



Resource and Planning Council (RPC) By-laws

Revisions approved on February 27, 2023

Renton Technical College Resource and Planning Council Statement of Purpose

The Resource and Planning Council (RPC) at Renton Technical College (RTC) was rebranded in 2021 as the primary body to lead the college's institutional effectiveness including strategic planning and resource allocation. RPC will ensure that our actions reflect our mission, vision, and values so that we may better serve our students and communities. It also addresses college performance in an equitable way so that we are able to provide quality programs and services to our students.

RPC was formerly known as College Council, and was historically the recommending body to Cabinet. It was rebranded in 2021 to align with our strategic goals and accreditation standards.

Scope of Work:

- Provide feedback to Cabinet and the President in alignment with the college's mission, vision and strategic direction
- Lead college planning
- Review past plans to make decisions on future planning based on data (strategic indicator assessment) and subject matter expertise
- Review budget requests and make recommendations to Cabinet, per policy
- Support RTC accreditation preparation and processes, when necessary
- Communicate the work of RPC

RPC may also support initiatives related to planning and resource allocation directed by Cabinet or the President.

Policies

Membership

- RPC is co-chaired by the Vice President of Administration and Finance and the Director of Institutional Research and Effectiveness. A designated individual by the co-chairs will serve as secretary.
- For matters that require voting, there are designated voting members. Voting membership must represent various areas of the college. As much as possible, RPC voting membership will comprise:
 - Full-time Faculty: 4 delegates
 - Adjunct Faculty: 4 delegates
 - Exempt Staff: 4 delegates
 - Classified Staff: 6 delegates (preference that each bargaining unit is represented)
 - Students: 2 delegates
- Ex-officio members will consist representatives from the following areas:
 - Institutional Research & Effectiveness
 - Budgeting Office
 - Communications & Marketing

- Diversity, Equity, & Inclusion (Council)
- RPC meetings are open to all members of the college community. Any member of the college community may attend and provide input on an agenda topic.
- All members of RPC will serve as the liaison between RPC and their representative groups. RPC will do its best to communicate to the different areas of the college when representatives cannot attend.

Officer & Member Duties

Duties of the Co-chairs:

- Setting meeting agendas.
- Conducting meetings of RPC.
- Leading and promoting discussions of issues before RPC.
- Communicating with and reporting to the President the position and advice of RPC on issues as needed. In reporting budget items on which the Council has voted, the Chairs will include the final vote and report to RPC that they have met with the President to discuss the vote.
- Preparing and submitting a written report to the RTC Board of Trustees upon request, and giving an in-person report to the Board of Trustees as requested.
- Assigning delegates to communicate with and monitor the deliberations of specific college committees.
- Reporting back to the group when they have met with the President on RPC business.
- Promoting and preserving at all times the integrity and efficacy of RPC.
- Designating a secretary.

Duties of the Secretary:

- Communicating meetings and preparing all meeting materials.
- Taking minutes at RPC meetings, distributing meeting minutes via email to campus community, and posting minutes and all other related documents on the RPC SharePoint site.
- Promoting and preserving at all times the integrity and efficacy of RPC.

Duties of Voting Members:

- Preparing for and attending council meetings.
- Dedicating one to two hours per month, outside of council meetings, on council-related work, as needed.
- Representing their constituent groups in the discussion of issues before RPC.
- Communicating with and reporting to their constituent groups in regularly scheduled meetings, or, when such is not possible, by email reports to the individual members of the group.
- Ensuring that voting aligns with the best interests of students and the college as a whole.
- Promoting and preserving at all times the integrity and efficacy of RPC.

Voting

While all efforts will be made to reach consensus, official actions to be taken by RPC will be determined by a simple majority of voting members. Votes may be cast either in a meeting of RPC or electronically.

Voting members unable to attend a regularly scheduled meeting may be represented by a designated alternate. The Chairs may require a constituent group to name a new delegate in the event that that member is unable to attend regular meetings.

Unless holding a voting membership role, the chairs, secretary, and ex-officio members do not hold voting rights.

Meetings

Meetings of RPC will be held at least once a month during normal operating hours at a time the members of RPC choose, but additional meetings may be necessary. Meetings may be held during summer quarter as necessary and agreed upon by a majority of RPC. Emergency meetings may be called by the Chair(s) at the request of any member or at the discretion of the Chair(s).

Notice must be given and published information on the subject of the meeting must be distributed to each member of RPC at least 48 hours prior to convening such a meeting.

Communications & Documentation

Agenda and meeting minutes will be shared with the college community via email. Documents related to RPC will be housed internally on RTC's internal SharePoint site and be maintained by the co-chairs and/or designee.

Changes to Rules, Procedures and Organization

The Resource and Planning Council has the authority to make necessary changes to its by-laws, rules, procedures and organization provided such changes are consistent with its purpose.

Procedures

Appointing Procedures

Voting Members

Each year, the co-chairs will ask for volunteers to serve as voting members of RPC. If there are more volunteers for the assigned number, it will be determined on a first-come, first-serve basis. If there are not enough volunteers, the chairs will continue to recruit with the different areas.

Terms of Office

Voting members are appointed for one-year terms, and may serve no more than two consecutive terms. With a break of one year or more they may be re-appointed.

Alternates

It is desirable that an alternate from each constituent group be identified to ensure that each constituent group has representation at every meeting. Identification as an alternate does not impact that person's ability to be a voting member in their own right and serve two terms.

Voting Members Unable to Complete Their Full Term

A voting member who is unable to complete their term should notify the co-chairs as soon as possible. The chairs will notify the alternate(s) to determine their willingness to accept the voting member position. They will be seated as the voting member at the next RPC meeting.

The chairs will work with the appropriate individual(s) to identify a new alternate for their constituent group.

Planning Procedures

Strategic Plan Monitoring Report Scorecard

RPC holds the responsibility to evaluate the Strategic Plan Monitoring Report scorecard. Data metrics are initially compiled by the Institutional Research & Effectiveness (IR&E) office, and then brought forth to RPC for review and discussion. The purpose of this process is to collectively review the data and garner insights in order to better prepare for future planning.

Unit Operational Plans

RPC may review past or present Unit Operational Plans in order to better inform recommendations for future planning and resource alignment.

Resource Allocation Responsibility

RPC has authority to review budget requests that are in excess of previous year's budget. This may include requests for, but is not limited to:

- Staffing positions
- Equipment
- Software
- Contracts
- Goods & services

Budget Managers requesting new funds will be invited to present at RPC. RPC voting members will choose half of the requests they would like to recommend to approve for Cabinet. For example, if there are 20 requests, each voting member gets to pick 10.