

<u>Agenda Item/Subject</u>	<u>Information/Action/Presenter</u>
1. CALL TO ORDER	
A. Notation of Quorum	
B. Flag Salute	
2. ADOPTION OF MINUTES	
A. April 13, 2017 Regular Meeting	Action
3. COMMUNICATIONS	Information
A. General Information/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) RTC Foundation	
7) Student Services	
4. ACTION ITEMS	
A. Student Leadership Budget Approval	Action
5. DISCUSSION/REPORTS	
A. President	Kevin McCarthy
1) 	
2) Tenure Notifications	
B. Title III Grant Update	Michelle Campbell/Jessica Gilmore English
C. Board of Trustees	
1) Board Liaison Reports	
a) RTC Foundation	Trustee Page
b) RTC Advisory Board	Trustee Takamura

- 2) President's Evaluation
- 3) September Board Retreat

D. Administration/Finance

- 1) Operating Funds Budget Status Report
- 2) Board of Trustees Budget
- 3) Property Acquisition Status Update

Melinda Merrell

6. MEETINGS

Information

- A. June 14, 2017
- B. July 19, 2017 (8 to 9:30 a.m.)

7. 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.

8. ACTION

Action

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

9. ADJOURNMENT

Action

Event Reminders:

- ACT Spring Conference
May 25-26, 2017 | Big Bend Community College, Moses Lake, WA
- Nurse Pinning Ceremony
June 20, 2017 | RTC Cafeteria
- RTC Commencement
June 22, 2017 | ShoWare Center, Kent

2016-2017 BOARD PRIORITIES
Advocacy · Tenure Process · College Awareness



Renton Technical College
Board of Trustees Meeting
May 17, 2017

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

<p>BOARD CONSIDERATION</p> <p>Information</p> <p>Action</p>

BACKGROUND:

Board Chair Kirby Unti will carry out the Notation of Quorum and the Flag Salute.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 17, 2017

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT: A.

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

A. The minutes of the April 13, 2017 regular meeting are attached for approval by the Board of Trustees.

RECOMMENDATION:

Approval as presented.



**Board of Trustees – Regular Board Meeting
Board Room (I-202)**

**April 13, 2017
3:00 p.m.**

MINUTES

1. CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Board Chair, Trustee Unti. There was notation that a quorum was established, and Chairman Unti led the flag salute. Trustee Entenman was absent.

2. ADOPTION OF MINUTES

Chairman Unti asked for corrections and/or additions to the following minutes:

March 22, 2017 regular meeting

Trustee Page introduced a motion to approve the meeting minutes for the regular meeting on March 22, 2017 as presented. Trustee Palmer seconded, and the motion carried.

3. COMMUNICATIONS

A. General Information/Introductions

B. Correspondence

Chairman Unti called attention to the local media articles published on behalf of the college, including hosting of the State of the City. Senator Patty Murray was on campus today, thanks to all the notoriety for Mohamed (Mo) Abdullahi.

C. Comments from the Audience

There were no comments from the audience.

D. Student Leadership

The written report was included in the Board materials. The executive leadership team was present. All leadership team members had recently traveled to either the Phi Theta Kappa convention in Nashville, TN or the Students of Color Conference (SOCC) in Yakima, WA. Abduhl Amath is enrolled in Engineering Design and attended the SOCC. He learned about himself and how he identifies, about others by listening, and how to tell his story to others. A total of eight (8) students attended from RTC, and over 800 from the state overall. Board Chair Unti thanked all students for their efforts and for traveling. Joe Spieldenner attended the Phi Theta Kappa (PTK) convention in Nashville, TN. Over 3700 students attended overall. Students networked with others from across the country. Ms. Supinski and Mr. Spieldenner also held an Ed-Forum on how to have tough conversations when it doesn't feel right; they brought handouts for 40 and had 50 attend. This unique event was attended by six RTC students and three staff members. Board Chair Unti complimented the students in their accomplishments and for being great ambassadors of the college.

E. Renton Federation of Teachers

Ms. Simone Terrell informed the Board that she wished she had good news to bring, but it is not. RFT representation has spoken with Human Resources and administration regarding a 33-year employee looking for a graceful way out. The Work Load Task Force has not met for over a month, although RFT has pushed away from the table to attempt to let emotions settle. In the following two-weeks, they plan to meet with negotiators on how to proceed. It was brought to Ms. Terrell's attention that faculty feel that

they are being disenfranchised, while attending strategic planning meetings, and feel that their conversations are demeaned or not heard. Additionally, she senses and feels that there are still diversity issues that were brought up to administration in September that still haven't received attention. She is aware of the cultural training that is coming (not too much, too little, too late), but we need to begin the conversations.

- F. Written Communication Reports** Written reports were included in the Board materials from various departments: Administration/Finance, Institutional Advancement, Human Resources, Information Technology, Instruction, RTC Foundation, and Student Services. Trustee Takamura thanked Human Resources for including information about diversity hires. From the Foundation, Trustee Palmer noted that the Mayor wants to continue the State of the City on our campus. During the event he included a shout-out for those who do not already donate to scholarships. Trustee Takamura asked about the status of ctcLink. CIO Corigliano shared a brief status update, and information about the Best Practice Development workshops that are being scheduled in late April and early May. SBCTC will be hiring a new director, and one consulting firm (Ciber) has filed for Chapter 11. CIO Corigliano is going to a Gartner meeting next week. The BAC group has not had a full-fledged discussion about this yet. SBCTC Director Brown states that we need to continue as though it is on.

4. ACTION ITEMS

- A. Comprehensive Fee Increase Proposal** Vice President Merrell shared updated information from the legislature. We have started to see budget concerns, without additional revenue sources coming in. Last year we started with a (\$230K) budget deficit. We are still getting charged on the front end (tuition skim) for ctcLink, and on the back end (hosting/maintenance) which comes from the colleges operating budget and will exceed \$180K for 2016-17. There is no funding for classified step increases, moving staff from grant to state funding, and the annual cost for land acquisition is \$240K. Both the House and Senate proposed budgets have I-732 COLA's included. This designated increase for staff and faculty (not exempt) would be funded at 65%. Funding the other 35% would be \$137K from local funds. We committed to provide \$120K to tutoring in the LRCC, we have a new fire benefit charge of \$50K, and any additional unknown funds in negotiating with RFT. This put us at a 2017-18 budget planning deficit of \$1M. We are supposed to receive a new allocation increase of \$241K. We are asking to the Board to approve an increase to the comprehensive fee to \$13 (increase of \$10). Fees from neighboring colleges were shared; we are still extremely low comparative to other colleges, and the state allocation is not equal—RTC is on the low end. We are unfortunately not finding any other way to balance our budget. Board Chair Unti commented that when the state refuses to fund education, we tend to eat each other up. They can't continue to add COLA's, and not support back-fill. We need to make sure we are not turning on one another; we need to galvanize and make our voices heard. Trustee Page asked Vice President Merrell to remind them how the comprehensive fee is different from tuition. Vice President Merrell noted that we follow the state board tuition policy. Technical Colleges used to be outside of that schedule, but now we follow the mandates. The operating fee, S&A fees, and building fees are set. Beyond that schools have a multitude of other fees that they charge. We have program fees, lab fees or overarching (comprehensive is overall – generic). We look for fees to help students, and affect them all broadly. Trustee Takamura asked about translating that to each student. 15 credits x \$10 = \$150. She inquired further to make sure there are measures in place to explain it and help

them along the way. Vice President Merrell indicated that this is the mechanism to begin the conversation. We want to continue the work we are doing with the staff that we have. With a (\$1M) deficit, we either reduce services to students or we increase fees to keep good things in place. Vice President Reyna commented that students get a better deal here, and still have the choice to attend elsewhere. Dr. McCarthy indicated that as fees increase, so does the financial aid award. Most will be assisted within the financial aid package. Those that don't have financial aid would be impacted \$600 for 60 credits in the year. There may be ways to work with the Foundation, for additional support. We do not want to impose on the students, but cutting services doesn't help either. This has not been a path we have chosen since the fee was initiated. Mr. Spieldenner informed the Board that initially the student government requested imposing a \$3 increase to cover tutoring services for the LRCC. Many students were supportive of the fee increase, but the \$10 increase was a bit harder to swallow. Students are working on a meals program and textbook reserve, and feel this is a shared opportunity for administration and students. It is a tougher pill to swallow, but it will allow the college to support the LRCC, which makes it worth it. We need to have basic support services in place. Mr. Abdullahi indicated that it is tough to be in a position of which programs to support. The LRCC has become more than a tutoring center; it is more of a student hub, where students go for support. Funds generated by the dollars that are kept, will come out as a wash. Bellevue College has a lot of small fees that allow them to have other miscellaneous things. He believes it would be harder for the college to come back again to ask for more. We need the fee to support all students. The LRCC is an important growth of community on campus. Trustee Page recalls Mr. Covington's report to the Board about the growth of LRCC, and the last thing the board wants to do is undermine this. His further concern about the proposal, is failure of the state to meet its obligation. The legislature continues to live in "la-la land" about our ability to do more with less. We cannot give up on these quests. We will put this on the backs of the students, and we cannot continue this. Vice President Gilmore English shared her appreciation of the work being accomplished in student government and their ability to integrate and message their interests. Trustee Palmer thanked Mr. Spieldenner and Mr. Abdullahi for their support and sharing today about this issue. Ms. Catherine Trejo has been a student here for two years, has used the LRCC, and commented on its positive growth. The comradery is great. This is an investment by students and the college, and will allow for further expansion and improvement on what will come of this; it is measurable. Dr. McCarthy added that the LRCC has everything to do with completion. He and Vice Presidents, Gilmore English, Merrell and Reyna will be meeting with the student executive team next week. Messaging through the executive cabinet to faculty and staff will be paramount. We know there are many individuals on campus that always want to find ways to minimize the cost to students. We have not taken this lightly.

Trustee Page introduced a motion to approve the comprehensive fee increase as proposed, Trustee Palmer seconded and the motion carried.

5. DISCUSSION/REPORTS

A. President

- 1) Senator Patty Murray visited campus this morning. Following Katherine Long's article in the Seattle Times on Mohamed (Mo) Abdullahi, her office reached out to arrange an opportunity to meet with him. Originally it was planned as a visit to her office in Seattle on

April 12, and was then changed to a campus visit today. This worked out very well. Senator Murray spoke with Mo for about 15 minutes. She did a good job of drawing him out more when asked to share a short rendition of his life. He is good at sharing about his family, and the college's values. Previously, when Representative Bergquist was on campus, Mo discussed his experience in the high school; sharing that he was told he wasn't college material, and how he found his way here and has done very well. This is the power of social capital. Students are able to bring their talents and strengths, and the staff that work with them help them recognize their potential. We need to be aware of the power of social capital. This is a good reminder to all of us. He is not alone in his quest. Senator Murray also went by the Learning Resource and Career Center (LRCC), and met with Vice President Reyna and Dean Novotny to discuss immigration issues and concerns. Senator Murray does a good job of hearing this and bringing it to Washington. We also took her to the Medical Assistant program and the new Aerospace Programming classroom. It was a great visit, thanks to Mo! Board Chair Unti thanked Dr. McCarthy for capturing the foundation of social capital and how everyone on campus is a part of that. We need to continue to improve on all situations.

Dr. McCarthy shared information with the board about Work Load Task Force, and other concerns mentioned earlier in today's meeting. The Work Load Task Force project has been a long process. These are big questions and it can be challenging for people. There has also been extensive work to analyze program credits and workload. We need to navigate these after discovery. Is curriculum set up correctly? If credits are cut back, it will effect fees and tuition, as well as faculty. We take the issues seriously, and we have a very complicated weave of all the interests. We look forward to working with RFT on all these matters. Dr. McCarthy shared his disappointment to hear that some faculty feel disenfranchised about their voices on strategic planning. Not hearing that their own opinion is shared by all is not the same as not being heard. There were three days of round-II sessions this week. There is a wide spectrum of opinion when we look at mission, vision, values and other things that come out of this process. Dr. McCarthy remains open to listening to these concerns.

Strategic Plan – We have just completed the second round of internal forums. There was great attendance at all sessions. We distilled the multiple pages of information that came from round one, and developed a set of four-themes that rose from that. This brought proposed changes to mission, vision and values; from all-college meetings, cabinet, steering committee, and open forums. We were looking for people to talk about what resonated, and how the ideas had marinated. One of our observations is that employees tended not to mention their own relationships with the College, but focused on students. We believe that as we are a large employer, we need to consider both employees and students in this plan. The Institutional Research (IR) department is providing a lot of data about programs, completion, retention, and student success. A first draft of the plan is expected near the end of April. It will be shared internally, externally, and with cabinet. A final draft will be presented to the Board as a first read, at the end of June. We would possibly have a July meeting to look at just this topic. Board Chair Unti commented that we have waited a long time to engage this process. He is deeply appreciative of the work being done on this. The longer we wait, the more we lose traction.

Equity Plan – The Diversity, Equity and Inclusion (DEI) Council and executive team have been meeting frequently, and are about to commence on a series of meetings that looks at the development of the plan; how to begin, envision, and work for the future. This will be done in groups. Vice President Reyna believes there is a great group of diverse folks in the leadership team that will allow us to effectively engage the campus. We will be offering morning, afternoon and late sessions to engage as many as possible on campus. We are excited to get the work going. One question is what community folks should be engaged? We want to be sure the DEI plan works within the strategic plan. Dr. McCarthy added that there is a lot of buy-in for the broad strategic view, and a need for this work on campus. What will be helpful is operationalizing the plan. This helps the sense of community; breaking bread together will bring people together without formalizing it. There is a book group on campus currently reading diversity matters material. It is starting to generate conversation.

Legislative Advocacy – Since the last Board meeting, we had one additional visit to Olympia. We met with Senators Wilson and Mullet, and Representative Bergquist. Dr. McCarthy has been in touch with legislative members about concerns on certain votes. We continue to stay involved. The system has sent out letters to house and senate leadership about our priorities. There is still a lack of reality in Olympia; they really don't know how funding or the lack of affect us. I-732 salary increases are included in both proposed budgets at sixty-five (65) percent, which leaves thirty-five (35) percent from local funds and is effectively forty-five (45) percent due to unfunded enterprise and grant positions. The impact to the college is about \$500K over the biennium to cover mandated COLA's and increments. The House budget is asking for a tuition freeze, and there are concerns about how this will end up.

Dr. McCarthy stated that he has been confident that we would claw our way to 100 percent of enrollment, but right now it is not looking as good. We may end up at about 98 percent. There has been a softening in professional technical programs as well as general education, especially sciences. The latter might be connected to the hiatus in Nursing earlier in the year; also, sections might be opening up at neighboring colleges. There is growth in Carpenters, but we are not seeing the paperwork come through, so we cannot be certain. On the positive side, we are building in I-BEST and there are pretty good wait lists for Medical Assisting and Computer Programming to add next year. We will see how enrollments come in; we continue to work to see how instruction can add programming.

Trustee Page noted that he was pleased to join Dr. McCarthy at the reception in Olympia for the SBCTC 50th Anniversary. Governors Evans and Inslee were both in attendance. This was an excellent opportunity to engage. The four-year colleges were instrumental in setting up the CTC's. Governor Evans shared information about diverse viewpoints – noting that the system has done well for 50 years, as well as seeing where we are today. He enjoyed the opportunity to share about RTC's efforts and work. The history was fascinating.

- 2) Dr. McCarthy asked Executive Director Campbell to share information about the NWCCU Mid-Cycle Evaluation. Ms. Campbell asked if there were specific questions from Board members after having reviewed the documents. We hosted two NWCCU evaluators in mid-October. We received several compliments and one concern. They asked us to

consider effective and stable staffing in Institutional Advancement in preparation for our Year-7 report. We are still having internal discussions about what this looks like and how we can assist. We were complimented on innovative thinking and observations of staff and faculty that we are using for data for completion and transition. We are measuring and asking the right questions. We then received a letter from them to finalize the report and report of what comes next. We still need to meet three of four recommendations and will address them in three years. This did not come as a surprise. It is always good that we expect what they are saying. Recommendations 2-3-and 4 actually site 13 standards within those. It will be important for us to move in the direction of addressing these since it is such a large number of standards. We are confident that we will be where we need to be. Our candidacy at BA level was not approved, which means there are a few things we still need to do (we remain in candidacy status). There is no effect to the degree for the student. We will need to submit an ad hoc report in the fall to address the concerns. The visit was to ensure we were on the same page and we feel confirmed. Changes can occur in the requirements over time, and the best rule is to document. Ms. Campbell confirmed that there is absolutely a need to develop and fund BAS degrees.

B. Board of Trustees

1) Review Tenure Format

Dr. McCarthy asked for input specifically from the format used at the last meeting. Trustee Palmer was pleased with doing the reviews on-line and last month's process. There does seem to be a variety of ways people are using Canvas. She questioned if there was a chance that a template is being prepared. Vice President Reyna noted that we are working to standardize templates, but that this also shows the diversity of reports. Dr. McCarthy noted that we need to provide training for quality and get everyone to move to Canvas. We are experiencing some growing pains, but expect you will see changes in the future. A goal of the committee is to develop the consistency of team leadership and the report. We are hoping that soon the board won't have to have this as one of their goals for the year. Board Chair Unti indicated he is not willing to lower our standards; tenure is the heartbeat of the college. We need to set the standard and place that challenge on those who have attained it. He also recognizes that this takes time and we need to continue our clear message. The Board doesn't vote on the process, we vote on if they have met the requirements to be promoted. Student evaluations are often lacking. Trustee Page felt bad that there was not enough time spent with each candidate, but that the face to face interaction lends a lot to the process. We want people to feel that we are on their side. We could ask the tenure steering committee for recommendations. It looks like there will be five probationers coming to the June Board meeting.

2) Board Liaison Reports

- a) ***RTC Foundation*** Executive Director Shaw's report was inclusive, and Trustee Page felt there was not much more to add. He is looking forward to the automotive complex event. There are great efforts taking place! Board Chair Unti shared his delight with the work coming from the Foundation.
- b) ***RTC Advisory Board*** Trustee Takamura reported on the March 29 meeting. She was not expecting such a small group. Vice President Reyna indicated we are working

on committee expansion from industry leaders. Dean Jackson is working to bring other member representatives from relative sectors. We have recently lost some folks due to retirements, and a combination of many things. We look to our council members for what is trending, so we can be sure to align. Members want to hear what is trending amongst each other, but at the 30,000 foot level. A lot of the meeting depends on the people in attendance, there was not a quorum. Trustee Takamura questioned how reflective it is from the broader community, but she learned a lot. The Boeing representative was encouraging and trades/construction folks mentioned there was only one bid on the Sartori building with the School District.

3) **ACCT Leadership Congress '17**

It was suggested in February, to bring this back for further discussion of this opportunity or other professional development. Trustee Palmer indicated that she would like to attend, and it appeared earlier that Trustee Entenman may also be interested. Information will be sent to both Trustees for interest. Trustee Page will represent the Board, along with Dr. McCarthy at the ACT Spring conference in Moses Lake, in May.

C. Administration/Finance

- 1) Operating Funds Budget Status Report As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues, expenditures, and respective variances for the period ending February 28, 2017.

- 2) Review of Audited Financial Statements Vice President Merrell shared basic information and highlights from the Audited Financial Statements. The goal is to make sure everyone is aware of any findings or auditing issues. Finance Director Johnson shared a presentation regarding the specifics of the audit, including the NWCCU and SBCTC timelines. The Business Office has done a tremendous job in meeting these requirements, without taking on any additional staff to complete them. Board members shared their appreciation for a job well done, especially meeting near impossible timelines.

- 3) Property Acquisition Update Vice President Merrell shared an update on the King County Property Acquisition. In late March we were notified that since the appraisal had now exhausted a one-year time limit, another appraisal would be required. Following some information gathering of email communications, and appraisal dates it was uncovered that perhaps King County had originally received two appraisals on the property but only sent one. That appraisal was dated May 5, 2016 with an inspection date of March 21, 2016. This appraisal was received from King County on July 15, 2016. After contacting them about the concerns over another appraisal, a phone meeting took place earlier this week, where we identified some of the dates and conversation that appeared to be misleading. Mr. Wright agreed to look into the matter and get back with us by the end of the week. We have not heard yet, but will keep you informed as this continues.

6. MEETINGS

The next regular meeting of the Board of Trustees will be held May 17, 2017.

7. EXECUTIVE SESSION

No executive session was held.

8. ACTION

No action was taken.

9. ADJOURNMENT

It was moved by Chairman Unti to adjourn the Board of Trustees' meeting at 5:55 p.m. Motion carried.

10. BOARD STUDY SESSION

At 6:00 p.m. board members proceeded to tour the Basic Studies program classrooms.

KIRBY UNTI, Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College

AGENDA ITEM: **3. COMMUNICATIONS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A. General Information/Introductions
- B. Correspondence
- C. Comments from the Audience
- D. Student Leadership (No written report)
- E. Renton Federation of Teachers
- F. Written Communication Reports:
 - 1) Administration/Finance
 - 2) Human Resources
 - 3) Information Technology
 - 4) Institutional Advancement
 - 5) Instruction
 - 6) RTC Foundation
 - 7) Student Services

RECOMMENDATION:

None.



Administration and Finance Report
Renton Technical College Board of Trustees
May 17, 2017

A. Security

Work on the card access project continues. Once we receive the access cards and training has been completed, building N will be our first test case for roll out. Alertus peripherals have been received and will be installed to assist with emergency notification in the welding shop and the auditorium. Day Wireless will assist the department to test new locations for our radio repeater to increase the range across campus.

B. Facilities

Final preparations are being done for the *Wheels of Passion* party on May 11th. The Aerospace shop (A-25) has received a more efficient HVAC system and increased electricity is being installed to accommodate new pieces of equipment. Work continues addressing the modifications required as part of the OCR review. This includes new accessible pathways which have been recently installed around campus. Building permits were issued in early May for the campus restrooms upgrade project. This work will be performed in the summer of 2017. KC Public Health (Building M occupants) are looking to do some minor remodeling of their space. As owners, we are responsible for oversight of any capital work to be done although KC will be responsible for all costs.

C. Business Office

Business office staff continue to work with the Financial Aid office and the State Board to get Auto-App and Auto-Check up and running as soon as possible. This will provide much needed automation in the area of check generation for our financial aid recipients. The Business Office is still down two staff positions. However, the AP Specialist position will be filled as of May 15. Work is progressing on the FY15-16 Financial Statements. Staff attended ctcLink workshops in April and found them to be very worthwhile and indicated that a lot was accomplished.

D. Food Service

Staff are working with Kiwanis of Renton on the "Return to Renton" Car Show scheduled for July 9th. In collaboration with the RTC Foundation, the event will include automotive displays, student outreach and displays of a couple of RTC vehicles. Plans are being finalized for the May 14th Mother's Day brunch. Two ads were placed in the Renton Reporter over the past two weeks and a full house is expected. Goodwill Industries has moved into their space in the Annex and plans on hosting four student Open Houses in May. They plan on hosting a Community Grand Opening July 14th. Their first instructional day is set for July 10th.

E. Bookstore

Staff are working with Faculty to identify summer and Fall textbook requirements. The textbook rental program has been temporarily suspended as our provider has gone into receivership as of March 1, 2017. We are looking for a replacement provider.

The following personnel actions have occurred as of April 30, 2017 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
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- Hires

None

-Separations

None

WFSE	Effective Date	Position	Department
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- Hires

Mogollan, Israel	4/4/2017	Financial Aid Clerk	Financial Aid
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-Separations

None

- Retired

Bisyak, Sheryl	4/30/2017	AA5 / WTED	WTED
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Prof Tech	Effective Date	Position	Department
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- Hires

None

-Separations

None

Exempt / Administrative	Effective Date	Position	Department
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- Hires

Cookson, Olivia	4/18/2017	WISE Grant Student Navigator	WISE Grant
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-Separations

Gavino, Jose	4/28/2017	Technology Support Manager	IT
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RFT	Effective Date	Position	Department
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- Hires

Friedman, Penny	4/6/2017	Adjunct Faculty	Allied Health
Gorokhovskiy, Ilona	4/21/2017	Adjunct Faculty	Allied Health
Hutchins, Barbara	4/21/2017	Adjunct Faculty	Allied Health
Pleasant-Studer, Tricia	4/20/2017	Adjunct Faculty	Allied Health
Sjol-Boothroyd, Deborah	4/12/2017	Adjunct Faculty	Allied Health

-Separations

Gatharia, William	4/30/2017	Adjunct Faculty	WTED
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- Retired

None

	Monthly Total Hires	% of Diverse Hires YTD
Full time	2	50%
Part time	5	20%



Information Technology Report
Renton Technical College Board of Trustees
May 17, 2017

The Office of Information Technology continues to provide secure, reliable, integrated and cost-effective technology solutions as we update our technology across campus. We are continually introducing new technologies and are creating standards and policies that are necessary to our success. We continue to build stronger relationships with all divisions and programs and are ensuring that each program and/or department is taking advantage of all of the services that we provide.

A. INFRASTRUCTURE PROJECTS COMPLETED

- VMWare Assessment – Security and Optimization - CDWG
- Security Threat Assessment – CDWG
- Deep Freeze Server – Upgrade Version
- DHCP transition completion

B. TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS

- Demo Kitchen Technology Upgrade
- Goodwill Setup – Annex Offices and Classroom
- Spring Lab Updates
- Final K Complex Classroom and Office moves and technology installations
- Technology Asset Inventory and Reconciliation

C. COST SAVINGS INITIATIVES IN PROGRESS – No New Updates

- Papercut- Duplexing and printed page usage – Next Phase will be replacing our current library pay to print software
- Printer Consolidation - reducing the number of printers on campus - Ongoing
- Century Link Phone Line Audit – Reduction in phone lines – Verifying Inventory

D. PROJECTS IN PROCESS

- Website Phase II – Project in Progress
- Goodwill – Additional Technology needs
- DigArc – Acalog implementation – Catalog is complete. Making final edits.
- Security Access Control System – Installation in progress – N, D, C, B buildings in progress
- Annual Lab Computer Replacements – Labs
- Annual Computer Replacements – Administrative Computers
- Campus Hardware/Software and security standards - Ongoing
- PCI/FERPA/HIPAA Compliance - Ongoing
- Network cabling upgrades - Ongoing
- Develop an IT webpage for the RTC website – Reviewing Draft
- IT Newsletter/ Regular Communication with Students, Staff and Faculty
- SKYPE for Business Instant Messaging – Implemented in Student Success and Enrollment Services, Next area is the Library
- Exchange 2010 upgrade to 2016 – Project Plan Outline developed – Move from local to Cloud
- VDI – Virtual Desktop to Replace Lab Computers – Building Environment for proof of concept

- File Server – File Structure Rebuild
- F5 Load Balancing and Proxy Server Implementation – Set up complete – Scheduling cutover
- Active Directory Federated Services (ADFS) – Single Sign on and external application integration
- New Version of SharePoint – In progress
- Service Desk Automation – In progress
- Digital Document Signing and Routing – Adobe Sign or other
- DigArc Curriculumlog Implementation – Curriculum workflow/ tracking software – Kick off meeting completed – working on implementation timeline
- Conference Room Upgrades – HR, Security
- Qualtrics – Vocalize – Course Evaluation – Kick Off Meeting Completed
- Signal Vine – Texting Application – Kick Off Meeting Completed
- ctcLink – Statewide Enterprise Resource Planning (ERP) - Remediation in Progress – Localized Workshops around workflow – Human Resources, Grants and Admissions workshops
- Staff and Faculty Technology Survey
- Student Technology Survey
- Add Additional Camera Server to Surveillance System

E. UPCOMING PROJECTS

- Intranet/SharePoint Site
- RFID (Radio Frequency Identification) – On hold
- Digital Signage Phase III – Offsite Locations
- Auditorium Upgrades
- IT Written Policies
- Classroom Technology Standardization
- Develop a catalog of services and Service Level Agreements
- Student Domain Migration
- Administrative Domain Remediation



Institutional Advancement Report
Renton Technical College Board of Trustees
May 17, 2017

A. COMMUNICATIONS AND MARKETING

Recent Social Media Activity – 30 day overview (April 2017)

- Twitter – 6,899 impressions, 246 post engagements, 9 link clicks (total followers increased 1.3%)
- Facebook – 133,021 impressions, 788 post engagements, 285 link clicks (total fans increased 1.3%)
- Instagram – 338 followers, 97 likes received, 2 comments received (total followers increased 5.3%)
- LinkedIn – 7,077 followers, 388 engagements, 223 clicks (total followers increased 4.9%)

RECENT MEDIA COVERAGE

News Coverage

Renton Reporter, April 4 - [State of the city continues to be 'strong'](#)

Renton Reporter, April 10 - [Renton Tech student chosen as Pierce Scholar](#)

GeekWire, April 14 - [Uber drivers sound alarm over teen rider program, call for additional protections](#)

Inside Higher Ed, Confessions of a Community College Dean Blog, April 24 - [AACC Day Tree](#)
"I saw a star born. The winner from Washington state, Mo Abdullahi, gave the single best speech I have ever seen a student give...."

425 Business, April 20 - [Renton Technical College to Open \\$20 Million Automotive Technology Complex](#)

Renton Reporter, April 28 - [RTC celebrates grand opening of automotive technology complex](#)

Advertising (April)

Print: La Raza del Noroeste, Renton Reporter

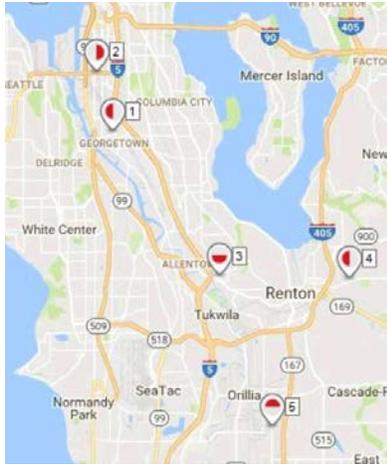
Display: Arena signs at ShoWare Center; posters at Kentlake, Hazen and Lindberg high schools

TV: KOMO, King 5, Comcast, Univision

Summary

Our TV ad is currently running on King 5, Univision, KOMO and Comcast, with digital interstitial ads in King and KOMO. We have rented five billboards in Sodo, Georgetown, Skyway, Renton, and Kent. We have reserved a half page in the May 21 edition of the Seattle Times Advance Course special publication, along with an advertising article on the value of two-year programs and apprenticeships. Through May, we are running weekly half page ads in the Renton Reporter promoting the Certified Nurse Assistant, band instrument repair, accounting, and mechatronics programs. We are planning a large mailing of our Viewbook to the top three to five zip codes in our service area in May/June.

Locations of Billboards



B. INSTITUTIONAL RESEARCH

- The first draft of a survey policy has been completed and sent to Paul Corigliano, Chief Information Officer, for review. The policy will then be reviewed by the Data Integrity Group before being sent to Cabinet and the broader campus. Additionally, the IR Office plans to implement a new survey design course once the policy is approved.
- Over the next few months, a major dashboard overhaul will take place. This overhaul includes changes to layout and accessibility, as well as the possibility of deleting dashboards, consolidating existing ones, and creating new ones.
- The IR and IT offices met with Qualtrics for the kick off meeting of the Vocalize implementation (new student evaluation system). The system will be implemented in summer quarter.
- IR staff continue to work on various aspects of the new program review process. Cohorts A and B have been sent their data templates, and should have their review team meetings completed by end of June.
- The IR Office has held several office-hours days over the past few months for faculty; however, this has not been a successful way to reach out to faculty. Moving forward IR will send out monthly data facts with links to additional information in an effort to increase faculty engagement.

C. GRANT DEVELOPMENT

- RTC's College Spark proposal for \$50,000 was approved to develop Pathways for College English Engagement and Success. The grant will fund faculty training in best practices in writing instruction; faculty collaboration in the standardization of learning outcomes, assignment load and grading rubric; and contextualized curriculum development based on those standards. Two SBCTC proposals were submitted, a Workforce Development Fund grant for \$150,000 for the Mechatronics program and the Early Achiever's grant for \$41,500 to support Early Childhood Education students.
 - New projects include \$85,000 for a Corrections Navigator to help students with reentry and training (due May 25) and a \$50,000 equipment grant for the automotive repair program (due June 1). In the initial discussion stage are grants for native language online and small group support for emergent bilinguals enrolled in Allied Health programs.

D. ACCREDITATION, STRATEGIC INITIATIVES, COLLEGE PLANNING, LEGISLATIVE RELATIONS

- A first draft of RTC's strategic plan was shared with Cabinet and the strategic planning steering committee on May 2. On May 9, RTC will host an external partner forum to obtain feedback on the first draft. Additionally, the first draft will be shared with the campus community in early May. Five internal feedback forums are scheduled for May 22-23.
- In April, RTC hosted Senator Patty Murray on campus. The Senator met with Mo Abdullahi and Kevin before taking a tour of the library, the medical assistant program, and the aerospace program. Also during her visit, the Senator met with Dean of Basic Studies, Jodi Novotny, and VP of Instruction, Angel Reyna, to discuss WIOA and issues pertaining to immigration.



Instruction Report
Renton Technical College Board of Trustees
May 17, 2017

Nursing Programs

ADN PROGRAM

- Current number of students in ADN program = 85
 - First quarter cohort – 32 students; will graduate at the end of summer quarter 2018
 - Fourth quarter cohort – 22 students; will graduate at the end of fall quarter 2017
 - Sixth quarter cohort – 31 students; will graduate at the end of spring quarter 2017

CHANGES IN ADMISSION CRITERIA

- Actively planning to bring in 24 students for a fall 2017 cohort.
- No longer using lottery system for program admission; will be using selective admission going forward; will use a rubric that assesses points to rank order applicants. Points are given for overall GPA, Science GPA, volunteer hours, previous degrees, work experience and immunization compliance.
- Overall GPA for admission is 2.75 with individual course GPA requirements of 3.0 for 6 of 8 prerequisite courses; also increased requirements for subscale tests on the Test of Essential Academic Skills (TEAS).
- Maintaining diversity is a priority for the program but program viability is dependent on first time success on NCLEX. Now offering weekly nursing information sessions to educate applicants on admission criteria; focus throughout the program on preparation for success on NCLEX.

NURSING FACULTY

- Currently have 3 full-time faculty; one is tenured; two are on the tenure track; total of 6 full-time tenure track positions.
- Have one faculty who has been interviewed who is planning to come to RTC in summer quarter. He is a Nigerian-born male nurse who has taught in 4 different countries and is just finishing his PhD at Washington State University. WSU is working intently to keep him from leaving.
- Have been receiving a number of applications for the two open full-time tenure track positions; challenges continue to be salary, workload due to open faculty lines, accreditation status and program reputation.
- Have actively been interviewing adjunct faculty; have hired 4 additional adjunct faculty in the last 2 months for a total of 7 adjunct faculty; allows us to meet state criteria for student/faculty ratios in the nursing lab and for consistency and coverage for teaching clinical courses. Will ensure adequate faculty for summer quarter courses.

NURSING PROGRAM CHALLENGES

- Clinical experiences continue to be a huge challenge; though typical for all nursing programs, RTC has added challenges due to lack of national accreditation and past history of poor education practices.
- Need to be able to offer experiences in a nursing lab certified to engage in simulation; negotiations are in progress to use Seattle University Nursing Lab facilities; will need to work to gain certification for RTC nursing faculty related to simulation and eventually hire a simulation technician.

- Need to fill all nursing faculty positions in order to complete all the work upcoming with incorporation of the Nursing DTA, teaching expectations/workload and accreditation.

NURSING PROGRAM HIGHLIGHTS

- CNA program continues to be a robust and successful program; offering day and evening cohorts; CNA program at Kentlake High School getting on track with enhanced communication and oversight from RTC
- Have completed extensive clean up and reorganization in the nursing lab. With support from RTC administration, high fidelity manikins and software are being updated; will allow for implementation of hundreds of scenarios to support laboratory experiences.
- With the help of RTC Institutional Research, have been focusing on establishment of databases to track nursing student progress and program outcomes.
- Director of Nursing and faculty are actively engaged in expanding clinical opportunities in the community.
- The first quarter students are very appreciative of the opportunity to enroll in the nursing program at RTC; they are exceptionally respectful, prepared for classes and motivated to succeed.
- First quarter students are working to establish a nursing student club at RTC.
- Creating a culture of transparency and accountability within the nursing program that is being well-received by faculty and students; overall feeling of positive change within the program.



RTC Foundation Report
Renton Technical College Board of Trustees
May 17, 2017

New Thresa Jane Smart Scholarship

Faculty member Michele Lesmeister and her husband Al have created a new scholarship in honor of Michele's mother. The Thresa Jane Smart Scholarship Fund is designed to support female students who have gone through the Basic Studies courses and are preparing to continue their education at RTC in career training or academic advancement. Michele and her family have donated \$10,000 to start this scholarship!

Chaine Des Rotisseurs

The local chapter of the Chaine Des Rotisseurs has donated \$10,000 in support of the RTC culinary program to purchase china as an upgrade for the program. Robert Cugini, son of Norma Cugini is the regional president. He will be working with Carrie on re-launching the Norma Cugini Celebrity Chef events in October.

Grainger Grant

Working with the Adult Basic Studies program, the Grainger funds will be used to fill tuition gaps for transition students who do not qualify for financial aid but who need to complete the Composition 101 course in order to begin their career training. Faculty have identified 11 students for this assistance.

Automotive Grand Opening & Career Fair May 11

The main goals are to engage industry partners and showcase automotive careers to potential program recruits and the people who guide career decisions for high school students. We have raised \$12,500 to-date and with the college's contribution, costs are covered for the event. Current sponsorships include:

- AAA Washington
- ASA Northwest
- Car Pros
- Car Toys
- Conner Homes
- EcoService
- Firestone
- Ford ASSET
- Fred Meyer
- Griot's Garage
- Honda and Toyota of Seattle
- Iden's Dealer Services
- Jiffy Lube
- Pepsi
- O'Brien Auto Group (10 Dealerships)
- Walkers Subaru

The Social media campaign on Facebook and LinkedIn launched the week of April 17th. Print ads in the Renton and Kent Reporters are planned for the week of April 21st. Promotional partners include: State CTE committees, Puget Sound Skills Center, local school districts, WA State Auto Dealers Association, FourBlock veterans group, Hire America's Heroes, and USO NW.

Board Member Orientation

Audrey Godwin met with Stan and Carrie for board orientation and to add her insights and assets through the online board asset survey. We are very excited to have Audrey's leadership and perspective as a Latina businesswoman and former RTC adjunct faculty member on the board.

RPM Foundation Chicago

The RPM Foundation president, Diane Fitzgerald plans a site visit in June. They fund a \$30,000 endowment at Clover Park Technical College. Carrie had a conference call with Diane to discuss RTC auto grand opening.



Student Services Report
Renton Technical College Board of Trustees
May 17th, 2017

A. STUDENT SERVICES

Every three years the Washington State Student Services Commission hosts a state-wide conference for student affairs professionals in our system. Just a few weeks ago, we sent 20 of our staff to attend. The conference this year was titled “The Student Experience: Focus on Equity, Diversity & Inclusion” and featured excellent key note speakers and over 30 break-out sessions. The student panel included RTC’s Abdul Amath.

For the Student Services spring quarter division meeting, we hosted professional development and training on de-escalation. The training was interactive and included practical tips for de-escalating situations and maintaining personal safety.

B. ENROLLMENT & ENROLLMENT SERVICES

The Enrollment Services office is gearing up for summer and fall quarter registration. It is a very busy time as we enroll for two quarters simultaneously. The office is also making revisions to forms in order to align with recent updates SBCTC has made on the admission application.

Enrollments for spring quarter remain strong in I-BEST, though general education course enrollment is still down. Apprenticeship registration will continue to be processed through the end of the quarter.

C. FINANCIAL AID

The Financial Aid office has updated its Satisfactory Academic Progress policy (SAP) which will be effective for next year. The revised policy removes barriers and provides for more opportunity for students to continue their access to financial aid. Year-round Pell grants have been restored effective this July. This is exciting news and will provide access for students year-round to utilize this funding.

STUDENT PROGRAMS AND ENGAGEMENT – see Student Leadership Report

D. STUDENT SUCCESS SERVICES

We are excited to be onboarding the new Director of Disability Resource Services later this month. We continue our work towards offering mental/behavioral health counseling to our students. This will occur by shifting the focus of one of our faculty counselors, Karma Forbes, to provide short term behavioral health counseling and triage, as well as by developing a partnership with a local and well established mental health services provider who will staff a mental health clinician on campus one day per week.

Renton Technical College
Board of Trustees Meeting
May 17, 2017

AGENDA ITEM: **4. ACTION ITEMS**

SUBJECT:

BOARD CONSIDERATION	
Information	
X	Action

BACKGROUND:

A. Student Leadership 2017-18 Budget Approval

Director of Student Programs and Engagement, Jessica Supinski and Student Leaders will present the 2017-18 ASG Budget for Board approval.

RECOMMENDATION:

None.



RENTON
TECHNICAL
COLLEGE

DATE: May 5, 2017

TO: RTC President, Dr. Kevin McCarthy & RTC Board of Trustees

FROM: RTC Associated Student Government Members

RE: 2017-2018 Services & Activities Proposed Budget

Dear RTC Board of Trustees and President McCarthy,

The ASG Senate has decided how to allocate the estimated revenue of \$590,000 that will be collected in 2017-2018 from the Services & Activities Fee.

The attached budget proposal was drafted by members of the ASG Budget Committee, with the guidance of the Director of Student Programs & Engagement. The ASG Budget Committee's role is to review all program budgets, understand how each budget serves students and make adjustments to provide a balanced budget proposal to the ASG Senate for approval.

On April 11, 2017, the ASG Budget Committee voted to bring the attached version of the budget to the ASG Senate as a committee. **On May 2, 2017, the ASG Senate voted to adopt the proposed budget and forward it to you all for review and approval.**

We are proud of this budget proposal because it represents an investment in the many student programs, services and activities that we know RTC students need. It is a physical representation of our vision for how these fees support student learning and engagement and the value of these funds will create connections for student success.

Sincerely,

RTC Associated Student Government Members

2017-2018 Services & Activities Budget (Final Draft to be Presented to the RTC Board)		
Projected Revenue		\$590,000
<i>Projected Expenditures</i>		<i>\$646,400</i>
<i>Work Study Partner Funding</i>		<i>\$56,400</i>
BUDGET NUMBER	BUDGET NAME	AMOUNT
522-264-SG01	Student Programs & Engagement Administration	\$19,000
522-264-SG02	Associated Student Government	\$68,700
522-264-SG03	Inclusive Multicultural Programming	\$118,250
522-264-SG04	Student Access Fund	\$12,000
522-264-SG05	Student Organizations Resources	\$140,450
522-264-SG06	Student Ambassadors	\$16,000
522-264-SG07	Learning Resource & Career Center	\$120,000
522-264-SG08	New Student Orientation Program	\$20,000
522-264-SG15	Contingency Funds	\$132,000
	TOTAL	\$646,400

Program: **Student Programs & Engagement Admin**
 Instructor/Staff: **Jessica Supinski**
 EXPENDITURE ACCOUNT NO: **522-264-SG01**
 Fiscal Year: **2017-2018**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
1		Department Copier Charges	\$4,000	\$4,000	
1		Department Office Supplies	\$4,000	\$4,000	
1		Department Phone Charges	\$1,000	\$1,000	
1		Professional Development for SP&E Staff	\$10,000	\$10,000	
			TOTAL:	\$19,000	

Program: **Associated Student Government**
 Instructor/Staff: **Jessica Supinski**
 EXPENDITURE ACCOUNT NO: **522-264-SG02**
 Fiscal Year: **2017-2018**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
1		(6) ASG Executive Members	\$35,000	\$35,000	(6 students X 17 hr/wk X 30 wks X \$11.50)
1		Senate Members	\$10,500	\$10,500	(10 students X 3 hr/wk X 30 wks X \$11.50)
1		Benefits - Student Positions	\$1,300	\$1,300	
1		End of Year Recognition Ceremony	\$2,000	\$2,000	(100 attendees X \$20)
1		Student Leadership Tshirts/Hoodies	\$2,500	\$2,500	(50 students X \$50)
1		NW Student Leadership Conference	\$7,500	\$7,500	(15 students X \$500)
1		CUSP Leadership Conference	\$7,500	\$7,500	(15 students X \$500)
1		CUSP Legislative Academy	\$1,200	\$1,200	(4 students X \$300)
1		CUSP Voice Academy	\$1,200	\$1,200	(4 students X \$300)
TOTAL:				\$68,700	

Program: **Inclusive Multicultural Programming**
 Instructor/Staff: **Jessica Supinski**
 EXPENDITURE ACCOUNT NO: **522-264-SG03**
 Fiscal Year: **2017-2018**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT	
1		Student Leadership Multicultural Programs Manager	\$41,750	\$41,750	2/3 of salary/benefits	
1		Multicultural Identity Groups Outreach Programming	\$35,000	\$35,000		
1		Students of Color Conference	\$7,500	\$7,500	(15 students X \$500)	
1		Cross-Cultural Dialogues	\$5,000	\$5,000		
1		Multicultural Campus Events	\$15,000	\$15,000		
1		Spring Unity Festival	\$6,000	\$6,000		
1		Queer I Am Conference	\$1,500	\$1,500		
1		Women's Student Leadership Institute	\$6,500	\$6,500		
			TOTAL:	\$118,250		

Program: **Student Access Fund**
 Instructor/Staff: **Jessica Supinski**
 EXPENDITURE ACCOUNT NO: **522-264-SG04**
 Fiscal Year: **2017-2018**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
1		Textbook Access Program	\$3,000	\$3,000	
1		Calculator Lending Program	\$500	\$500	
1		Student Emergency Funds	\$6,500	\$6,500	
1		Campus Meal Voucher Program	\$2,000	\$2,000	
			TOTAL:	\$12,000	

Program: **Student Organizations Resources**
 Instructor/Staff: **Jessica Supinski**
 EXPENDITURE ACCOUNT NO: **522-264-SG05**
 Fiscal Year: **2017-2018**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
1		Student Leadership Project Manager	\$49,750	\$49,750	
1		Manager - Benefits	\$20,000	\$20,000	
1		Student Involvement Outreach Fairs	\$700	\$700	
1		Funding for Student Orgs/Clubs	\$40,000	\$40,000	club requests (including travel)
1		SkillsUSA Annual Funding	\$15,000	\$15,000	
1		Phi Theta Kappa Annual Funding	\$15,000	\$15,000	
TOTAL:				\$140,450	

Program: **Student Ambassadors**
 Instructor/Staff: **Jessica Supinski**
 EXPENDITURE ACCOUNT NO: **522-264-SG06**
 Fiscal Year: **2017-2018**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
1		(3) Student Ambassadors	\$15,500	\$15,500	(3 students X 15 hr/wk X 30 wks X \$11.50)
1		Benefits - Student Positions	\$500	\$500	
			TOTAL:	\$16,000	

Program: **Learning Resource and Career Center**
 Instructor/Staff: **Jessica Supinski**
 EXPENDITURE ACCOUNT NO: **522-264-SG07**
 Fiscal Year: **2017-2018**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
1		LRCC Manager	\$49,750	\$49,750	
1		Benefits-Manager	\$20,000	\$20,000	
1		Lead Tutors	\$36,750	\$36,750	
1		Benefits-Student Positions	\$3,500	\$3,500	
1		Office Supplies	\$2,000	\$2,000	
1		Copier Supplies	\$5,000	\$5,000	
1		Office Phones	\$1,000	\$1,000	
1		Career Services Software Annual License	\$2,000	\$2,000	
		<p>The college will co-fund the LRCC at \$120,000, making the total budget for the LRCC = \$240,000</p>			
			TOTAL:	\$120,000	

Program: **S&A Contingency Fund**
Instructor/Staff: **Jessica Supinski**
EXPENDITURE ACCOUNT NO: **522-264-SG15**
Fiscal Year: **2017-2018**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
1		At Least 15% of Projected Revenue	\$132,000	\$132,000	
			TOTAL:	\$132,000	

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

SUBJECT: A. President

BOARD CONSIDERATION

X Information

Action

BACKGROUND

President McCarthy will provide a report to the Board, subsequent to the April 13, 2017 Board meeting.

- 1) **Goals: Strategic Planning • Diversity, Equity and Inclusion Plan • College Advocacy**
- 2) Notification to Board members of the availability of tenure materials on the Canvas website.

RECOMMENDATION:

None.

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

SUBJECT: **B. Title III Grant Update**

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

RTC was awarded a US Department of Education Title III grant in 2012. This was a five-year grant totaling \$2 million. Over the past five-years, grant funds have supported the College’s work in redesigning advising, implementing a mandatory College Success 101 course in all degree programs, and implementing a mandatory New Student Orientation. This grant has been transformational for the College, supporting the infrastructure of not only student services but also institutional research, communications and marketing, and technology. The following RTC staff will be presenting the story of Title III at RTC, the lessons learned, and next steps as we move forward:

- Michelle Campbell – Executive Director of Institutional Advancement
- Heather Knous-Westfall – Director of Institutional Research
- Jessica Gilmore-English – Vice President of Student Services
- Jessica Supinski – Director of Student Programs and Engagement
- Scott Latiolais – Dean of Student Success

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 17, 2017

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: C. Trustees

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

Board Chair Unti will lead Board members in conversation regarding the following topics:

- 1) Board Liaison Reports
 - a) RTC Foundation
 - b) RTC Advisory Board
- 2) President's Evaluation
- 3) September Board Retreat

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 17, 2017

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

SUBJECT: **D. Administration/Finance**

BOARD CONSIDERATION
X Information
Action

BACKGROUND

1) Operating Funds Budget Status Report

Vice President Merrell will update trustees on the operating funds budget status for the period ending March 31, 2017.

2) Property Acquisition Status Update

Vice President Merrell and Dr. McCarthy will provide a status update on the progress of the property acquisition.

RECOMMENDATION:

None.

Renton Technical College
2015-2016 Operating Funds Budget Status Report
for the 9 months ending March 31, 2017

	2016-2017			2015-2016		
	Actual			% of year 75%		
	2016-17 Budget	YTD 16-17 3/31/2017	YTD % of Budget	Annual 2015-16 Actual	Actual YTD 15-16 3/31/2016	YTD % of Annual Actual
Revenues Reported by Source						
State Allocation	17,390,735	16,105,358	93% A	16,796,023	15,081,291	90%
Tuition	7,345,827	5,042,917	69%	6,893,650	5,228,912	76%
Local Dedicated Funds	1,621,280	1,237,758	76%	2,136,295	1,538,567	72%
Grants & Contracts	3,290,617	2,158,979	66%	2,687,586	2,609,840	97%
Financial Aid/Scholarships	9,351,508	5,700,859	61% B	8,741,141	6,333,517	72%
Enterprise Operations	3,126,995	2,220,479	71%	3,267,838	2,438,491	75%
Interest Income	20,000	16,756	84%	29,264	14,586	50%
Total Revenue by Source	\$ 42,146,962	\$ 32,483,106	77%	\$ 40,551,798	\$ 33,245,204	82%
Expenditures by Object						
Salaries	18,161,469	14,318,718	79%	17,598,344	13,707,420	78%
Benefits	6,535,140	4,949,450	76%	5,898,762	4,669,303	79%
Goods & Services	7,242,028	4,701,458	65%	8,738,490	5,518,668	63%
Travel	290,450	228,052	79%	274,765	208,004	76%
Equipment, other	538,300	1,120,864	208% C	1,139,099	588,379	52%
Financial Aid/Scholarships	9,283,500	7,058,163	76%	9,178,624	6,988,736	76%
Total Expenditures by Object	\$ 42,050,887	\$ 32,376,706	77%	\$ 42,828,083	\$ 31,680,509	74%
Contribution to (Depletion of) Reserve	\$ 96,075	\$ 106,401		\$ (2,276,286)	\$ 1,564,694	
		Actual		Annual	Actual	YTD %
	2016-17	YTD 16-17	YTD %	2015-16	YTD 15-16	of Annual
	Budget	3/31/2017	of Budget	Actual	3/31/2016	Actual
Expenditures by Program						
Instruction	16,201,252	12,664,176	78%	16,503,804	12,269,989	74%
Academic Support	2,501,486	2,153,731	86% D	2,725,544	1,719,053	63%
Financial Aid/Scholarship	8,911,331	6,427,945	72%	8,547,503	6,352,482	74%
Student Services	3,194,782	2,595,804	81%	3,089,686	2,552,473	83%
Institutional Support	5,216,587	3,628,356	70%	5,320,433	3,643,688	68%
Plant Operations & Maintenance	3,113,454	2,768,437	89% E	3,255,501	2,693,501	83%
Enterprise Operations	2,911,995	2,138,257	73%	3,385,612	2,449,323	72%
Total Expenditures by Program	\$ 42,050,887	\$ 32,376,706	77%	\$ 42,828,083	\$ 31,680,509	74%

DEPARTMENT BUDGET:			101-081-MA01		BUDGET AUTHORITY:		
DEPARTMENT NAME:			BOARD OF TRUSTEES		MELINDA MERRELL		
FTE Staff			Object	Name/Description	Current 2016-17	Proposed 2017-18	Change
Current 2016-17	Proposed 2017-18	Change					
			AD	SALARIES	\$20,000	\$23,550	\$3,550
			B	BENEFITS	\$2,000	\$2,355	\$355
				SUB TOTAL SAL & BEN	\$22,000	\$25,905	\$3,905
			EA	SUPPLIES & MATERIALS	\$500	\$500	\$0
			EG	PROFESSIONAL DEV	\$7,500	\$5,000	(\$2,500)
			EZ	OTHER GOODS/SERVICES	\$0	\$8,500	\$8,500
			G	TRAVEL	\$8,500	\$8,000	(\$500)
				TOTAL BUDGET	\$38,500	\$47,905	\$9,405

Renton Technical College
Board of Trustees Meeting
May 17, 2017

AGENDA ITEM: 6. **MEETINGS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The next regular meeting of the Board of Trustees will be held on June 14, 2017.

Discussion about a time change for the special meeting added on July 19, 2017, to approve the Strategic Plan, and possibly the college budget.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 17, 2017

AGENDA ITEM: 7. EXECUTIVE SESSION

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A) An Executive Session may be held for any reason 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
May 17, 2017

AGENDA ITEM: **8. EXECUTIVE SESSION**

SUBJECT: A. Action

BACKGROUND:

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 17, 2017

AGENDA ITEM: 9. **ADJOURNMENT**

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

RECOMMENDATION:

Motion required.