA ITEM: 6. MEETINGS

SUBJECT:

BOARD CONSIDERATION
X Information
Action

BACKGROUND:

- A. The next regularly scheduled meeting of the Board of Trustees will be May 15, 2024.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
April 17, 2024

AGENDA ITEM: 7. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Motion required.