

<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. October 18, 2017 Regular Meeting	
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	
G. Progress Request Report - Capital Budget Status	Bill Saraceno/Matt Lane
H. Tenure Boot Camp Presentation	Angel Reyna/Tenure Steering Committee
4. ACTION ITEMS	Action
A.	
5. DISCUSSION/REPORTS	
A. President	Kevin McCarthy
	
B. Board of Trustees	
1) Tenure Materials Available on Canvas	Kevin McCarthy/Angel Reyna
2) Participation at ACCT National Legislative Summit	Trustee Page
3) Special Meetings and Study Session Schedule	Kevin McCarthy
4) Board Liaison Reports	
a) RTC Foundation	Trustee Page
b) RTC Advisory Board	Trustee Entenman
C. Administration/Finance	
1) Monthly Finance Report	Bill Saraceno
2) Capital Financing	
6. MEETINGS	Information
A. December 13, 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:

- Apprenticeship Appreciation Dinner | November 15, 2017
- Nurse Pinning | December 6, 2017
- ACT Winter Legislative Conference | January 22-23, 2018
 - Transforming Lives Dinner | January 22, 2018
- ACCT National Legislative Summit | February 11-14, 2018

2017-2018 BOARD PRIORITIES

Budget Engagement · Tenure Process · Diversity & Inclusion

Renton Technical College
Board of Trustees Meeting
November 15, 2017

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

SUBJECT:

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

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
November 15, 2017

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT: A.

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

A. The minutes of the October 18, 2017 regular meeting are attached for approval by the Board of Trustees.

RECOMMENDATION:

Approval as presented.



MINUTES

1. CALL TO ORDER

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

2. ADOPTION OF MINUTES

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

September 20, 2017 regular meeting

*Trustee Unti introduced a motion to approve the meeting minutes for the regular meeting on September 20, 2017 as presented. Trustee Page seconded, and the **motion carried.***

Ms. Simone Terrell, RFT president expressed concern that the minutes did not reflect trustee reservations about the budget as passed. Board Chair Palmer confirmed that the minutes adequately represented issues raised during the meeting.

3. COMMUNICATIONS

A. General Information/Introductions There was no general information or introductions.

B. Correspondence Board Chair Palmer reviewed recent press coverage.

C. Comments from the Audience There were no comments from the audience.

D. Student Leadership Student Leadership are waiting on final analysis of survey results to report from new student orientation. The following student leaders were present and introduced themselves: Carl Harris, recently graduated from the Surgical Technology program and now completing general education requirements. Meylin Marquez, Running Start/general education; Margarita Esquivias, DTA Pre-Nursing; Barry Green, Engineering Design Technology; Lindsey Biell, Computer Science graduate, now enrolled in BAS program; and Connor Moore in the Computer Science Program.

E. Renton Federation of Teachers

RFT President Simone Terrell commented that it is great to hear of the purchased King County Public Health property and plans for a new allied health building, as there was recently a roof leak in B-building. There are many concerns about the conditions of the building. It does not feel right to apologizing to students for the leak, which took a week to get repaired, while student fees are high. Dr. McCarthy, Vice President Reyna, Executive Director Hogan, and Vice President Saraceno met with the RFT executive board on Monday regarding budget. It was good conversation and she is glad it happened. When conversation turned from budget to possible lay-offs, it was an uncomfortable conversation. Faculty members feel they should be the last to be touched, and this meeting didn't give that impression. They did not hear that faculty would be the last to be reduced, if lay-offs were to occur. They did discuss using the same inclusive strategy as was used with strategic planning for these discussions. Ms. Terrell asked that the

Board please look at the student tuition and fees from eleven weeks to nine month courses. Dr. McCarthy responded that student fees are associated with credits, though sometimes fees are generated with specific programs.

- F. Written Communication Reports** Trustee Page noticed in the Administration report that major capital requests have a looming December deadline. Dr. McCarthy indicated that McGranahan is our architect and we have been working closely with them, to produce a quality Project Request Report (PRR) for a new Health Sciences building on the property newly acquired. These proposals are due December 20. This round of capital requests is open to everyone; all colleges can apply and new criteria applies. Priorities will be generated from the rankings. Mr. Saraceno noted that we are working to craft a proposal that gets us as many points as possible. We are currently at 88 points. A PRR presentation will be included on the November Board agenda. We will talk about the process, and request to build a multi-story building. This score of 88 could lead us to be in the top five and the ability to receive funding a lot quicker. We want to right size and build the right kind of building to meet the needs of our Allied Health programs. When the building is built, we will put it as close as we can to 4th street and use the rear part of the property for parking. This will be surface parking, not a garage. Dr. McCarthy further clarified that the B-building is our oldest building and clearly does have issues. Buildings have been maintained, and repairs usually get done as quickly as possible. Board Chair Palmer commented on the dashboard referred to in the Institutional Advancement report. Executive Director Campbell indicated that we have a lot of dashboards; there are four on RTC's public website, and there are others that are protected. We have the capability of creating custom dashboards, once the need has been determined.

4. ACTION ITEMS

- A. ACT Transforming Lives** Dr. McCarthy reminded the Board that RTC's awardee for the 2017 ACT Transforming Lives award, Mohamed Abdullahi, went on to be a winner at the state level, then onto the All-Washington Academic Team, then became a national New Century Scholar, and then spoke at the Phi Theta Kappa breakfast at the annual AACC convention last spring. This year four students applied. Trustee Page has served on the ACT Transforming Lives committee for two-years, and commented on the clarification of the criteria for the award. Trustees Palmer and Entenman agreed to serve on a sub-committee to review the application essays. A recommendation to the Board was made to advance essay number four (4) to the state level. This student tried a multitude of career options, found great success, and is a wonderful fit for us to move forward to the ACT committee. Student essay number four was written by Carl Harris of the Surgical Technologist program. Mr. Harris was present at the meeting, and he was congratulated. Dr. McCarthy commented that some of the other applicants may be good in another year, but a few were a little early in the process to meet the full established criteria.

Trustee Page introduced a motion to advance essay number four (4) from Carl Harris onto the ACT Transforming Lives committee for competing at the state level, for the Transforming Lives Scholarships. Trustee Entenman seconded and the motion carried.

5. DISCUSSION/REPORTS

A. President

Dr. McCarthy reported that we received great news that the King County Council has approved the sale of the Public Health property to RTC. The delay has kept us from paying interest for a

BOARD OF TRUSTEES MEETING
Minutes – October 18, 2017

while. We have a Certificate of Participation (COP) approval by the Legislature, to pay for the property, but that is stuck in the capital budget that is stalled in legislation. Mr. Saraceno will share information later regarding the funding on this purchase. He is comfortable that when the capital budget is approved, we will receive the funds. Dr. McCarthy reminded the Board of the \$1.5M purchase price drop since the first attempt to purchase.

News from the Aspen Institute reports that RTC is once again named in the top 150 Community Colleges, and eligible to apply for the 2019 prize. We were chosen in the top ten (10) in 2015, as well as top 150 in 2017. We have decided not to apply for the 2019 prize. We want to be number one. Our completion, student learning, equitable results and job placement get us in, but some areas have taken a bit of a downward turn. Because of the economy, enrollments are down, and we believe people job-out earlier, before completing their certificates and degrees. We always need to look at our teaching and learning. Our success rates with veterans have gone up. Our data is a little confusing now, and we feel the course at this time is to shore up where we are, to be a better prize contender. As new programs roll-out, we will have better data to share. We have an all-college meeting next week, and we will share this with everyone on campus. It is exciting to receive the nomination, but for the effort that goes into it, we want to make sure to have a compelling case on the next go around. Trustee Entenman suggested that It would be interesting to track the time we spend to submit the application and receive the prize (for the future).

Learning: We are working diligently in finding a new site for adult basic education in downtown Renton. The King County site has moved, and the County's offer to RTC cut the square footage and increased the cost. We are negotiating for a new location on the corner of 2nd and Burnett. We are also hoping to expand gen-ed classes here, as well. There is a new person in charge of CTE at the Renton School District (RSD); we met two weeks ago, and we hope to grow our relationship in this capacity. One area of alignment is RSD's aerospace program to RTC's new mechatronics program.

Equity & Inclusion: All divisions on campus have done a unit plan, including cabinet, and Cabinet's first goal is to use an equity lens in its decision making process. We have restarted the campus conversations, and one module will be a 21-day racial equity habit building challenge. The challenge was shared by Dr. Eddie Moore at our Fall Kick-off workshop. The Diversity, Equity, and Inclusion Council are finalizing the DEI plan.

Community Engagement: Dr. McCarthy participates on the Mayor's Inclusion Task Force. We hosted the One America Citizenship Day on September 23. Dr. McCarthy recently attended the City of Renton's multi-cultural celebration, Unity March, and City Core Vision and Action Plan meeting (economic and community development).

Institutional Strength: We are following up on the conversation of our budget situation. Dr. McCarthy sent an all-campus email to outline the points we discussed during the September board meeting. Mr. Saraceno has been meeting with deans and department chairs to look at individual budgets, and to clarify any confusions. We will look to expand discussions with other unions and exempt staff. Future Board meetings will include budget and strategic alignment.

Legislative: Representative Mia Gregerson was on campus for Citizenship Day. Representative Pat Sullivan visited campus last week.

Enrollments: As discussed in the past, much of our revenue constraints are related to program mix. Roughly 34 percent of our FTE is basic skills. We do get some enhancement in the allocation

formula, but little revenues go to our local funds (\$70K tuition on a good year). Apprenticeship is similar in that a portion of tuition is waived. The real revenue producers are professional-technical programs and general education classes. It is good news that Prof-tech enrollments are up from the previous softening we've experienced. Some of this is actual enrollment, and some is due to the addition of more programs using I-BEST instruction which give enhanced FTEs. New I-BEST programs include Administrative Office Management (AOM), evening Medical Assistant (MA), and Computer Science (CS). A good sign is that last year the overall fill rate in Prof-tech was 79 percent, this year it is 89 percent. Unfortunately, General Education classes are down from last year, mostly in the math, English, and composition. Last year, sciences were down which we attributed to the lack of a fall 2016 Nursing cohort. Dean Wakefield is very involved in looking at this. Basic skills is just a touch lower than last year which is probably because of the change from WorkSource Renton to serving those students on campus this fall. It is too early to tell where apprenticeship stands. Overall we are down slightly from last year, but the tuition generating portion is on the rise. Registrar Patrick Brown added that I-BEST FTEs don't generate tuition. He also pointed out the importance of meeting our worker retraining targets this year. We are on probation, having not met last year's targets, but we are on course to meet those this year and we want to be sure to in order to maintain additional allocation monies.

Board Chair Palmer informed fellow trustees that Boeing notified all those who were on layoff are being called back. Retirees are being offered the opportunity to work for six months, keep their retirement benefits, and receive a \$500 bonus to return.

Trustee Page asked about strategic positioning of programs in day/night, downtown. What are we able to do to inform people? Dr. McCarthy advised that this would be a marketing project that our new Director, Katherine Hansen will help us with. Trustee Entenman suggested an update or one-pager regarding the plan for marketing.

B. Board of Trustees

1) Study Sessions and Schedule

The ideas generated from the board retreat have been discussed. A draft Board Meeting/Study Session schedule was available for review. Dr. McCarthy asked for suggestions from the Board for a professional development facilitator. Trustee Entenman suggested Ms. Benita Horn, from the City of Renton. Board Chair Palmer shared a game that that was used at an Achieving the Dream workshop during the ACCT conference, which she gave to Dr. McCarthy. In December there will be two tenure candidates, and in March there will be 18; it would be wise to do executive sessions in, possibly doing advancements from second to third year, and award, separate from first to second year. We would have to have one meeting no later than the week prior to the meeting, and the other could be day of or day before the regular meeting date. Student Services has some replacement hires and training to do before we do a study session on the entry process in April. We will work on the schedule further and share information to poll for Board member availability.

2) Board of Trustees Scholarships

Board members were reminded to make their annual scholarship contributions. The ***Transforming Lives*** scholarship awards \$250 to RTC's selected student honoree, moving to the ACT State competition. Each Board member contributes \$50 toward this scholarship. 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.

3) ACCT Leadership Congress

Board Chair Palmer was pleased to report that she always learns something when she attends these conferences. She attended several good workshops, and reported that on the whole, it was a good conference. Many issues of awareness for board members were part of the conference: finances, equity is a priority, risk management, promote innovation, pay more attention to federal rates, and DACA and immigration are huge issue right now. She attended a workshop where a college lost accreditation and how they made their way back. We are doing just about everything they did, but in the end one of the things that helped them was that they had a finance committee from the Board of Trustees. The dark shadow on the whole thing was a workshop held on faculty no confidence votes. They indicated most no confidence votes tend to come from forced unionized states rather than right to work states, and how it effects no confidence votes. This was not about how board members could work together to support the president, but attacking the right to work. Jan Yoshiwara, Larry Brown and Board Chair Palmer will be meeting with Emily Yim, and will make the displeasure known. She also attended an Achieving the Dream workshop where the finishing game was generated from. Thanks to Ms. Supinski's nomination to Phi Theta Kappa, RTC's Board of Trustees were honored with the very first Hallmark award for strong and continuous support of student success. On behalf of the Board, Board Chair Palmer accepted the award, and thanked Ms. Supinski for her leadership; it has been fun to watch student leadership and Phi Theta Kappa grow on our campus!

4) Board Liaison Reports

- a) RTC Foundation Foundation liaison, Trustee Page reports that the Foundation has been very busy sponsoring a number of events in the last month. The Donor and Scholar reception was held on September 26. Faculty member, Michele Lesmeister chose not to make her \$10,000 scholarship an endowment, as she wanted funds to go to students now. The Industry Connections dinner was held October 10, Trustees Page and Unti attended. Teresa Woods has returned to the Foundation, to take the place of the vacated Foundation associate position. The Norma Cugini Celebrity Chef fundraising dinner is coming up next week. Numbers for the Foundation are looking very strong. They have lost a few individuals that were strong leaders. Director Shaw is actively recruiting members. The real key at this point is desire for movers and shakers to the board. We need new strength and connections.
- b) RTC Advisory Board – Trustee Entenman indicated that the RTC Advisory Board has not yet met. Vice President Reyna advised that they are working to revamp that board to include new partners.

C. Administration/Finance

- 1) Mr. Saraceno shared information about the new monthly Finance Reports for July and August that were included with board materials. He thanked Finance Director Johnson for assisting him with these reports. The key points are where we are sitting with respect to our budget and cash position. He reviewed the August operating report ending with a surplus. The legislature will likely not approve a capital budget until April. We will fund closing on the property then. Current interest rate is one percent. We won't pay interest

BOARD OF TRUSTEES MEETING
Minutes – October 18, 2017

until we do the financing. The color graph chart shared our cash position, putting into perspective the spending of cash. Part is how we've spent and how it affects state allocation (most colleges get into May or June before depleting allocation). We will change how budgets are planned and expended; people will be held accountable. We are having good meetings with deans and departments. They all understand they won't get everything they ask for, but it will be inclusive. We have added the remaining state allocation to the operations report, as requested. We want the Board to feel comfortable with the information being shared.

- 2) Capital Financing – Mr. Saraceno noted that a Certificate of Participation (COP) is in place to buy the property (though it is held up without the passage of a capital budget). To close the process, we will use cash, then begin payments following financing. We will have some expenses when we take ownership; electrical, utilities, cameras. We will add the property to the security loop. There may be opportunities to work with Fire department or operating engineers to knock down the building. This may require some asbestos remediation. This will give us more parking if we get rid of the building. We will plan to add the crosswalk for the infrastructure funding separately from the construction project; this is funded by the state.

We are preparing for the submission of the PRR for the new Health Sciences building. The second part is presenting to the State Board and by February or March, we should have confirmation on scoring and next steps. The first two years are the planning and design phase (four-year cycles). The second two-years is the construction piece; about \$40M.

6. **EXECUTIVE SESSION** No executive session was held.
7. **EXECUTIVE SESSION ACTION** There was no action taken.
8. **MEETINGS** The next regular meeting is scheduled November 15, 2017.
9. **ADJOURNMENT**

There being no further business, *it was moved by Chairman Palmer to adjourn the Board of Trustees' meeting at 4:50pm. 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. 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

G. Progress Request Report – Capital Budget Status

Matt Lane from McGranahan Architects will share information related to the progress of our report.

H. Tenure Boot Camp Presentation

The Tenure Steering Committee will share the updated tenure process for 2017-18.

RECOMMENDATION:

None.



80% Attendance at Fall Quarter New Student Orientations

The week before fall quarter began, 466 students attended New Student Orientations. Students met with their instructors, received syllabi and book/supply lists, visited the RTC Bookstore, took a campus tour, attended a one-hour student services presentation during lunch. They ended their day in the Learning Resource & Career Center, where student leaders helped them log in to Canvas, RTC Student Email, RAVE Alert Campus Security and then they all smiled for their RTC Student IDs.



Leaders supported every new student orientation, assisting with invitations, phone call reminders, signage, handouts, funding lunch leading tours and delivering testimonials about their experiences as student leaders. The week was a success!

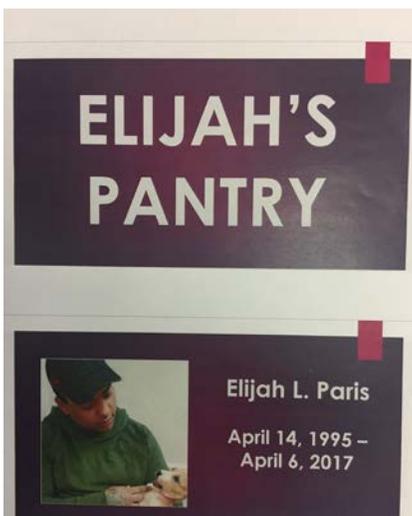
Some student quotes from the orientation include:

"I learned a lot at NSO from the schedule to supplies I need and who can help me.

"I knew what my teachers looked like and I didn't get lost on the first day"

"It helps to inform you about what to expect and what is expected of you."

Elijah's Pantry: Addressing Food Insecurity in Memory of a Former Student



This quarter, Elijah's Pantry opened in the LRCC. The pantry provides healthy snacks, soups, and oatmeal for hungry students to eat during class times. The pantry also has non-perishable food items for students to take home to feed themselves and their families outside of class times. The ASG and the RTC Foundation, with the fantastic logistical support of the RTC Bookstore, have worked to get the pantry up and running in the last 2 months.

The pantry is named in honor of Elijah Paris, a former RTC Student Leader who died last year. The dedication on the pantry sign reads:

"Elijah was a sharing soul; thus this pantry shall promote sharing amongst the students of RTC. Elijah was a kind soul; thus this pantry will continue to exist based on the kindness of the students of RTC to their fellow human. Elijah was a loving soul; thus this pantry will be a symbol of the love we hope to promote here on our campus."

Men of Merit Program Begins at RTC

The RTC Men of Merit program began this month and will establish a brotherhood of development for RTC students who are Men of Color. The first meeting was hosted in Blencoe Auditorium on Monday, November 6, and nearly 50 students attended. The event began with testimonials from RTC faculty, staff, and student leaders including Gerald Bradford, Batholomew Kimani, Angel Reyna, Carl Harris, David Cleaves, and Mo Abdullahi. Then the students gathered in conversation circles to talk about their experiences at RTC as Men of Color, and identified ways in which the college can provide them with more support. This is the first of many meetings and shared meals together.

“What Is Consent and What Is Title IX” Workshops

Student Leadership staff, in partnership with the team of College Success instructors, have committed Week 2 of the curriculum to learning about Title IX and consent as it relates to sexual activity. Students were provided with definitions of sexual harassment, sexual assault and rape, sexual intimidation, sexual coercion, dating and domestic violence and stalking. They were also provided with information about what to do if they experience any form of sexual misconduct and were instructed to complete the online Campus Clarity training.

Prior year statistics of sexual assault on college campuses was shared with students to show that sexual misconduct frequently occurs among people who know each other and therefore, the importance of understanding what consent is and how to ask for/give consent is important. Students were asked to write at least one thing they learned at the end of the workshop, and the photo below displays a sample of student learning.



Facilities

Current Projects:

Major Capital Project request - Presentation will take place at the Board Meeting.

Campus ADA Review – campus wide review of ADA accommodations by the Office of Civil Rights; Required Modifications and accommodations customarily result from this review. Status: survey has been completed and the preliminary report to the college shows a modest amount of modifications to restrooms, parking stalls, and some campus furnishings. The college has 1-year to complete the necessary modifications. Work has started. *Planning has begun to replace a workstation in Dental Assisting Lab to be fully ADA accessible. Restroom ADA accommodations for campus restrooms have been incorporated into the Campus Wide Restroom Upgrade Capital Project, 2017/18, which is on hold, awaiting funding allocation from the legislature. The DES project manager was on site two weeks ago to review progress, and all items except a sidewalk modification and the items included as part of the Restroom Upgrade Capital Project have been completed. Ongoing.*

Burnett Ave. South Lease for new Work Source Renton Center – Programming, design, and cost estimating is proceeding to determine owner needs. Once finalized, it will be forwarded by our campus architect to DES Real Estate Services to submit to building owner for a fee to implement said modifications. Lease is being negotiated now that DES Real Estate services has provided their proper form to use.

Upcoming Projects/ Still 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. Status: In Construction Documents phase with the Campus Architect. Improvements mandated by the Office of Civil Rights as regards ADA compliance have been incorporated as the majority of this project. City of Renton issued building permits. Project was bid and prior to award of contract, the project was cancelled by the State due to lack of funding. Intend to re-bid project when and if state allocates necessary funding.

Bldg. J Roof Replacement – Summer 2018 Capital repair project. Update: timeline will need to be revisited as we learn more about the timing of release of funds.

Bldgs. A and B Mechanical Project – Bldg. B will received heating system replacement of controllers and the heat exchange system for Welding Program in Bldg. A will be replaced. This is a state funded repair project to be performed in summer, 2018. Update: *design has been halted.* Timeline will need to be revisited as we learn more about the timing of release of funds.

Re-stucco the Annex. – Three sides of the building were done last year by RTC plastering program. The remaining side will be hired out this summer. *UPDATE: working with DES to initiate a Capital Repair project. Update: Put on hold. TimeLine will need to be revisited as we learn more about the timing of release of funds.*

Business Office

Brantley, Janson, Yost & Ellison, CPAs, have been on Campus since November 1, 2017, conducting the 2016-17 Financial Statement Audit for the RTC Foundation, as required for our College Accreditation. We anticipate a clean audit report again this year. Mark, who handles preparation of the financial statements for the Foundation, has been working with the Foundation staff to provide information requested by the auditors.

Mark is working to prepare a response to the RFT's request for historic Payroll and Staffing for the College in coordination with Lesley Hogan in Human Resources.

Kim and Mark have been working with David Schieber and Paul Corigliano in IT to set up and roll out a more robust version of FMS Query, a budget reporting application that is used across Campus.

Food Service

Dean Field has accepted additional responsibilities of managing food services kitchen staff. His new title is Kitchen Operations Manager. He was overseeing the catering kitchen operations as the Catering Operations Manager in the past.

The Culinary Arts Holiday Buffet scheduled for December 1st is well underway. Pre-sale tickets from the community as of Nov. 3rd is quickly exceeding 100 reservations. The maximum seating of 300 guests will more than likely be easily achieved this year.

Preliminary efforts on receiving a quote for a furniture upgrade in the catering office is moving forward. The catering office furniture is in poor condition and needs to be clean and professional in appearance for our customer interactions in that office. The Catering Events Manager, Lindsay Tanzi is working with the college purchasing agent, Perry Culwell on obtaining a fiscally feasible furniture upgrade.

Food Services catering was approached by the City of Renton Community Center to host a food table at the upcoming City of Renton-Holiday Bazaar on Nov. 16 and 17th. RTC bakery will be producing holiday cookies, cupcakes and muffins for sale. More information on this event can be found at <http://rentonwa.gov/holidaybazaar/>

Bookstore

Most of the fall quarter transactions are behind us and we are preparing our stock for winter quarter. We have been contacting faculty for textbook information and have posted to the Bookstore website, the winter quarter textbook requirements, received from the faculty; to be compliant with HEOA requirements. More information will be posted to the website as we receive it.

The following personnel actions occurred during October 2017 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
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- Hires

None

-Separations

Onishchenko, Galina 10/13/2017 Cook Food Services

WFSE	Effective Date	Position	Department
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- Hires

None

-Separations

Kobayashi, Miyako 10/31/2017 Administrative Assistant 5 WTED

Prof Tech	Effective Date	Position	Department
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- Hires

None

-Separations

None

-Retired

Wyckoff, Linda 10/6/2017 Bookstore Buyer Bookstore

Exempt / Administrative	Effective Date	Position	Department
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- Hires

Cawthorn, Daniela 10/2/2017 Clinical Placement Coordinator Allied Health
Wagenhals, Eric 10/2/2017 System Administrator Information Technology

-Separations

Knous-Westfall, Heather 10/13/2017 Director of Institutional Research Institutional Research
Phillips, Haleigh 10/20/2017 Student Success Specialist Student Services
Anastario, Maria 10/6/2017 Clinical Placement Coordinator Allied Health

RFT	Effective Date	Position	Department
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- Hires

Bay, Angela 10/16/2017 Full Time Faculty Allied Health
Bongiorno, Wioleta 10/10/2017 Full Time Faculty Allied Health
Tran, Van 10/13/2017 Adjunct Faculty Basic Studies

-Separations

None

	Monthly Total Hires	% of Diverse Hires YTD
Full time	4	46%
Part time	1	57%



Information Technology Report
Renton Technical College Board of Trustees
November 15, 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.

- **INFRASTRUCTURE PROJECTS COMPLETED – No new updates**
- **TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS – No new updates**
- **COST SAVINGS INITIATIVES IN PROGRESS – No new updates**
 - 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 - No new updates**
 - 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 Curriculum Implementation – Curriculum workflow/ tracking software – consulting sessions underway
 - 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

The Communications & Marketing Office has undertaken some new and creative marketing campaigns, including working with Reach Local, which will improve our visibility in online searches, direct visitors to our website, and retarget visitors who show interest with ads. This campaign is in its infancy, but we expect to see a major increase in traffic to our site. We are targeting several areas, including career retraining, transfer students, manufacturing, health care, and worker retraining. Performance of the ads will be carefully monitored, and verbiage can be tweaked or updated as necessary. Other marketing efforts include: a commercial running on a variety of Comcast channels and KSTW/CW. We revised the search parameters and ZIP codes, targeted different programs with large audiences, including Seahawks games, hoping to strengthen our ROI. A digital campaign is beginning with KSTW, and we will be sending targeted emails through a vendor.

RTC Landing Page Updates

Inquiries for all our digital campaigns will go to a new, friendly landing page: www.rtc.edu/info that has a form for prospective students to fill out. The goal is twofold: 1) to track the effectiveness of all digital campaigns, and 2) to better capture the information from prospective students and follow up with them. For now, any form submissions will be directed to Katherine, who will serve as the gatekeeper while Student Success is filling vacant positions.

Social Media

There has been a concerted effort to post more regularly with an appealing mix of content. This is resulting not only in a broader reach and increased engagement our social media channels, but also a measurable uptick in the number of visits, particularly by new users, to our web site. As an example of the mix of content, the posts in the last month with the largest audiences were: the coverage of the Aspen Award, the loss of Andee Jorgensen, Disability Awareness Month, and the admin and Student Success staffs in their Halloween costumes.

Publications

Our printed Strategic Plan, new Areas of Study viewbooks, and Foundation Annual Report are all in the works and will be ready for distribution in December.

B. INSTITUTIONAL RESEARCH

- The Qualtrics Vocalize software implementation continues. This software will automate the student evaluations process and will provide deans and faculty with more sophisticated reports, including visual dashboards of results. The college has experienced a few hurdles since piloting the software in summer quarter; however, institutional research, technology services, and the instruction team continue to work to mitigate issues for future distributions.

- Institutional research staff are working closely with the business office to conduct an in-depth budget analysis that will assist the college in more effectively forecasting expenses moving forward. The project deadline is end of November.
- RTC has received the majority of its final 2016-17 data files. Final data will be available and shared with the campus community by end of November, at which time, targets for retention, persistence, transition, and completion will be set for the institution's strategic plan. Targets will be proposed based on historical highs. This information will be vetted through College Council and Executive Cabinet before being finalized.
- RTC's data dashboards will be updated with the final 2016-17 data by end of December. Additionally, institutional research staff are in the process of updating the dashboard training course to reflect recent changes to the college's dashboards.

C. GRANT DEVELOPMENT

- Recently submitted grant applications include: SBCTC/College Spark Guided Pathways Initiative Cohort Two (\$500,000 over 5 years), Siemens Technical Scholars (\$50,000), College Spark planning grant (\$50,000 for math pathways redesign), a biology equipment grant (\$10,000), Renton Rotary grant to help fund Elijah's Pantry (\$2,400), and a Perkins Innovation grant (\$15,000).
- The director of grants has been meeting with key campus stakeholders to develop funding priority items aligned to the college's strategic plan, with the intention of compiling a college level funding priority list. The final list will be available in December.
- The internal assessment regarding post-award grants management continues. A report outlining key findings and recommendations will be available in December.

D. STRATEGIC PLANNING

- Data collection on RTC's strategic indicators is underway. Strategic indicators have been set to assist the college in measuring success of strategic plan implementation. A monitoring report will be shared with the campus community and the board of trustees come March.



BAS Programs

- **BAS in Application Development:**
 - Our fourth cohort of students began classes this fall quarter. We admitted 25 students into the program, 14 of which were previous RTC computer science associate degree students. The others transferred from various other colleges. This is the largest cohort we have accepted thus far, as well as the largest number of transfer students we have admitted. This speaks to our outreach efforts as well as articulation agreements we have with area feeder colleges. 21 students are currently enrolled.
 - In September we hired tenure track faculty member David Blodgett to support the program. David teaches 2 BAS courses per quarter, creating much needed continuity throughout the program. He is also responsible for supporting and mentoring the adjunct faculty, assisting with administrative duties (textbook ordering, room scheduling, etc.), and will also be working on curriculum re-development this year to ensure that the program stays relevant to the tech industry.
 - This last June we had our very first group of BAS students take part in commencement! Many already have jobs and/or are looking at master's degree options.
 - We also have several students currently participating in internships and co-operative education experiences at local tech businesses.
 - We welcomed several new members to our program advisory committee this fall, notably from UW Medicine (IT Office), Edward Jones Financial (IT Office), and Facebook.
 - We are currently negotiating with UW Tacoma and Pacific Lutheran University (PLU) to allow our BAS students to articulate to their master's degree programs. We are hopeful that these agreements will be in place by the beginning of the New Year. These agreements would be in addition to the ones we already have with Western Governor's University (WGU) and Northeastern University (Seattle campus).
- **BAS in Computer Network Architecture:**
 - In September we received program approval from the Northwest Commission on Colleges and Universities (NWCCU).
 - We are currently hiring for a tenure track BAS faculty lead for this program (with similar duties as David Blodgett). We hope to have this person in place by January 2018.
 - The new program is set to start spring quarter 2018.
 - We are currently working on putting together the Admissions Committee and will begin reviewing applications in February. We've already received applications from several interested students!

- Other:
 - We are conducting interviews for a new BAS Outreach Coordinator. This position will support both BAS programs. The position is .75 FTE time and will focus on developing strategic, targeted marketing to potential BAS students. He/she will also attend career fairs, host information sessions, and partner with area high schools and feeder colleges. We hope to have this person on board by mid-November.

College & Career Pathways (formerly known as Basic Studies)

- College & Career Pathways continues its work to support the department's action plan goals, which were developed in 16-17 and continue into 17-18:
 - Goal 1: Create a more equitable and inclusive environment for students, faculty, and staff.
 - Goal 2: Increase data quality to more accurately capture student learning.
 - Goal 3: Create comprehensive opportunities for students to advance along an educational pathway.
 - Goal 4: Create cohesive opportunities for students to transition to college.
 - Goal 5: Create seamless opportunities for students to advance along an employment pathway.
- CCP faculty and staff continue to weave Goal 1 throughout our work. At a recent meeting, faculty and staff engaged in conversation and reflection about the student experience at RTC, particularly that of students of color. The conversation was honest, painful, insightful, and hopeful.
- The CCP department recently completed a three-year Program Review & Technical Assistance visit with the SBCTC BEdA Office, which monitors for federal grant compliance. Aligning with Goal 2, CCPs data quality procedures were highlighted as "best practices". Other highlighted areas included: partnerships, program structure, embedding of contextualization, hybrid and online instruction, and organization.
- Two grant-funded projects support CCP's 17-18 areas of focus, intake and assessment, and align with Goals 3-5. An afternoon/evening intake navigator will assist students with accessing support services and exploring course pathways. This individual will work with a team of faculty and the dean/associate dean to coordinate the revamping of the intake process for College & Career Pathways within the larger Guided Pathways framework of the College. As the college explores Guided Pathways, the importance of CCP's role in the success of students has become clearer. What has also become clear is (a) the lack of alignment between assessments in CCP and the college level programs, and (b) the shortcomings of the "thresholds" of intake and transition on the student pathway. Based on extensive local and national data, we are reimagining assessment and intake as a seamless and ongoing process from our lowest levels of ESL into college programs. Stipends will support faculty teams to engage in this work through June of 2018.



RENTON
TECHNICAL
COLLEGE

RTC Foundation Report
Renton Technical College Board of Trustees
November 2017

Events

The *Norma Cugini Celebrity Chef Dinner* has received rave reviews from guests and sponsors. The dinner, held Thursday, Oct. 26th grossed \$20,800.00 and proceeds will go to the Culinary Arts Fund to support scholarships and professional development for students and faculty. Board members from the Chaine Des Rotisseurs and representatives from the Les Dames d'Escoffier attended – all current donors to RTC's program. They were impressed with the level of professionalism and fabulous food. We raised over \$8,000 from the auction items alone and the students who cooked did an amazing job. Kudos to Doug Medbury and the catering staff for their "on-and-above" efforts and for our faculty and board members who volunteered as waiters. One quote from a donor that captures the evening – "We can't wait for the next dinner and we're telling all of our friends that it's a must-attend event!"

For me, the greatest compliment came from the Cugini's who said that Norma would have been very proud of what was accomplished through the event.

Scholarships

The Winter 2018 Scholarship cycle has closed and we have 118 qualified students out of 140 who completed their application. These numbers are close to what we did for Fall 2017 (118 qualified out of 145 completed). The Scholarship Committee meets Nov. 17th to make the final awards. We are truly saddened by the passing of Andee Jorgensen who has been a longtime member of the committee and devoted to service to the college and to the Renton community for over 25 years.

Francisco Martinez, longtime faculty member in the Precision Machining Technology program has announced that he plans to increase his endowment to \$25,000.00 and has designated the College in his estate for a bequest.

Bob and Juanita Watt have doubled their scholarship donation for the aerospace diversity fund from \$5,000.00 to \$10,000.00! They made the decision to do this after meeting Vinh Huynh, the recipient of their scholarship, at the Scholar & Donor Reception in September.

Operations

We have been working with our CPA, Brantley Janson on the annual audit and the 990 tax return. The summary and findings will be presented to the Foundation Board during the January board meeting.

Production is under way for the 2016-17 Foundation Annual Report. The report will be mailed to donors the first week of December and features inspiring student stories, alumni, new scholarships and tributes to King Parker, Andee Jorgensen and Norma Cugini – all pillars of the community whom we lost in 2017.

Board Development

Brent Camann, of SECO Development attended the October board meeting and has been invited to join the board. He is reviewing the materials and will get back to membership chair Reba Haas about his decision.



Student Services Report
Renton Technical College Board of Trustees
November 16th, 2017

A. STUDENT SERVICES

Disability Resource Services (DRS) has more than tripled the number of students receiving accommodations from spring of 2017 to fall of 2017. This has been accomplished by targeted outreach to new and current students who have indicated an interest in resources offered through this office. Goals for this academic year include improvements to the referral process for DRS, further developed web content, and workshops for faculty and staff to better understand the services available for students and how to support students.

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. There will be some additional apprenticeship enrollments that will be processed at the end of the quarter.

Staff are busy processing registration for winter quarter, now in week three.

C. FINANCIAL AID

The Financial Aid office, in collaboration with other Student Services departments, will be working on the implementation of SSB 5100 passed in the last legislative session, amending bills passed in 2012 and 2013. The amended legislation requires colleges to provide financial literacy to include students participating in an educational workshop, and specifies topics that are to be covered. A workgroup convened by the SBCTC Student Services Commission is exploring possible system wide solutions that we can employ, so that not all 34 colleges are creating their own unique curriculum. Also, the Washington Student Achievement Council (WSAC) has curriculum they developed in response to the original bills that they may revise for colleges to use.

STUDENT PROGRAMS AND ENGAGEMENT – see Student Leadership Report

D. STUDENT SUCCESS SERVICES

Veterans Services hosted its annual Veterans Day program and luncheon. This year's program featured guest speaker David Cleaves. David is a RTC student, retired from the Marines and currently serves as the Vet Corp Navigator on campus. The American Legion served as the Color Guard during the program and were our special guests at the luncheon that followed. The luncheon also honored Brenda Thompson, the Veterans Services Manager, who retires in December. Outreach and Entry Services is in the process filling some key positions and looks forward to on-boarding new staff by the end of the year.

Renton Technical College
Board of Trustees Meeting
November 15, 2017

AGENDA ITEM: 4. **ACTION ITEMS**

SUBJECT: A.

BOARD CONSIDERATION	
Information	
X	Action

BACKGROUND:

A. None

RECOMMENDATION:

None

Renton Technical College
Board of Trustees Meeting
November 15, 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 October 15, 2017 Board meeting.

RECOMMENDATION:

None.

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: B. Board of Trustees

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND

- 1) Tenure materials are available on Canvas
- 2) Participation at ACCT National Legislative Summit
- 3) Special Meetings and Study Session Schedule

Board members will discuss the suggested special meetings and study sessions and dates for scheduling.

- 4) Board Liaison Reports
 - a) RTC Foundation – Trustee Page will provide an update from the RTC Foundation.
 - b) RTC Advisory Board – There is no meeting scheduled this quarter. Trustee Entenman is the RTC Advisory Board liaison.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 15, 2017

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

SUBJECT: C. Administration/Finance

BOARD CONSIDERATION
X Information
Action

BACKGROUND

1) Monthly Finance Report

Interim Vice President, Saraceno will provide an update to trustees on the monthly operating reports for September, 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 September 2017

	September 2017 - Actual	Year to Date - September 2017 - Actual	Year to Date - September 2017 - Budgeted	Budget Variance - Favorable (Unfavorable)
Beginning Cash Balance	\$ 4,502,577	\$ 4,568,443		
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	\$ 707,698	\$ 2,104,281	\$ 2,553,400	\$ (449,118)
Grants and Contracts	\$ 170,868	\$ 452,557	\$ 824,001	\$ (371,444)
Student Government	\$ 48,951	\$ 163,007	\$ 161,395	\$ 1,612
Bookstore	\$ 156,533	\$ 230,746	\$ 268,178	\$ (37,432)
Security/Parking	\$ 44,589	\$ 108,459	\$ 47,500	\$ 60,959
Culinary Arts - Food Services	\$ 129,818	\$ 405,299	\$ 312,925	\$ 92,374
Interest Income	\$ 3,257	\$ 12,213	\$ 8,750	\$ 3,463
Rental Income - Excluding Catering	\$ 12,892	\$ 50,273	\$ -	\$ 50,273
Scholarship and Student Loan Funds Received	\$ 342,537	\$ 1,244,664	\$ 2,248,077	\$ (1,003,413)
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ 78,452	\$ (78,452)
Net Operating Revenues	\$ 1,617,144	\$ 4,771,499	\$ 6,502,677	\$ (1,731,178)
Add- State Allocation-Payroll	\$ 1,780,156	\$ 5,114,226	\$ -	
State Allocation- VPA Expenses	\$ 128,657	\$ 405,048	\$ -	
Capital Allocation	\$ -	\$ -	\$ -	
Total State Funding (1)	\$ 1,908,813	\$ 5,519,275	\$ 4,746,706	\$ 772,569
Total Revenues	\$ 3,525,956	\$ 10,290,773	\$ 11,249,383	\$ (958,609)
Less - Expenses:				
Salaries - A	\$ 1,585,206	\$ 4,564,194	\$ 4,800,474	\$ 236,280
Benefits - B	\$ 552,658	\$ 1,630,997	\$ 1,689,492	\$ 58,496
Contracts - C	\$ -	\$ -	\$ -	\$ -
Supplies and Materials - E	\$ 355,384	\$ 918,731	\$ 1,704,594	\$ 785,863
Cost of Goods Sold - F	\$ 133,429	\$ 227,002	\$ 256,250	\$ 29,248
Travel - G	\$ 25,696	\$ 40,960	\$ 79,354	\$ 38,394
Equipment - J	\$ 4,112	\$ 30,072	\$ 404,751	\$ 374,678
Computer Equipment - K	\$ 52,518	\$ 392,562	\$ -	\$ (392,562)
Financial Aid - N	\$ 1,251,132	\$ 2,601,693	\$ 2,314,469	\$ (287,225)
Bad Debt - WC	\$ 1,623	\$ 3,064	\$ -	\$ (3,064)
Total Expenses	\$ 3,961,758	\$ 10,409,275	\$ 11,249,383	\$ 840,108
Net Operating Surplus (Deficit)	\$ (435,802)	\$ (118,501)	\$ -	\$ (118,501)
Other Sources (Applications) of Cash:				
Decrease (Increase) - Petty Cash	\$ (8,000)	\$ (5,200)		
Sales / (Purchases) of Investments	\$ (2,731)	\$ 365,295		
(Increase) / Decrease in Accounts Receivable	\$ (376,179)	\$ (139,693)		
Increase / (Decrease) in Accounts Payable	\$ 341,448	\$ (571,530)		
Payment of Bldg. & Innovation Fee to State	\$ (19,651)	\$ (97,151)		
Total Other Sources (Applications) of Cash	\$ (65,113)	\$ (448,279)		
Ending Cash Balance	\$ 4,001,662	\$ 4,001,662		
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	\$ 7,599,189	\$ 7,599,189		
Less - Certificate of Participation (COP) Pre-funding (2)	\$ (2,000,000)	\$ (2,000,000)		
Net Available Cash and Reserves	\$ 5,599,189	\$ 5,599,189		
	Actual %	Actual TYD	Budgeted YTD	Budgeted %
Total Current State Allocation	100.0%	\$ 18,476,815	\$ 18,986,823	100.0%
Allocation Used - Year to Date	29.9%	\$ 5,519,275	\$ 4,746,706	25.0%
Remaining State Allocation	70.1%	\$ 12,957,540	\$ 14,240,117	75.0%

(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
November 15, 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 December 13, 2017 at 2:30 p.m. (note 30 minutes early for tenure executive session).

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 15, 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
November 15, 2017

AGENDA ITEM: **8. EXECUTIVE SESSION**

SUBJECT: A. Action

BACKGROUND:

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 15, 2017

AGENDA ITEM: 9. **ADJOURNMENT**

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

RECOMMENDATION:

Motion required.