REGULAR MEETING

AGENDA

Agenda Item/Subject	**Information/Action/Presenter**

1. CALL TO ORDER

   A. Notation of Quorum
   B. Flag Salute

2. ADOPTION OF MINUTES   **Action**

   A. January 20, 2016 Regular Meeting

3. ACTION ITEMS   **Action**

4. COMMUNICATIONS   **Information**

   A. Introductions
   B. Correspondence
   C. Comments from the Audience
   D. Student Leadership
   E. Renton Federation of Teachers
   F. Written Communication Reports:
      1) Administration/Finance
      2) Human Resources
      3) Information Technology
      4) Institutional Advancement
      5) Instruction
      6) Student Services

5. DISCUSSION/REPORTS

   A. President   Kevin McCarthy
      1) Faculty Tenure Advancements

   B. Board of Trustees
      1) Board Liaison Reports
         a) ACCT National Legislative Congress Report   Trustees Page and Entenman
         b) RTC Foundation   Trustee Palmer
         c) RTC Advisory Council   Trustee Unti

   C. Administration/Finance
      1) Operating Funds Budget Status Report   Melinda Merrell

6. EXECUTIVE SESSION

   A. An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30).

   B. Announcement of time Executive Session will conclude.

RTC RENTON TECHNICAL COLLEGE

7. ACTION

   A. Action items, if any, that may be necessary to be taken as a result of matters considered in the Executive Session.

8. MEETINGS   Information

   A. The next regular meeting is scheduled March 23, 2016.

BREAK

9. BOARD STUDY SESSION

   A. Financial Statements

   B. Board Policy Manual – Section 1: Introduction/CT1 – CT4

   C. Evaluation Goals; Board and President

10. ADJOURNMENT   Action

Event Reminders:

- State of the City Breakfast – March 16, 2016 | Renton Pavillion

- RN Pinning Ceremony – March 22, 2016 | RTC Cafeteria

- RTC Foundation Breakfast – March 24, 2016 | RTC Cafeteria

- ACT Spring Conference – May 12-13, 2016 | Bellevue College

- RTC Commencement – June 23, 2016 | ShoWare Center, Kent

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **1.**   **CALL TO ORDER**

BOARD CONSIDERATION
Information
Action

SUBJECT:

BACKGROUND:

Board Chair Tyler Page will carry out the Notation of Quorum and the Flag Salute.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **2.**   **ADOPTION OF MINUTES**

<table>
<tr><td colspan="2">BOARD CONSIDERATION</td></tr>
<tr><td></td><td>Information</td></tr>
<tr><td>**X**</td><td>**Action**</td></tr>
</table>

SUBJECT: A.

BACKGROUND:

A. The minutes of the January 20, 2016 regular meeting are attached for approval by the Board of Trustees.

RECOMMENDATION:

Approval as presented.

MINUTES

1. **CALL TO ORDER**

   The meeting was called to order at 3:00 p.m. by Vice Chair, Trustee Unti. Board Chair Page attended via teleconference. There was notation that a quorum was established, and Vice Chair Unti led the flag salute.

2. **ADOPTION OF MINUTES**

   A. Vice Chair Unti asked for corrections and/or additions to the following minutes:

   December 18, 2015 Special Meeting

   Trustee Palmer introduced a motion to approve the meeting minutes for the special meeting on December 18, 2015 as presented. Trustee Entenman seconded, and the motion carried.

3. **ACTION ITEMS**　　　　　　　There were no items presented for action.

4. **COMMUNICATIONS**

   A. *Introductions*　　　　　　　Dr. McCarthy introduced our new Foundation Director, Ms. Carrie Shaw. Ms. Shaw comes to the Foundation with a strong background in public affairs, media relations, and business. Most recently, she served as lead strategist and senior manager for the communications team in the state Senate's Majority Coalition Caucus, where she led strategic planning, brand management, media relations, coalition outreach and social media expansion. She has a BA in Communications from Washington State University. We look forward to the impact she will have serving the college and Foundation Board. Ms. Shaw responded with enthusiasm for the opportunities ahead for students. RTC has a great reputation as one of the Top 10 Community Colleges in the Nation, and she is excited to go out and sell it.

   B. *Correspondence*　　　　　　　Vice Chair Unti called attention to the printed communication articles, noting that there was much good press for the college.

   C. *Comments from the Audience*　　　　　　　Ms. Angel Mitchell, student, and recipient of this year's Transforming Lives award from the Board introduced herself and thanked the Board members for her scholarship. She noted that she was looking forward to the upcoming Transforming Lives Scholarship Celebration in Olympia. There were no other comments from the audience.

   D. *Student Leadership*　　　　　　　Ms. Jessica Supinski, Director of Student Programs and Engagement shared a brief note about the new Calculator Loan Program highlighted in the written Student Leadership report, and how quickly excited math students took advantage.

Student Joe Spieldenner was present at the meeting and shared information about his service to Phi Theta Kappa, as Division IV International Vice President. Since his election in 2014, he has attended trainings in Jackson, MS and beyond. He will be in Colorado and Hawaii in the spring. His one-year term will end at this year's Phi Theta Kappa convention. Mr. Spieldenner is currently in the Business DTA program, studying accounting. He is looking at opportunities in either accounting or an entrepreneurial field. His thoughts at this time are to transfer to the University of Mississippi or Western Washington University. When he came to RTC, he had no idea that all of this would be possible; the journey has been amazing. Between April and June, he will be working in Student Government. Vice Chair Unti thanked Mr. Spieldenner for his fine work and representation of the college. An additional tip of the hat went to Ms. Supinski for her work with Student Leadership.

E. ***Renton Federation of Teachers*** RFT President, Gary Neill thanked the Board for moving their meeting to 3:00 p.m. The contract is in place and things seem quiet. The Workload Task Force is underway, and the faculty is thrilled to have Dr. McCarthy on board.

F. ***Written Communication Reports*** Written reports were included in the Board materials, from various departments; Administration/Finance, Institutional Advancement, Human Resources, Information Technology, Instruction, and Student Services. There were no questions.

5. **DISCUSSION/REPORTS**

A. ***President*** Dr. McCarthy informed the Board that due to time constraints during the December meeting, no information was shared from the WACTC President's meeting. The December President's Academy reported on *Implemented Guided Pathways as Structural Reform*, which was the focus of an Aspen/AtD Presidents' Symposia attended by four SBCTC presidents. Dr. McCarthy will be attending a similar conference in April on *Engaging Faculty in Scaled Improvements to Teaching and Learning*. The Guided Pathways model of education is the focus of a recent "must read" book; *Redesigning America's Community Colleges*. Our executive cabinet is reading this book and today we have twelve people attending the Guided Pathways meeting at Clover Park Technical College, in Tacoma. In essence, the book argues that the reforms of the last decade have yielded paltry results in terms of changing student success and completion because they have rarely occurred at scale and most significantly in an educational structure at odds with changing outcomes. They label this the "cafeteria model" which privileges providing great access—and great choice—to students at the detriment of successful completion (the "choice architecture" sets people up to fail, which has often been seen as a "right"). Likewise, the cafeteria model privileges classes over programs, again to the student's detriment, as the entire curriculum lacks coherence. Rather, the proponents argue, community and technical colleges need to reform structurally around the principle of Guided Pathways which will allow access and privilege completion and success outcomes. **RTC** can argue that much of our completion success is due to having more of a guided pathways model in our cohort-based prof-tech programs that both limit choice and emphasize program outcomes. Further discussion will more likely be heard.

Representative Haans Dunshee, (D-Snohomish) Appropriations chair and Senator Andy Hill (R-East King County) Ways and Means chair made presentations to the presidents; both stating

there will continue to be a focus on McCleary. They were both pessimistic about funds being available beyond needs for fires, Medicaid and mental health caseloads, and healthcare authority costs. The Governor's supplemental budget came out mid-December and did not provide appropriations for any of the major policy requests submitted by the CTC system in our agency budget request. There are no corrections made by the Governor's budget related to the state backfill required for the 2015-17 compensation increases or the tuition reductions. Vice President Merrell informed the Board that between tuition backfill and COLA's we are under-funded about $200,000 from what should have been received.

The WACTC Strategic Visioning committee sent a Diversity Statement to all campuses across the state, reaffirming the commitment to diversity and safe campuses to communities following the December WACTC meeting. Dr. McCarthy's message to our campus urged all of us to practice and promote the respectful and safe treatment of each other and to live the values of civil discourse, mutual respect and intellectual inquiry that form the foundation of our community and ideals.

Dr. McCarthy and Vice President of Instruction, Mr. Angel Reyna continue to visit classrooms. We are looking deeper into tenure, workload, and the program review process.

RTC is a participant in the **Roadmap Project**; supported by the Community Center for Education Results. The program is aimed at dramatically improving student achievement from *Cradle 2 College and Career* in South King County and South Seattle. The goal is to double the number of students on track to graduate from college or earn a career credential by 2020 and eliminate opportunity gaps for low-income students and students of color. Seven school districts and seven CTC's are involved in the project; class of 2011. (Fifty-one percent of college-going graduates in South King County's class of 2011 attended these schools.) Katherine Long of the Seattle Times, published an article that showed overall, poor results: see summary of findings; http://www.seattletimes.com/seattle-news/education/full-time-beats-part-time-in-study-of-community-college-success/ RTC did better than peers, but we have a small sample size, and cannot disaggregate by race. Our own data will be used as a part of the March study session. Students were only counted if they went directly from high school into college. Region totals were 27 percent; RTC's was 57 percent. This can be complicated, but is good for tracking purposes. The current average age of an RTC student is 31. A question was raised about how the new talk about free college will work with the redesigning of community colleges? What is the return on the investment? Trustee Takamura commended Dr. McCarthy for visiting classrooms and being visible. Discussions need to look in front and beyond about clear articulation with K-12; coordination of learning outcomes from high school and being immediately ready for college. Orientation and admissions/advising need to be a part of the conversation. We need to be aware of the education opportunity gap for students of color. Vice Chair Unti thanked Mr. Neill for the positive report on morale and Dr. McCarthy for his work.

B. *Board of Trustees*

1) **Board Liaison Reports**

   a) RTC Foundation

Trustee Palmer informed fellow trustees that she is planning to attend the Foundation Board meeting tomorrow, January 21st. Please be thinking about attending and supporting the Foundation Breakfast scheduled on March 24th.

b) RTC Advisory Council

Vice Chair Unti attended the recent RTC Advisory Council meeting, held January 12th. Germane to the conversation, there was discussion that passion and aptitude testing need to be done earlier than grades eleven and twelve. How might we close the gap? We need to have earlier conversations. Some of the major road blocks are parents, who want their children to become physicians, attorneys, etc., even when the student is not wired that way. Chair Nicole Ferrer is moving on; Jay Leviton will be the incoming Chair of the Advisory Council. Renton had a record year for construction permits; there are two major hotel projects near the Landing, a complete remodel of IKEA, Providence Health Care and Boeing projects continue to attract workforce. Tukwila will have its first high-rise; 19 stories, with a top-flight hotel, in addition to a new King County Library. The new automotive building on RTC's campus should be done in the next six months. Advisory boards are very valuable to the college to interface with industry. This gives us an opportunity to say to these folks that they need to put some skin in the game; to build a partnership that shows the effect on the bottom line to business. Trustee Takamura asked about committee assignments for trustees; she is not available to attend the April 12th Advisory Council meeting. Trustee Unti agreed to work with Trustee Takamura to be sure a liaison is present at each Advisory Council meeting. Elections and committee assignments are generally done in June, which was before Trustee Takamura came onto the Board. There is a new trustee orientation on January 24th which will help the two newest trustees further understand their role at the college level.

C. *Administration/Finance*

As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues and expenditures for the period ending November 30, 2015. Trustee Palmer asked about Grants/Contracts, and how we were doing. Vice President Merrell responded that it varies per grant, but she has been appreciative of having two sets of eyes on submissions; Marta Burnet, Director of Grant Development and Michelle Campbell, Executive Director of Institutional Advancement.

Vice President Merrell shared an additional budget sheet of expenses from the Board of Trustees budget. Some of the trustees are aware that the proposed budget for trustees is generally shared in May. The hope is to shine the light on expenses for conferences and travel for board members, as it is nearing a negative budget. We need to be strategic about expenses through the end of the year. Vice Chair Unti thanked Vice President Merrell for bringing this to the Board's attention, as we need to have accountability for this. It is very important as part of our planning that we look at this each year.

6. **EXECUTIVE SESSION**

At 4:03 p.m. Vice Chair Unti called for an executive session for five (5) minutes to discuss with legal counsel matters involving attorney/client privilege. The Board returned to regular session at 4:08 p.m.

7. **ACTION**

There was no action taken as a result of the executive session.

8. **MEETINGS**

The next regular meeting of the Board of Trustees will be held on February 22, 2016, at 3:00 p.m.

9. **BOARD STUDY SESSION**

A. ***Board Self-Evaluation/Goals*** Vice Chair Unti shared that the By Laws governing our Board call for the board to prepare a list of objectives for the ensuing year, and an annual board self-evaluation reflecting the board's progress toward completion of the list of objectives. With the addition of two new members to the Board, now seems to be the right time to reevaluate the tools. How can we best benefit from the tools used for evaluation? There is question about how the utility of the evaluation document really helped move the board toward achieving its goals. There appears to not be enough narrative to cover intangible items such as presence, transparency, etc. Using the evaluation document shared by Lake Washington Institute of Technology (LWTech), Dr. McCarthy combined the tools for RTC and LWTech. RTC's evaluation was the longest (63 questions), and appears to be more of a check list of board responsibilities. Under the governance structure, you want to show that you are continuously improving; forward looking. Make it user friendly, but then helpful. An organic evaluation needs to be used for evaluating the Board and the president. Trustee Palmer felt it is a long evaluation and somewhat non-productive. There is some value in the broad categories; each having bullet points under them. Perhaps we have a more pointed written feedback, and reduce it to one-third of its current form. The suggestion would be to have three to five goals (maximum) from the president, and the same from the Board. Keeping our goals in front of us as we move through the year is a helpful reminder. Our purpose as a board is to promote and support the college, and to include fiduciary responsibilities. Possibly using a short evaluation at the end of each meeting; have someone tally it and report out. Having goals in front of us each month is valuable; both for the Board and president. The Tenure process should be included as a goal, for both the Board and president. The Board is pleased to see the study session incorporated into the monthly meeting. Another Board concern is staff retention; how do we secure and retain good staff? Equity is another goal, what do we mean by it, and how do we create accountability for it? The Board should be focused on the ends. Take a look at the Board's policy statement – most broadly in the mission statement; it is visionary yet realistic. We will want to check on our evaluation with goal setting, and strategic planning. It was suggested that we revisit the policy manual with the entire Board. Board Chair Page commented that he saw a little more specificity in items that Board members might do; communicating with other trustees in the system and reading

documents (what was our effort and what did we get from it?). It is much harder to quantify that Board members come prepared and are able to evolve policy. Policy needs to be a living document and needs to reflect a solid governance model. We need to ask, does our current policy give the president direction and tools? This is a good foundation for evaluating how we are accountable for how we spend our time; we want this to be strategic. Board Chair Page asked each trustee to review the Board Policy manual, then we will review it collectively at one of our upcoming Board meetings. The Board can discuss, disagree, and struggle, but once the decision is made, there needs to be full board support. We need to proceed with the end in mind. The reviewing of policies don't have to be done all at once. We could look at a natural sequence for breaking it up. Part of the evaluation needs to evaluate day-to-day, but evaluating the overall mission/vision and interconnection. Dr. McCarthy referenced his analogy of *what*, *so what*, and *now what*? **Next steps:** Review the policy manual. We can review the introductory portion in February, and then lay out the rest for March, April, and May. We need to first challenge ourselves individually, then collectively, and then challenge the president. Links to the Board Policy manual and Board By Laws will be sent for trustees review.

B. *President's Goals/Evaluation*   Dr. McCarthy shared a list of draft goals with Board members. He prefers narrative feedback based on broad areas of responsibilities. Board Chair Page suggested that Dr. McCarthy knows more what needs to be done, but they need to be measureable; how have you done against the goals? There needs to be a clear strategic plan that outlines comprehensiveness. Again, Board Chair Page requested that Board members review the Board Policy manual, the By Laws and come to the February meeting with a plan on how to address the outcome for evaluation goals for the Board and president. We will walk it down to June with clear evaluations to be set in July. Dr. McCarthy can complete and send a self-evaluation to the Board in May, with the Board to complete a culminating evaluation in turn, in June.

10.   **ADJOURNMENT**

It was moved by Vice Chair Unti to adjourn the Board of Trustees' meeting at 5:10 p.m. Motion carried.

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TYLER PAGE, Chair   KEVIN D. MCCARTHY, President
Board of Trustees   Renton Technical College

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **3.**   **ACTION ITEMS**

BOARD CONSIDERATION
Information
X   **Action**

SUBJECT:

BACKGROUND:

No action items scheduled.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **4. COMMUNICATIONS**

BOARD CONSIDERATION
X   Information
Action

SUBJECT:

BACKGROUND:

A. Introductions
B. Correspondence
C. Comments from the Audience
D. Student Leadership
E. Renton Federation of Teachers
F. Written Communication Reports:
   1) Administration/Finance
   2) Human Resources
   3) Information Technology
   4) Institutional Advancement
   5) Instruction
   6) Student Services

RECOMMENDATION:

None.

Student Leaders Attend NW Student Leadership Conference

In early February, 19 RTC Student Leaders joined five hundred other student leaders from Washington, Oregon and Idaho at the NW Student Leadership Conference at Portland State University, organized by the Oregon Students Association. They attended leadership development workshops, keynote sessions and shared important time together mid-year in their leadership roles that helps them to connect as team members and friends.

RTC Celebrates Black History Month

Student Leaders from the RTC Black Student Union and the RTC Events & Activities Board have organized multiple activities and displays in honor of Black History Month. These include:

- A poster series in the cafeteria and 29 rotating digital displays on the screens in the I Building atrium, recognizing the contributions of Black leaders now and throughout American history.

- An interactive activity called **Road to Freedom**, to educate the campus about the Underground Railroad. The week of February 21st, EAB and BSU will post pictures of important stops on the Underground Railroad across RTC's campus all the way from building A to building N.

- The RTC Scrapbooking Club (a successful collaboration between RTC students from career training programs and the HS21+ Program) is working on a hand-made mural all month and will be displayed the first week of March at the RTC main campus.
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Joe Spieldenner Selected to Serve on State Board 2015-17 Biennial Budget Committee

Great news about Joe again! He was selected to serve on the committee that will help draft the 2017-19 SBCTC biennial budget request to the WA State Legislature. Joe is one of five student leaders from across the state to serve, and will participate in 4 planning meetings. He was in good company with Board Chair Tyler Page last week for the committee's first meeting! Found this photo on Joe's Facebook page…is this a selfie??

Administration and Finance Report
Renton Technical College Board of Trustees
February 22, 2016

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A. Security

Melanie Boehm was recently hired as a weekend security officer. She currently works for the Seattle Park Ranger program and is a great asset to our weekend staffing. Aronson finished installing 22 new cameras on campus giving us approx. 90% coverage of main campus, minus K complex. We've begun automating alarm schedules on campus to improve the morning unlock procedure efficiency and allow custodians to focus on cleaning instead of disarming campus.

B. Facilities

K Complex Renovation – project is on schedule and on budget. Roof trusses and pan decking are being installed at the new building (K3) which should be ready for occupancy by June of this year. K2, the first of 3 existing buildings to be renovated, is presently undergoing installation of metal roof panels and interior painting. Facilities Master Plan is under way with an expected completion date of Spring/Summer 2016. Campus signage has been a focal point in anticipation of our 75th anniversary activities. A concrete pad is being poured near building F to display a sculpture made by the students of our Welding program.

C. Business Office

We received notification from DHHS that a four-year extension of our 45% Federal indirect rate has been approved. Work continues on the Finance section of the IPEDS annual survey. January 31 was the cutoff for placing carryover orders so staff are busy working on and influx of purchase orders and bid documents.

D. Food Service

Safety boards were updated with current 2016 information in the main kitchen. All first aid kits were updated to meet OSHA requirements. We now have "blue bandages" for those who might need one. With the arrival of a new chef/instructor, a complete review and update on all product order guides was done. Catering is seeking new hires for a busy upcoming spring. The American Home Inspector Training (AHIT) program was successfully relocated to the Annex. The annual contract with AHIT includes a 12 day intensive training each quarter and storage of their supplies.

E. Bookstore

The Bookstore replaced their old, black and white copier with a new color copier. Students often come to the Bookstore needing to make a few copies and now they will have the option to make color copies. A new source of eBooks has been added and are available in the store and at the website. Sales were strong during the first week of the quarter.

Board of Trustees
February 17, 2016
Human Resources

The following personnel actions have occurred as of January 31, 2016 and are presented for the Board of Trustees' information.

AFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
None			

WFSE

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
None			

Prof Tech

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
None			

Exempt / Administrative

- Hires

Name	Effective Date	Position	Department	Rate	Step
Bradford, Gerald	1/4/2016	Student Success Specialist / DOC	Student Services	$3,948.33 mo	
Hawkins, Geni	1/11/2016	System Administrator	Information Technology	$5,493.33 mo	
Shaw, Carrie	1/4/2016	Foundation Director	Foundation	$7,083.33 mo	

- Terminations

Name	Effective Date	Position	Department
None			

RFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
Barquet, Aaron	1/13/2016	Part-time faculty	Basic Studies	$41.87 hr	B
Blinder, Howard	1/29/2016	Part-time faculty	Aerospace	$39.88 hr	B
Bodero, Albert	1/4/2016	Part-time faculty	GEN ED	$39.88 hr	B
Calnan, Terri	1/4/2016	Full-time faculty / Long Term Sub	Medical Office Programs	$20,515.76 instr yr	21+M
Flippo, Jeremis	1/4/2016	Part-time faculty	Job Skills For T & I	$39.88 hr	B
Meza, Alma	1/4/2016	Full-time faculty	Basic Studies	$36,309.58 instr yr	12+M

- Terminations

Name	Effective Date	Position	Department
None			

- Retired

Name	Effective Date	Position	Department
None			

Information Technology Report
Renton Technical College Board of Trustees
February 22, 2016

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The Office of Information Technology continues to make progress as we update our technology across campus. We've introduced some new technologies and are creating standards and policies that are necessary to continue our success. We continue to build stronger relationships with various departments and programs. We have also partnered many departments and programs across campus, to ensure each program and/or department is taking advantage of all of the services that we provide.

A. **INFRASTRUCTURE PROJECTS COMPLETED**
- Remote Site Connectivity to Main Campus - Auburn, Kent, Seattle locations all connected
- Cisco ASA Firewall Replaced

B. **CYBERSECURITY INITIATIVES COMPLETED**
- New credit card chip readers installed in culinary, bookstore and cashiering

C. **TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS –**
- Reorganization and rebranding of our Help Desk to Service Desk
- Consolidation of IT procurement – All hardware/Software purchases are originating through IT.

D. **COST SAVINGS INITIATIVES IN PROGRESS – No Additional updates this month.**
- Papercut- Duplexing and printed page usage
- Printer Consolidation - reducing the number of printers on campus.
- Century Link Phone Line Audit – Reduction in phone lines

E. **PROJECTS IN PROCESS**
- RTC Website Redesign – Go Live date 02/29/2016
- Digital Signs Phase 2 – Additional Digital signs - Integration with Emergency Alerting System
- K20 (state provided) ISP bandwidth increase
- RFID (Radio Frequency Identification)
- Access Control System – Software/Electronic Door locks
- Campus Hardware/Software and security standards
- Office 2016 – Testing
- PCI/FERPA/HIPAA Compliance
- VOIP –New Handsets and Software
- Network cabling upgrades
- Core switch replacement – Ordered and received

F. **UPCOMING PROJECTS**
- Intranet/SharePoint Site
- Auditorium Upgrades
- File Server – File Structure Rebuild
- IT Written Policies
- Classroom Technology Standardization
- Conference Room Upgrades
- Exchange 2010 upgrade to 2013
- ctcLink – Statewide Enterprise Resource Planning (ERP)
- IT Newsletter/ Regular Communication with Students, Staff and Faculty

Institutional Advancement Report
Renton Technical College Board of Trustees
February 22, 2016

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A. COMMUNICATIONS AND MARKETING

Recent Social Media Activity – 30 day overview

- Facebook – 2,223 followers, 125 new likes, 28 posts
- Twitter – 836 followers, 23 mentions, 15 tweets, 6 retweets
- LinkedIn – 5,159 followers, 23 likes, 3 posts
- Google+ – 41 followers, 4 posts

<u>RECENT MEDIA COVERAGE</u>

RTC Named to 2017 Aspen Top 150 list:

http://www.seattletimes.com/education-lab/nine-washington-community-colleges-on-list-of-150-best-in-country/

http://www.thenewstribune.com/news/local/article56858728.html

http://www.maplevalleyreporter.com/news/366790841.html#

http://www.theolympian.com/news/local/article56858683.html

http://www.auburn-reporter.com/news/366741681.html#

http://www.kplu.org/search/google/college?query=college&cx=010251366440257945544%3Ay-awufi-sb8&cof=FORID%3A11&sitesearch=

Full Time May Beat Part Time for College Success: Community Center for Education Results Study
In one of the first comprehensive looks at community-college-graduation rates for students from South King County (Wash.), one fact stood out: Full-time students graduated at a much higher rate than part-time ones. According to the authors, the study focuses on seven community and technical colleges including Renton Technical College. That's perhaps not surprising, but the importance of attending full time was a revelation for Mary Jean Ryan, who directs Community Center for Education Results (CCER), the group that wrote the study.
http://www.ecampusnews.com/top-news/community-college-success-764/

Precision Machining instructor Henry Hatem and student featured in new docu series on STEM careers and CTCs
https://www.youtube.com/watch?v=2HSoI9Unwos

Renton Technical College named Angel Reyna vice president of instruction and hired Christopher Carter as dean of the Allied Health program, which includes 14 career and degree programs. The RTC Foundation appointed Carrie Shaw its new director.
http://www.seattletimes.com/business/local-business/casa-latina-selects-marcos-martinez-as-executive-director/

RTC Student Angel Mitchell received Transforming Lives Scholarship from ACT
http://kbkw.com/34-community-and-technical-college-students-selected-for-transforming-lives-award/

Alumna Holly O'Neal is one of three chefs competing for ACF Western Region 'Student Chef of the Year'
Holly O'Neal of Kent is one of three chefs who will compete for the title of American Culinary Federation (ACF) Western Region Student Chef of the Year
http://www.kentreporter.com/community/365988641.html

Alumnus Chris Haywood opens Aire Serve franchise in Gig Harbor
http://www.thenewstribune.com/news/local/community/gateway/g-living/article54729955.html

LEGISLATIVE/COMMUNITY UPDATES:

- 6 RTC staff attended the SBCTC legislative reception in Olympia on January 25th.
- A proclamation request has been submitted to Mayor Law to recognize March 24, 2016, as RTC Day, in honor of the College's 75th anniversary.
- A request to rename a street (potentially Kirkland Ave) was submitted to the City of Renton in honor of the College's 75th anniversary. The Director of College Relations and Marketing will continue to work with the City to determine feasibility of the request.

OTHER PROJECTS/GENERAL UPDATES:

- The Director of College Relations and Marketing along with faculty member Jim Drinkwine, recently met with Renton Reporter editor Brian Beckley to discuss the possibility of Jim writing a monthly column with a higher education focus. The group also discussed ideas for an RTC 75th anniversary special section for 2016.
- Recent paid media impressions include internet and commercial radio, TV, print, and out-of-home (billboard + cinema) advertising.

B. INSTITUTIONAL RESEARCH

- A dashboard information training session will be held on March 2. There are currently three completed dashboards, and the IR Office has plans to complete at least two more by March 2. Additional dashboards include annual FTE, retention, highest enrolled courses, course success rates, and completions.
- The second data summit will be held on March 9.
- The Exit Survey has been programmed and will soon be e-mailed to a list of approximately 1,500 students who are no longer at RTC. IR Office staff will be meeting with the Dean of Student Success next week to talk about the implementation of the survey in student services.
- The RPC state approved Best Practices Evaluation Rubric will be discussed at the next DIG meeting on March 22. The IR Manager will be proposing a more systematic approach to evaluating the effectiveness of interventions at RTC.

C. GRANT DEVELOPMENT

Grants Submitted in January and February (to date):
- College Spark Planning Grant ($50,000) – to support dual-credit for high school reengagement.
- Health Professional Opportunity Subgrants (HPOG), in partnership with the Seattle-King County Workforce Development Council – 4 grants were submitted to create an Allied Health 101 bridge course, revise curriculum and train low-income students in our

Phlebotomy and Surgical Technology (ST) programs ($100,580); and to set up an ST national certificate training with SEIU ($17,456).

- U.S. Department of Education Talent Search Grant ($1.15 million) – to help low-income, first-generation students transition to college. This is a five-year grant.
- Washington State Opportunity Scholarship Expansion Opportunity Grant ($2 million) – to provide more support for RTC's computer technology programs.
- Computer Network Architecture BAS degree proposal to SBCTC was approved. The NSF Advanced Technological Education (ATE) grant proposal is currently in the advanced review level.

D. RTC FOUNDATION

The Foundation's Student Success breakfast scheduled for March 24th is progressing well. We are on track to double our sponsorship levels over last year and have raised to-date about $16,000 in sponsorships. We have 30 table captains which exceeds our current goal of 28 tables. We are grateful for the enthusiasm staff and faculty have shown in their support of this event to expand student scholarships. The program is coming together with a special video presentation showcasing RTC students and faculty. As part of our theme of celebrating 75 years of student success and innovation, we have located a "Rosie the Riveter" to be recognized as the College's "past success" story.

Foundation scholarships for Spring Quarter 2016 are expected to reach over $27,000 and support the education goals of 45-79 students. In addition to funds brought in from the breakfast, the foundation is working on a major grant proposal for PACCAR, a U.S. Bank foundation grant and launching a payroll deduction campaign in association with the 75th anniversary.

One of the top goals of the foundation is to double the size of the board membership by 2017. We have outlined target representation for board development and updated materials. Five board candidates are currently under consideration. A board retreat is being planned for early May to update the strategic plan.

E. STRATEGIC INITIATIVES

- The 2017 Aspen application is due March 4, 2016. The executive director of institutional advancement is spreading the application process in collaboration with several staff and faculty.

- RTC is in its 4th year of a five-year U.S. Department of Education (DoEd) Title III grant. The Year 3 Annual Performance Report (APR) was submitted to the DoEd in late January. The Title III Steering Committee is currently working with an external evaluator to finalize the grant's formative evaluation report. This report will be submitted to DoEd by March, and will be used by the College to identify areas of focus for the last two years of the grant.

GROUP REPORT from January 5, 2016 - February 3, 2016

🐦 @RentonTech

f Renton Technical C...

GROUP STATS across all Twitter and Facebook accounts

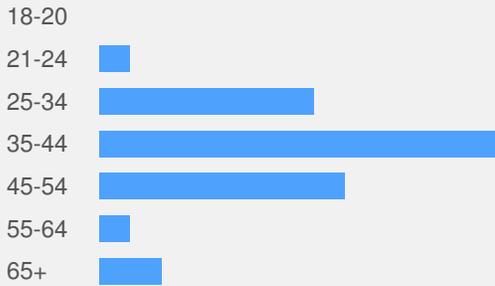|	
Incoming Messages	381
Sent Messages	30
New Twitter Followers	53
New Facebook Fans	24

381 INTERACTIONS

BY **231** UNIQUE USERS

36,944 POTENTIAL REACH

TWITTER STATS across all Twitter accounts

FOLLOWER DEMOGRAPHICS

👨 **61%** MALE FOLLOWERS   👩 **39%** FEMALE FOLLOWERS

- 18-20
- 21-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

TWITTER STATS

+👤 53 New Twitter Followers in this time period

4 Link Clicks   **@ 24** Mentions   **0** Retweets

DAILY INTERACTIONS

@MENTIONS **24**   RETWEETS **0**

Jan 11 — Jan 18 — Jan 25 — Feb 1
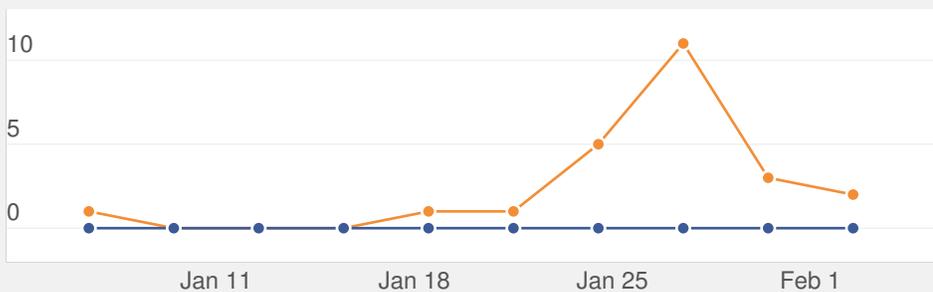
OUTBOUND TWEET CONTENT

T 0 Plain Text

🔗 **1** Links to Pages

📷 **1** Photo Links

FACEBOOK STATS across all Facebook pages

My Facebook Pages
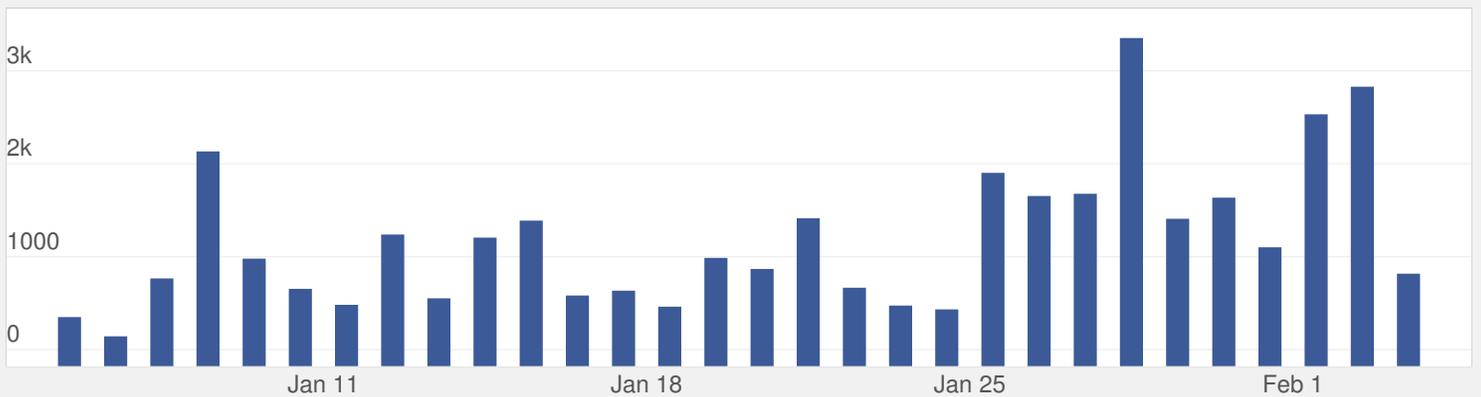**2.22k Total Likes, and 22 people talking about this**
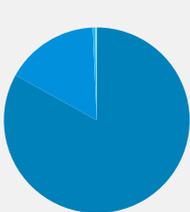
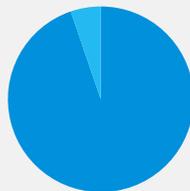### FAN GROWTH
New Fans **24**   Unliked your Page **7**

Jan 11 — Jan 18 — Jan 25 — Feb 1

PAGE IMPRESSIONS
Impressions **35,317** by **8,231** users

Jan 11 — Jan 18 — Jan 25 — Feb 1

IMPRESSIONS

- Page Post 1.5k
- Other 297
- Checkin 9
- Fan 4
- Mention 0
- Question 0
- User Post 0
- Coupon 0
- Event 0

- Paid 0
- Organic 33.2k
- Viral 1.8k

BY DAY OF WEEK

		AVG	TOTAL
Sun		705.5	2.8k
Mon		1.3k	5.4k
Tue		1.4k	7.1k
Wed		811.4	4.1k
Thu		1.7k	6.7k
Fri		1.4k	5.6k
Sat		917.5	3.7k

IMPRESSION DEMOGRAPHICS
Here's a quick breakdown of people engaging with your Facebook Page

AGE & GENDER

Age	Male / Female
13-17	11 / 56
18-24	668 / 872
25-34	869 / 1.4k
35-44	603 / 709
45-54	440 / 645
55+	554 / 703

42% Male   **58% Female**

TOP COUNTRIES

United States	7.1k
Mexico	100
Moldova	98
Vietnam	82
Canada	37

TOP CITIES

Renton, WA	1.7k
Seattle, WA	1.1k
Kent, WA	1.1k
Tacoma, WA	297
Auburn, WA	249

RTC RENTON TECHNICAL COLLEGE

Instruction Report
Renton Technical College Board of Trustees
February 22, 2016

Culinary Arts

- Hosted the Chaine des Rotisseurs Young Chef Competition at RTC on Saturday, Jan. 30th. We had two RTC culinary students that scored very well on this local competition. We are hosting the Chaine's Young Chef-Regional Competition at RTC on March 5th.

- New Culinary Arts Instructor, Tony Parker is competing at the American Culinary Federation Culinary Competition on May 14th in the Ice Carving category. Students are also signing up for Hot Food category at this competition.

- The Culinary Arts program submitted a substantial program revision for approval. This revision will hopefully be implemented in Fall quarter 2016 and is focused on student retention and updating lecture based courses.

- The Culinary Arts students have successfully reengaged the Friday Buffet. Starting on Jan. 22nd and the following Friday, the students served over 120 meals with special reservations by Renton School District partners and Renton Housing Authority groups.

Professional Baking

- Students are keeping the shelves full of products in an effort to complete their course competencies.
- Baking instructor, Robert Holland is working on updating his curriculum into Canvas.
- Students are working on creating a new cookie to celebrate the RTC 75th Anniversary. Stay tuned for a cookie treat to be provided to all faculty and staff at the All-College meeting later this month (Compliments of the Foundation ☺).

Automotive

- Construction is moving ahead. The decking for the roof in the new building, K3, is almost complete. Building K2 will be ready by the end of March and Ford ASSET will move back to that area.

- Recent purchase of a new alignment system with up to date technology and better design that stands the tear and wear from students.

Technology

- BAS for Computer Network Architecture passed the first stage, Statement of Need.

- Engineering Design Technology recently received a new 3D printer to support the lab work of advanced CAD topics.

- Land Surveying has moved their first year to hybrid format with 4 days on campus and one day online.

Student Services Report
Renton Technical College Board of Trustees
February 22, 2016

_____

A. STUDENT SERVICES, division wide

The SBCTC hosted a Prison to Higher Education Symposium that brought together service providers from a number of state and community based agencies, along with attendees from higher education. A team of Student Services staff, joined by instructor Kathleen Mullins and Campus Safety Director Matt Vielbig, had the opportunity to engage in thoughtful dialogue about serving formerly incarcerated individuals. Student Services will be hosting additional training on our campus to broaden the conversation.

B. ENROLLMENT & ENROLLMENT SERVICES

At this time in the quarter, general education and professional/technical enrollments are stable. We'll see a little growth in adult basic education and supplemental (through apprenticeship enrollments) categories. This is a busy time for the Enrollment Services department, as registration for spring quarter has begun.

C. FINANCIAL AID

In the fall, we selected a loan default prevention software program called USA Funds Borrower Connect. Borrower Connect will allow our staff to concentrate their efforts to communicate and outreach to student loan borrowers who are most at-risk for default. The program will allow us to create customized and automated communications and easily access and track cohort default rates. Additionally, the program has a modularized financial aid literacy program that we will incorporate into our services to students. The modules are interactive and cover a variety of topics from budgeting and money management, to protecting one's self from identity theft and understanding credit scores. During winter quarter, our Financial Aid staff is working with USA Funds to implement the program and train our staff.

D. STUDENT PROGRAMS AND ENGAGEMENT – see Student Leadership Report

E. STUDENT SUCCESS SERVICES

Our Outreach and Entry Services department is working with the Tyee Educational Complex in the Highline School District through a Washington Campus Compact, College Access Corps grant. We have an AmeriCorps member serving as a recruiter of 'college access coaches' to provide college access intervention to high school junior and seniors, who are low income. The college access coaches are RTC students volunteering a minimum of 15 hours, working with Tyee students via a number of core activities. Examples include reviewing college applications, assisting with the FAFSA application process, and helping the student develop a college support system of people they can remain connected with during their college education for support and guidance.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **5.   DISCUSSION/REPORTS**

SUBJECT: **A.** President

BACKGROUND

President McCarthy will provide a report to the Board, subsequent to the January 20, 2016 Board meeting.

1) **Faculty Tenure Advancements** – Notebooks are available for Trustees that include faculty advancements. Action will be taken at the March Board meeting for the following faculty:

- **Advancing from Third Year Probation to Tenure:**

  o Trisha Foreman, Medical Assistant Program
  o Yasmin Ali, Nursing Program
  o Henry Hatem, Precision Machining Technology Program

- **Advancing from Second to Third Year of Probation:**

  o Dale McCormick, Computer Networking Program
  o Eugene Shen, Academic/Career Counselor

- **Advancing from First to Second Year of Probation:**

  o Camille Pomeroy, Basic Studies ABE
  o Richelle Spence, Surgical Technology Program
  o Sarah Redd, Science/General Education
  o Cheryl Stover, Science/General Education
  o Jeffrey Pulliam, Construction Management Program

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **5.**   **DISCUSSION/REPORTS**

SUBJECT: **B.**   Board of Trustees

BOARD CONSIDERATION
X   Information
Action

BACKGROUND

Board members will share the following information:
1) Board Liaison Reports
    a) ACCT National Legislative Congress Report (Trustees Page and Entenman)
    b) RTC Foundation (Trustee Palmer)
    c) RTC Advisory Council (Trustee Unti)

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **5.   DISCUSSION/REPORTS**

SUBJECT: **C.** Administration/Finance

BACKGROUND

Vice President Merrell will update trustees on the operating funds budget status for the period ending December 31, 2015.

RECOMMENDATION:

None.

<div align="center">

Renton Technical College
2015-2016 Operating Funds Budget Status Report
for the 6 months ending December 31, 2015

</div>

					% of year	*50%*
		2015-2016			**2014-2015**	
		Actual			Annual	Actual	YTD %
	2015-16	YTD 15-16	YTD %		2014-15	YTD 14-15	of Annual
	Budget	12/31/2015	of Budget		Actual	12/31/2014	Actual
Revenues Reported by Source							
State Allocation	16,370,967	9,783,914	59.8%		15,779,136	8,989,624	57.0%
Tuition	7,361,807	3,097,300	42.1%		6,525,014	3,012,615	46.2%
Local Dedicated Funds	1,562,238	979,281	62.7%	A	1,620,636	762,699	47.1%
Grants & Contracts	3,177,971	1,303,809	41.0%		3,278,130	990,526	30.2%
Financial Aid/Scholarships	9,837,805	3,614,263	36.7%	B	9,804,459	3,875,960	39.5%
Enterprise Operations	2,928,049	1,638,384	56.0%		3,127,365	1,525,042	48.8%
Interest Income	20,000	6,903	34.5%	C	19,616	2,299	11.7%
Total Revenue by Source	$ 41,258,837	$ 20,423,855	49.5%		$ 40,154,355	$ 19,158,764	47.7%
Expenditures by Object							
Salaries	17,554,080	8,859,861	50.5%		17,488,828	8,309,632	47.5%
Benefits	6,101,859	3,049,884	50.0%		5,255,535	2,528,086	48.1%
Goods & Services	6,556,470	3,019,722	46.1%		7,198,364	2,445,832	34.0%
Travel	214,685	127,041	59.2%		242,425	92,560	38.2%
Equipment, other	559,150	258,863	46.3%		1,716,032	721,560	42.0%
Financial Aid/Scholarships	9,773,000	4,539,127	46.4%		9,912,417	4,878,283	49.2%
Total Expenditures by Object	$ 40,759,244	$ 19,854,498	48.7%		$ 41,813,601	$ 18,975,954	45.4%
Contribution to (Depletion of) Reserve	$ 499,593	$ 569,356			$ (1,659,246)	$ 182,810	

		Actual			Annual	Actual	YTD %
	2015-16	YTD 15-16	YTD %		2014-15	YTD 14-15	of Annual
	Budget	12/31/2015	of Budget		Actual	12/31/2014	Actual
Expenditures by Program							
Instruction	15,169,241	7,493,112	49.4%		15,538,177	6,458,044	41.6%
Academic Support	2,307,762	1,091,739	47.3%		2,303,703	1,239,217	53.8%
Financial Aid/Scholarship	9,236,923	4,091,663	44.3%		9,127,048	4,452,606	48.8%
Student Services	3,073,729	1,718,506	55.9%		2,858,402	1,511,709	52.9%
Institutional Support	5,286,248	2,241,994	42.4%		5,269,582	2,165,723	41.1%
Plant Operations & Maintenance	2,957,292	1,744,515	59.0%		3,797,466	1,813,030	47.7%
Enterprise Operations	2,728,049	1,472,970	54.0%		2,919,222	1,335,625	45.8%
Total Expenditures by Program	$ 40,759,244	$ 19,854,498	48.7%		$ 41,813,601	$ 18,975,954	45.4%

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **6.   EXECUTIVE SESSION**

BOARD CONSIDERATION

SUBJECT:

X	Information
	Action

BACKGROUND:

A) An Executive Session may be held for any topic allowable under the Open Public Meetings Act; RCW 42.30.110.

B) Announcement of time Executive Session will conclude.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **7. EXECUTIVE SESSION**

BOARD CONSIDERATION
Information
X Action

SUBJECT: A. Action

BACKGROUND:

A) Action items, if any, that may be necessary to be taken as a result of matters considered or discussed in the Executive Session.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: 8.   **MEETINGS**

<table>
<tr><td>BOARD CONSIDERATION</td></tr>
<tr><td>X   Information</td></tr>
<tr><td>   Action</td></tr>
</table>

SUBJECT:

BACKGROUND:

The next regular meeting of the Board of Trustees will be held on March 23, 2016.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **9.**   **BOARD STUDY SESSION**

BOARD CONSIDERATION
X   Information
Action

SUBJECT:

BACKGROUND:

A. Vice President Merrell will provide information on reading Financial Statements.

B. The Board of Trustees will engage in discussion about the Board Policy Manual
    •   Introduction/CT1 – CT5

C. Evaluation goals for the Board and the president.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 22, 2016

AGENDA ITEM: **10.**   **ADJOURNMENT**

SUBJECT:

BACKGROUND:

RECOMMENDATION:

Motion required.