

<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	Action
A. September 20, 2017 Regular Meeting/Retreat	
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	Action
A. ACT Transforming Lives - Student Award Selection	Kevin McCarthy
5. DISCUSSION/REPORTS	
A. President	Kevin McCarthy
	
B. Board of Trustees	
1) Study Sessions/Schedule	
2) Board of Trustees Scholarships	
3) Report out - ACCT Leadership Congress, Las Vegas, NV	Board Chair Palmer
4) Board Liaison Reports	
a) RTC Foundation	Trustee Page
b) RTC Advisory Board	Trustee Entenman

C. Administration/Finance

- 1) Monthly Finance Report
- 2) Capital Financing

Bill Saraceno

6. MEETINGS

Information

- A. November 15, 2017

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 Legislative Action Committee Retreat | November 9, 2017
- ACT Fall Conference | November 10, 2017
- ACT Winter Legislative Conference | January 22-23, 2018

2017-2018 BOARD PRIORITIES

Budget Engagement · Tenure Process · Diversity & Inclusion

Renton Technical College
Board of Trustees Meeting
October 18, 2017

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

SUBJECT:

<p style="text-align: center;">BOARD CONSIDERATION</p> <p style="text-align: center;">Information</p> <p style="text-align: center;">Action</p>
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BACKGROUND:

Board Chair Susan Palmer will carry out the Notation of Quorum and the Flag Salute.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 18, 2017

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT: A.

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

- A. The minutes of the September 20, 2017 regular meeting/retreat 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 9:00 a.m. by Board Chair Palmer. There was notation that a quorum was established, and Board Chair Palmer led the flag salute.

2. ADOPTION OF MINUTES

Board Chair Palmer asked for corrections and/or additions to the following minutes:

July 19, 2017 regular meeting

*Trustee Page introduced a motion to approve the meeting minutes for the regular meeting on July 19, 2017 as presented. Trustee Takamura seconded, and the **motion carried.***

3. COMMUNICATIONS

A. General Information/Introductions

Dr. McCarthy introduced the Interim Vice President for Administration and Finance, Mr. Bill Saraceno. Mr. Saraceno has agreed to step in and assist us until the position is filled. He was at Columbia Basin College for 30 years, following a career in the banking industry. Ms. Katherine Hedland Hansen, Director of College Relations and Marketing, started on September 7, and comes with experience in many facets of communications. Mr. Aaron Reader, Dean of Student Success, started on August 28, and comes to RTC with a Master’s Degree in Counseling Psychology and more than 10 years of experience. Faculty members present at the meeting were also introduced: Dr. Huma Mohibullah is our new Social Sciences instructor; Mr. Paul Baeder, Full-Time Major Appliance Repair Technology Instructor; Ms. Simone Terrell, Phlebotomy Instructor and RFT Union President; Ms. Lynn-Dee Spencer, Pharmacy Technician Instructor and RFT Union Co-President; and Ms. Martha Chamberlain, Accounting Instructor.

B. Correspondence

Correspondence from RFT President, Ms. Terrell was handed out. There was no other correspondence.

C. Comments from the Audience

Instructor Paul Baeder spoke about the college’s participation in Skills USA Nationals. We will no longer participate at the National level but are doing a variety of skills and awards with our Advisory Committee on campus. Mr. Baeder has been here since 1976, in one capacity or another. He enjoys seeing all the new enthusiasm in the new employees, and also noted that his new dean, Mr. Jacob Jackson, has his full support. Mr. Baeder will be retiring December 31, 2017.

D. Student Leadership

Since classes just began on September 18, no student report was available.

E. Renton Federation of Teachers Ms. Terrell stated that she wanted to make sure that we all have the same goals for students. Adjunct faculty recently had their hours reduced. They understand that we have a funding issue at this time, so will ask for better records on the finances. They were informed of this on Monday when faculty returned, and after 13 years of service on campus as an adjunct, it hits her heart. Finding out about this on the first day of class is not appropriate. She believes that administration could have done a better job of communicating. Face to face communication does not happen; instead, emails are sent. Full-time faculty are concerned that new faculty are being hired at a higher salary rate than some of the long-term faculty. Long-term employees are not feeling valued. Faculty members do not want to serve on tenure committees, because they feel devalued. The budget deficit that we are facing on campus is not a conversation to point fingers, but for raising eyebrows. Ms. Terrell indicated that there is disparity in salary increases. Instructor Martha Chamberlain teaches math and budgets, and has ten years as an administrator elsewhere. She hears that classes are being cut if they don't have 15-16 students, but says they are profitable at nine students. If we are cutting these, we are cutting the bone. They understand that we are having financial issues, but on Monday we were up three percent FTE and our programs are 90 percent full; they struggle to understand. Faculty members have not gotten raises for seven years and administration has. They are also hearing from administration that faculty are not doing enough. Hand written comment cards were left with comments from faculty. Board Chair Palmer thanked Ms. Terrell and Ms. Chamberlain for their time and input. Trustee Unti asked what attempts have been made to communicate with administration. Ms. Terrell responded that some meetings have been made to meet with Vice President Reyna. She meets regularly with Dr. McCarthy and Executive Director Hogan, but not as often with Vice President Reyna. Ms. Terrell is asking for everyone at the table to sift through all the data to see how we get on board with the finances.

F. Written Communication Reports Board members commented that they appreciate having the written reports, and had no questions.

4. ACTION ITEMS

A. College Budget Dr. McCarthy began with discussing the budget letter dated September 20, 2017. Funding comes from several sources. The Legislature provides funding, which is allocated through the State Board (SBCTC) among the colleges. The allocation is a significant (52%) portion of our revenue (about \$18M), excluding financial aid. The next largest portion is tuition and fees, which supplement the state allocation. These are the major part of "local funds," in addition to monies from grants and contracts (including some Running Start fees), and our enterprise operations such as the Bookstore and Catering. This year's base allocation increased by \$241K based on the new model. There were also health rate changes and general wage increases, which adds monies into the allocation fund. There was \$318K for tuition backfill in the allocation and a 2.2 percent increase in tuition which will be part of local funds. Expense increases include adding instructors in Application Development, Computer Science, and Medical Assisting.

RFT and other bargaining units saw a 2.3 percent salary increase this year, and 2.7 percent will follow next year. The State covers only 65 percent of these wage increases; the remaining 35% comes from non-permanent local funds, just as with last biennium's COLAs. 100% local funds

BOARD OF TRUSTEES MEETING
Minutes – September 20, 2017

are used to give COLAs to the non-state-funded positions, such as personnel working under a grant. The COLAs are a mixed blessing because during the seven year period prior to the 2015-17 biennium, no one received a COLA. Yet the local funding of these portions of the COLAs have cut into our cash reserves. As part of the plan to make the reserves stronger, the president decided to only provide the 65 percent wage increase funded by the state to exempt employees, effective November 16, 2017. Base salaries will go up the intended 2 percent, so that ongoing COLAs will build upon the stronger salary, but local monies will be saved.

One part of our allocation that is actually operating funds comes from the capital budget, and that was not passed by the legislature. For about the last 10-15 years the legislature buried operating funds (\$320K per year at RTC) in the capital budget. We now don't have those funds. The presented budget forecasts that in order to balance the 2017/18 budget, the college may need to use \$314K of reserves. Should the capital allocation be approved before fiscal year end, the college will likely expect to receive the \$323,900 of operating capital funds that are needed to balance the budget. However, this is most likely too low a projection into reserves as will be discussed further.

The combined reserves and cash position of the college at the start of the 2017-18 fiscal year was about \$8.5M. During fiscal year 2017-18, the college will need to determine and implement cost savings measures and revenue increases in order to maintain adequate cash balance going forward. At the end of FY 12/13, we had \$15.4M in cash balances. Deliberate decisions were made to decrease some cash balances, to avoid the possibility of the state scooping funds, and we had a number of issues that needed to be addressed, including facility improvements, instructional equipment, and K-complex construction (which was only funded at 90 percent by the legislature and the Board approved the additional funding). Change to cash balances over the past five years include a \$2.5M decrease from FY 12/13 to FY 13/14, a \$1.4M decrease from FY 13/14 to FY 14/15, a \$4.2M decrease from FY 15/16 to FY 16/17, and a \$2.8M decrease from FY16/17 to FY 17/18. The changes to the cash balances were products of many of intentional expenditures, but also some unintentional. With the growing economy, we have seen our FTE go down, especially in Prof-Tech. The heart of the CTC problem is that when the economy gets better, enrollments decrease and vice versa. With that, we have had an eye on maintaining our FTE position because it is the basis of the State allocation and we've wanted to avoid the state readjusting our allocation if we didn't meet the FTE target. The efforts were successful: in FY 15/16, we met 101 percent of our target, because while Prof-tech and gen-ed enrollments were going down, we increased in basic skills and apprenticeships. Basic Skills is core to our mission, yet we get only about \$70K in tuition, on a good year. And though apprenticeships are not countercyclical to the economy, there is a 50 percent state-mandated tuition waiver and contracts with those unions require an 80/20 split; essentially we are buying FTE. Thus, tuition decreased for professional technical programs along with enrollments and the FTE achieved came from little or low-revenue producing programs. All told, increasing expenses with COLA's, K-complex, inflation, and other expenditures have been outpacing the revenues coming in. Cash reserves have saved us for now, but we have reached the limit of what they can provide.

Exacerbating these issues are budget areas we have not recognized well enough as an institution. This past year, the College was almost \$1.5M overspent in budgeted salaries among exempt, classified and faculty. In exempt there we were about \$83K over budget, related to retention offers or competitive increases. We were \$300K overspent in classified, including PT

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tutors, special-project hourly employees, and catering. Unexpected overtime and vacation and sick-leave buyouts contributed another \$243K. Finally, instructional salaries, especially among adjuncts, were \$830K over budget. The budget had not been readjusted in the past to reflect increased costs. The Instructional deans and the Vice President of Instruction have been looking at the dynamics of this over the summer. Adjunct growth that we were not tracking, chasing FTEs, and allowing low-enrolled classes have all played a role. Key to our work this year will be to better understand the dynamics, and to develop a budget process that is sufficient to the task.

As discussed earlier, we had \$4.5M in cash at the end of June, plus another \$3.9M in investments. Paying the end of June, July, and August payrolls along with necessary other expenses to keep us going would take about \$3.5M. Therefore, we had just enough cash reserves this year. But, we want reserves to be back where they were in 2012. There have been a multitude of disasters across the U.S. this year, and what if we have something happen here? We need to improve our position if we are to keep people employed and keep classes running in case of major problems. The trend in reducing our cash balances, have by-and-large been intentional, but we cannot continue. We need to bridge funding this year, arrest the decline in reserves, and start creating a surplus. Dr. McCarthy, Ms. Terrell and Ms. Spencer met a week ago and discussed this and the intent of being transparent. Dr. McCarthy plans to summarize the position to the College, following today's meeting, and we will take a multi-pronged approach toward a stronger fiscal position.

It is clear that we need to increase revenues and decrease expenses. Areas to explore for cost-saving include delaying the exempt COLA, delaying filling open positions, balancing FTE accumulation with instructional costs, and looking at reducing travel, supplies, and equipment costs. We will consider the return on investment when we make decisions regarding expenditures—are they revenue-producing, or not?

Trustee Page asked what we are doing in this budget that reflects the changes we need to make, a course correction. Dr. McCarthy responded that the budget as presented does not yet do so; it is only our starting place. We will gain a better understanding within the next months and report on adjustments made to create a “temporary” budget to replace what has been presented as a “permanent” budget. Trustee Takamura questioned why we would adopt this today, knowing that adjustments will be changing it; raising a philosophical question. Trustee Entenman shared concern that we will increase spending without knowing where the revenue will come from. We cannot approve a budget that increases anything. Trustee Page added that a budget informs expected spending. We did not think about how that effected the bottom line and the cash reserves. We adopt a budget to give spending authority for what we have to do. We don't want to hamstring things. Dr. McCarthy is telling us that he is going to make adjustments that will represent changes/shifts in budget variances. We need to say we want to see how that looks each month. Adopting the budget doesn't put us in a fixed position. As a matter of sustainability in the institution, with a change in the senior level we cannot put the brakes on. Changes cannot be implemented overnight or in haste. Trustee Unti, asked how do we control legislative moves that only fund 65 percent of increases? Underfunding causes us to turn on each other. This demands of us a much more collaborative effort; presence in Olympia is a must! We cannot control parts of the budget, and let's not eat each other up because of it. Trustee Takamura agreed, and appreciates Dr. McCarthy's comments. Dr. McCarthy stated that

there are varying levels of awareness on campus, but no one as much as necessary. After today's board meeting, the conversation will broaden. Vice President Reyna is working closely with the Deans regarding instructional costs. Communication has not been laid out, but our intent is to have a definite plan in laying it out for staff and faculty. The solution has to come complexly. Some concerns come from trust and respect issues. Board members are willing to approve budget, knowing things will be up for review, but people need to be included and feel that way. Timing can be an issue, and budget iterations will change. Last year's strategic planning processes worked well. We will get everyone involved in solutions. These are going to be difficult choices to make. Trustee Takamura noted that we need to allow the community to be a part of the solution as well, without it being a campaign. This is alarming and we need to change patterns. We have funding to support payroll and keep operations going.

Ms. Terrell is concerned about permanent and temporary budgets, and is very confused about layoffs and enrollment figures. Our last layoff in 2009 was not pretty. Board Chair Palmer thanked Ms. Terrell for her comments, and feels comfortable at this point with Dr. McCarthy's comments on how he plans to move forward. We need to work harder in Olympia. Trustee Page appreciates the input from Ms. Chamberlain and Ms. Terrell; everyone needs to be treated with respect and included in the process. It does not mean it will be easy. We do not want to lose focus of the idea of enhancing local revenue.

*Trustee Unti introduced a motion to approve the 2017/18 annual operating budget as presented. The motion was seconded by Trustee Page, and following discussion, the **motion carried with a vote of 4 to 1**; (Trustee Entenman abstained from the vote).*

*Trustee Page introduced a motion that the Board directs the president to pursue budget planning with the goal of restoring cash reserves to appropriate levels. Trustee Entenman seconded, and the **motion carried**.*

5. DISCUSSION/REPORTS

A. Administration/Finance

- 1) Operating Funds Budget Status Reports: Interim Vice President Saraceno asked if there were any questions related to the budget reports for May, June and July, 2017 included in the materials. There were no questions.

B. Equity Plan

Vice President Reyna shared information regarding the work of the Diversity, Equity and Inclusion (DEI) Council and leadership team. He thanked the board for their support throughout the process creating the plan. The team started by meeting with the executive cabinet in late April, and further with student services, and faculty & staff in early May. Based on information gathered, the draft was created. The DEI leadership team has not met this fall, and we will want to present this draft to the entire team. Six themes/objectives emerged. We were intentional about aligning it with objective 2 of the strategic plan. An academic plan was also created and includes a goal for diversity, equity and inclusion. The "Why" document was created and included. This is a living document, and recommendations are welcome. We plan to expand some definitions so everyone is on the same page. Systems don't allow multiple census coding. Student racial breakdowns have been broken out further than are indicated in the plan (and the

plan will be updated). We know we need to do some work on the opportunity gap. Vice President Reyna reviewed the six objectives. Students are “our students” in our classrooms, and in our community. If we can partner with our City for support of students it provides a more holistic approach. Within each objective we created some plans. Trustee Takamura asked about systemic or institutional racism. The plan is grounded under the critical race theory, and the power of institutional racism. Trustee Takamura asked in this work, is there an intent for education and people exploring their implicit biases to include the assets that they bring. In professional development, the focus is on the growth mindset. We know instructors have the content knowledge, but how do we help them become better instructors. We plan to develop cultural signage across campus, and possibly have a mural painted on campus. We are also working in collaboration with the City of Renton. Trustee Takamura suggested working with Renton School District as well. There are two student representatives on DEIC. We hope to complete and return updated information to the Board by October. Trustee Takamura thanked Vice President Reyna for his leadership on this effort. She is so proud to be part of an institution that is doing something! Trustee Unti also shared his gratitude for this work, and also understands the complexities of the funding that is involved. As we move to get a better grip on the things that matter, we understand the lack of resources available. Trustee Page commented that his hope is that the first and foremost measure on your mind is, what works. Persistence and completion rates show that student haven’t received, nor have we been totally successful. It is important to look at the measureable outcomes. As we find things that change the culture, we embed them, and that is important. Very nice plan.

C. President’s Report

Strategic Plan – Last year the monthly president’s report focused on his goals and strategic plan. We are now in the implementation stage, and do not want to have it sit on the shelf. Executive Director Campbell continues working with the plan, moving from developing it to implementation. We are focusing on priorities and have determined what will take a long time, what will be complex and are working to prioritize. We have come up with a first year plan that now looks at integrating priorities into division and individual unit plans. Unit plans will be included in a Qualtrics software so we can observe what is and is not successful as we move into the year. It is nice to have the framework to guide priorities.

Hiring – We have 13 new full-time faculty, all tenure track but for one non-tenure track position in a pilot program in Medical Assisting at night. We are working on integrating them into the community. Also, at our fall kick-off meeting, we Introduced 14 new staff starting since June. This has involved a lot of work from HR, as well as faculty and staff included in the hiring process.

Ms. Terrell indicated that some have left the college because they did not feel supported. Onboarding is lacking and we need to address and change that. The union is developing some integrated measures this year.

Trustees Page and Takamura attended RTC’s first Tenure Process Re-boot Camp that brought all candidates and many committee members together to discuss tenure process changes.

Enrollment – This is very important to our revenue picture. We are happy to see that we are starting in good shape, close to 103 percent of last year. What is especially good to see is that we are up in prof-tech; overall headcount is 196 higher than a year ago. Some of this is due to once again having a fall nursing cohort. Basic studies is also off to a good start, though it may be a bit softer during the year as we are moving the Worksource Renton site onto campus for Fall while we look at a new location downtown. Gen ed, however, is down compared to last year. We are

- 1) **2017/18 Transforming Lives** – Dr. McCarthy reminded the Board that last year RTC’s Transforming Lives winner went on to be one of the top five in the state, then was recognized nationally, and then was the speaker at the annual Phi Theta Kappa breakfast at AACC. Last year we also had a screening panel of two board members that volunteered on a sub-committee, making recommendations to the Board for action. Trustees agreed to adopt the same process this year. Trustees Entenman and Palmer agreed to serve as sub-committee members. Student essays will be forwarded first to them, and then included for all board members. Trustee Page noted that a good deal of time was spent by the ACT committee, to clarify the criteria, and suggested that Board members pay close attention that the essays are meeting the established criteria.

Dr. McCarthy informed the Board that the purchase and sale agreement with King County appears to have some movement, hopefully something by November. We have a COP in the capital budget included to pay for the property. This could be problematic if we don’t get a capital budget.

6. EXECUTIVE SESSION

At 1:03 p.m. Board Chair Palmer called for an executive session to review the performance of a public employee for five minutes.

7. EXECUTIVE SESSION ACTION

The Board returned to regular session at 1:08 p.m.

*Trustee Unti introduced a motion to approve the addendum to President McCarthy’s contract. Trustee Page seconded and the **motion carried.***

8. MEETINGS

- A. The next regular meeting is scheduled October 18, 2017.

Trustee Takamura noted that she is unable to attend the October Board meeting. Trustee Unti added that he is unable to attend ACT LAC meeting on November 9. Trustee Takamura is the secondary LAC representative and noted that she will attend both the LAC Retreat and ACT Conference.

9. BOARD RETREAT

A. 2016/17 Board Self-Evaluation

It was suggested that the Board take the time to review questions from the self-evaluation where there was concern or disagreement. Trustees Page and Palmer both commented on the room for improvement on understanding college programs and missions sufficiently well to assist in interpreting them to the community. Dr. McCarthy suggested that we could start to schedule classroom visits (study sessions) for the year. The following interests for Board study sessions or agenda topics were generated:

- Guided Pathways
- Budget and Strategic Realignment
- Student Entry Process
- Apprenticeship Programs
- Tenure Boot Camp (to include entire Board)
- Mechatronics
- Professional Development; Hidden Bias'

Board members agreed that they are comfortable with how goals are set for the president and the reflection that is included. We need to be helpful in recruiting and supporting the Foundation Board members; keep looking at people and expansion into deep pockets and the cultural communities. It looks like we help the Foundation shape the narrative for the community. We should never leave an opportunity throughout our work to advocate for the Foundation. If you believe in it, it is easier to ask people to join in. Transforming lives is awesome, and it's nice to be a part of that. We need to have more conversation with industry. We are the primary provider of the industry-skilled workers in their business. Our work is to lead by example and maintain a visionary stance. Our job is to train the next generation of leaders. Moments of stress cause retreat. We need to continue conversations that bring us together as a team.

B. 2017/18 Board Goals/Activities/Priorities

Following discussion, the Board established the following Goals for 2017/18:

- a. Engage in Budget Process
- b. Continuous Improvement of Tenure
- c. Focus on Diversity and Inclusion Efforts

Board members want to be cognizant to come to every meeting, and be mindful of our Mission, Vision and Values.

During the strategic planning process we engaged our community, and we need to continue those efforts in all of our measures. What are the populations we are not serving; could be the solution to our fiscal challenges. Our accrediting body, Northwest Commission of Community Colleges and Universities (NWCCU) requires that all planning needs to be intentional and have priority for implementation in the strategic plan, and building out the end goal and outcomes. Development of work and activities are based on the end goal. We have to show tremendous

improvement, and the alignment to all processes. A budget is a reflection of decision making and from a strategic standpoint of where we want to be. Board members would expect there to be more new programs, and BAS program additions. Much of the budget decision now is a result of strategic planning. In the future, maybe we will look at budgeting out further. The strategic plan is directive enough to give us focus, but still require logic in priorities.

Dr. McCarthy indicated that we have a lot of people in the tenure track. If we have a lot of these, it is possible that we will set up a calendar to see what the tenure schedule might look like. A lot of the new hires will bring great energy.

C. 2017/18 President’s Goals

Dr. McCarthy’s outlined goals, using the strategic plan as the framework, will work well with the established Board goals.

- GOAL 1: RTC will be a learning community in which students, faculty, and staff all strive for excellence and growth
- GOAL 2: RTC will foster an academic and work environment of equity, inclusion, and collaboration
- GOAL 3: RTC will engage the greater community through intentional partnerships and responsive programming
- GOAL 4: RTC will enhance institutional strength and resilience

D. Board Meeting Format Discussion

The current Board meeting format has been working, and drives questions that may be asked later. Perhaps we need to be more mindful of scheduling fewer items to the agenda that can cause a lengthy meeting.

10. Adjournment

There being no further business, *it was moved by Chairman Palmer to adjourn the Board of Trustees’ meeting/retreat at 3:20 pm. Motion carried.*

SUSAN PALMER, Board 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. Student Leadership
- D. Renton Federation of Teachers
- E. 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.



A. Facilities

Current Projects:

- **Automotive Complex Renovation**- Last items being completed, mostly correction items by electrical contractor.
- **ADA Review** – campus wide review of ADA accommodations by the Office of Civil Rights; Required Modifications and accommodations customarily result from this review: Facilities has completed all items capable of being done in-house. Update: Two items to be completed by outside contractors: sidewalk section replacement west of Bldg. H, and lowering of sink in B205 Lab to ADA height; both to be done on Winter break, 2017. Note: All restroom modifications are put on hold due to capital budget freeze, and will not be completed by deadline.
- **Campus Restroom Improvements** – modifications to campus restrooms in order to bring the college into compliance with current ADA requirements and to upgrade some outdated finishes and fixtures. Made possible by state repair funding. *Update: See ADA Review, on hold.*
- **Major Capital Project request**- New Allied Health Center – The College will apply for funding for a Major Capital Project to replace the current Allied Health Center with a new building. A taskforce is meeting every 2 weeks with one of our campus architects to write a Project Request Report for funding. Deadline for submissions is end of Dec. 2017.
- **Lease of new off-campus Facility for Workforce Development**- a property has been selected (Burnett Property Site) and the college has submitted the necessary paperwork to the Washington State Office of Financial Management for approval to lease the property. Target move-in date of January, 2018.
- **South End Chiller & Cooling Tower** - emergency maintenance/repairs were made on the south campus chiller and some minor maintenance was done on the cooling tower in August and September. The college will apply for emergency funds from the state to help cover expenses.

Upcoming Projects/ On Hold:

- **Minor Program Capital Improvements** - The college has applied for funding for the minor capital improvement project for next biennium- starting July of 2017 – and it is to be campus restroom upgrades for those restrooms on campus most in need of renovation. *Update: Lower bidder has been notified that project has been cancelled. Project will be re-bid when funds are allocated.*
- **Bldg. 'J' Roof Replacement** – Capital repair project. *Update: On Hold pending state budget funds allocation. Unless funds are allocated soon, project will need to be put off until summer of 2019.*

- **Bldg. A & B HVAC Modifications** - Capital project. College will need to purchase the Bldg. A Heat Exchange HVAC unit in order to meet project timelines. Bldg. B will get outdated HVAC controllers replaced. Update: re-scheduled for summer 2018 due to long lead time for Heat Exchanger and extensive contractor coordination. *Update: On Hold pending state budget funds allocation.*

B. Business Office

The State Auditors' Office has scheduled Renton Technical College's 2015-16 Financial Statement Audit to begin the second week of November 2017. We have tentatively scheduled the 2016-17 Financial Statement audit for the first part of January 2018. The audits are scheduled for approximately 370 hours each.

State Auditor's Office just completed our **Comprehensive Annual Financial Report (CAFR)** for our fee for service revenues. It was a clean audit and a report will follow.

FMS Query is being updated and includes a working Time and Leave Report Module from Walla Walla Community College. It also includes a working Temporary Budget Line to use for 2018-2019 budget planning. FMS Query is important to our new Budget Planning Model.

Mark Johnson has been reviewing with staff the fiscal management of our grants and related contracts and procurements. They have been responding to Marta's requests for input on developing best practices for our Grant and Project Managers. Mark has also been working closely with Perry Culwell in Purchasing to assure timely acquisitions of equipment, especially those financed by grants and donations. We have also been maintaining oversight on purchases to comply with DES regulations.

Mark has been creating new reports on College Finances and Financial Position for the Board, including the development of the new Monthly Operations Report, and other reports as requested. Mark has also taken on the training for the new Foundation Associate, Teresa Woods, and has been coordinating the audit of the Foundations 2016-17 Financial Statements for roll up into the College 16-17 Audited Financial Reports. We also just received the 2016-17 FS Template from Denise Nguyen at SBCTC.

B. Update for Accounting Services

We're finally fully staffed in the Business Office once again! Training is going well and our new staff is getting up to speed quickly.

We've successfully disbursed Pell Grants and loans for the start of fall quarter. The new Financial Aid Fiscal Specialist has had our help with these disbursements, since she is new, but we'll be transferring more of her responsibilities in the coming months.

Kim Sykes is preparing for the 2017 Form 1098T process, and will be sending SSN verification letters in the next few weeks.

C. Food Service

Catering has been very busy with school starting and high profile events planning. Plans are final for the restart the "Celebrity Chef Dinner", with our Foundation. This activity is scheduled for October 26th.

Food Services and Culinary Arts department accepted a long-term consignment agreement with Irinox Market Team for a \$10 K full sized blast chiller in the kitchen. This industry current piece of equipment will assist with cooling hot foods quickly and to meet the KC Health Code Standards.

Strong growth in our Catering Department with increased sales has warranted the hiring process of a past open position of an Event Coordinator. This position will assist in meeting catering guests at the door to ensure all tasks are correctly set, set-up of AV equipment throughout the college and provide a manager on Saturday's to assist with campus needs.

D. Bookstore

The Fall Quarter rush is over, it went efficiently and is always inspirational working with new students, helping them with their instructional needs.

For Fall, we added some new styles of t-shirts, shorts, sweatshirts, hoodies, water bottles. We still have some of the 75th anniversary glasses; soon to become collectors' item.

The following personnel actions occurred during September 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

Bass, Jessie	9/18/2017	Financial Aid Clerk	Financial Aid
Sokol, Bryan	9/18/2017	Library Specialist	Library

-Separations

None

Prof Tech	Effective Date	Position	Department
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- Hires

None

-Separations

Snyder, Trevor	9/30/2017	Content & Communications Specialist	Communications & Marketing
White, Mark	9/30/2017	Digital Media Specialist	Communications & Marketing

Exempt / Administrative	Effective Date	Position	Department
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- Hires

Hansen, Katherine	9/7/2017	Director of College Relations and Marketing	Communications and Marketing
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-Separations

Merrell, Melinda	9/1/2017	VP of Administration and Finance	Administration
Pieper, Micalah	9/29/2017	Student Success Specialist	Student Success
Scott, Keeyon	9/18/2017	Student Success Specialist	Student Success

RFT	Effective Date	Position	Department
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Bongiorno, Wioleta	9/5/2017	Adjunct Faculty	Allied Health
Burnham, Susan	9/5/2017	Adjunct Faculty	Allied Health
Duff, Deanne	9/5/2017	Adjunct Faculty	Allied Health
El Ebiary, Hussein	9/11/2017	Adjunct Faculty	Gen Ed
Harmon, Jennifer	9/14/2017	Adjunct Faculty	Allied Health
Hudson, Earnest	9/11/2017	Adjunct Faculty	WTED
Moore, Cochese	9/11/2017	Adjunct Faculty	Basic Studies
Blodgett, David	9/12/2017	Full Time Faculty	BAS Program
Buis, Janine	9/11/2017	Full Time Faculty	Allied Health
Hoaglin, Ryan	9/11/2017	Full Time Faculty	WTED
Kimani, Batholomew	9/11/2017	Full Time Faculty	WTED
Klein, James	9/11/2017	Full Time Faculty	WTED
Mohibullah, Huma	9/11/2017	Full Time Faculty	Gen Ed
Moustafa-Gomaa, Ibrahim	9/11/2017	Full Time Faculty	Gen Ed

- Hires

-Separations

Acar, Elif Barcin	9/15/2017	Adjunct Faculty	Basic Studies
Burnham, Susan	9/4/2017	Full Time Faculty	Allied Health

-Retired

Hatem, Henry	9/12/2017	Full Time Faculty	WTED
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	Monthly Total Hires	% of Diverse Hires YTD
Full time	10	50%
Part time	6	54%



Information Technology Report
Renton Technical College Board of Trustees
October 18, 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. This last month was spent providing support for students, faculty and staff in support of fall quarter start.

- **INFRASTRUCTURE PROJECTS COMPLETED – No new updates**
- **TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS – No new updates**
- **COST SAVINGS INITIATIVES IN PROGRESS**
 - Cellular Service Audit in progress – \$6K in savings – Made necessary changes – looking for additional savings
 - Papercut- Duplexing and printed page usage – Researching Print for Pay replacement in the library.
 - Printer Consolidation - reducing the number of printers on campus - Ongoing
- **PROJECTS IN PROCESS**
 - Intranet/SharePoint Site – Working on Structure – Data Migration to be scheduled
 - Website Phase II – Meta Majors Released
 - Security Access Control System – Installation in progress
 - Annual Administrative Computer Replacements – Received computers and will do replacements for the systems during the school year
 - Campus Hardware/Software and security standards - Ongoing
 - PCI/FERPA/HIPAA Compliance - Ongoing
 - Network cabling upgrades - Ongoing
 - Develop an IT webpage for the RTC website – In progress
 - SKYPE for Business Instant Messaging – continuing rollout of software
 - Exchange 2010 upgrade to 2016 – Project Plan Outline developed – Move from local to Cloud
 - VDI – Virtual Desktop to Replace Lab Computers – Environment built – selecting labs for proof of concept
 - File Server – File Structure Rebuild – Planning in progress
 - 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 Curriculog Implementation – Curriculum workflow/ tracking software – Kick off Meeting completed over summer
 - Conference Room Upgrades – HR, Security – in Progress

- ctcLink – Statewide Enterprise Resource Planning (ERP) - Remediation in Progress – Localized Workshops around workflow continue
- Staff and Faculty Technology Survey – Technology Council creating survey to distribute – Fall Quarter
- Student Technology Survey – Technology Council creating survey to distribute – Fall Quarter
- New Badging System – Active Directory Integration
- IP Sub-netting – Changing IP scheme to align with SBCTC assigned IP addresses
- Microsoft Office 2016 – Installation across campus – In progress

- **UPCOMING PROJECTS**
 - 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
 - Upgrade IT internal systems – Service Desk, Altiris
 - Active Directory Integration – Single Sign on – CANVAS
 - Active Directory Integration – Single Sign on – Adobe Products
 - Backup Infrastructure – Policy, Procedure, Offsite Backups
 - Domain functional level upgrade – 2012
 - Disk Encryption – Laptops/Workstations
 - Projector Replacements
 - Wireless upgrades and remediation – Improve Coverage
 - TV and Other Rental Equipment Upgrades
 - Cafeteria Speaker Upgrade
 - Server Room – Hardware Consolidation



A. COMMUNICATIONS AND MARKETING

Marketing and Advertising

- Considerable time has been spent reviewing past advertising and marketing campaigns and developing a plan to ensure the best ROI possible on marketing dollars. We will be moving forward with less TV and radio, and with more strategic, intentional, targeted advertising and search ads on specific programs intended to grow enrollment in revenue-generating areas. We will focus on prof-tech, general education and low-enrolled or high demand programs through this digital/SEO campaign. This has not been done before at RTC, but has proven to be highly effective in student recruitment. There will be an intentional, strategic web presence to accompany this, with specific landing pages to which viewers of ads, billboards, and other broad marketing will be directed. This will allow us to more clearly measure ROI and have the ability to capture information from prospective students through a form submission.

Strategic Plan Rollout

- An official public rollout of the strategic plan is around the corner. It will include a robust website, printed materials, a press release, outreach to community members and other partners, and prominent play on social media.

Web and Social Media

- More regular updates to the web and social media are already happening, with stories being written that amplify the RTC mission, vision and values. The goal is to create engaging content that drives people to our website. You will see broad exposure of the Oct. 11 Aspen announcement as well.

In the News

- There is a new [In the News](#) section with links to press coverage. The biggest ones this fall were a [Washington Post story](#) and a [Washington Monthly story](#) about the magazine's ranking. RTC was the 8th best college for two-year-learners in the country. Other content improvements are underway to improve our forward-facing language and emphasize what is distinct about RTC with more enticing language.

B. INSTITUTIONAL RESEARCH

- Renton Technical College is currently seeking a new Director of Institutional Research to lead the Institutional Research Office. Heather Knous-Westfall accepted a position closer to home. Her last day was October 13.
- Fall student evaluations launched on 10/6 for courses with early end dates. The new process was launched in summer quarter. Student evaluations are now housed in the Qualtrics Vocalize system and provides faculty and deans with visual dashboards and more user-friendly data.

- Neal Parker, Andrea Lancaster and Patrick Brown submitted a presentation proposal to the Pacific Northwest Association for Institutional Research and Planning (PNAIRP), which was accepted. They will be presenting at the conference in November. The presentation focuses on how to use map data for outreach and enrollment management activities.
- The dashboard overhaul project is nearly complete. The IR Office has published four public dashboards and nine restricted-use dashboards. Moving forward, the IR Office will hold more in-person trainings in an attempt to train more users on how to effectively use the dashboards. The revised dashboards have better functionality and capabilities for deeper disaggregation that will be useful for staff and faculty in their decision making processes.

C. GRANT DEVELOPMENT

- Starting in late July, the Grant Development Office became the Office of Grants to include the addition of post-award grant supervision and support. On the post-award side, the Director of Grants assessed the portfolio of grants at the RTC and identified 20 grant projects that will receive Grants Office support. In fall, the Director of Grants began meeting with deans and other unit leads to assess the needs of various areas in improving grant management. Additionally, a survey of grant staff was conducted. A needs assessment report will be completed in the coming months and will offer an analysis of the current health of the college's grants projects, as well as recommendations for improvement.
- Over the summer, RTC received an I-BEST expansion grant (\$156,250) to add 25 I-BEST FTEs and make AOM, evening MA and CS programs I-BEST programs. We also received a \$177,502 grant from United Way of King County to continue the College Spark project to expand the HS 21+ program to students under 21. Other successful grants include \$5,000 Fund for Positive Engagement grant for a We the People Dialogue series, and \$3,000 for an Allied Health ESL bridge course from Bristol Myers Squibb. Current projects include a \$50,000 College Spark grant to restructure math pathways at RTC, a \$500,000 Guided Pathways Initiative from College Spark and SBCTC, a \$50,000 Siemens Technical Scholars grant to fund scholarships for students, a \$15,000 Perkins Innovations grant to cover remaining costs of the ESL bridge course, \$10,000 Biology 160 equipment grant, a \$2,400 Renton Rotary grant to support Elijah's Pantry, and a \$15,000 proposal to fund the Men of Merit male students of color initiative.

D. INSTITUTIONAL ADVANCEMENT AND STRATEGIC PLANNING

- In late August, two all-day planning workshops were held to train nearly 60 college employees on the new unit planning process and how we intend to operationalize the strategic plan. Attendees included: members of Cabinet, deans, directors, managers, and faculty. A total of 22 unit plans will be monitored by the IA team and the College Council. A strategic plan evaluation plan is in place. 48 strategic indicators will determine the college's success with its strategic plan implementation. Strategic plan monitoring reports will be presented to the Board of Trustees twice a year.
- All 22 unit completed their unit plans. The director of institutional research analyzed the data to determine if there were gaps in strategic plan activity alignment. Only one strategic plan activity did not have unit plans aligned with it, and several others had very few unit activities aligned with them. Mid-year updates will be due in January, 2018.
- RTC's second bachelor of applied science degree was formally approved by the Northwest Commission on Colleges and Universities (NWCCU) last month. Additionally, an application for an AAS in Mechatronics was submitted to NWCCU for review and approval. We hope to receive word on the status of the program approval by the end of October.



Instruction Report
Renton Technical College Board of Trustees
October 18, 2017

Business, Information Technology, and General Education

Business

- There are 56 students enrolled in the accounting program, for a fill rate of 93%.
- After moving to evening hybrid format with Ibrahim Moustafa-Gomaa, the AOM programs are at 153% capacity, with 46 total students. I-BEST support is being provided.

Information Technology

- I-BEST was launched in Computer Network Technology for the first time in Spring 2017. Both instructors reported a positive experience for the students in terms of building confidence and community.
- The new hybrid evening section of computer science, which has I-BEST support for the first time, has retained 26 students.
- All 3 graduates of the first cohort for the BAS in Application Development are working in the field, with either a new job or a promotion.
- The second cohort of the BAS in Application Development finishes this quarter. 4 out of 12 students currently are completing a co-op or internship. Their capstone class is taught by the new BAS instructor, Dave Blodgett.

General Education

- The first cohort of anesthesia technologist students completed the three-quarter Statway sequence for math with a 90.9% success rate, which is much, much higher than the 52% success in traditional statistics. The Statway curriculum builds in necessary algebra review and moves students to college-level statistics step by step. The major barrier to expanding this model is transferability – 4-year universities will not take the credits, and neither will most nursing programs.
- Three new general education classes will be offered in Winter 2018, thanks to Huma Mohibullah, our new Social Sciences / Cultural Studies instructor. Students will be able to take Introduction to Humanities or two anthropology classes, Religion and Culture and Cross-Cultural Medicine.

Office of Innovative Teaching and Learning

- Recent Professional Development Activities for faculty:
 - Rolled out Teaching with Intent 2017-18, Serving our Diverse Students with theme: “Small Changes: Big Difference”
 - Sept. 11th faculty in-service; approx. 120 participants. Feedback from 90 was largely positive
 - Online Workshop for faculty: Small Changes (faculty can enroll on a quarterly basis to document and discuss changes.) 48 faculty signed up.
 - Other short workshops this year will be offered 2 per quarter for faculty by various instructors

- “Connect with Colleagues” - Quarterly lunches for participants
- Created/edited two new self-paced courses (Online Boot Camp and Hybrid 101) for online and hybrid faculty to take. This allows faculty to fulfill the new faculty expectations in their own time and pace by January. Course feedback has been positive.
- Rolled out the first statewide Teaching Essentials: Tools for the 21st Century program this week. Enrollment: 21, including 9 RTC faculty, most of them new tenure-track instructors. Four 3-credit courses for a short-term certificate for faculty .
- Expanded subscription of “20 Minute Mentor Commons” to include “Magna Commons” online seminars as well. Embedded into the Canvas Help Tab for faculty convenience and just-in-time PD support.
- Working with Michele Lesmeister to integrate Student Reflection Program Assessments into Canvas. IR can get data easily from that.
- Helped lead the new PD Alliance in bringing Robin DiAngelo and Dr. Eddie Moore to campus, as well as lead book group, “What does it mean to be White?”

Main Committee Work

- Tenure Steering Committee: Helped put together and re-write the updated tenure process materials.
- Program Reviews: helping to facilitate so the process goes as smoothly as possible. Note-taker at almost all reviews; put together web page: rtc.edu/program-review for reference and transparency.

eLearning/Canvas

- New “Magna Campus” link added to Canvas for faculty
- Updated “Counselor Connect” link with new names and program connections for easier use by faculty
- New course evaluations now in Canvas; worked in conjunction with IT/IR to install and roll out.



RENTON
TECHNICAL
COLLEGE

RTC Foundation Report
Renton Technical College Board of Trustees
October 18, 2017

New Scholarship

Cascade Gasket & Manufacturing in Kent is setting up a new scholarship for aerospace students in honor of the company's founder, Franklin Marshall Terry. Distribution of the scholarship will begin for Spring 2018 quarter.

The BMW Foundation confirmed that they will be starting a new scholarship for our automotive students next year. New RTCF board member Warren Takata, automotive/ITEC faculty member, hosted their representative during the Scholar & Donor reception and was instrumental in sealing the deal!

Student Emergency Grants

During the first two weeks of fall quarter we processed over 100 requests for emergency assistance. To put this in perspective, for the entire 2016-17 academic year we provided 134 grants. We have closed the grant in order to replenish the fund and are concerned about meeting the dramatic increase in need and what is driving it.

Development

During the Fall Kick-Off Breakfast, the Foundation launched the "Be a Hero" campaign to increase employee payroll gifts. Last year payroll giving increased by 33%, but there have been a number of retirements and employees leaving and monthly donations are down. The goal is to double the Book & Equipment Grant from \$9,000 to \$18,000 and hit \$2,000 in monthly giving. To-date, 60 people have made inquiry about payroll deductions and a faculty member has pledged \$500 if all the new hires give a minimum of \$5.

Amazon Mechatronics Consortium. MecaWA Grant Project Manager, Claude Holmes invited Carrie to attend the symposium at Everett Community College. Great connections were made with Amazon leads for RTC's new mechatronics program and potential partnerships with the Foundation.

Events

The *Norma Cugini Celebrity Chef Dinner* is fast approaching **Thursday, Oct. 26th 6p.m.** Cathy Cugini O'Neill is working with Carrie on the event. Chef Mauro Golmarvi is our celebrity chef and Chris Jewett the sommelier. Hyatt Regency, El Gaucho, Sheraton Puerto Vallarta, Brotherton Cadillac and Cedar River Cellars are providing auction items. We have raised \$5,000 in sponsorships and the lead sponsor is "anonymous" with a \$2,500 donation. The Cugini's are purchasing cookbooks for all attendees.

First Financial NW Bank was the main sponsor for the 2017 Fall Kick-Off and *Exceptional Employee Awards*, hosted by the RTC Foundation. The EEA has been a part of campus life since 1993. The awardees are nominated by their peers and are selected via a campus committee of past recipients and a member of the RTCF Board. This year the Board launched *Exceptional Giving Awards* to recognize exceptional giving by staff, faculty and our Trustees to the Foundation. These individuals represent \$65,000.00 in total gifts over the past four years. The 2018 Student Success Breakfast is set for Wednesday, Feb. 14th and will have a mechatronic/technology theme. Jim DuBois, former CIO of Microsoft has agreed to be one of our speakers. More in the works.

Over 80 donors and students attended the annual *Scholar & Donor Reception* Sept. 27th in the RTC Library. Scholars shared their stories and Unico Properties was there to share why they are investing in RTC students through their annual commercial building engineering scholarship. The Watt family presented Dr. McCarthy with a \$10,000 check to purchase a diesel truck for the automotive program.



Student Services Report
Renton Technical College Board of Trustees
October 18, 2017

A. STUDENT SERVICES

Several staff participated the September 11th Faculty In-Service, presenting on a number of topics from disability resources and how students can access services, working with student veterans, and the holistic needs of our diverse student body. In the ramp up for fall quarter, the new student orientations had high attendance. The College Success 101 course has been scaled up into 20 programs as of this fall, with a few more coming online over the course of this academic year.

B. ENROLLMENT & ENROLLMENT SERVICES

Enrollments for professional/technical programs have seen a slight increase, and have also had a boost with IBEST. This is tempered with continued decrease in our general education course enrollment and some dip in basic education for adults.

This fall quarter, Enrollment Services began using iPads with translation software at the front counter in order to facilitate improved communication with students whose native language is not English.

C. FINANCIAL AID

The Financial Aid office has completed its FISAP report, which is an important federal report we must submit annually. This month, staff are attending the regional Financial Aid conference to be updated with changes for the current awarding year. The office was able to complete its awarding process for students who made the summer deadline, ensuring those students' aid was in place for the beginning of fall quarter.

STUDENT PROGRAMS AND ENGAGEMENT – see Student Leadership Report

D. STUDENT SUCCESS SERVICES

Outreach & Recruitment is entering one of their prime busy times. A number of campus tours and events are scheduled in the coming weeks. They will provide an opportunity to show off our programming here on campus. We also will participate in co-sponsored event on Green River College's campus that will be a tailored experience for Kent School District high school seniors to work on FAFSA/WASFA applications, complete college applications, and learn about programming at different colleges.

Renton Technical College
Board of Trustees Meeting
October 18, 2017

AGENDA ITEM: **4. ACTION ITEMS**

SUBJECT: **A. ACT 2017 Transforming Lives Award**

BOARD CONSIDERATION	
Information	
X	Action

BACKGROUND:

A. Transforming Lives Student Award

Board members will make a selection from the applications received for the RTC Transforming Lives Scholar. The ACT nomination criteria is attached.

RECOMMENDATION:

None

Transforming Lives 2018 Nomination Criteria

Description

The ACT Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. The ACT Awards Committee will select five keynote speakers from the nominations submitted by the Washington community and technical colleges.

All nominees will be invited to attend, at ACT's expense, the ACT Legislative Contact Conference (January 22, 2018, at the RL Hotel in Olympia), where they will be honored during the Transforming Lives Awards Dinner. Award winners will be the keynote speakers and each recipient will receive a \$500 cash award from ACT.

Every nominee will have his or her story and picture included in an awards booklet that will be shared with legislators, the higher education community, and posted on the ACT website.

Awards criteria

Nominations must come from the student's board of trustees, based on the following criteria:

- The nominee may be:
 - a current or former Washington community or technical college student (**within 3 years of completing a degree, certificate or transfer**)
 - Or a current student who is making significant progress toward completing a degree or certificate that is helping him or her prepare for success in his or her future endeavors.
- The nominee must share in written format (**maximum 750 words**) about overcoming barriers to achieve higher education goals and how the education and support received at his/her community or technical college was life transforming. **The following questions must be answered in order for the nomination to be eligible for consideration:**
 - ✓ **Were there any barriers or obstacles that originally prevented you from attending a community or technical college?**
 - **If so, please identify those barriers or obstacles and tell us what you did to overcome those barriers or obstacles?**
 - ✓ **What compelled you to attend a community or technical college?**
 - ✓ **Why did you choose the college?**
 - ✓ **Was there an individual or program at the college you feel transformed your life and contributed to your success? If so, please explain.**
 - ✓ **What is next for you and what are your goals for your future?**
 - ✓ **If you could share one piece of advice for other students or for those who are unsure about their ability to attend a community or technical college, what would that be?**

Each college may develop its own process for soliciting and selecting nominations. One student from each college may be nominated by the local board of trustees. Multi-campus districts provide one nominate from each college in the district.

Nominations must include the completed nomination form, the student's statement, a letter of support from the board of trustees outlining why the student's story was selected and a photograph of the student. Materials must be sent electronically. The student's statement must be in a Word document.

Deadlines:

*Nominations must be received by ACT by **Friday, November 3, 2017***

ATTN: Sheri Waltermeyer swaltermeyer@sbctc.edu

****Previous nominations submitted within the last 3 years are eligible to be resubmitted and reconsidered**
(Students previously chosen as ACT's keynote speakers are not eligible)**

Awardees will be notified in early December.

***** Please note: all student stories and pictures will be published in the Transforming Lives Booklet.
The booklet is widely distributed to Legislators, CTC Stakeholders and the Public. *****

Renton Technical College
Board of Trustees Meeting
October 18, 2017

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

SUBJECT: A.

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

President McCarthy will provide a report to the Board, subsequent to the September 20, 2017 Board meeting.

RECOMMENDATION:

None.

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: B. Board of Trustees

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

BACKGROUND

1) Study Sessions and Schedule

Board members will discuss the study sessions and suggested trainings generated at the September Board retreat for scheduling.

2) Board of Trustees Scholarships

The Board of Trustees support two scholarships via the RTC Foundation:

- o The **Transforming Lives** annual scholarship awards \$250 to RTC’s selected student honoree, moving to the ACT State competition. Each Board members contributes \$50 toward this scholarship.
- o The **General Board Scholarship** is funded by annual contributions per Board member, in the minimum amount of \$500. The Trustee’s scholarship is awarded to one student for \$1,000 based on merit and leadership, and is awarded in winter and spring quarters.
- o If you have not already made your annual contribution(s), your donation can conveniently be made via this link: <http://rtc.edu/scholarship-donation> or by personal check.

3) ACCT Leadership Congress Report

Board Chair Palmer attended the annual ACCT Leadership Congress in Las Vegas, Nevada, September 25-28. She will provide a report from the conference to the Board.

4) Board Liaison Reports

- a) RTC Foundation – Trustee Page will provide an update from the RTC Foundation.
- b) RTC Advisory Board – Trustee Entenman will provide an update from the RTC Advisory Board.

RECOMMENDATION:

None.

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

SUBJECT: C. Administration/Finance

BOARD CONSIDERATION
X Information
Action

BACKGROUND

1) Monthly Finance Report

Vice President, Bill Saraceno will provide an update to trustees on the monthly operating reports for July and August, 2017.

2) An update will be provided on the capital financing for the King County property.

RECOMMENDATION:

None.

RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2017-18
For the Month of July 2017

	Year to Date - July 2017 - Actual	Year to Date - July 2017 - Actual	Year to Date - July 2017 - Budgeted	Budget Variance - Favorable (Unfavorable)
Beginning Cash Balance	\$ 4,568,443	\$ 4,568,443	\$ 4,568,443	\$ -
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	\$ 481,998	\$ 481,998	\$ 851,133	\$ (369,136)
Grants and Contracts	\$ 34,988	\$ 34,988	\$ 274,667	\$ (239,679)
Student Government	\$ 41,406	\$ 41,406	\$ 53,798	\$ (12,392)
Bookstore	\$ 47,294	\$ 47,294	\$ 89,393	\$ (42,099)
Security/Parking	\$ 17,007	\$ 17,007	\$ 15,833	\$ 1,173
Culinary Arts - Food Services	\$ 185,311	\$ 185,311	\$ 104,308	\$ 81,003
Interest Income	\$ 3,030	\$ 3,030	\$ 2,917	\$ 113
Rental Income - Excluding Catering	\$ 24,739	\$ 24,739	\$ -	\$ 24,739
Scholarship and Student Loan Funds Received	\$ 456,704	\$ 456,704	\$ 749,359	\$ (292,655)
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ 26,151	\$ (26,151)
Net Operating Revenues	\$ 1,292,476	\$ 1,292,476	\$ 2,167,559	\$ (875,083)
Add- State Allocation-Payroll	\$ 1,826,552	\$ 1,826,552	\$ -	
State Allocation- VPA Expenses	\$ 91,574	\$ 91,574	\$ -	
Capital Allocation	\$ -	\$ -	\$ -	
Total State Funding (1)	\$ 1,918,126	\$ 1,918,126	\$ 1,582,235	\$ 335,890
Total Revenues	\$ 3,210,601	\$ 3,210,601	\$ 3,749,794	\$ (539,193)
Less - Expenses				
Salaries - A	\$ 1,594,146	\$ 1,594,146	\$ 1,600,158	\$ 6,012
Benefits - B	\$ 560,691	\$ 560,691	\$ 563,164	\$ 2,473
Contracts - C	\$ -	\$ -	\$ -	\$ -
Supplies and Materials - E	\$ 230,424	\$ 230,424	\$ 568,198	\$ 337,774
Cost of Goods Sold - F	\$ 31,817	\$ 31,817	\$ 85,417	\$ 53,599
Travel - G	\$ 5,293	\$ 5,293	\$ 26,451	\$ 21,159
Equipment - J	\$ 9,683	\$ 9,683	\$ 134,917	\$ 125,234
Computer Equipment - K	\$ 202,339	\$ 202,339	\$ -	\$ (202,339)
Financial Aid - N	\$ 703,868	\$ 703,868	\$ 771,490	\$ 67,622
Bad Debt - WC	\$ (39)	\$ (39)	\$ -	\$ 39
Total Expenses	\$ 3,338,222	\$ 3,338,222	\$ 3,749,794	\$ 411,573
Net Operating Surplus (Deficit)	\$ (127,620)	\$ (127,620)	\$ -	\$ (127,620)
Other Sources (Applications) of Cash:				
Decrease (Increase) - Petty Cash	\$ (6,180)	\$ (6,180)		
Sales / (Purchases) of Investments	\$ 188,125	\$ 188,125		
(Increase) / Decrease in Accounts Receivable	\$ (265,850)	\$ (265,850)		
Increase / (Decrease) in Accounts Payable	\$ (633,527)	\$ (633,527)		
Payment of Bldg. & Innovation Fee to State	\$ (10,671)	\$ (10,671)		
Total Other Sources (Applications) of Cash	\$ (728,104)	\$ (728,104)		
Ending Cash Balance	\$ 3,712,718	\$ 3,712,718		
Add College Reserves:				
Local Government Investment Pool (LGIP)	\$ 933,174	\$ 933,174		
Investment Bonds held by in trust by US Bank	\$ 2,844,255	\$ 2,844,255		
Total Reserves	\$ 3,777,429	\$ 3,777,429		
Total Cash and College Reserves	\$ 7,490,147	\$ 7,490,147		
Less - Certificate of Participation (COP) Pre-funding (2)	\$ (2,000,000)	\$ (2,000,000)		
Net Available Cash and Reserves	\$ 5,490,147	\$ 5,490,147		
Total Current State Allocation		\$ 18,476,815		
Allocation Used - Year to Date		\$ 3,210,601		
Remaining State Allocation		\$ 15,266,214		

(1) YTD spending should match budgeted - If greater then budgeted then spending too fast.

(2) Local College funds required for land purchase from King County due to no state capital budget/COP Funding

**RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2017-18
For the Month of August 2017**

	August 2017 - Actual	Year to Date - August 2017 - Actual	Year to Date - August 2017 - Budgeted	Budget Variance - Favorable (Unfavorable)
Beginning Cash Balance	\$ 3,712,718	\$ 4,568,443		
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	\$ 914,586	\$ 1,396,583	\$ 1,702,267	\$ (305,683)
Grants and Contracts	\$ 246,702	\$ 281,690	\$ 549,334	\$ (267,644)
Student Government	\$ 72,650	\$ 114,056	\$ 107,597	\$ 6,459
Bookstore	\$ 26,919	\$ 74,213	\$ 178,785	\$ (104,572)
Security/Parking	\$ 46,863	\$ 63,870	\$ 31,667	\$ 32,203
Culinary Arts - Food Services	\$ 90,170	\$ 275,481	\$ 208,616	\$ 66,864
Interest Income	\$ 5,925	\$ 8,956	\$ 5,833	\$ 3,122
Rental Income - Excluding Catering	\$ 12,642	\$ 37,381	\$ -	\$ 37,381
Scholarship and Student Loan Funds Received	\$ 445,422	\$ 902,126	\$ 1,498,718	\$ (596,592)
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ 52,301	\$ (52,301)
Net Operating Revenues	\$ 1,861,879	\$ 3,154,355	\$ 4,335,118	\$ (1,180,763)
Add- State Allocation-Payroll	\$ 1,507,519	\$ 3,334,071	\$ -	
State Allocation- VPA Expenses	\$ 184,818	\$ 276,391	\$ -	
Capital Allocation	\$ -	\$ -	\$ -	
Total State Funding (1)	\$ 1,692,337	\$ 3,610,462	\$ 3,164,471	\$ 445,992
Total Revenues	\$ 3,554,216	\$ 6,764,817	\$ 7,499,589	\$ (734,771)
Less - Expenses:				
Salaries - A	\$ 1,384,843	\$ 2,978,989	\$ 3,200,316	\$ 221,327
Benefits - B	\$ 517,647	\$ 1,078,339	\$ 1,126,328	\$ 47,990
Contracts - C	\$ -	\$ -	\$ -	\$ -
Supplies and Materials - E	\$ 332,923	\$ 563,347	\$ 1,136,396	\$ 573,049
Cost of Goods Sold - F	\$ 61,756	\$ 93,573	\$ 170,833	\$ 77,261
Travel - G	\$ 9,971	\$ 15,263	\$ 52,903	\$ 37,639
Equipment - J	\$ 16,277	\$ 25,960	\$ 269,834	\$ 243,873
Computer Equipment - K	\$ 137,705	\$ 340,044	\$ -	\$ (340,044)
Financial Aid - N	\$ 646,693	\$ 1,350,561	\$ 1,542,979	\$ 192,418
Bad Debt - WC	\$ 1,480	\$ 1,441	\$ -	\$ (1,441)
Total Expenses	\$ 3,109,295	\$ 6,447,517	\$ 7,499,589	\$ 1,052,072
Net Operating Surplus (Deficit)	\$ 444,921	\$ 317,300	\$ -	\$ 317,300
Other Sources (Applications) of Cash:				
Decrease (Increase) - Petty Cash	\$ 8,980	\$ 2,800		
Sales / (Purchases) of Investments	\$ 179,902	\$ 368,027		
(Increase) / Decrease in Accounts Receivable	\$ 502,335	\$ 236,485		
Increase / (Decrease) in Accounts Payable	\$ (279,451)	\$ (912,978)		
Payment of Bldg. & Innovation Fee to State	\$ (66,829)	\$ (77,500)		
Total Other Sources (Applications) of Cash	\$ 344,938	\$ (383,166)		
Ending Cash Balance	\$ 4,502,577	\$ 4,502,577		
Add College Reserves:				
Local Government Investment Pool (LGIP)	\$ 934,053	\$ 934,053		
Investment Bonds held by in trust by US Bank	\$ 2,663,473	\$ 2,663,473		
Total Reserves	\$ 3,597,527	\$ 3,597,527		
Total Cash and College Reserves	\$ 8,100,104	\$ 8,100,104		
Less - Certificate of Participation (COP) Pre-funding (2)	\$ (2,000,000)	\$ (2,000,000)		
Net Available Cash and Reserves	\$ 6,100,104	\$ 6,100,104		
Total Current State Allocation		\$ 18,476,815		
Allocation Used - Year to Date		\$ 3,610,462		
Remaining State Allocation		\$ 14,866,353		

(1) YTD spending should match budgeted - If greater then budgeted then spending too fast.

(2) Local College funds required for land purchase from King County due to no state capital budget/COP Funding.

Renton Technical College
Board of Trustees Meeting
October 18, 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 November 15, 2017 at 3:00 p.m.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 18, 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
October 18, 2017

AGENDA ITEM: **8. EXECUTIVE SESSION**

SUBJECT: A. Action

BACKGROUND:

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 18, 2017

AGENDA ITEM: 9. **ADJOURNMENT**

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

RECOMMENDATION:

Motion required.