

Agenda Item/Subject

Information/Action/Presenter

**SPECIAL MEETING**


**BOARD STUDY SESSION – 2:00 P.M.**

**TOUR CARPENTERS APPRENTICESHIP PROGRAM**

Angel Reyna

**REGULAR MEETING**

1. **CALL TO ORDER** **3:00 P.M.**
  - A. Notation of Quorum
  - B. Flag Salute
  
2. **ADOPTION OF MINUTES**
  - A. April 18, 2018 Special and 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
  
4. **ACTION ITEMS** **Action**
  - A. Student Leadership Budget Approval
  
5. **DISCUSSION/REPORTS**
  - A. **Guided Pathways Presentation** Angel Reyna/Michelle Campbell  
Jessica Gilmore English
  
  - B. **President** Kevin McCarthy



Goals: Learning • Equity & Inclusion • Engage Community • Institutional Strength

  - C. **Administration/Finance**
    - 1) Monthly Finance Report Eduardo Rodriguez
  
  - D. **Board of Trustees**
    - 1) ACT Spring Conference Report
    - 2) Draft 2019 Board Meeting Calendar

- 3) Board Liaison Reports
  - a) RTC Foundation
  - b) RTC Advisory Board

Trustee Page  
Trustee Entenman

**6. MEETINGS**

Information

- A. June 13, 2018

**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:**

- RTC Faculty Tenure Celebration | May 24, 2018 – RTC Culinaire Room
- RTC Commencement | June 21, 2018 – ShoWare Center, Kent
- RTC Fall Kick-Off | September 12, 2018
- RTC Donor & Scholar Reception | September 27, 2018
- ACCT Leadership Congress | October 24-27, 2018, New York City

**2017-2018 BOARD PRIORITIES**

**Budget Engagement · Tenure Process · Diversity & Inclusion**

Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

**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 lead the flag salute.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

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

**SUBJECT:** A.

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

**BACKGROUND:**

A. The regular meeting minutes from April 18, 2018 are attached for approval by the Board of Trustees.

**RECOMMENDATION:**

Approval as presented.



## MINUTES

### **SPECIAL MEETING – Roberts Campus Center, Board Room I-202**

#### **1. BOARD STUDY SESSION**

Trustees attended a Study Session hosted by the Student Success Center. The purpose of the session was to gain familiarity with the student onboarding and advising experience. Trustees met a number of direct-service staff who demonstrated and discussed the “4 Easy Steps” process for getting started at the College. After touring the department, Trustees returned to the board room for continued discussion on service delivery and updates on current initiatives towards creating a welcoming and inclusive onboarding experience.

### **REGULAR MEETING – Roberts Campus Center, Board Room I-202**

#### **1. CALL TO ORDER**

The regular meeting was called to order at 3:00 p.m. by Board Chair Palmer. A notation was made 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:

##### **March 14, 2018 special meeting and the March 21, 2018 special and regular meetings**

*Trustee Page introduced a motion to approve the meeting minutes for the special and regular meetings held on March 14, 2018 and March 21, 2018 as presented. Trustee Takamura seconded, and the **motion carried.***

#### **3. COMMUNICATIONS**

##### **A. General Information/Introductions**

Vice President Gilmore English introduced Anthony Covington in his new role as Director of Outreach and Entry Services, after serving for the past three years as the Learning Resource and Career Center (LRCC) Manager. She also introduced Celva Boon in her new role as the Financial Aid Director. Ms. Boon transitioned into this role at the beginning of spring quarter, after over 14 years at RTC in higher education/student affairs, most of which has been in Financial Aid or working with workforce funded programs.

##### **B. Correspondence**

Board Chair Palmer called attention to several recent college related media stories.

##### **C. Comments from the Audience**

Students Ngan Thai, and Simona Benedict from the Phlebotomy program shared their concerns about the admission process, and lack of assistance with Castle Branch, and making sure students are aware of requirements in advance. There were also concerns about beginning the class with two instructors, and then having one

pulled, due to low enrollment. Dean Carter noted that he has addressed the class, and they have a plan in place to move forward. He will work further with Instructor Simone Terrell and Dean of Student Success Aaron Reader. Adjunct Instructor Mei Yau also provided context to her work in this program, and that she left a full-time job to be here. The original enrollment was sixteen (16) students, but due to the lack of completers on Castle Branch, some students were dropped.

**D. Student Leadership**

Student Engagement Specialist Mical DeGraaff announced that a large student delegation was attending the Phi Theta Kappa convention in Kansas City this week. Students will be back with updates next month.

**E. Renton Federation of Teachers** RFT President, Simone Terrell noted that the campus is currently going through growing pains and budgetary issues. She shared her concern about the impact on students in her program. She is especially concerned about the Castle Branch system for immunizations and the impact on enrollments and thus on staffing. As RFT President, she feels that the last three to five years we have been going down in enrollment. She asked Institutional Research to show her the numbers. Additionally, she is concerned that some students are not ready for that level of education. Instructor Rick Geist informed that they had their first meeting yesterday for RFT negotiations. Both teams are ready to move forward, but Ms. Terrell was unable to attend, due to issues in her class, so there was no quorum at the meeting.

**F. Written Communication Reports** It was noted in the Security report that parking is now available across the street (building P), however, very little will be done on the property for now. We have included basic security with sweeps. Overflow parking is helpful. We have cleared about 40 yards of brush and garbage from the grounds. Facilities and Grounds can now keep this maintained.

**3. ACTION ITEMS**

**A. Naming of Student Success Center – *Andee Jorgensen Student Success Center***

Foundation Director Shaw introduced Mr. Rich Wagner, widower of former Trustee and Foundation Board member, Andee Jorgensen. Mr. Wagner noted that Trustee Jorgensen had been an advocate for students and the college for over four decades. In 1991 the Technical Colleges merged with the Community College system. In April 1992, she was appointed by Governor Booth Gardner as one of the first trustees to the college. She was reappointed by Governor Mike Lowry through September 1998, and again reappointed by Governor Gary Locke through September 2003. To date, Trustee Jorgensen is currently the longest-serving Trustee at the college. Immediately following the expiration of her final Trustee appointment, she joined the RTC Foundation Board and served four-terms, including two as president. She also served on the scholarship committee for ten (10) years, and was honored to read each and every application.

Mr. Wagner and his son Damien Wagner are blessed to be able to donate \$50K to the *Andee Jorgensen Scholarship Fund*. As Trustee Jorgensen read through scholarship applications, she was always moved by the challenges that students were able to overcome. This scholarship will be made available to those who have conquered their demons and are encouraged to attend

school. Board Chair Palmer thanked Mr. Wagner for his presentation and noted that Trustee Jorgensen's work will continue and again thanked them for their generous donation.

*Honoring Trustee Jorgensen's commitment to students and her unwavering commitment and dedication to the college, Trustee Page introduced a motion to approve the renaming of the Student Success Center to the **Andee Jorgensen Student Success Center**. Trustee Unti seconded and the **motion carried**.*

Trustee Page addressed Mr. Wagner, informing him that the Board of Trustees recently adopted policies to include the possibility of naming rights. Trustee Jorgensen was a giant for the college and as a fellow Trustee, he regrets not tapping her more for her knowledge. On behalf of the Board, we are very grateful to the Wagner's for their generous donation and commitment to continue her spirit on the college campus. Trustee Unti added that it was Trustee Jorgensen that encouraged him to become a Trustee. For that he is very much appreciative. There are significant connections in this room!

## 5. DISCUSSION/REPORTS

- A. President** Dr. McCarthy responded to the RFT report, noting that there have been issues with Castle Branch on other campuses that he has served, and we will continue to look for solutions. This is not just an administrative matter, but one that requires timely cooperation with the programs. Some of the matters raised in the RFT report were also more appropriate to raise in labor-management committee meetings, but it has been difficult to get attendance at these meetings. The College is also very interested in bargaining moving along as Instructor Geist discussed. Trustee Unti noted his concern about matters coming to the board meeting that are being heard for the first time. We are working to keep communications open, but sometimes schedules don't work.

**Learning:** This has been a quick month, and there is always a crunch in Student Services and Financial Aid because of only one week between quarters. Spring quarter seems like a rocket ship toward commencement. Congratulations to Michele Lesmeister for being one of the top five (5) finalists this year at the Renton Chamber of Commerce's *Ahead of the Class Award's* Event. In years past, winners have included Sarah Redd (2017), along with John Campbell and Zefire Skoczen (2016).

In addition to the program revisions under the Guided Pathways framework and Learning Assessment work we discussed last month, the Tenure steering committee continues to meet, this month focusing on new forms to utilize.

On April 27, we will host a STEM\*E Summit on campus which is part of our AtD Engaging Adjunct Faculty grant. We are really looking forward to it. This has been put together by Kiana Davis, Jen Gonthier, Alma Meza, and Ali Cohen.

**Equity/Inclusion:** Vice President Reyna and a number of our faculty members have been involved with the system's Cross-Institutional Faculty of Color Mentorship program. The program was recognized as an example of an exemplary tool or practice in two-year colleges, and will receive the Bernice Joseph Award for 2018 from the Western Interstate Commission for Higher Education ([WICHE](#)) Alliance. This year's participants are: Ibrahim Moustafa, Eugene Shen, Huma Mohibullah, Camille Pomeroy, and Warren Takata. Last year, Simone Terrell, Lynn-Dee Spencer, and Alma Meza also participated.

BOARD OF TRUSTEES MEETING  
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The Accessibility Steering Committee, headed by Deputy CIO Agnes Figueroa has been very active. Liz Falconer and Zefire Skoczen have put together an all-campus-use Accessibility workshop course and training resource. It is self-paced on Canvas and very helpful in learning to create accessible documents.

Hip Hop artist Olmeca (keynote at the Faculty and Staff of Color Conference) came and spoke to the Men of Merit on April 11; the event was open to the college campus. He discussed “empowerment” for men of color on and off campus. The Women of Merit program kick-off is scheduled on April 25.

We have also rolled out the Intercultural Development Inventory (IDI) to DEIC and Cabinet. Deans/Directors and Student Services Leadership team are expected to participate in early May.

June 25 has been set aside for the Theatre of Change for the All-College Professional Development. Theater for Change UW uses interactive and participatory theater to advance community dialogue and address issues related to classroom and institutional climate.

Vice President Reyna participated in the City’s Inclusion Workshop series on implementing inclusion strategies. He discussed what RTC is doing to manifest diversity, equity and inclusion and lessons learned along the way. Topics included discussion about the formation/revitalization of the DEIC; our hiring process; professional development; creating an inclusive and equitable campus; and challenges to that work. There has been a lot of great work being done as an institution. It begins with the leadership and knowing the Board of Trustees supports this work, is greatly appreciated.

**Community Engagement:** In addition to our work already mentioned, our relationship with the City continues to grow. It was nice to have the City here on campus for the State of the City.

**Institutional Strength:** Enrollment is projected to end up at 98-99 percent of our allocation this year. Our enrollments are ahead of last year, but not enough to meet the increased allocation. That said, we are closer to meeting our allocation target than most colleges in the system. Next year we need to continue to maintain I-BEST levels; maintain section numbers; see growth in gen-ed; and better retain the students we have. It is likely that external economic factors will depress enrollments more.

RFT Bargaining – we have shared our interests, but now need to get down to it. It has been just over two months since we got started, so we are expecting strong cooperation among the parties to move this along. We were disappointed that the faculty did not have a quorum at yesterday’s session.

**Advocacy:** This is a quiet time of the year. It was nice to see good attendance at the Mayor’s State of the City by local legislators. Senators Hasegawa, Saldaña, Wellman; Representatives Bergquist, Hudgins, Orwall, and Senn. We plan to invite some of these legislators to Commencement. Dr. McCarthy also welcomed a visit with Congressman Adam Smith’s new legislative aide, Connor Stubbs.

Dr. McCarthy is participating in the Regional Workforce Strategy Group Transition Planning Team, which is looking at restructuring workforce development in Seattle-King County. Use of



WIOA funds, Career and College Pathways, and Career connected learning are all part of the conversation. The Governor also has a task force on career-connected learning. How these two support or conflict is difficult to understand.

**Modification of Effective Dates for Tenure Advancements** The motions approved during the March 21, 2018 meeting for probationer advancements indicated effective dates of September 10, 2018, aligned with when faculty who have completed the process start their 10<sup>th</sup> quarter of instruction as fully tenured instructors (the tenure process is nine (9) quarters; handled in eight (8) so there is a 9<sup>th</sup> quarter in case of any appeal). Advancements have also followed this schedule, but Dr. McCarthy would like to request that the effective date of advancements be modified to begin immediately, first work day of the quarter following Board action; in this case, April 2, 2018. Probationers' next review will be the fifth (5th), and eighth (8th) quarters.

*Trustee Unti introduced a motion to modify the first and second year advancements to an effective date April 2, 2018. Trustee Page seconded, and the motion **carried**.*

**Commencement** We are looking at changing the regalia for commencement. Originally, no one wore regalia, but in the recent past Faculty, Staff and Board all wore masters' gowns/hoods (unless they had a doctorate degree). Regalia will now be associated with the highest degree. Those with degrees up to a bachelor degree will now wear an RTC Stole and black gown. Those with master and doctorate degrees will wear the appropriate regalia for those degrees. The Board did not seem to have a preference in this.

**Fee Concerns** Last April, the Board approved a comprehensive fee increase from \$3 to \$13 per credit. (Our research at that time showed that we would still be low compared to other colleges—less than Bates, Green River, and Lake Washington *after* the increase.) The fee supports all students—advising, tutoring, and career services. We met with the ASG executive board and had good conversations. They voted unanimously to approve the increase. This has been an important source of revenue to the College in our current fiscal year, bringing in an additional \$800K. We would not have been able to make the financial turnaround without it. This year we are looking at increasing program specific fees. This is a balance between departmental needs to provide excellent instruction, the burden on students, pricing ourselves out of the market, for example with Running Start students, and the broader budget picture. Trustee Takamura voiced her support of the inclusion of faculty and students in these decisions. As Trustee Page mentioned a year ago, these discussions continue to highlight that the State is not providing sufficient funding for the colleges' work.

## **B. Administration/Finance**

- 1) Vice President Rodriguez informed the Board that RTC continues to be on track to break even for the year, with operating revenues trending as expected, and expenditures trending slightly lower than expected. Our working capital at the end of February increased by approximately \$230k from the previous month to \$3.5M. Our goal is to end the fiscal year with more working capital than what we started with on July 1, 2017.

We are intending to meet board policy by having a balanced budget this year. We are finalizing the budgeting process, and will provide you with an executive summary for review, and meeting opportunities prior to presentation of budget for approval in June.

**C. Board of Trustees**

- 1) Student Representation                      Trustee Takamura mentioned that this had previously been a topic of conversation in passing, and wanted to do it formally. She stated that the rules and regulations are unknown to her, but she knows some other colleges who have student trustees. Dr. McCarthy shared that there are only two colleges in our system that have student trustees; Everett and Bellevue. They are gubernatorial appointments for one-year (July-June term). There are also restrictions on Executive Sessions. Vice President Gilmore English is reaching out to the interim vice president at Everett, and Dr. McCarthy spoke with Dr. Weber from Bellevue. Dr. Weber is from Illinois, where student trustees were mandated. Colleges could have good or bad trustees. Director Supinski and students may have feedback, and how it might fit into the culture. In conversation, she feels we have a very horizontal format of structure, and is weary of elevating one student. Further there are some students that don't feel comfortable with a seat at the table. Trustee Takamura is looking for how student voices could be more involved. John Clark will send a memo regarding legal matters and voting (statute) for student trustees. Board members should think of questions you may have for the May meeting for students and Director Supinski – please send them to Dr. McCarthy in advance.
  
- 2) Board Liaison Reports
  - a) RTC Foundation                      Trustee Page reported again regarding the \$50K donation from the Wagner family for student scholarships. The Foundation Board has added two new members from the business community. They are still looking to add three to four more board members. The celebrity chef dinner planned for the spring was canceled. Director Shaw is working with the Cugini family to promote a high profiled chef. Dean Medbury noted that he was under the impression that Chef Tom Douglas has made the commitment for the next event. Scholarships are moving along.
  
  - b) RTC Advisory Board                      Trustee Entenman was not in attendance at today's meeting. Vice President Reyna reported on the meeting held April 4. Updates were brief as it was more of a business meeting for approving workforce education grants and how we would like to spend the funds. Starbucks ramps up in the winter for spring products and they ramp up for winter in the spring. Amazon is excited about partnering with RTC and Mechatronics. Boeing talked about ramping up and hiring, both in Everett and Renton. Valley Medical began construction on the cancer unit; parking is tough right now. Valley is partnering with RTC on the Health Coach program, with instruction beginning in the fall (20 students); Valley Medical pays the tuition. After fall quarter they would volunteer as coaches and work with Valley Medical and Physicians. Once they have completed, they will receive a \$1500 stipend. We are working hard to get to 20 students. High School students are also eligible. Kevin Smith from Renton School District was present, so he and Liz Nolan are connecting.

RTC has been awarded a Job Skills Program (JSP) grant to provide incumbent worker

BOARD OF TRUSTEES MEETING  
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training for Honeywell Aerospace-Redmond. Training will occur at their Redmond facility and is intended to make certain their current workers have the skills required for their new positions because of increased production.

- 3) ACCT Presentation Proposal Board Chair Palmer is discussing a presentation with four other colleges to oppose the very anti-labor presentation at ACCT last year. They don't believe it was a proactive workshop and are working with state labor council and other trustees on a presentation for the October ACCT program. The due date for presentation proposal is May 4. Clover Park Technical College is getting a college recommendation. We want people to know who their labor trustees are, and have an awareness of the labor community. They have met with Emily Yim and Jan Yoshiwara and then talked with Noah Brown to add a disclaimer to presentation proposals – not to bring items from a political climate.

*Trustee Page introduced a motion to endorse Trustee Palmer's presentation proposal for the upcoming ACCT Congress. Trustee Takamura seconded and the **motion carried**.*

6. **MEETINGS** The next regular meeting is scheduled May 16, 2018 at 3pm. A Board Study Session will be held prior to the regular meeting, beginning at 2:00 p.m. to tour the Carpenters Apprenticeship Program.
7. **EXECUTIVE SESSION** No Executive Session was held.
8. **EXECUTIVE SESSION ACTION** No action was taken.
9. **ADJOURNMENT**

There being no further business, *it was moved by Board Chair Palmer to adjourn the Board of Trustees' meeting at 5:37 p.m. **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  
May 16, 2018

**AGENDA ITEM:**           **3. 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

**RECOMMENDATION:**

None.

**Administration and Finance Report**  
**Renton Technical College Board of Trustees**  
**May 16, 2018**

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**Food Service Department**

Mother's Day advertisement in the Renton Reporter is assisting with a great number of reservations for the upcoming Mother's Day Brunch on May 13th. Plans are being made to accommodate over 800 guests on this annual community event. Reservations are highly recommended by calling 425-235-5845 X 4.

The Bite of Apprentice event sponsoring the Culinary Arts Apprenticeship program was on April 9th. The Food Services catering department won 1st Place in the College category.

It has been auction season in the cafeteria with recent events that included; Hazen High School (HS) - March 17, Renton PTSA March 26, Lindbergh HS PTA April 21 and New Horizon April 28.

A new catering seasonal menu has been released with updated pricing and a special summer BBQ section.

**Business Office**

We continue working with Clifton Larson Allen on the preparation of FY15-16 and 16-17 financial statements. Once both drafts are finalized, we will coordinate with the SAO to conduct the audits.

Staff continue to work hard to shift responsibilities and cover for our vacant Business Office positions.

We are excited about welcoming our new Budget, Accounting and Financial Services Manager, Raevel Chea, on May 14.

The Financial Aid Fiscal Specialist position closed on 5/4, and we'll be reviewing applications to begin the interview process.

**Facilities & Capital**

**Campus ADA Review** – Required modifications and accommodations resulting from the campus-wide review of ADA accommodations by the Office of Civil Rights. Modifications are required to restrooms, parking stalls, pathways, and some campus furnishings. The college has one-year to complete the necessary modifications. All work has been completed except that which was dependent on the legislature appropriation of capital funding, including a twenty foot section of sidewalk west of Bldg. H having been replaced to make it a compliant ADA Accessible pathway complete with signage, in addition to a host of other modifications. **Update:** *Now that the state allocation has been released, the ADA Restroom Modification Project is going back out to bid, a contract will be awarded to lowest bidder, and the work will be completed by spring 2019, thereby completing the last of the remaining items resulting from the ADA review.*

**Burnett Ave. South Lease for New WorkSource Renton Center** – Programming, design, and cost estimating are complete and bids were opened December 29<sup>th</sup>. A contractor has been selected to perform remodel modifications once a lease is agreed upon and signed and the building permit has been issued. The building owner is working on the terms of lease before releasing it to the college for our

signature. **Update:** *The Dept. Of Engineering services has approved the terms of the lease and it is being prepared for signing. Measures are being taken to initiate the tenant improvements in order to ensure occupancy by summer quarter of this year.*

**Current Capital Repair Projects** – Planning and design is in progress on Capital Minor Works Repair projects now that state allocation of funds has been released. All work for the biennium needs to be started and finished between this summer and July of 2019. The following projects are scheduled to go out to bid in the next few weeks with construction scheduled for July through November 2018:

- **Bldg. J Roof Replacement** –Capital repair project to replace the cement-tile roof with a new metal standing-seam roof similar to adjacent buildings on campus. Update: bids have been received and the low bidder is within 10% of the architect’s cost estimate.
- **Bldgs. B HVAC Controller Replacement** – Bldg. B will receive heating system replacement of controllers.
- **Fire Alarm Upgrade to South Campus Buildings** – Upgrade the fire alarm systems for several south campus buildings. The current systems have reached the end of their useful life and require replacement. Includes establishing a south campus fire alarm hub and connecting it to Building N main fire alarm panel. This is the 1<sup>st</sup> part of a two-part project continuing onto other campus buildings next biennium.

**Minor Capital Program Projects for Next Biennium** – Projects have been selected by the college and application to the state for funding has been submitted for the following projects to be constructed next biennium: Multi-Cultural Center in Building ‘H’, T.I.G. Welding shop Relocation and expansion (Bldg. A), ‘H’ 102/103/104/105 (Assembly Room) Upgrades, and Campus Irrigation System Repairs.

The following personnel actions occurred during April 2018 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
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- Hires

None

-Separations

None

-Retired

None

WFSE	Effective Date	Position	Department
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- Hires

None

-Separations

Garcia, Arcadia	4/13/2018	Financial Aid Specialist / BO	Business Office
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-Retired

None

Prof Tech	Effective Date	Position	Department
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- Hires

None

-Separations

Mudd, Danette	4/13/2018	HR Representative / Assistant Recruiter	Human Resources
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-Retired

None

Exempt / Administrative	Effective Date	Position	Department
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- Hires

Boon, Celva	4/1/2018	Financial Aid Director	Financial Aid
Cookson, Olivia	4/1/2018	TAP Grant Coordinator	Construction Center of Excellence

-Separations

None

-Retired

None

RFT	Effective Date	Position	Department
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- Hires

Beadling, Beth	4/2/2018	Full Time Faculty	Nursing
Dempster, Diane	4/18/2018	Full Time Faculty	WTED / Mechatronics
Graham, Megan	4/1/2018	Adjunct Faculty	Surgical Technology
Kadkhoda, Ali	4/2/2018	Adjunct Faculty	Commercial Building Eng
Rice, Marie	4/18/2018	Adjunct Faculty	BIRT
Stoian, Radu	4/20/2018	Adjunct Faculty	Automotive Technology

-Separations

Morrell, Andrea	4/10/2017	Adjunct Faculty	Culinary Arts
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-Retired

None

	Monthly Total Hires	% of Diverse Hires YTD
Full time	4	48%
Part time	4	40%



**College Technology Services - Information Technology Report**  
**Renton Technical College Board of Trustees**  
**May 16, 2018**

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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.

**INFRASTRUCTURE PROJECTS COMPLETED – No new updates**

**TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS – No new updates**

**COST SAVINGS INITIATIVES IN PROGRESS**

- Migrate Computer Science to IT Support structure – Savings in Hardware – Enhanced Support - Information Gathering
- 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 in progress
- Website Phase III – Implementation in Progress
- Security Access Control System – Building J is in process
- 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 cost reduction – Vendor changed platforms- ON HOLD
- File Server – File Structure Rebuild – Planning in progress
- Adobe eSign Document Signing– Signed Contract – Single Sign on Completed – Building Environment
- ctLink – Statewide Enterprise Resource Planning (ERP) – Remediation in Progress – Localized Workshops around workflow continue – Project Timeline Extended to 2021
- New Badging System – Active Directory Integration – Finished – Testing needed
- IP Sub-netting – Changing IP scheme to align with SBCTC assigned IP addresses – In Progress
- Microsoft Office 2016 – Installation across campus – In progress – 60% complete
- Student Domain Migration
- Administrative Domain Remediation
- NUAF – New User Authorization Form – Redesigning new form – Add Change Terminate (ACT) form
- Additional Cameras in Building I – Change order signed – Implementation in progress
- Active Directory Integration – Single Sign on – CANVAS – Developing Communication Plan
- Upgrade IT internal systems – Service Desk – Testing
- Server Room – Hardware Consolidation



## **UPCOMING PROJECTS**

- IT Written Policies
- Develop a catalog of services and Service Level Agreements
- Backup Infrastructure – Policy, Procedure, Offsite Backups
- Domain functional level upgrade – 2012
- Disk Encryption – Laptops/Workstations
- Projector Replacements – – ON HOLD – Pending funding
- Wireless upgrades and remediation – Improve Coverage – ON HOLD – Pending funding
- TV and Other Rental Equipment Upgrades – ON HOLD – Pending funding
- Cafeteria Speaker Upgrade – ON HOLD – Pending funding
- RFID (Radio Frequency Identification) – ON HOLD – Pending funding
- Digital Signage Phase III – Offsite Locations – ON HOLD – Pending Funding
- Auditorium Upgrades – ON HOLD – Pending funding
- Classroom Technology Standardization – ON HOLD – Pending funding

## A. COMMUNICATIONS AND MARKETING

The strategic marketing and communications efforts we have been developing all year are paying off, with great content and messaging driving our efforts. We see the results in our web traffic, our online form submissions, and social media analytics. Recent activity includes the following:

### WEB NEWS

- [Alma Meza receives award for teaching excellence](#)
- [RTC will redesign math curriculum with \\$50,000 grant](#)
- [STEM\\*E Summit will focus on educational equity](#)
- [Scholarships, potential jobs available for 10 CNA students](#)
- [Employers seek job candidates at Career Fair May 2](#)

### ADVERTISING AND MARKETING

#### YouTube

Our YouTube [sponsored video](#) has had over 25,000 views! This is almost four times the number estimated for the month. Importantly, we are seeing visits to our website directly from the video.

#### Upcoming

In May, we will launch a comprehensive and creative new advertising campaign focused on how RTC helps students succeed. The word SUCCEED will be the theme for these campaigns. We will have radio spots, digital and print advertising, and social media campaigns, all aimed at driving traffic to our online submission form to generate leads for new students for fall quarter enrollment (We look forward to distributing some of the creative collateral at the board meeting). Additionally, we will adopt a concise, consistent, and catchy tagline to increase recognition and awareness.

#### Print

We will soon send to the printer a series of view-books around our Areas of Study. These are heavy on photography and graphics and light on text, and aimed at providing a high-level overview of our programs.

### SOCIAL MEDIA HIGHLIGHTS IN PAST MONTH

Our social media audiences and engagement continue to grow as we focus on the quality and shareability of posts.

#### Twitter

- \* Impressions up 190%
- \* Top Tweets: Bite of the Apprentice and Danny Bonaduce

#### Instagram

- \* Followers up to 4%

#### Facebook

- \* 6 individual posts generated large audiences, including: College Spark grant (1.4K), Alma Meza's award (1K+), and Danny Bonaduce judging the Bite of the Apprentice (1.7K)

### PRESS

Earned media highlights over the past month:

- [Issaquah health care provider offers nursing assistant scholarships](#)
- KCPQ will be focusing on Renton the week of May 14, and will feature RTC. Interviews/visits are scheduled for May 2.

## **B. INSTITUTIONAL RESEARCH**

- Results of the employee satisfaction survey were analyzed and are ready to be shared with the campus community via a Tableau dashboard. The survey responses were analyzed in the area of data and technology, employee satisfaction, engagement and communication, equity, leadership and vision, onboarding, policies and procedures, strategy and planning, teaching and learning, and the tenure process based partially on the Achieving the Dream Institutional Capacity Assessment Tool (ICAT). Results of this survey will be used to assess benchmarks of several strategic indicators in the Annual Strategic Plan Monitoring Report that will be shared with the campus and Board of Trustees in June. Additionally, campus forums are being organized to provide a space for faculty and staff to come together and discuss the results. Tentatively, forums will be held on June 7, 8, and 11.
- In addition to the employee satisfaction survey, the technology use survey for students and faculty/staff was administered in April and will be analyzed to assess the college's technology services and capacity and to use the results for improving student success at RTC.
- The IR Office has engaged with unit leaders to finalize and submit their Year Two Annual Unit Plans in April. The submitted Year Two Annual Unit Plans will be used to track the progress of each unit's priority activities for achieving its strategic goals which are aligned with RTC's strategic goals and objectives.

## **C. GRANTS OFFICE**

- Over the past month, the Grants Office has written and submitted the following grants: SBCTC Workforce Development Fund allocation for the Industrial Engineering program (\$150,000); the Early Achievers Grant (\$41,500); the Corrections Education grant (\$75,000); and the Ultimate Collision Program Makeover grant (\$50,000). Additionally, RTC's \$50,000 College Spark Math Pathways grant was awarded, which will further support our Guided Pathways work.
- On the post-award side, the grant-related conflict of interest policy was approved. This policy is required by our federal funders. The Director of Grants oversaw the final spend-down of two grants (Land Survey curriculum development and Wells Fargo Veterans Emergency Fund) and wrote and submitted close-out reports for both grants. The Director of Grants also drafted the MOU for the Job Skills Program with Honeywell, which is in the final signature stage. Lastly, the Director continues to meet with grant staff to revise budgets, meet reporting deadlines, and ensure that grant deliverables are on track.

## **D. STRATEGIC INITIATIVES AND ACCREDITATION**

- RTC hosted ATD Leadership and Data Coaches, Omero Suarez and Miguel Ceja, on campus May 1 and 2. ATD coaches met with a variety of staff and faculty during their visit. Sessions included dialogue around strategic planning, equity, guided pathways, and the ATD adjunct faculty grant program.
- On May 9, RTC hosted a staff and faculty in-service from 9-4 p.m. focused on the college's guided pathways work. Pathways coaches Diane Troyer and Rich Cummins attended the workshop and led conversations around the importance of guided pathways and the impact on student success and equity outcomes.
- Program revisions proposals continued to be developed and submitted to NWCCU for review and approval. Major and minor program revisions are currently under way for a number of programs.



### **Office of Innovative Teaching and Learning**

- **Recent Professional Development Activities for faculty:**
  - Fall and Winter Quarters: facilitated Teaching Essentials <https://rtc.edu/teaching-essentials> Four-course series of teaching basics resulting in short-term certificate; offered statewide. 20 faculty completed the certificate; 12 of them were RTC faculty; 10 of those were tenure-track.
  - Certificate in eLearning Design and Development <https://rtc.edu/elearning-design-and-development> - Courses were re-designed from 8 weeks to 6 weeks each. Currently running with about 12 students per course; researching ways to bring in more next year.
  - In order to meet Department of Education “Regular and Substantive Interaction” financial aid requirements for online courses, a new Self-paced course was adapted from the Community Colleges of Spokane course for our faculty, entitled Faculty Presence in Online Learning. This was put together in mid-December.
  - Winter quarter: Piloted a short online workshop on using ALLY (our subscription started in January). It was completed by 7 faculty. The decision was then made to incorporate ALLY how-to information into a more complete workshop on Accessibility, for all employees.
  - Spring Quarter: Completed workshop design for Accessibility course to become an RTC Access Advocate. The Accessibility committee members are completing it now. The plan is to roll it out soon, with an expectation that everyone on campus becomes an Access Advocate by Spring, 2019.
  - Fantastic Week Four – lunchtime mini in-services provided by faculty rolled out with a lot of success; enthusiastic conversations and ideas exchanged.
  - Spring quarter Tenure Review Update meetings with faculty (offered 3 times); good conversations; new suggestions will be discussed at our next meeting.
  - Facilitation/coordination of group of 12 faculty attending Assessment, Teaching, and Learning conference in May.
  - “Small Changes” online workshop of ideas exchanged between faculty that started after fall in-service is in final quarter.
  - Planning has started for next Fall’s faculty in-service.
  - [RTC Faculty Expectations](#), rolled out last year with a Jan. 1st deadline for faculty to complete Canvas Basics, Hybrid 101, and Online Boot Camp have had a lot of activity.
  - Certificates of completion and stipends have been awarded to:
    - *Canvas 101*: 67 faculty

- *Hybrid 101*: 15 faculty (Note that some faculty have already taken Hybrid Exchange in the past.)
- *Online Boot Camp*; 23 faculty (Note that a few faculty have taken the QM course)
- **eLearning/Canvas**
  - Sent 2 faculty to the Canvas Conference in Tacoma with eLearning budget and was able to arrange a free ticket for an additional faculty member.
  - Caption Hub administrator in Canvas – getting our videos compliant with captions via a reduced rate in SBCTC. To date we have captioned 92 videos for faculty.
  - ALLY accessibility tool; Information on this is included in the new Access for All workshop.
  - Started a pilot Quizlet subscription for faculty use; they can use Quizlet Live in their classrooms, as well as embedding it into Canvas as a study tool. I view this as an equity tool that will help our many students for whom English is not their native language.

### **General Education and Transfer**

- The third cohort is preparing to finish the BAS in Application Development. Students will present their capstone projects to a public audience in June.
- The first cohort of the BAS in Network Architecture includes 11 students. Approximately half already work in IT and are hoping to advance their careers with their degree.
- Accounting students had a successful run with VITA, which prepares simple income tax returns free of charge.
- The new curriculum and reduced credit load for the certificate, AAS, and AAS-T in computer science have been approved by SBCTC. Students will get instruction in the in-demand areas of networking, data structures, and algorithms in addition to the program’s successful mix of programming and web design classes.
- Students in Medical Office Programs continue to work towards certification as professional coders. Two students have passed their CPC exam this year.
- In the fall, specialized sections of Applied Composition and English Composition will be offered for four areas of study: advanced manufacturing, health and human services, culinary arts, and information technology. This work has been completed thanks to a one-year planning grant from College Spark.



Student Services Report  
Renton Technical College Board of Trustees  
May 16, 2018

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**A. EDUCATIONAL SUPPORT SERVICES**

Our Director of Disability Resource Services, Marisa Hackett, was recently elected to serve as president-elect on the state's Disability Student Services Council. It is a 3-year commitment that will keep RTC front and center on the SBCTC level with this work. In Veterans Services, at their last luncheon students spent time in a brainstorming activity to discuss how service delivery can be improved, and came to agreement on moving some specific things forward. This includes interest in developing a Veterans lounge on campus where Veterans can further access resources designed for them. Our Veterans Services Manager, Wade Parrott III, is keeping up to date on mandatory changes to how we certify Veterans to receive benefits.

**B. ENROLLMENT & ENROLLMENT SERVICES**

Academic transfer remains below this time last year, while we expect College & Career Pathways to be on pace. We still have some IBEST coding to complete. Summer/Fall registration begins the week of May 14<sup>th</sup>. The office has completed its search for the Enrollment Services Tech Specialist.

**C. FINANCIAL AID**

Our Financial Aid office will be applying to the Washington State Achievement Council (WSAC) to be a pilot college for a streamlined Satisfactory Academic Progress (SAP) policy. Currently, there are two separate policies for SAP: one for federal aid, and one for state aid. The pilot would allow the College to administer one policy for both federal and state aid. This would serve to streamline departmental work, and would make communication to students significantly clearer.

**D. CAMPUS SECURITY**

Campus Security is preparing to begin collecting statistics for the 2017 Annual Security Report. The department is also in the process of creating an updated and improved draft of an Emergency Operations Plan. This includes an emergency communications plan, the development of which is happening collaboratively with Marketing and Communications. Testing of the Alertus Desktop Panic button to mobile application was successful. Security staff will be adding functionality to their duty phones to receive mobile alerts from the Alertus system if someone activates the panic button from their computer (once Alertus has been deployed).

**E. STUDENT SUCCESS SERVICES**

We are in the final phase of preparing to launch a Behavioral Intervention Team. At RTC, it will be called the Behavioral Intervention Support Team, as we have chosen to focus our effort around student support, as we seek to promote a safe community environment. A team of staff has been formed and has been meeting over the past several quarters as we build out the model we'll use here at the college, to include an online reporting tool, resources, and information.

**F. STUDENT PROGRAMS & ENGAGEMENT – See Student Leadership Report**



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RTC Foundation Report  
Renton Technical College Board of Trustees  
May 16, 2018

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### **Events**

Mark your calendars for the Norma Cugini Celebrity Chef Dinner November 15, 2018. We have confirmed national celebrity Chef Tom Douglas for the next Celebrity Chef Dinner. He is only available for one day, so the goal is to incorporate student learning and to expand the silent auction. The Demonstration Kitchen needs upgrades. Carrie is meeting with Cathy Cugini to discuss plans and sponsorships. The goal was to confirm a chef by April, so we can check that box!

In addition, Angie Mar has indicated she wants to be our Celebrity Chef for fall 2019. *Forbes Magazine* named Chef Mar one of the nation's top chefs in 2017. She owns Beatrice Inn in New York City and is a Seattle native. More details will be confirmed in January 2019.

### **Spring Quarter Scholarships**

The scholarship cycle for Fall Quarter 2018 is scheduled to open May 14 through June 15<sup>th</sup>. Carrie has scheduled workshops in the LRCC and plans individual classroom visits to help students with the application process. Funds from the Swedish \$15,000 gift for allied health and aerospace manufacturing will be a special target. The *Andee Jorgensen Scholarship for Student Success* will be offered for the first time fall quarter. This scholarship focuses on individuals who have overcome challenges in life and is open to all programs. Many thanks to the Trustees for approving the naming of the Student Success Center to be the ***Andee Jorgensen Student Success Center***.

The donor for the new scholarship *Grandma Cares for Trades* which debuted spring quarter has decided to expand her gift to cover all three quarters that the Foundation awards scholarships, tripling her gift.

### **Foundation Board**

Plans are underway to connect with Marjorie Langton, former co-founder of JR Manufacturing, in May for a possible campus tour and lunch with Kevin McCarthy. Brenda Collons, VP of Strategic Communications at Hydrogen Advertising and longtime Renton resident has expressed a desire to join the Board.

### **Development**

The Foundation is submitting a grant to the RealNetworks Foundation with a request for funds to support the emergency grants for students and increase the amount an individual student can receive.

Carrie attended the bi-annual gathering of Advancement leadership and Foundation Executive Directors at Skagit Valley College and shared with the Board her top takeaways from the conference.

### **Government Affairs**

The South Sound Chambers of Commerce Legislative Coalition (SSCCLC) has tasked Director Shaw with developing a Roundtable discussion about higher education with business leaders and lawmakers. RTC has been asked to host and Carrie met with President Kevin McCarthy to finalize a draft. Vicky Baxter, CEO of the Renton Chamber is presenting to the SSCCLC CEOs for final approval and Kevin has brought the event proposal to the presidents of Green River and Highline Colleges.

Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

**AGENDA ITEM:**        4.    **ACTION ITEMS**

**SUBJECT:**            A.    Student Leadership Budget 2018/19

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

**BACKGROUND:**

**A. Student Leadership 2018/19 Budget Approval**

Director of Student Programs and Engagement, Jessica Supinski and Student Leaders will present the 2018/19 ASG Budget for Board approval.

**RECOMMENDATION:**

None





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DATE: May 3, 2018  
TO: RTC President, Dr. Kevin McCarthy and RTC Board of Trustees  
FROM: RTC Associated Student Government Members  
RE: 2018-2017 Services & Activities Proposed Budget

Dear RTC Board of Trustees and President McCarthy,

The ASG Senate has decided how to allocate the estimated revenue of \$590,000 that will be collected in 2018-2019 from the Services & Activities Fee.

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

On March 9, 2018, the ASG Budget Committee voted to bring the attached version of the budget to the ASG Senate as a committee. **On April 10, 2018, the ASG Senate voted to adopt the proposed budget and forward it to you all for review and approval.**

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

Sincerely,

RTC Associated Student Government Members

<b>2018-2019 Services &amp; Activities Budget (Second draft as of 3/9/18)</b>		
<b>Projected Revenue</b>		<b>\$590,000</b>
<i>Projected Expenditures</i>		<i>\$641,150</i>
<i>Work Study Partner Funding</i>		<i>\$51,150</i>
<b>BUDGET NUMBER</b>	<b>BUDGET NAME</b>	<b>AMOUNT</b>
522-264-SG01	Student Programs & Engagement Administration	\$30,000
522-264-SG02	Associated Student Government	\$91,500
522-264-SG03	Inclusive Multicultural Programming	\$112,200
522-264-SG04	Student Access Fund	\$18,000
522-264-SG05	Student Organizations Resources	\$133,650
522-264-SG06	Student Ambassadors	\$14,800
522-264-SG07	Learning Resource & Career Center	\$125,000
522-264-SG08	New Student Orientation Program	\$20,000
522-264-SG15	Contingency Funds	\$96,000
	<b>TOTAL</b>	<b>\$641,150</b>

Program: **Student Programs & Engagement Admin**  
 Instructor/Staff: **Jessica Supinski**  
 EXPENDITURE ACCOUNT NO: **522-264-SG01**  
 Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Department Copier Charges		<b>\$4,000</b>	
		Department Office Supplies		<b>\$15,000</b>	
		Department Phone Charges		<b>\$1,000</b>	
		Professional Development for SP&E Staff		<b>\$10,000</b>	
			<b>TOTAL:</b>	<b>\$30,000</b>	

Program: **Associated Student Government**  
 Instructor/Staff: **Jessica Supinski**  
 EXPENDITURE ACCOUNT NO: **522-264-SG02**  
 Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		(6) ASG Executive Members		<b>\$70,000</b>	(6 students X 17 hr/wk X 50 wks X \$12 & funding for hourly pay for senators)
		Benefits - Student Positions		<b>\$2,100</b>	
		End of Year Recognition Ceremony		<b>\$2,000</b>	(100 attendees X \$20)
		Student Leadership Tshirts/Hoodies		<b>\$2,500</b>	(100 students X \$25)
		Women's Student Leadership Institute		<b>\$7,500</b>	(airfare, reg, hotel)
		CUSP Leadership Conference		<b>\$5,000</b>	(10 students X \$500)
		CUSP Legislative Academy		<b>\$1,200</b>	(4 students X \$300)
		CUSP Voice Academy		<b>\$1,200</b>	(4 students X \$300)
			<b>TOTAL:</b>	<b>\$91,500</b>	

Program: **Inclusive Multicultural Programming**  
 Instructor/Staff: **Jessica Supinski**  
 EXPENDITURE ACCOUNT NO: **522-264-SG03**  
 Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Student Leadership Multicultural Programs Manager Salary		<b>\$32,700</b>	2/3 of salary
		Benefits		<b>\$12,500</b>	2/3 of benefits
		Multicultural Identity Groups Outreach Programming		<b>\$15,000</b>	
		Multicultural Campus Events Students of Color Conference		<b>\$15,000</b>	
		Cross-Cultural Dialogues		<b>\$8,500</b>	(17 students X \$500)
		Spring Unity Festival		<b>\$3,000</b>	
		Queer I Am Conference		<b>\$6,000</b>	
		Men of Merit Program		<b>\$1,500</b>	
		Women of Excellence Program		<b>\$9,000</b>	
		<b>TOTAL:</b>		<b>\$112,200</b>	

Program: **Student Access Fund**  
 Instructor/Staff: **Jessica Supinski**  
 EXPENDITURE ACCOUNT NO: **522-264-SG04**  
 Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Textbook Access Program		\$5,000	
		Calculator Lending Program		\$500	
		Student Emergency Funds		\$6,500	
		Partial Support for Elijah's Pantry		\$6,000	
			<b>TOTAL:</b>	<b>\$18,000</b>	

Program: **Student Organizations Resources**  
 Instructor/Staff: **Jessica Supinski**  
 EXPENDITURE ACCOUNT NO: **522-264-SG05**  
 Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Student Leadership Project Manager Manager - Benefits		<b>\$49,200</b> <b>\$18,700</b>	
		Student Involvement Outreach Fairs Funding for Student Orgs/Clubs		<b>\$750</b> <b>\$50,000</b>	club requests (including travel)
		Phi Theta Kappa Annual Funding		<b>\$15,000</b>	
<b>TOTAL:</b>				<b>\$133,650</b>	

Program: **Student Ambassadors**  
 Instructor/Staff: **Jessica Supinski**  
 EXPENDITURE ACCOUNT NO: **522-264-SG06**  
 Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		(2) Student Ambassadors		<b>\$14,400</b>	(2 students X 15 hr/wk X 40 wks X \$12)
		Benefits - Student Positions		<b>\$400</b>	
			<b>TOTAL:</b>	<b>\$14,800</b>	



Program: **Learning Resource and Career Center**  
 Instructor/Staff: **Jessica Supinski**  
 EXPENDITURE ACCOUNT NO: **522-264-SG07**  
 Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Contribution to LRCC Director		<b>\$25,000</b>	
		Student Tutors		<b>\$86,000</b>	
		Benefits-Student Positions		<b>\$3,500</b>	
		Office Supplies		<b>\$2,000</b>	
		Copier Supplies		<b>\$5,000</b>	
		Office Phones		<b>\$1,000</b>	
		Career Services Software Annual License		<b>\$2,500</b>	
		The college will co-fund the LRCC at \$120,000, making the total budget for the LRCC = \$245,000			
			<b>TOTAL:</b>	<b>\$125,000</b>	

Program: **New Student Orientation**  
 Instructor/Staff: **Jessica Supinski**  
 EXPENDITURE ACCOUNT NO: **522-264-SG08**  
 Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Lunches		\$9,000	
		Welcome BBQ		\$6,000	
		Postage		\$1,000	
		Giveaways		\$4,000	
			<b>TOTAL:</b>	<b>\$20,000</b>	

Program: **S&A Contingency Fund**  
Instructor/Staff: **Jessica Supinski**  
EXPENDITURE ACCOUNT NO: **522-264-SG15**  
Fiscal Year: **2018-2019**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		At Least 15% of Projected Revenue		\$96,000	
			<b>TOTAL:</b>	<b>\$96,000</b>	

Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

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

**SUBJECT:**            A.    Guided Pathways Presentation

BOARD CONSIDERATION	
X	Information
	Action

**BACKGROUND**

A presentation will be shared with the Board by Michelle Campbell, Angel Reyna, and Jessica Gilmore-English regarding Renton Technical College’s implementation of Guided Pathways. The presentation will include a review and discussion about the four essential practices of the Guided Pathways framework, essential equity practices, the college’s timeline for implementation, and key success indicators. In addition, an overview of the past, present, and future plans for Guided Pathways implementation at the College will be outlined.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

**AGENDA ITEM:** 5. **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 April 18, 2018 Board meeting.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
May 18, 2018

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

**SUBJECT:**            C.    Administration/Finance

BOARD CONSIDERATION
X Information
Action

**BACKGROUND**

1) Monthly Finance Report

Vice President, Rodriguez will provide an update to trustees on the monthly operating reports for March, 2018.

**RECOMMENDATION:**

None.

**RENTON TECHNICAL COLLEGE  
MONTHLY OPERATIONS REPORT  
FISCAL 2017-18  
For the Month of March 2018**

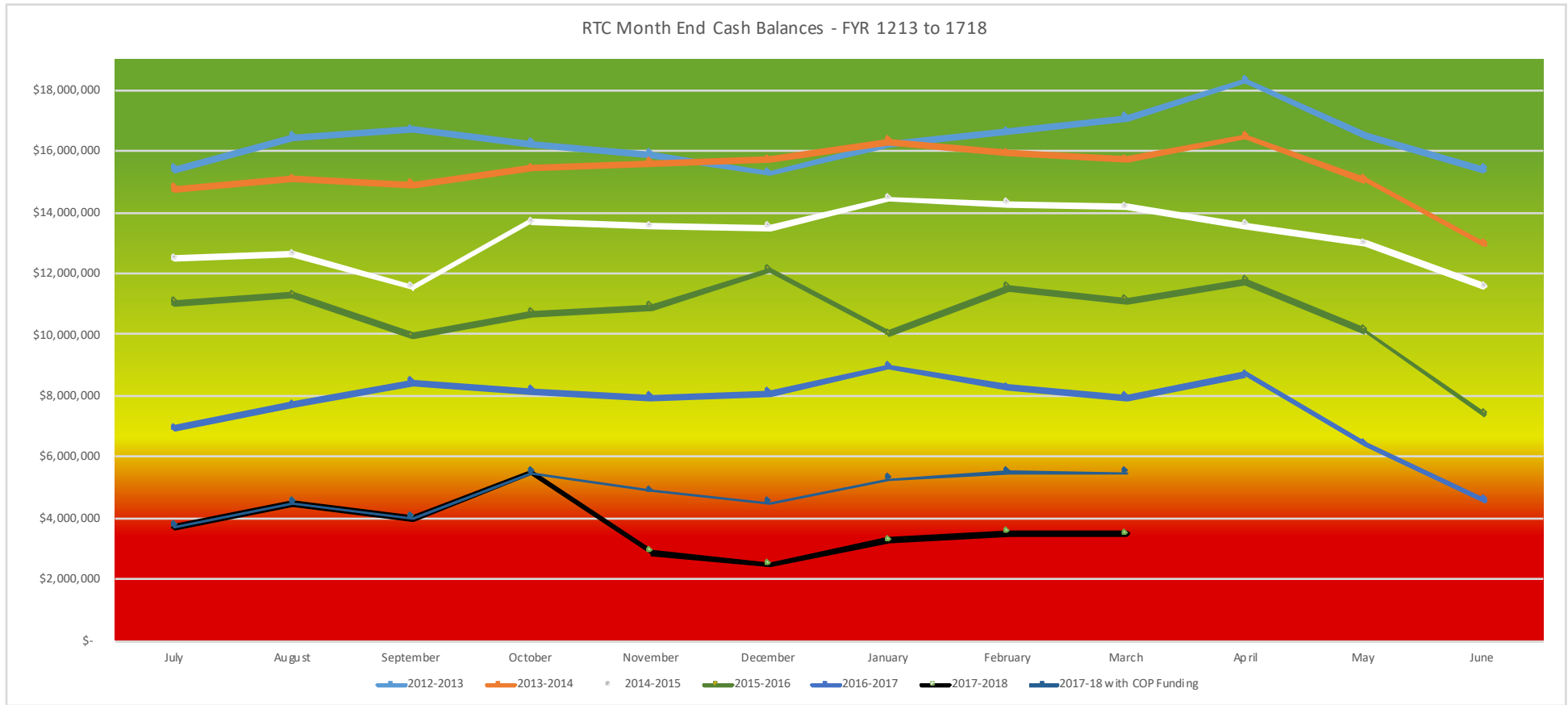
	February 2018 - Actual	Year to Date - March 2018 - Actual	Year to Date - March 2018 - Budgeted	Budget Variance - Favorable (Unfavorable)
<b>Beginning Cash Balance</b>	\$ 3,506,661	\$ 4,568,443		
<b>Add - Revenues:</b>				
Tuition & Fees - Funds 060 148 149 561	\$ 1,253,856	\$ 7,934,818	\$ 7,660,199	\$ 274,619
Grants and Contracts	\$ 163,761	\$ 2,349,428	\$ 2,472,003	\$ (122,575)
Student Government	\$ 50,014	\$ 563,400	\$ 484,185	\$ 79,215
Bookstore	\$ 45,658	\$ 515,494	\$ 804,533	\$ (289,039)
Security/Parking	\$ 44,845	\$ 430,529	\$ 142,500	\$ 288,029
Culinary Arts - Food Services	\$ 101,993	\$ 1,012,450	\$ 938,774	\$ 73,677
Interest Income	\$ 1,081	\$ 41,605	\$ 26,250	\$ 15,355
Rental Income - Excluding Catering	\$ 23,494	\$ 124,915	\$ -	\$ 124,915
Scholarship and Student Loan Funds Received	\$ 346,106	\$ 6,395,511	\$ 6,744,231	\$ (348,720)
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ 235,356	\$ (235,356)
<b>Net Operating Revenues</b>	<b>\$ 2,030,808</b>	<b>\$ 19,368,151</b>	<b>\$ 19,508,031</b>	<b>\$ (139,880)</b>
Add - State Allocation - Payroll & Benefits	\$ 1,898,248	\$ 15,976,502	\$ -	
State Allocation - VPA Expenses	\$ 48,208	\$ 462,587	\$ -	
Capital Allocation	\$ 118,116	\$ 118,116	\$ -	
<b>Total State Funding (1)</b>	<b>\$ 2,064,572</b>	<b>\$ 16,557,204</b>	<b>\$ 14,240,117</b>	<b>\$ 2,317,087</b>
<b>Total Revenues</b>	<b>\$ 4,095,379</b>	<b>\$ 35,925,355</b>	<b>\$ 33,748,148</b>	<b>\$ 2,177,207</b>
<b>Less - Expenses:</b>				
Salaries - A	\$ 1,701,670	\$ 14,482,085	\$ 14,401,422	\$ (80,663)
Benefits - B	\$ 578,474	\$ 5,082,431	\$ 5,068,477	\$ (13,955)
Supplies and Materials - E	\$ 1,136,129	\$ 4,149,992	\$ 5,113,781	\$ 963,788
Cost of Goods Sold - F	\$ 81,287	\$ 709,243	\$ 768,750	\$ 59,507
Travel - G	\$ 30,056	\$ 178,858	\$ 238,061	\$ 59,204
Equipment - J	\$ 48,996	\$ 742,836	\$ 1,214,252	\$ 471,417
Computer Equipment - K	\$ 5,492	\$ 422,038	\$ -	\$ (422,038)
Financial Aid - N	\$ 705,980	\$ 7,739,539	\$ 6,943,406	\$ (796,133)
Bad Debt - W	\$ 6,719	\$ 16,384	\$ -	\$ (16,384)
<b>Total Expenses</b>	<b>\$ 4,294,803</b>	<b>\$ 33,523,406</b>	<b>\$ 33,748,148</b>	<b>\$ 224,743</b>
<b>Net Operating Surplus (Deficit)</b>	<b>\$ (199,424)</b>	<b>\$ 2,401,949</b>	<b>\$ -</b>	<b>\$ 2,401,949</b>
<b>Other Sources (Applications) of Cash:</b>				
Changes in Petty Cash; Accts. Receivable & Accts. Payable	\$ 212,407	\$ (913,278)		
Sales / (Purchases) of Investments & Bond Amortization	\$ (3,123)	\$ 347,839		
Payment of Bldg. & Innovation Fee to State	\$ (5,451)	\$ (687,905)		
Land Purchase	\$ -	\$ (2,205,978)		
<b>Total Other Sources (Applications) of Cash</b>	<b>\$ 203,833</b>	<b>\$ (3,459,322)</b>		
Adjustments to Cash - Posting Errors	\$ (24,646)	\$ (24,646)		
<b>Ending Cash Balance</b>	<b>\$ 3,486,424</b>	<b>\$ 3,486,424</b>		
<b>Add College Reserves:</b>				
Local Government Investment Pool (LGIP)	\$ 941,186	\$ 941,186		
Investment Bonds held in trust by US Bank	\$ 2,676,529	\$ 2,676,529		
<b>Total Reserves</b>	<b>\$ 3,617,715</b>	<b>\$ 3,617,715</b>		
<b>Total Cash and College Reserves</b>	<b>\$ 7,104,138</b>	<b>\$ 7,104,138</b>		
	<b>Actual %</b>	<b>Actual YTD</b>	<b>Budgeted YTD</b>	<b>Budgeted %</b>
<b>Total Current State Allocation</b>	<b>100.0%</b>	<b>\$ 18,634,747</b>	<b>\$ 18,986,823</b>	<b>100.0%</b>
<b>Allocation Used - Year to Date</b>	<b>88.2%</b>	<b>\$ 16,438,658</b>	<b>\$ 14,240,117</b>	<b>75.0%</b>
<b>Remaining State Allocation</b>	<b>11.1%</b>	<b>\$ 2,077,543</b>	<b>\$ 4,746,706</b>	<b>25.0%</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  
Month End Cash Balances  
Fiscal Years 2012-13 through 2017-18**










Fiscal Year	July	August	September	October	November	December	January	February	March	April	May	June
<b>2012-2013</b>	\$ 15,406,853	\$ 16,440,142	\$ 16,684,281	\$ 16,231,807	\$ 15,894,628	\$ 15,249,243	\$ 16,187,065	\$ 16,618,617	\$ 17,059,576	\$ 18,312,510	\$ 16,478,726	\$ 15,400,372
<b>2013-2014</b>	\$ 14,753,171	\$ 15,078,689	\$ 14,889,337	\$ 15,428,311	\$ 15,587,532	\$ 15,707,577	\$ 16,292,131	\$ 15,931,893	\$ 15,691,904	\$ 16,438,519	\$ 15,053,912	\$ 12,941,729
<b>2014-2015</b>	\$ 12,476,324	\$ 12,601,518	\$ 11,518,012	\$ 13,652,486	\$ 13,524,300	\$ 13,500,628	\$ 14,404,079	\$ 14,284,524	\$ 14,150,123	\$ 13,557,281	\$ 12,981,307	\$ 11,556,937
<b>2015-2016</b>	\$ 11,046,676	\$ 11,288,026	\$ 9,944,784	\$ 10,690,229	\$ 10,899,672	\$ 12,106,633	\$ 10,000,461	\$ 11,521,354	\$ 11,122,439	\$ 11,735,403	\$ 10,139,205	\$ 7,381,164
<b>2016-2017</b>	\$ 6,936,878	\$ 7,710,998	\$ 8,421,364	\$ 8,139,571	\$ 7,932,685	\$ 8,083,402	\$ 8,951,305	\$ 8,274,997	\$ 7,940,000	\$ 8,678,492	\$ 6,383,193	\$ 4,568,443
<b>2017-2018</b>	\$ 3,712,718	\$ 4,502,577	\$ 4,001,662	\$ 5,483,559	\$ 2,875,331	\$ 2,497,715	\$ 3,275,060	\$ 3,506,661	\$ 3,486,424			
<b>2017-18 with COP Funding</b>	\$ 3,712,718	\$ 4,502,577	\$ 4,001,662	\$ 5,483,559	\$ 4,875,331	\$ 4,497,715	\$ 5,275,060	\$ 5,506,661	\$ 5,486,424			





**FY1718 OPERATING FUNDS VARIANCE REPORT**

% of Fiscal YR: 83.29% | 5/1/2018

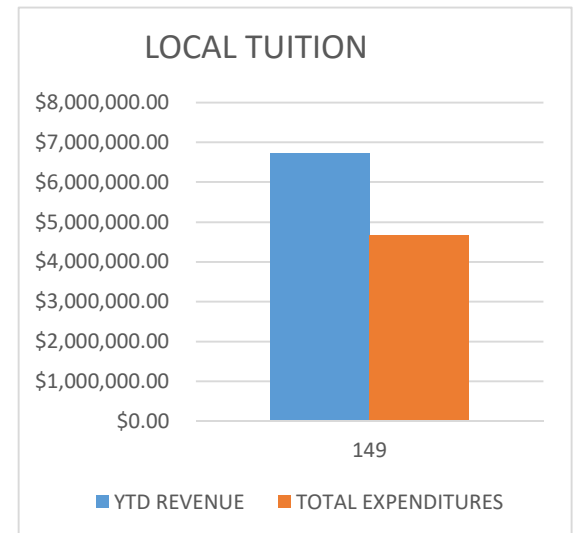
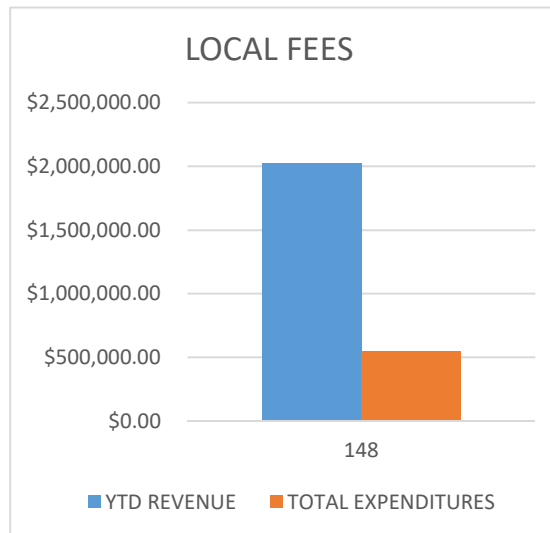
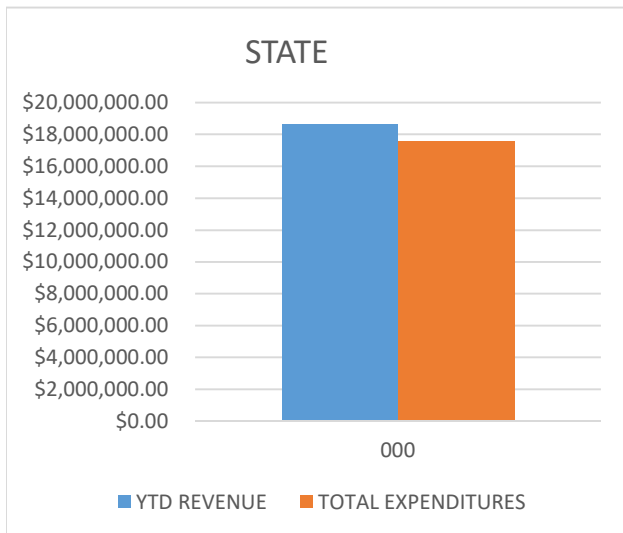
By FUND				% of Bdgt Exp EXP/BDGT	% of Rev Exp EXP/REV	% of Bdgt Rev REV/BDGT	
*State Allocation 101,3E0,BD1,BG1,BK1,CE1,123	101	BDGT	\$22,321,590.00		78.73%	94.28%	83.51%
		EXP	\$17,574,735.36				
		REV (Alloc)	\$18,640,454.00				
Local Fees	148	BDGT	\$839,958.00		65.19%	27.13%	240.31%
		EXP	\$547,541.12				
		REV	\$2,018,514.43				
Local Tuition	149	BDGT	\$6,382,333.00		73.30%	69.51%	105.46%
		EXP	\$4,678,346.87				
		REV	\$6,730,814.59				
<b>TOTALS</b>		BDGT	<b>\$29,543,881.00</b>		<b>77.18%</b>	<b>83.24%</b>	<b>92.71%</b>
		EXP	<b>\$22,800,623.35</b>				
		REV	<b>\$27,389,783.02</b>				

BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES
SALARIES	A	\$16,979,563.00	\$12,975,166.78	76.42%	* Per allocation #6
BENEFITS	B	\$5,943,157.00	\$4,728,588.17	79.56%	
PERSONAL SERVICES CONTRACTS	C	\$30,400.00	\$0.00	0.00%	
GOODS & SERVICES	E	\$5,874,887.00	\$4,018,800.12	68.41%	
COST OF GOODS SOLD	F	\$0.00	\$0.00	0.00%	
TRAVEL	G	\$187,200.00	\$114,924.88	61.39%	
CAPITAL OUTLAYS	J	\$471,674.00	\$354,730.58	75.21%	
SOFTWARE	K	\$57,000.00	\$26,769.58	46.96%	
GRANTS BENEFITS & CLIENT SVCS	N	\$0.00	\$0.00	0.00%	
DEBT SERVICE	P	\$0.00	\$0.00	0.00%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt	\$0.00	0.00%	
INTRAGENCY REIMBURSEMENTS	T	Revenue Bdgt	\$581,643.24	0.00%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		<b>\$29,543,881.00</b>	<b>\$22,800,623.35</b>	<b>77.18%</b>	

**FY 1718 OPERATING P&L REPORT**

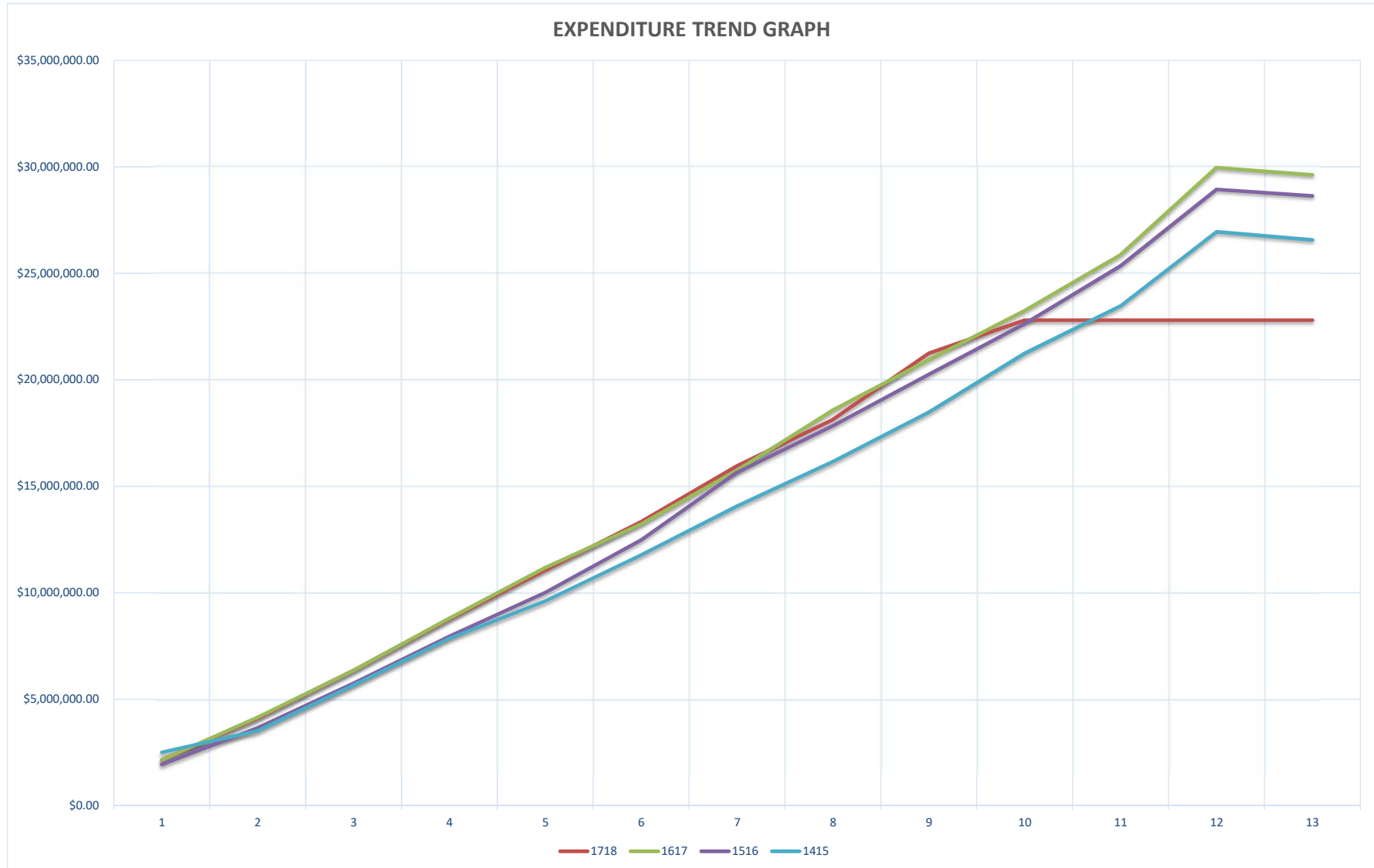
5/1/2018

		STATE	LOCAL FEES	LOCAL TUITION		
		101	148	149	TOTAL	
<b>YTD REVENUE</b>		\$18,640,454.00	\$2,018,514.43	\$6,730,814.59	<b>\$27,389,783.02</b>	
<b>YTD EXPENDITURES</b>	<b>SALARIES &amp; WAGES</b>	<b>A</b>	\$12,539,289.73	\$179,222.65	\$256,654.40	<b>\$12,975,166.78</b>
	<b>BENEFITS</b>	<b>B</b>	\$4,310,499.46	\$58,530.01	\$359,558.70	<b>\$4,728,588.17</b>
	<b>PERSONAL SERVICES CONTRACTS</b>	<b>C</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>GOODS &amp; SERVICES</b>	<b>E</b>	\$82,677.71	\$154,714.29	\$3,781,408.12	<b>\$4,018,800.12</b>
	<b>COST OF GOODS SOLD</b>	<b>F</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>TRAVEL</b>	<b>G</b>	\$26,704.59	\$3,078.02	\$85,142.27	<b>\$114,924.88</b>
	<b>CAPITAL OUTLAYS</b>	<b>J</b>	\$0.00	\$148,685.71	\$206,044.87	<b>\$354,730.58</b>
	<b>SOFTWARE</b>	<b>K</b>	\$129.48	\$3,310.44	\$23,329.66	<b>\$26,769.58</b>
	<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	<b>N</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>DEBT SERVICES</b>	<b>P</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>INTERAGENCY REIMBURSEMENTS</b>	<b>S</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>INTRAAGENCY REIMBURSEMENTS</b>	<b>T</b>	\$615,434.39	\$0.00	(\$33,791.15)	<b>\$581,643.24</b>
	<b>DEPRECIATION, AMORTIZATION, BAD DEBT</b>	<b>W</b>	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>		\$17,574,735.36	\$547,541.12	\$4,678,346.87	<b>\$22,800,623.35</b>	
<b>NET OPERATING RESOURCES</b>		\$1,065,718.64	\$1,470,973.31	\$2,052,467.72	<b>\$4,589,159.67</b>	



EXPENDITURE TREND GRAPH

5/1/2018



**REVENUE BY FUND GRAPHS**

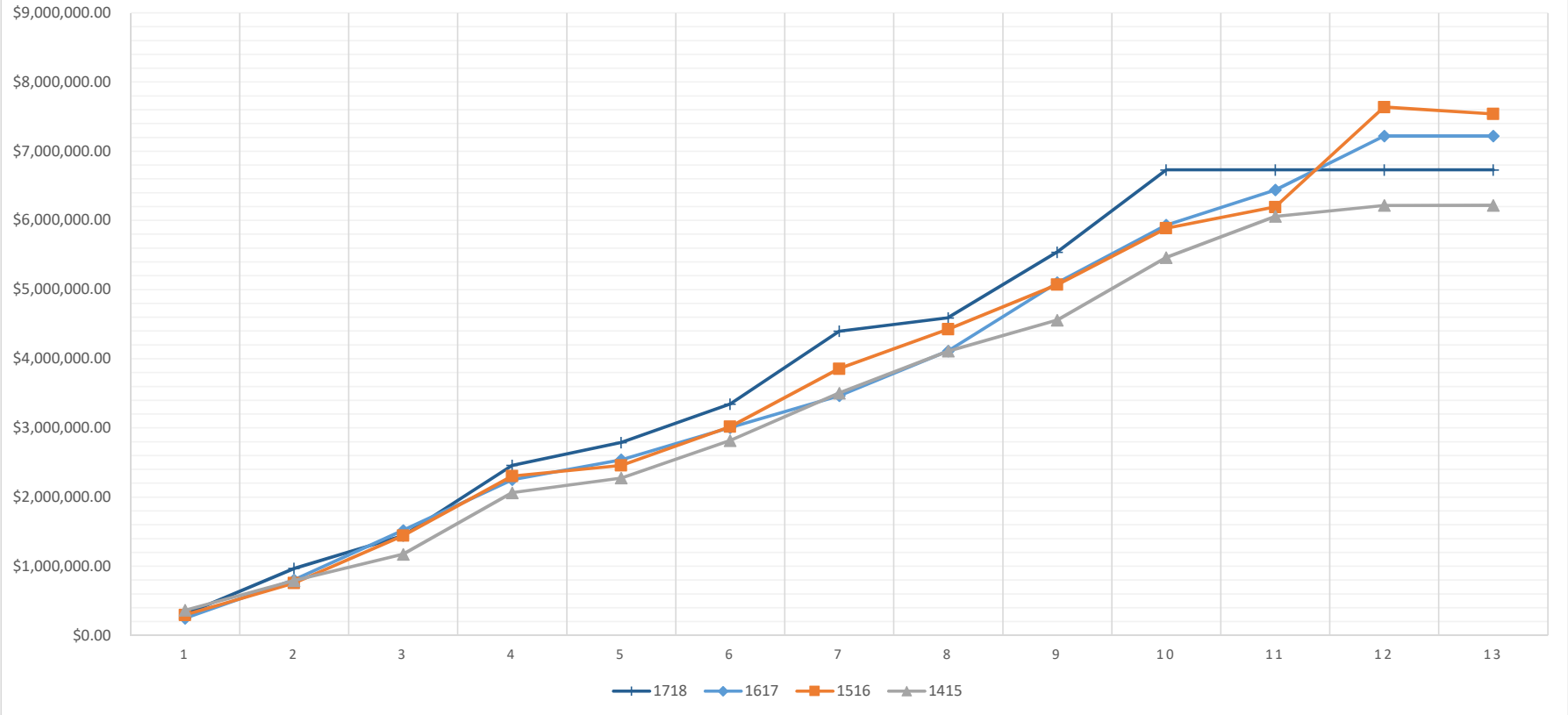
MONTH

Date:

05/01/2018

149	7	8	9	10	11	12	13	TOTAL
<b>1718</b>	\$1,053,245.07	\$191,993.80	\$950,029.26	\$1,189,201.59	\$0.00	\$0.00	\$0.00	<b>\$6,730,814.59</b>
<b>RUNNING TOTAL</b>	<b>\$4,399,589.94</b>	<b>\$4,591,583.74</b>	<b>\$5,541,613.00</b>	<b>\$6,730,814.59</b>	<b>\$6,730,814.59</b>	<b>\$6,730,814.59</b>	<b>\$6,730,814.59</b>	
<b>1617</b>	\$461,656.57	\$646,371.16	\$989,740.59	\$832,208.16	\$506,447.36	\$781,088.21	\$0.00	<b>\$7,221,287.84</b>
<b>RUNNING TOTAL</b>	<b>\$3,465,432.36</b>	<b>\$4,111,803.52</b>	<b>\$5,101,544.11</b>	<b>\$5,933,752.27</b>	<b>\$6,440,199.63</b>	<b>\$7,221,287.84</b>	<b>\$7,221,287.84</b>	
<b>1516</b>	\$836,213.80	\$572,062.51	\$644,988.60	\$816,175.59	\$305,890.87	\$1,444,510.77	(\$99,009.55)	<b>\$7,540,487.05</b>
<b>RUNNING TOTAL</b>	<b>\$3,855,868.26</b>	<b>\$4,427,930.77</b>	<b>\$5,072,919.37</b>	<b>\$5,889,094.96</b>	<b>\$6,194,985.83</b>	<b>\$7,639,496.60</b>	<b>\$7,540,487.05</b>	
<b>1415</b>	\$685,356.34	\$607,938.35	\$446,588.97	\$905,982.78	\$593,810.09	\$158,673.10	\$681.71	<b>\$6,217,109.82</b>
<b>RUNNING TOTAL</b>	<b>\$3,503,434.82</b>	<b>\$4,111,373.17</b>	<b>\$4,557,962.14</b>	<b>\$5,463,944.92</b>	<b>\$6,057,755.01</b>	<b>\$6,216,428.11</b>	<b>\$6,217,109.82</b>	

**149 TUITION REVENUE RUNNING TOTALS**



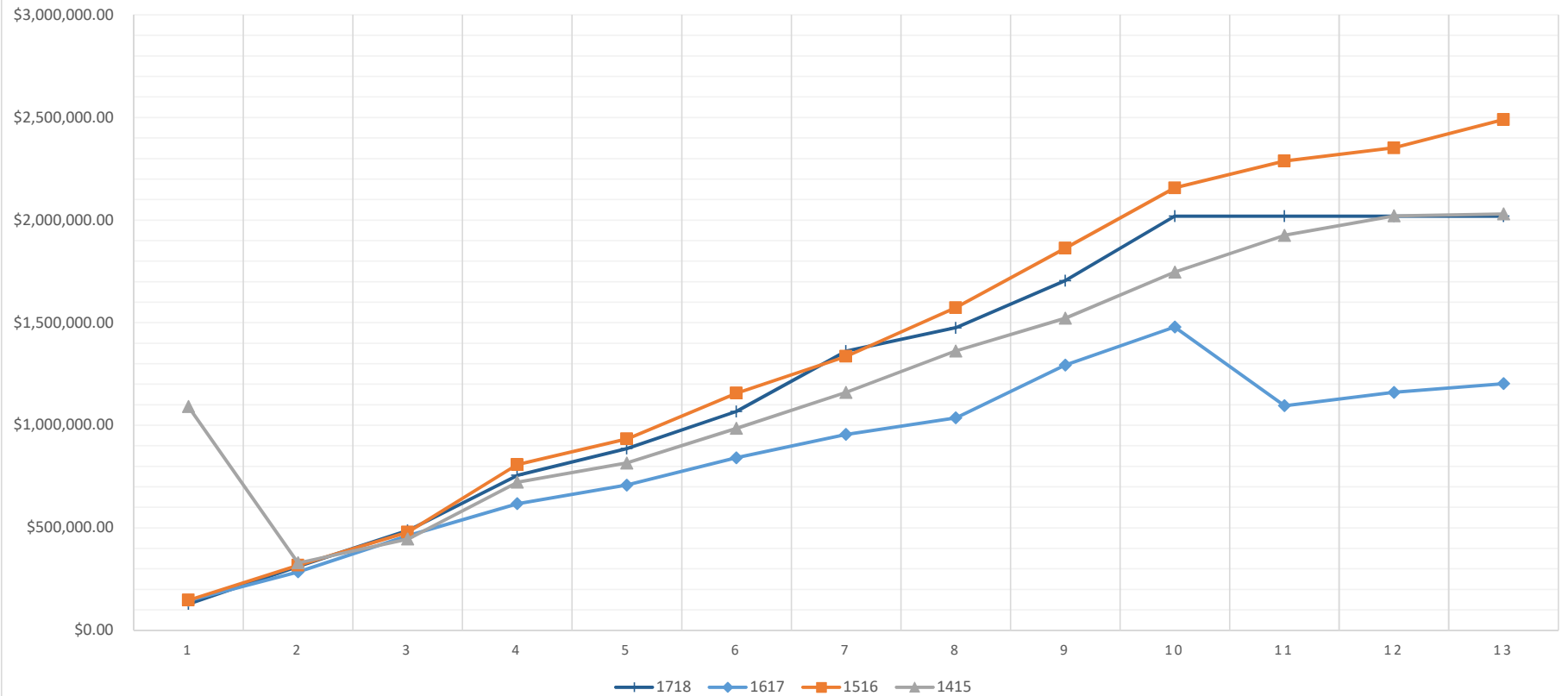
**REVENUE BY FUND GRAPHS**

MONTH

Date: 5/1/2018

148	7	8	9	10	11	12	13	TOTAL
<b>1718</b>	\$294,169.93	\$113,465.08	\$229,791.67	\$314,237.48	\$0.00	\$0.00	\$0.00	<b>\$2,018,514.43</b>
<b>RUNNING TOTAL</b>	<b>\$1,361,020.20</b>	<b>\$1,474,485.28</b>	<b>\$1,704,276.95</b>	<b>\$2,018,514.43</b>	<b>\$2,018,514.43</b>	<b>\$2,018,514.43</b>	<b>\$2,018,514.43</b>	
<b>1617</b>	\$113,657.16	\$80,595.05	\$257,722.68	\$185,719.48	(\$383,982.40)	\$65,146.52	\$42,686.29	<b>\$1,202,163.63</b>
<b>RUNNING TOTAL</b>	<b>\$954,276.01</b>	<b>\$1,034,871.06</b>	<b>\$1,292,593.74</b>	<b>\$1,478,313.22</b>	<b>\$1,094,330.82</b>	<b>\$1,159,477.34</b>	<b>\$1,202,163.63</b>	
<b>1516</b>	\$179,109.98	\$237,137.07	\$290,081.25	\$293,672.84	\$131,285.21	\$63,904.73	\$137,562.70	<b>\$2,489,016.65</b>
<b>RUNNING TOTAL</b>	<b>\$1,335,372.85</b>	<b>\$1,572,509.92</b>	<b>\$1,862,591.17</b>	<b>\$2,156,264.01</b>	<b>\$2,287,549.22</b>	<b>\$2,351,453.95</b>	<b>\$2,489,016.65</b>	
<b>1415</b>	\$175,885.19	\$201,724.63	\$159,587.48	\$225,326.51	\$178,844.82	\$94,784.02	\$9,116.79	<b>\$2,028,911.02</b>
<b>RUNNING TOTAL</b>	<b>\$1,159,526.77</b>	<b>\$1,361,251.40</b>	<b>\$1,520,838.88</b>	<b>\$1,746,165.39</b>	<b>\$1,925,010.21</b>	<b>\$2,019,794.23</b>	<b>\$2,028,911.02</b>	

**148 LOCAL FEE REVENUE RUNNING TOTALS**



Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

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

**SUBJECT:**               **D. Board of Trustees**

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

**BACKGROUND**

- 1) Trustees will provide a report from the ACT Spring Conference in Vancouver, WA – May 10-11, 2018.
- 2) Trustees will review and discuss the draft 2019 Board meeting calendar.
- 3) Board Liaison Reports
  - a) RTC Foundation – Trustee Page will provide an update from the RTC Foundation.
  - b) RTC Advisory Board – Trustee Entenman will provide an update from the RTC Advisory Council meeting.

**RECOMMENDATION:**

None.

2019

Board of Trustees Meeting Calendar

DRAFT

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

COLLEGE HOLIDAYS

<b>Board Meeting Date</b>	January 1, 2019	New Year's Day	May 27, 2019	Memorial Day	November 11, 2019	Veterans Day Observed
<b>Board Planning Date</b>	January 21, 2019	Martin Luther King Day	July 4, 2019	Independence Day	November 28-29, 2019	Thanksgiving
	February 18, 2019	President's Day	September 2, 2019	Labor Day	December 25, 2019	Christmas Day

Notes: ACCT NLS – February 10 – 13, 2019 (WA D.C.)

Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

**AGENDA ITEM:**        6.    **MEETINGS**

**SUBJECT:**

BOARD CONSIDERATION	
X	Information
	Action

**BACKGROUND:**

The next regular meeting of the Board of Trustees will be held on June 13, 2018. This meeting will begin with an Executive Session at 2:00 p.m.

**RECOMMENDATION:**

None.



Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

**AGENDA ITEM:**        7. 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  
May 16, 2018

**AGENDA ITEM:**        **8. EXECUTIVE SESSION**

**SUBJECT:**            A. Action

**BACKGROUND:**

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

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
May 16, 2018

**AGENDA ITEM:**            9.    **ADJOURNMENT**

**SUBJECT:**

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

**BACKGROUND:**

**RECOMMENDATION:**

Motion required.