

<u>Agenda Item/Subject</u>	<u>Information/Action/Presenter</u>
<b>1. CALL TO ORDER</b>	
A. Notation of Quorum	
B. Flag Salute	
<b>2. EXECUTIVE SESSION</b>	
A. An Executive Session will be called to review the performance of a public employee; Faculty Tenure probationers.	
B. Announcement of time Executive Session will conclude (approximately 30 minutes; reconvening regular meeting around 3:00pm)	
<b>3. ACTION ITEMS</b>	<b>Action</b>
A. <b>Faculty Tenure and Advancements</b>	Angel Reyna
<b>4. ADOPTION OF MINUTES</b>	<b>Action</b>
A. November 15, 2017 Regular Meeting	
<b>5. COMMUNICATIONS</b>	Information
A. General Information/Introductions	
B. Correspondence	
C. Comments from the Audience	
D. Student Leadership	
E. Renton Federation of Teachers	
F. Written Communication Reports	
<b>6. DISCUSSION/REPORTS</b>	
A. <b>Budget and Strategic Alignment</b>	Kevin McCarthy/Bill Saraceno
B. <b>President</b>	Kevin McCarthy
	
C. <b>Board of Trustees</b>	
1) Board Meeting Calendar (September through December, 2017)	Kevin McCarthy
2) Board Liaison Reports	
a) RTC Foundation	Trustee Page
b) RTC Advisory Board	Trustee Entenman
D. <b>Administration/Finance</b>	
1) Monthly Finance Report	Bill Saraceno
2) Capital Financing	

7. **MEETINGS** Information
- A. January 17, 2018
8. **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.
9. **ACTION** Action
- A. Action items, if any, that may be necessary to be taken as a result of matters considered in the Executive Session.
10. **ADJOURNMENT** Action

**Event Reminders:**

- ACT Winter Legislative Conference | January 22-23, 2018
  - Transforming Lives Dinner | January 22, 2018
- ACCT National Legislative Summit | February 11-14, 2018
- RTC Foundation – Student Success Breakfast | February 14, 2018
- Renton’s State of the City (Hosted at RTC) | March 28, 2018

**2017-2018 BOARD PRIORITIES**  
**Budget Engagement · Tenure Process · Diversity & Inclusion**

Renton Technical College  
Board of Trustees Meeting  
**December 13, 2017**

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

**SUBJECT:**

<p>BOARD CONSIDERATION</p> <p>Information</p> <p>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  
December 13, 2017

**AGENDA ITEM:**        2. EXECUTIVE SESSION

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
	Information
<b>X</b>	<b>Action</b>

**BACKGROUND:**

- A. An executive session will be called to review the performance of a public employee; all Faculty Tenure probationers.
- B. Announcement of time executive session will conclude.

**RECOMMENDATION:**

None.

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

**SUBJECT:**            **A.    Tenure**

BOARD CONSIDERATION
Information
<b>X    Action</b>

**BACKGROUND:**

**A. Faculty Tenure and Advancements**

Action will be taken on the following faculty advancements:

**Advancing from Third Year Probation to Tenure**

Camille Pomeroy                      College & Career Pathways (Basic Studies/ABE)

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

Alison Shurtleff                      Nursing

**RECOMMENDATION:**

None

Renton Technical College  
Board of Trustees Meeting  
**December 13, 2017**

**AGENDA ITEM:** 4. ADOPTION OF MINUTES

**SUBJECT:** A.

<b>BOARD CONSIDERATION</b>	
	Information
<b>X</b>	<b>Action</b>

**BACKGROUND:**

- A. The minutes of the November 15, 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. Role was taken, a 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:

**October 18, 2017 regular meeting**

*Trustee Page introduced a motion to approve the meeting minutes for the regular meeting on October 18, 2017 as presented. Trustee Unti seconded, and the **motion carried.***

**3. COMMUNICATIONS**

**A. General Information/Introductions**

Vice President Gilmore English introduced Aaron Reader, our new Dean of Student Success. Dean Reader comes to us via Bellevue College. He has a Master’s Degree in Counseling Psychology and more than ten (10) years of experience as a Student Affairs practitioner. He also served as Director of Multicultural Services. CIO Corigliano introduced our new Systems Administrator, Mr. Eric Wagenhals. He holds a Bachelor of Arts Degree from the University of Washington, and comes to RTC most recently from the WA State Bar Association.

**B. Correspondence**

Board Chair Palmer called attention to the recent college related media.

**C. Comments from the Audience**

Ms. Kristi Weir and Ms. Jeanne DeMund, members of CENSE (Coalition of Eastside Neighborhoods for Sensible Energy) signed-in to address the Board. Ms. DeMund read a prepared statement which referred to the college’s support and endorsement for CURE ([www.communitiesunitedforreliableenergy.org](http://www.communitiesunitedforreliableenergy.org)). CENSE supports clean and safe energy solutions for our communities. See [CENSE.org/](http://CENSE.org/) for more details about why EE (Energize Eastside) is neither safe nor sensible given the current state of energy technology. Contact information was included on the prepared statement, in hopes to schedule further communication opportunities.

**D. Student Leadership**

Director Supinski called out the new RTC **Men of Merit** program mentioned in the written report. Mr. Anthony Covington, Learning Resource & Career Center Manager and student Deion Sumbundu spoke of the newly established program initiated by Mr. Keeyon Scott, prior to his departure from the college. The first meeting was held November 6, and was a great meeting—over 40 male students of color attended. RTC’s Faculty and Staff men of color, with assistance of ASG members, led the meeting. Common experiences were shared and an off-campus keynote speaker also participated. Mr. Sumbundu is a High School 21+ graduate and is currently DTA Pre Nursing. This meeting made him feel like he was important, and he can be whatever he wants to be. He further commented that RTC is the greatest school in USA! The Men of Merit Association is designed to foster unity and academic success to self-identified men-of-color by providing academic resources, student

support services, as well as mentorship and leadership opportunities. Trustee Page noted that ACT has highlighted some of these efforts in completion. Board Chair Palmer was excited. Director Supinski also noted that with the support of Student Leadership, and instructors Angela Logan and La Shonda Lipscomb, efforts are also underway to develop a **Women of Excellence** program for women of color, with the hope to have it in place by spring quarter. These are the investments approved by the Board last spring, and Director Supinski thanked them for their support.

- E. Renton Federation of Teachers** RFT President Simone Terrell acknowledged the good work that Student Leadership has presented. It is great to see mentorship for our diverse population. Ms. Terrell expressed a number of concerns. Her hope is that faculty would receive the same kind of support regarding teaching assignments, and general workload. She stated that administration interferes with the tenure process. She expressed that leadership doesn't value the faculty and that they are searching for FTE when students are not prepared and don't have the ability to be successful, and we need to identify this early so they can be redirected. Faculty and staff are losing patience and faith in college leadership on all levels. Faculty is asking for crucial conversations that will move us forward. Evening offerings need to require equitable support as for day programs. The LRCC closes at 8:00 p.m. and the lack of support will affect student success. Conversations without action will lead us to follow the GRC or BTC route.
- F. Written Communication Reports** Board Chair Palmer commented that the reports are well done and very much appreciated.
- G. Project Request Report – Capital Budget Status** McGranahan Architects is assisting with the PRR; previously they assisted with the Campus Master Plan. Mr. Matt Lane was present today to discuss the project request report for the new Health Sciences building, to be built on the confirmed purchase of the King County Public Health property, across 4th Street. McGranahan and the College are currently putting together the funding request for this project. Last year, the State Board put in a legislative request of approximately \$340M for capital projects. The legislature approved about \$310M, but there was no capital budget passed. As we turn in the new project for RTC, we are trying to get a good enough score to get in line for early funding. There are five (5) design projects in the cue right now for this biennium. Eight (8) projects are still in the cue for funding this year, and we want to be included in the next biennium with these thirteen (13) projects currently in existence. We have Health Science classes in Buildings B, H, and J, and we are looking to consolidate all twelve (12) Allied Health programs into one 3-story building of approximately 69,800 square feet. The scoring includes maintaining Building-B (46,400 sf), which could be used as flex space, and could be a future request for renovation. The total project cost is approximately \$43M. The project goals support RTC's core themes of Student Success, Workforce & Basic Skills Education, and Institutional Sustainability. The legislature could speed up or slow down projects based on levels of funding, but during this biennium, all colleges are eligible to submit proposals. McGranahan is focusing on getting the highest score. They are looking at influences on the site across 4<sup>th</sup> Avenue as the planning begins. They are talking with faculty, advisory boards, consulting the master plan, and meeting the core themes on campus. The primary goals from the faculty are to simulate a "real" ambulatory care model, and an inviting building that allows this to happen. The building would be built closer to the road with parking to the south. McGranahan began the process by meeting with faculty in August and September, as well as the City of Renton, and has stayed in close touch with the State Board office, to create a cost estimate and finished report to meet deadline. Trustee Takamura asked if there was a mechanism for neighborhood input. Mr. Lane

responded that this would occur in the two-year pre-design stage; there is plenty of time to include the community and neighbors. Dr. McCarthy indicated that right now we are trying to get a strong proposal submitted with the state. The done deal is that we purchased the property with the intent to build. How we involve partners and neighbors will follow later. Trustee Takamura wants to ensure that this process happens sooner than later. Trustee Page inquired about taking into account the new field trends; as new modalities change, are we able to bring that into our design at this stage? This stage is conceptual, but organized in such a way that allows for flexibility. We don't want to be pinned down on space, but want it to be feasible, viable and flexible enough to not be bound on any one point, and to plan for future technologies. If we get funded, this will be discussed much further. There is a fifty-foot height limit (but the City says we could get a conditional use permit to go higher). Parking will be ample, but they are planning a little less than the city code. Board Chair Palmer shared her excitement and thanked Mr. Lane for his presentation.

- H. Tenure Boot Camp Presentation** Vice President Reyna introduced the tenure steering committee: (present) Rick Geist, Mike Biell, Eugene Shen, Liz Falconer, and Kathleen Higgins; (not present) Richard Nicholls. Trustees Page and Takamura attended the Boot Camp offered to faculty at the beginning of the year. All tenure portfolios have been moved to Canvas. Mr. Biell explained that the first half of the November in-service day provided assessment training, then proceeded into a training session for all tenure candidates and faculty to present and introduce the changes in the Canvas tenure sites. Some observation forms have changed, to prompt on things to look-for, and points for observations. Different forms will also be used depending on the setting—lecture or lab—as well as for non-instructional faculty like librarians and counselors. Break-out sessions were held to discuss what is confusing, support, where candidates are helping each other, how they are mentored, and teaching exchange with other faculty that are seasoned with tenure. Candidates felt well supported and the movement to the Canvas will capture and provide more dynamic portfolios. As board members look at the portfolios, the committee would value Board member feedback. There are 25 tenure candidates now and we can expect to see about that many more. Trustee Entenman asked Ms. Terrell for a fuller explanation of her earlier comment about administration interference with the tenure process as the faculty tenure steering committee members seemed positive about the changes with which they are involved. Ms. Terrell clarified her concern about tenure. Not all faculty have been doing their fair share and faculty need to be accountable to that. She can only tell members this is in their contract and this is what they should be doing. If the member doesn't do it, it will lead them to Vice President Reyna to hold them accountable. Union members are all aware of their responsibility. Trustee Unti noted that Canvas will certainly make this process much easier for trustees. Mr. Biell informed board members that some faculty are off-site and can't get to meetings as easy. Even though observations could be difficult, they are still required. Trustee Page asked about movement from the old process to new process: how do you address the history, so they aren't carrying too much baggage into the new process? Mr. Shen responded that there is some of that. People are being taxed, removed from classrooms, but support and mentoring from other faculty members is there. The committee wants to be available to all, to support the community and ultimately our students. Board Chair Palmer asked Ms. Terrell if the language in the contract is not tight enough. Ms. Terrell responded, yes, she believes the contract is tight enough and thinks that Vice President Reyna is working well to meet faculty concerns. The Board of Trustees needs to help solidify the need to give back. Trustee Takamura asked if those on the committee feel supported. Mr. Biell responded favorably; resources can be combined, several members can be on the site at the same time.

People are watching out for each other. The tenure process is the mark of quality of the college. Those with good writing skills, need to be diversified on committees to bring their strengths. Ms. Stephanie McIrvine thanked the committee for their work. The training, and process has been helpful and it works. Meetings are not always required, with the Canvas site. Dr. Liz Falconer shared a quick-drive through of the current site. There is guidance for others, without telling them what to say. Documentation of teaching, does not have to mirror another. Sites will be very transparent, showing who has viewed. The executive assistant to the Vice President of Instruction follows up to make sure that criteria is met. The intent is that when Board members receive notification that sites are ready for review, the site will be open for them. It is complex and the site should show noted growth from years 1-2-3. Board Chair Palmer thanked the committee for their work and efforts, allowing them to move forward. Vice President Reyna noted special thanks to Dr. Falconer for joining the committee. She has added a tremendous amount of support.

**4. ACTION ITEMS**

A. No action items were presented.

**5. DISCUSSION/REPORTS**

**A. President**

Dr. McCarthy began by noting his remiss in not sharing at the October meeting that the Governor's office had reappointed Trustee Unti for another term! We are delighted to share in the benefit of his continued service to the college.

**Tenure:** Alison Shurtleff and Camille Pomeroy both have tenure portfolios available for your review. We will begin the December meeting with a 30 minute executive session to meet with each candidate prior to regular session.

Regarding Ms. Terrell's concerns about faculty workload in the tenure process, faculty workload is an issue, and will be discussed during bargaining. We will begin the bargaining process soon. Faculty also have concerns about equitable workloads among themselves and the sharing of institutional stewardship and governance Ms. Terrell also stated concerns that students were not all prepared for the programs they registered for and that this did them a disservice. Dr. McCarthy discussed the tensions of being an open-access institution and that the administration looks forward to working with the faculty to continually refine program curriculum and admittance to be serve the mission of the College.

**Learning:** 80 faculty attended the learning assessment and tenure process training at the November faculty in-service. As the tenure steering committee was able to show, it is not just about the new faculty, but all who are a part of that, and their participation. Dr. McCarthy expressed his appreciation of faculty leadership in these areas.

**Equity & Inclusion:** Thirteen (13) people recently attended the 22<sup>nd</sup> annual Faculty and Staff of Color Conference (FSOC). Several RTC members shared presentations. Trustee Page noted that ACT supports this conference financially. The Men of Merit met for first time, with great results. The hiring statistics year to date show great improvements on diverse hiring's. We are also working on equity at the high school level. Dr. McCarthy and Vice President Reyna met with Dr. Nikum Pon, Director of Equity in Education, Puget Sound ESD to discuss how we can share our experiences.

**Community Engagement:** Yesterday the campus hosted Dow Constantine for a discussion about the changing nature of manufacturing and the new jobs needed in mechatronics. We are starting a mechatronics program, but starting slowly (more capacity from an awarded grant and individual donation will help). Trustee Entenman noted that she visited the Amazon fulfillment center in Kent and they are looking to collaborate. Executive Dean Jackson informed the Board that our Mechatronics lead had also toured the Kent facility and we are collaborating with all three Amazon facilities in our area. The City of Renton had a Transportation Summit, which Dr. McCarthy attended. VP Reyna, Associate Dean Pollock, and Dr. McCarthy met with St. Vincent de Paul to discuss partnering with them on their center in Rainier Valley and a possible on-campus relationship. Dr. McCarthy shared a presentation at the Newcastle Chamber monthly meeting. We continue to work with the Community Center of Education Results (CCER), and we are also working with WA Business Week for a summer day camp in August.

**Institutional Strength:** An emphasis this year is to increase the number of tuition generating students. When we take out I-BEST enrollments, we found our prof-tech FTE is up 70 this quarter. Gen-eds are down 30, but the net is 40 FTE. We want to keep this going. Apprenticeship is up as well, and our fall enrollment is at 111 percent of last year at this time. We are also working to secure grant and contract funding to further develop the infrastructure and program, and support services offerings. We just learned yesterday that we are a finalist in the SBCTC Guided Pathways Initiative (cohort two). This is a competitive \$500K grant; 9 finalist competitors, 5 awards.

**Legislative:** There is nothing new on this yet, but we will begin working on messaging. We will continue building our relationships from last year and find time for students, trustees and Dr. McCarthy to go to Olympia.

**ctcLink:** The bottom line is that ctcLink will cost more. On the bright side, people from Tacoma have resolved a number of their issues, like many of the functions of the new system.

Dr. McCarthy informed the Board that we have added more evening classes, including in Medical Assisting, Computer Science, and the BAS program. Trustee Page noted Ms. Terrell's mention of the concerns about lack of support in the evenings. Dr. McCarthy noted this was not an entirely new concern, as we have traditionally had a lot of College & Career Pathway (Basic Studies) students in the evening, but that we do have to continually look at how to improve service. CIO Corigliano has extended some IT support in the evenings. Trustee Entenman suggested that perhaps one day per week Student Enrollment Service hours be extended into the evening. This needs to be a holistic approach, with faculty and administration working together on a resolution. Director Brown is working with his staff to find some remediation to assist.

## **B. Board of Trustees**

- 1) Dr. McCarthy informed the Board that Tenure materials were available on Canvas for the two probationers scheduled for action at the December meeting.
- 2) Trustee Page indicated that the ACCT National Legislative Summit has been good in the past, and wondered how others felt about participation in 2018. The dates are February 11-14, 2018. Following discussion, Trustees Entenman, Page and possibly Trustee Unti are interested in attending.

Trustees Takamura and Page both attended the ACT Legislative Action Committee (LAC) meeting on November 9. There was discussion about advocacy in January, and

encouragement to reach out to legislators outside of the normal session. Trustee Takamura shared information that some regions that share mutual legislators meet with other college trustees from those colleges to work together in Olympia. Tacoma Community College talked about a regional legislative group that meets monthly during the legislative session. It was great to learn that that three of our executive cabinet members will be participating on the review team for the next round of capital budget requests.

- 3) Special Meetings and Study Session Schedule      Following discussion, all dates and times submitted in the draft schedule were approved.
- 4) Board Liaison Reports
  - a) RTC Foundation      Foundation liaison, Trustee Page called attention to the written Foundation Report. Trustee Page attended the Norma Cugini dinner event, and was very impressed. Dean Medbury and his group did a fantastic job! People were very pleased, and next year's event should do well. The celebration of life held on campus for former Board member Andee Jorgensen was filled to capacity, and it was very well done. Ms. Jorgensen was always a huge contributor and true friend to the college, never wavering in her support when others were less true. He commented that he was sorry that he had not drawn sufficiently on her wisdom, but was very grateful to have known her.
  - b) RTC Advisory Board      No meeting is scheduled this quarter.

**C. Administration/Finance**

- 1) Monthly Finance Report      Vice President Saraceno noted that the red flag this month is operating deficit, caused by late tuition revenue for STEP. This should correct itself next month. One month is not a trend, just a red-flag.
- 2) Capital Financing      There appears to be some positive feeling that since the Democrats have the majority, things may move quicker. Tomorrow the King County property across Fourth Avenue will belong to RTC. King County Parks and Recreation have already reached out to cooperate on improvements to the land they own to the south of us.

Board Chair Palmer asked for some bar graph information that would show a red/yellow/green (danger zone) with estimates based on past performance.

RTC received a clean Comprehensive Annual Financial Report (CAFR) audit for 2015/16 – the auditors were here less than a day and we received a clean report! Kudos to Director Johnson and the business office.

6. **EXECUTIVE SESSION**      At 5:48 p.m. Board Chair Palmer called for an executive session for ten (10) minutes, to discuss with legal counsel matters involving attorney/client privilege or potential litigation. The Board returned to regular session at 5:58 p.m.
7. **EXECUTIVE SESSION ACTION**      No action was taken.
8. **MEETINGS**      The next regular meeting is scheduled December 13, 2017, beginning at 2:30pm with executive session.
9. **ADJOURNMENT**

BOARD OF TRUSTEES MEETING  
Minutes – November 15, 2017

There being no further business, *it was moved by Chairman Palmer to adjourn the Board of Trustees' meeting at 6:03pm. **Motion carried.***

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SUSAN PALMER, Board Chair  
Board of Trustees

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KEVIN D. MCCARTHY, President  
Renton Technical College

Renton Technical College  
Board of Trustees Meeting  
December 13, 2017

**AGENDA ITEM:            5. COMMUNICATIONS**

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
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

**RECOMMENDATION:**

None.



Student Leadership

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**Learning Resource & Career Center Busy as Ever!**

The LRCC is alive with activity and serving students well! So far this academic year (as of Dec 5th), **14,227 visits** to the LRCC have been tracked and students have collectively spent **13,906 hours** studying, receiving tutoring and participating in workshops and activities. CHIPS, the free computer repair program, has fixed/serviced 335 computers. The calculator loan program continues to be popular and we now have 40+ calculators in the collection. And we continue to issue hundreds of RTC student ID cards every quarter! Congrats to the fantastic 40 member student tutor team for serving with professionalism, kindness and skill!

**ASG Will Sponsor the Foundation Breakfast at Silver Level**

For a fourth year in a row, the ASG will be represented as Silver Sponsors during the RTC Foundation Breakfast. Student leaders will attend the breakfast and serve as table hosts and ambassadors, talking with potential donors about their experience as RTC students.

**ASG Members Attend Student Legislative Academy in Olympia**

Last month, three members of ASG attended the 2017 Student Legislative Academy, sponsored by the Council of Unions & Student Programs (CUSP) and the WA Community & Technical College Student Association (WACTCSA). During the academy, students learned how the community/technical college system develops legislative platforms and how student voice contributed to that process. Students attended workshops and keynote sessions to help them learn the legislative process, to effectively communicate with legislators and to collaborate with other community/technical college student leaders from across the state.

**ASG Budget Committee Establishes Timeline for Preparing 2017-2018 S&A Budgets**

The ASG Budget Committee is already working on the 2017-2018 S&A Budgets to present to the Board of Trustees for Approval. The timeline is:

- December 2017      Student Leaders develop first draft of budget
- January 2018        ASG Budget Committee reviews draft
- February 2018      Committee finalizes first draft and presents draft to ASG Senate for review
- March 2018         ASG Senate hosts two open meeting for Senators and then the full student body to review proposed budget
- Senate votes to approve recommended budget
- April 2018            Extra time if needed
- May 2018             ASG will present their budget to Board of Trustees for approval



## FACILITIES

### Current Projects:

**Major Capital Project Request** – PRR is 90% complete and we will be reviewing and editing until next week in preparation of the December 20<sup>th</sup> submittal deadline.

**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 finalized. It has been submitted by our campus architect to DES Real Estate Services and under City of Renton review. Now that DES has provided their proper form, the lease is being negotiated.

### 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 – 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** – Building B will receive a heating system replacement of controllers and the heat exchange system for the Welding Program in building A will be replaced. This is a state funded repair project to be performed in the 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's 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**

Mark has finished the response to the RFT's request for historic payroll and staffing for the College in coordination with Lesley Hogan in Human Resources. He has also been working on refining the Monthly Operations Report and has established green, yellow and red 'safety' levels for the Graph of Cash Balances, based upon the College's average monthly expenditures. We have also been working to finalize the Prep Program enrollment and economic analysis that was requested by the president and VPI. Mark and Kim also worked out an implementation of new and/or modified course and lab fees as requested by various departments.

Kim and Mark have been working with IT to set up and roll out a more robust version of FMS Query, a budget reporting application that will be used across Campus. The Query portion and Time and Effort reporting for grants is online and we are now directing our efforts to designing budget dashboards.

## **ACCOUNTING SERVICES**

Cashiering is getting busier with winter quarter tuition payments, and enrolling students in the STEPP payment program for winter quarter.

Financial Aid Fiscal Specialist is processing the final disbursements of fall quarter and gearing up for the large winter quarter disbursements.

Patrick Brown and Kim Sykes have begun the planning process to implement Auto App/Check Calc for Financial Aid disbursements. This automates the check writing process.

## **FOOD SERVICES**

No Report

## **BOOKSTORE**

Most of the fall quarter transactions are behind us and we are preparing our stock for winter quarter sales which start on December 7<sup>th</sup>. Preparations are being made for the book buy back on the 7<sup>th</sup> and the 8<sup>th</sup>.

The following personnel actions occurred during November 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

Mehrin, Vahid	11/27/2017	Student Entry Specialist	Student Services
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-Separations

Hilliard, Sheila	11/1/2017	Student Entry Specialist	Student Services
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Smith, Cheryl	11/13/2017	Administrative Assistant 5	WTED
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Prof Tech	Effective Date	Position	Department
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- Hires

Beasley, Evyson	11/27/2017	Web Content & New Media Manager	Communications & Marketing
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Davis, Marcel	11/16/2017	Events Coordinator	Food Services
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-Separations

None

Exempt / Administrative	Effective Date	Position	Department
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- Hires

Alexander, Jennifer	11/27/2017	BAS Program Outreach Coordinator	General Education
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-Separations

None

RFT	Effective Date	Position	Department
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- Hires

Cleaves, David	11/13/2017	Adjunct Faculty	WTED
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Dimeo, Matthew	11/3/2017	Adjunct Faculty	Culinary Arts
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-Separations

None

	Monthly Total Hires	% of Diverse Hires YTD
Full time	3	48%
Part time	3	53%



Information Technology Report  
Renton Technical College Board of Trustees  
December 13, 2017

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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 past month has been focused on getting new employees trained and automating internal processes.

- **INFRASTRUCTURE PROJECTS COMPLETED – No new updates**
- **TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS**
  - Acalog – Online eCatalog for students can be accessed at: [catalog.rtc.edu](http://catalog.rtc.edu) or by clicking on the link on [rtc.edu/publications](http://rtc.edu/publications).
  - Service Desk Automation – Automated email to ticket creation
  - Conference Room Upgrades – HR – Conference Options for interviews
- **COST SAVINGS INITIATIVES IN PROGRESS**
  - Papercut– Next steps – Library Utilization – Replacing EnvisionWare
  - 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 III – Planning
  - Security Access Control System – Buildings I and J are in process – They are the last of the buildings
  - Annual Administrative Computer Replacements – Installation of new computers – Winter Break
  - 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 – migration of external access from existing proxy to new technology
  - Active Directory Federated Services (ADFS) – Single Sign on and external application integration
  - New Version of SharePoint – In progress
  - Digital Document Signing and Routing – Obtained Pricing waiting to sign contract
  - DigArc Curriculumlog Implementation – Curriculum workflow/ tracking software – Final consulting Session scheduled

- Conference Room Upgrades –Security – in Progress
  - ctcLink – Statewide Enterprise Resource Planning (ERP) - Remediation in Progress – Localized Workshops around workflow continue – Project Timeline Extended to 2022
  - Staff and Faculty Technology Survey – Technology Council creating survey to distribute – Spring quarter
  - Student Technology Survey – Technology Council creating survey to distribute – Spring Quarter
  - New Badging System – Active Directory Integration – Waiting on Vendor
  - IP Sub-netting – Changing IP scheme to align with SBCTC assigned IP addresses – In Progress
  - Microsoft Office 2016 – Installation across campus – In progress – 50% complete
- **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**

Communications and Marketing has implemented a number of new initiatives in the past month intended to raise awareness and increase enrollment.

**Marketing and Advertising**

Our search engine marketing campaign with Reach Local launched Nov. 10, and the results have far exceeded expectation. In less than a month, Reach Local has become the 4<sup>th</sup> most common way people access our website, and the landing page included in our digital ads quickly became the 6<sup>th</sup> most visited page. In just 20 days there have been:

- Almost 2,500 clicks to our webpage
- 240 leads, including 149 phone calls, and 91 web inquiries, and form submissions.
- More than 40 legitimate leads from students interested in specific programs. We are working with Advising to follow up and reach out to those prospective students and turn them into enrolled students.
- Our click through rate of 4.55% far exceeds the average of 1-2%, and our CMP (cost per thousands) impressions is \$1.35 compared to the industry average of \$5-6. Our average page position is 1.9, with 1 being the highest (This refers to how close to the top of the page we are).
- There is no reason to think these results will not continue as the campaign moves forward. Other advertising results include:
- KCPQ Interstitial ad generated more than 900 web hits.
- An email marketing campaign with CBS resulted in 413 web hits. The email campaign had an open rate of 10.5%, which also exceeds industry standards.

I attribute the success of these campaigns to intentional targeting and compelling ad copy and design.

**Social Media**

The increased posting, as well as social media marketing, has also made a significant difference on social media in the past month from previous months.

**Facebook**

- Total page views: Increased 44 %
- People reached: Increased 184 %
- Page Likes: Increased 90 %
- Followers: Increased 87 %

**Instagram**

- Number of engagements: Increased 554%
- Number of engagements by media: Increased 227%

**Twitter**

- 6.1K impressions
- Top Tweet earned 1,299 impressions: (Honored to

have [@kcexec](#) at RTC to hear about our [#Aerospace](#) and [#mechatronics](#) programs.  
[pic.twitter.com/OBUAwKdELf](http://pic.twitter.com/OBUAwKdELf))

## **Advertising**

- Monday, Dec. 4, we kicked off a new radio campaign with Zac Burns of KIRO radio endorsing the college. The demographics of his audience align well with our prospective student population. You can hear those ads every night from 7-10 p.m.
- Created and placed ads for the Welding program in Spanish and Vietnamese to reach out to native speakers.
- Completed run of TV ads with Comcast and CW. While TV provides visibility, I cannot offer any detailed analytics as above. Going forward, we will carefully evaluate the spend, and I likely will recommend putting more dollars toward other marketing, while still maintaining a presence in broadcast.

## **Web Content**

New postings on our home/news pages include student stories and RTC news:

[Mechatronics trains students for cutting-edge careers](#)

[Student finds hope and determination at RTC](#) (Carl Harris profile)

[Running Start gives start on business degree](#)

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## **Press**

There was very little media coverage the past few weeks. Now that we have filled our Web Content and New Media Manager position, the director will also have time to focus more on public relations, media relations, and engaging with community organizations.

## **B. INSTITUTIONAL RESEARCH**

2016-17 data is now final, and RTC has received its retention, persistence and completion numbers. Transition, wage and placement data are not yet final. We hope to receive this from SBCTC in the coming month. In looking at our final retention, persistence and completion numbers, we have seen positive increases in several areas.

- **Rising Associate Degree Completion Rates for Students of Color**  
Associate degree completion for student of color increased from 11.9% to 15.3%. In this area, RTC has closed the equity gap (White students complete associate degrees at a rate of 14.3%).
- **1<sup>st</sup> to 2<sup>nd</sup> Quarter Retention Rates**  
Retention rates for male students of color increased 14%, from 52.5% to 66.5% in 2016- 17. Overall, 1<sup>st</sup> to 2<sup>nd</sup> quarter retention rates for students of color increased from 57.5% to 65.3%. If these gains translate into completions, RTC's completion rates will substantially improve in coming years.
- **Year-to-Year Retention (Persistence Rates)**  
Year-to-year retention (also known as persistence) is a key indicator for completion. We are seeing promising gains in one-year persistence; however, gender continues to emerge as one of the more pronounced equity gaps at RTC. For the 2015-16 year, women persisted at a rate of 73% compared to 65% for men.

## **C. GRANT DEVELOPMENT**

- This fall, Marta has met with Deans, Vice Presidents and other unit leads to assess the needs of various areas in improving grant management, as well as conducted a survey of grant staff. A funding priority list was developed based on the discussions and survey feedback. In mid-December, the needs assessment report and unit funding priorities list will presented to Cabinet.
- Since the last board report, over \$725,000 in grant funding requests have been submitted. They include a \$50,000 College Spark grant to restructure math pathways, a \$500,000 Guided Pathways Initiative from College Spark and the SBCTC, a \$150,000 Siemens Technical Scholars

grant to fund scholarships for students and support for the MA, EDT and Surgical Tech programs, a \$15,000 Perkins Innovation grant to cover remaining costs of the ESL bridge course, \$10,000 Biology 160 equipment grant, and a \$2,400 Renton Rotary grant to support Elijah's Pantry.

- During this fiscal year, \$1.28 million in grant requests have been submitted and \$356,285 has been awarded including about \$20,000 in indirect funds. The remaining 10 grant requests (about \$924,000) are all pending.



### Library Resource Center

- **Library Use:** Although we have seen a slight decrease in our gate count statistics, we still see a steady number of students attending orientations and workshops, including College Success sessions, ELA/CCP orientations, and various Library workshops. As one of the only workspaces on campus open at 7:00am, we see many students come to the library early to study, print and use computers before classes begin. As more students need to use the lockdown browser in Canvas for testing, we have increased the number and quality of web cameras available for student use as well as provided additional quiet spaces that are ideal for testing situations.

Students continue to use the Course Reserves most frequently and ASG has worked closely with the Library to be responsive to the textbook needs of the RTC students. The Library implemented a new fines structure for Reserve materials to deter students from keeping the books past their due date. A \$1.00/day fine is placed on any Reserve material that is kept past its designated due date and this is working as intended in that students are returning the materials in a more timely fashion instead of keeping the material all quarter.

- **Orientations and Workshops:** The Library continues to offer a complete series of orientations and workshops to meet the information literacy needs of our users. All College Success (CS) courses include a 2-hour library session that involves a Plan-Do-Review exercise around finding resources internally and externally, as well as a “Fake News” homework assignment to get students thinking critically about where they get their information. We review the assignments from these CS sessions to gather feedback on areas needing improvement and we use that information to make adjustments prior to the next quarter. We also administer a survey to students where we assess what students learned and what they still could use help on. This information helps us tailor the instruction for future sessions.

The Librarians provide weekly ELA/CCP orientations, which help introduce our students to the basic functions of the library and how to use the resources and get help. We find these students generally return individually, or with their entire class, to check out language learning resources – they tend to be our most frequent borrowers.

- **Resources:** The greatest accomplishment for the Library this past year was a successful conversion to a new Integrated Library System (ILS). In order to accomplish this, three staff members needed to become certified in the system, attend off-site trainings, and work closely with the cohort of other CTCs to ensure all the transfer of data and functionality testing was complete. Our lead Librarian in this project spent countless hours managing this project and we are currently using our new ILS completely and with great success.
- **Partnerships:** The Library collaborated again with the RTC Foundation to support the Scholar Donor Reception on September 28, 2017. This event was held in the Library and provided a lovely setting for the donors to meet their scholarship recipients and to learn more about how they can help RTC through funding efforts.

This fall, the state CTC libraries implemented a new consortium entitled the Washington Community and Technical College Library Consortium (WACTCLC). This new consortium will assist with leveraging buying power for group purchases of databases and resources and advocate for our library in larger initiatives.

- **Staff:** This past year the library said good-bye to Jinny Wesson, our Library Coordinator of 20 years. During this time, we promoted up from within our current staff and then hired a new member for our team. In the coming year, we will see the retirement of our long-time Faculty Librarian, Debbie Crumb, and we are beginning the process of posting for her tenure-track position with a goal to have a new Librarian begin by the start of spring quarter. Library are involved in all aspects of the hiring process from retooling the desired/required qualifications, developing interview questions and helping to onboard our new members.

### **Apprenticeship (Workforce, Trades & Economic Development)**

- Apprenticeship is coming along well this year. We have received all enrollments early and should have an accurate account of our growth much earlier than in years past. We honored our apprenticeships with our annual Apprenticeship Appreciation dinner. A proclamation from the Mayor of Renton and from the Governor of Washington was read declaring the week of November 13-19, 2017 as National Apprenticeship Week. The event was well attended with a final attendance of 52, the majority being apprentices. President McCarthy as well as board chair attended.
- RTC is moving forward with the purchasing of the American Apprenticeship Initiative (AAI) grant equipment. The DOL has given us their blessing and the requisition orders have begun. Jerry Jordan continues to build awareness about the unique opportunities the trades can provide for men and women of color. We still have our challenges but with Jerry's efforts, more people of color are finding their way to the trades.
- RTC is working with Honeywell to develop a Job Skills Program (JSP) grant geared towards Honeywell incumbent worker training. The last time RTC was involved occurred in 2008 by partnering on a \$105,000 grant to train Honeywell employees. RTC's role was to provide a project coordinator along with office support staff. The various functions of the coordinator were to assist with selection of qualified trainers, develop the master training schedule, register training participants, follow up on the evaluation of training classes, and help with the preparation of the final report. Other administrative staff at RTC were responsible for tracking expenditures and assisting with the calculation of program matches. The grant estimates are around \$20,000 and RTC would provide upgraded AutoCAD training for Honeywell's incumbent workers. Marta has been expertly guiding us through the process. We will be submitting the concept paper in January.
- RTC is continuing work with the Tulalip Tribal Employment Rights Office (TERO) in offering Construction Trades Preparation courses on the Tulalip Reservation. Graduation will be in December with 17 young men and women completing the program. Anna Bennett has been instrumental in moving this program and turning it into a true contract course for RTC.
- RTC will be partnering with Green River College to learn from and grow our Continuing Education and Corporate Training (CEC) program. Since our service areas overlap and we have similar experiences building the CEC program, it made sense to proceed with the partnership. A partnership meeting with Green River will be held December 6<sup>th</sup> to review the MOU process with a goal to begin programming spring quarter.



RENTON  
TECHNICAL  
COLLEGE

RTC Foundation Report  
Renton Technical College Board of Trustees  
December 2017

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### **Events**

The *2017 Thank-A-Thon* occurred on Nov. 20, 21<sup>st</sup>. A phone bank was set up in Blencoe Auditorium 14 students and four Foundation board members reached out to 282 donors to thank them for their gifts and support. This is an important touch point with our donors and research shows it increases donor retention. We also gather information to update the Foundation's database.

Sponsorship outreach for the Feb. 14<sup>th</sup> *Student Success Breakfast* has begun and \$20,000 has been raised so far toward the \$45,000 sponsorship goal. The online registration and sponsorship portals are live and Save-the-Date postcards were mailed out to supporters the week of Thanksgiving. Carrie is working this week to secure Table Captains. Current sponsors include; Boeing, the Associated Student Government, McGranahan Architecture, Republic Services and Renton Housing Authority.

Carrie is meeting with the Marketing team this week to finalize the marketing plan.

Denny and Bernie Dochnahl have been selected to receive the 2018 Lifetime of Giving award. The board voted to award them and they have been notified. The award presentation will occur at the 2018 Student Success Breakfast, Feb. 14<sup>th</sup>.

### **Scholarships**

The scholars for winter 2018 quarter were notified of their awards on Nov. 28<sup>th</sup>. The Scholarship Committee awarded \$41,600.00 representing 67 scholarships to 61 students. We awarded 54% of qualified students, a drop from 57% in fall 2017 quarter. New scholarship funds for winter included the Les Dames d'Escoffier, the Renton Business Women, and an expansion of the Watt Family Diversity Fund. Carrie has been meeting with students who did not receive scholarships to help them strengthen their application for spring quarter.

The applications for spring 2018 open January 1 and marketing and workshop scheduling has begun.

*Cascade Gasket Manufacturing* has set up a \$3,000 scholarship which will be distributed for spring 2018. Carrie interviewed President Lee Terry for the Foundation newsletter. Ms. Terry will be on campus in January and attending the Student Success Breakfast.

### **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.

The 2016-17 Foundation Annual Report has been mailed. The report 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**

Crissa, Robert and Cathy Cugini have been approached about one of them joining the Foundation board. It is their decision who from the family will join the board. Carrie met with Crissa to discuss follow up to the Cugini dinner and the Foundation board's desire to have a Cugini represented on the board.



Student Services Report  
Renton Technical College Board of Trustees  
December 13, 2017

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**A. EDUCATIONAL SUPPORT SERVICES**

Often referred to by its location, J-218, the Educational Support Services office offers a number of key supports to students. Disability Resources, Veterans Services, Re-Entry Services and Testing are all co-located in this space. Staff work collaboratively to assist students and ensure warm hand-offs between shared students. This academic year we will be assessing the needs of the front office in this location to create a more welcoming and supportive environment, ensuring students are greeted and can access the service they need.

**B. ENROLLMENT & ENROLLMENT SERVICES**

The slight increase in professional/technical enrollments held steady through the quarter. The trend with general education enrollments being down also remained steady. Apprenticeship enrollments came in earlier this quarter and we expect to be at, or slightly above, last fall. The busy end-of-quarter turn around for grade posting and state reporting is underway.

**C. FINANCIAL AID**

The Financial Aid office is improving internal redundancies and cross training to more fully maximize the capacity and expertise of staff. The office continues to work towards transitioning manual and labor-intensive processes to automated processes. Staff are collaborating with other system colleges to explore best practices and efficiencies in the packaging and awarding of aid.

**D. CAMPUS SECURITY**

Work should begin soon to update several outdated alarm systems on campus. The Business Office is working with Day Wireless to get our radio repeater working properly. We will be doing Campus Security Authority Training for the department and college staff in December.

**E. STUDENT SUCCESS SERVICES**

We continue our participation in Placement 360, the State Board sponsored and College Spark funded mentoring program around multiple measures. Our next state-wide meeting will be in January where we will connect with our mentors and receive feedback on our progress to date, as well as learn from what other colleges are doing. Our four primary focal points include: 1) improve the current entry process, 2) clarify entry expectations, 3) revise current directed self-placement tool, and 4) improve communication around entry and assessment processes. We are presently filling some key roles in the Outreach and Entry Services team and will engage these new staff in the Placement 360, as they will have vital roles in executing the onboarding experience of new students.

**F. STUDENT PROGRAMS AND ENGAGEMENT – see Student Leadership Report**

Renton Technical College  
Board of Trustees Meeting  
**December 13, 2017**

**AGENDA ITEM:**        **6.   DISCUSSION/REPORTS**

**SUBJECT:**            **A.   Budget and Strategic Alignment**

BOARD CONSIDERATION	
X	Information
	Action

**BACKGROUND**

Dr. McCarthy and Vice President Saraceno will present the timeline and processes put in place this fall to integrate strategic plan objectives with resource allocation through the unit planning and budget development processes.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
December 13, 2017

**AGENDA ITEM:**        6.    **DISCUSSION/REPORTS**

**SUBJECT:**            B.    President's Report

BOARD CONSIDERATION	
X	Information
	Action

**BACKGROUND**

President McCarthy will provide a report to the Board, subsequent to the November 15, 2017 Board meeting.

**RECOMMENDATION:**

None.

**AGENDA ITEM:** 6. DISCUSSION/REPORTS

**SUBJECT:** C. Board of Trustees

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

**BACKGROUND**

**1) Board Meeting Calendar (September through December, 2017)**

The initial meeting calendar was approved for the fiscal year, but we neglected to approve for the entire calendar year, as required by the Code Revisers office. See attached letter to the Code Reviser.

**2) 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.



December 18, 2017

Code Reviser Office  
Legislative Building MS AS-15  
Olympia, WA 98504

To Whom It May Concern:

Pursuant to RCW 42.30.075, please be advised that the Renton Technical College Board of Trustees' regular meetings during 2018 will be held as follows:

Date	Week/Day of the Month
January 17, 2018	Third Wednesday
February 21, 2018	Third Wednesday
March 21, 2018	Third Wednesday
April 18, 2018	Third Wednesday
May 16, 2018	Third Wednesday
June 13, 2018	Second Wednesday
September 19, 2018	Third Wednesday
October 17, 2018	Third Wednesday
November 21, 2018	Third Wednesday
December 12, 2018	Second Wednesday

There are no regular meetings during the months of July and August  
 All Regular Meetings are scheduled at 3:00 p.m.  
 Roberts Campus Center Board Room, Room I-202  
 Renton Technical College  
 3000 NE 4<sup>th</sup> Street  
 Renton, WA 98056-4195

If you need further information, please contact me at 425-235-2426.

Regards,

Di Beers  
Executive Assistant to the President

C: John Clark, AAG

Renton Technical College  
Board of Trustees Meeting  
December 13, 2017

**AGENDA ITEM:**        6.    **DISCUSSION/REPORTS**

**SUBJECT:**             D.    Administration/Finance

BOARD CONSIDERATION
X Information
Action

**BACKGROUND**

1) Monthly Finance Report

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

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

**RECOMMENDATION:**

None.

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

	October 2017 - Actual	Year to Date - October 2017 - Actual	Year to Date - October 2017 - Budgeted	Budget Variance - Favorable (Unfavorable)
<b>Beginning Cash Balance</b>	\$ 4,001,662	\$ 4,568,443		
<b>Add - Revenues:</b>				
Tuition & Fees - Funds 060 148 149 561	\$ 1,441,639	\$ 3,545,920	\$ 3,404,533	\$ 141,387
Grants and Contracts	\$ 365,177	\$ 817,735	\$ 1,098,668	\$ (280,933)
Student Government	\$ 114,254	\$ 277,261	\$ 215,193	\$ 62,067
Bookstore	\$ 29,848	\$ 260,594	\$ 357,570	\$ (96,977)
Security/Parking	\$ 71,599	\$ 180,058	\$ 63,333	\$ 116,724
Culinary Arts - Food Services	\$ 107,127	\$ 512,426	\$ 417,233	\$ 95,193
Interest Income	\$ 6,125	\$ 18,338	\$ 11,667	\$ 6,672
Rental Income - Excluding Catering	\$ 13,072	\$ 63,345	\$ -	\$ 63,345
Scholarship and Student Loan Funds Received	\$ 1,887,665	\$ 3,132,328	\$ 2,997,436	\$ 134,892
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ 104,603	\$ (104,603)
<b>Net Operating Revenues</b>	<b>\$ 4,036,506</b>	<b>\$ 8,808,004</b>	<b>\$ 8,670,236</b>	<b>\$ 137,768</b>
Add - State Allocation - Payroll & Benefits	\$ 1,812,921	\$ 6,857,152	\$ -	
State Allocation - VPA Expenses	\$ (2,901)	\$ 308,574	\$ -	
Capital Allocation	\$ -	\$ -	\$ -	
<b>Total State Funding (1)</b>	<b>\$ 1,810,021</b>	<b>\$ 7,165,726</b>	<b>\$ 6,328,941</b>	<b>\$ 836,785</b>
<b>Total Revenues</b>	<b>\$ 5,846,526</b>	<b>\$ 15,973,730</b>	<b>\$ 14,999,177</b>	<b>\$ 974,553</b>
<b>Less - Expenses:</b>				
Salaries - A	\$ 1,697,565	\$ 6,261,759	\$ 6,400,632	\$ 138,873
Benefits - B	\$ 568,660	\$ 2,199,656	\$ 2,252,656	\$ 53,000
Supplies and Materials - E	\$ 486,072	\$ 1,404,803	\$ 2,272,791	\$ 867,988
Cost of Goods Sold - F	\$ 89,089	\$ 316,091	\$ 341,667	\$ 25,576
Travel - G	\$ 26,662	\$ 67,622	\$ 105,805	\$ 38,183
Equipment - J	\$ 1,791	\$ 31,863	\$ 539,668	\$ 507,805
Computer Equipment - K	\$ 1,268	\$ 393,830	\$ -	\$ (393,830)
Financial Aid - N	\$ 993,629	\$ 3,595,322	\$ 3,085,958	\$ (509,364)
Bad Debt - WC	\$ (45)	\$ 3,019	\$ -	\$ (3,019)
<b>Total Expenses</b>	<b>\$ 3,864,691</b>	<b>\$ 14,273,966</b>	<b>\$ 14,999,177</b>	<b>\$ 725,212</b>
<b>Net Operating Surplus (Deficit)</b>	<b>\$ 1,981,835</b>	<b>\$ 1,699,765</b>	<b>\$ -</b>	<b>\$ 1,699,765</b>
<b>Other Sources (Applications) of Cash:</b>				
Changes in Petty Cash; Accts. Receivable & Accts. Payable	\$ (480,891)	\$ (1,033,745)		
Sales / (Purchases) of Investments & Bond Amortization	\$ (2,769)	\$ 362,526		
Payment of Bldg. & Innovation Fee to State	\$ (16,279)	\$ (113,430)		
<b>Total Other Sources (Applications) of Cash</b>	<b>\$ (499,939)</b>	<b>\$ (784,649)</b>		
<b>Ending Cash Balance</b>	<b>\$ 5,483,559</b>	<b>\$ 5,483,559</b>		
<b>Add College Reserves:</b>				
Local Government Investment Pool (LGIP)	\$ 934,053	\$ 934,053		
Investment Bonds held by in trust by US Bank	\$ 2,663,473	\$ 2,663,473		
<b>Total Reserves</b>	<b>\$ 3,597,527</b>	<b>\$ 3,597,527</b>		
<b>Total Cash and College Reserves</b>	<b>\$ 9,081,085</b>	<b>\$ 9,081,085</b>		
Less - Certificate of Participation (COP) Pre-funding (2)	\$ (2,000,000)	\$ (2,000,000)		
<b>Net Available Cash and Reserves</b>	<b>\$ 7,081,085</b>	<b>\$ 7,081,085</b>		
	<b>Actual %</b>	<b>Actual TYD</b>	<b>Budgeted YTD</b>	<b>Budgeted %</b>
<b>Total Current State Allocation</b>	<b>100.0%</b>	<b>\$ 18,476,815</b>	<b>\$ 18,986,823</b>	<b>100.0%</b>
<b>Allocation Used - Year to Date</b>	<b>38.8%</b>	<b>\$ 7,165,726</b>	<b>\$ 6,328,941</b>	<b>33.3%</b>
<b>Remaining State Allocation</b>	<b>61.2%</b>	<b>\$ 11,311,089</b>	<b>\$ 12,657,882</b>	<b>66.7%</b>

(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  
December 13, 2017

**AGENDA ITEM:**        7.    **MEETINGS**

**SUBJECT:**

BOARD CONSIDERATION	
X	Information
	Action

**BACKGROUND:**

The next regular meeting of the Board of Trustees will be held on January 17, 2018.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
December 13, 2017

**AGENDA ITEM:**        8. EXECUTIVE SESSION

**SUBJECT:**

BOARD CONSIDERATION	
<b>X</b>	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  
December 13, 2017

**AGENDA ITEM:** 9. EXECUTIVE SESSION

**SUBJECT:** A. Action

**BACKGROUND:**

BOARD CONSIDERATION	
	Information
<b>X</b>	Action

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
December 13, 2017

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

**SUBJECT:**

BOARD CONSIDERATION	
	Information
<b>X</b>	<b>Action</b>

**BACKGROUND:**

**RECOMMENDATION:**

Motion required.