



RENTON
TECHNICAL
COLLEGE®

Resource and Planning Council Meeting

Monday, March 20, 2023

2:00 PM – 3:00 PM

Flex (C-111/Zoom)

MINUTES

Attendance

PRESENT: Peter Anderson, Jerome Antiporda, Andre Betita, Christie Fierro, Robert Holland, Lia Homeister, Ebony Jackson, Jacob Jackson, Eva Juarez, Fatih Killi, Shannon Matson, Stefanie McIrvine, Jean Munro, Sara Newman, Lisa Sandoval, Jack Shultz, Michele Slaughter, Christina Solis, Matt Stephen, Elisa Stuart, Sarah Wakefield, Sil Xayamouangbo

ABSENT: Shweta Babel, Jill Donnelly, Jeffrey Pulliam, Cindy Saucedo, Jake Swanke, Warren Takata

Discussion

Meeting Minutes

- February 27, 2023 meeting minutes were approved.

Budget Enhancement Requests

Dept Manager	Proposed FY24 Budget	Reason	Official Notes
1. Chris Carter	\$8,727.00	Adding new section	CANCELLED



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2. Chris Carter	\$43,000.00 (\$8,000.00 change)	ACLS PALS training	<ul style="list-style-type: none"> • Needed for employment and program accreditation requirements. • There are other ways to get this funding, if not approved here.
3. Chris Carter	\$8,415.00 (\$3,000.00 change)	Software purchase	<ul style="list-style-type: none"> • For Medical Office programs. Software is needed for completing assignments.
4. Chris Carter	\$16,400.00	Additional section	CANCELLED



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5. Chris Carter	\$11,000.00 (\$6,060.00 change)	Additional section	<ul style="list-style-type: none"> For Massage Therapy program. Program is proposing an evening section addition.
6. Chris Carter	\$6,500.00	Faculty PD	CANCELLED
7. Chris Carter	\$3,570.00 (\$3,000.00 change)	New software package	<ul style="list-style-type: none"> For Vet Assistant program. Adding to curriculum a component on filling prescriptions through software to help students know the workplace better. Currently, they are learning how to do so manually, which isn't relevant anymore.



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8. Chris Carter	\$9,000.00 (\$3,000.00 change)	Additional section	<ul style="list-style-type: none"> For Central Service Tech program. Program is proposing section addition.
9. Chris Carter	\$8,585.00	Adding new section	CANCELLED
10. Anthony Covington	\$18,600.00 (\$4,000.00 change)	Department Split, See above^: Entry=4000; Outreach=14600	<ul style="list-style-type: none"> Separating Outreach & Recruitment and Entry budgets to reflect their separate departments. Additional request will help cover the needs of Entry services.



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11. Anthony Covington	\$1,740.00 (\$1,740.00 change)	Would love to add this annual cost to a separate international student budget and remove it from entry services. The funds are for 4 annual licenses to access to NAFSA international student adviser manuals	<ul style="list-style-type: none"> Will be used for international advising. Currently covering the cost through other funds, so would like an official budget to cover this cost. This will help ensure we are up to date with guidelines for international students.
12. Anthony Covington	\$3,000.00 (\$2,693.00 change)	Department Split, See above^: Travel: Entry=1000; Outreach=2000. More in-person events post covid era. Adding 2 new staff to entry services team and 1 new staff to outreach team since last year.	<ul style="list-style-type: none"> More in-person events are becoming more frequent. The new Outreach & Recruitment team are anticipated to do more traveling for outreach events.
13. Mark Daniels	\$10,000.00 (\$4,000.00 change)	We need to get a water jetter to clear our drains. In the past, we have used outside vendors to do this work. The purchase of a water jetter would allow Facilities Department to maintain our drains ourselves and it would pay for itself in a year or so.	<ul style="list-style-type: none"> Potential cost savings would be had if we purchased a new jetter to help clear the kitchen drains. Current maintenance is expensive and increasing.



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14. Mark Daniels	\$25,000.00 (\$25,000.00 change)	We need to purchase a utility trailer to haul our lifts and mowers safely across campus and to our satellite accounts. By using a trailer to haul them, we will reduce the wear and tear on our equipment.	<ul style="list-style-type: none"> • See “Reason” notes
15. Mark Daniels	\$120,000.00 (\$20,000.00 change)	We need to increase our Facilities budget by 20%, due to inflation and raising cost of material and supplies.	<ul style="list-style-type: none"> • See “Reason” notes
16. Mark Daniels	\$1,260,000.00 (\$210,000.00 change)	We need to increase our utilities budget to reflect inflation and raising energy costs.	<ul style="list-style-type: none"> • See “Reason” notes



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17. Christie Fierro	\$60,000.00 (\$60,000.00 change)	Several software maintenance bills were left out of last year's budget. We need to pay for Canvas, Ally, Mathtype, Magna, Quizlet, Padlet, tools to proactively increase course accessibility, and sometimes Pressbooks. (This is a fee funded account.)	<ul style="list-style-type: none"> • Licenses are essential to instruction by all faculty in all modalities. • Documenting these expenses for clarity and transparency – they have always been covered by the college. • The bulk of this expense are for tools like Canvas and Ally where the bill is a statewide contract and SBCTC sends us an invoice letting us know the portion RTC is responsible for.
18. Katherine Hansen	\$5,000.00 (\$1,210.00 change)	More travel expected	<ul style="list-style-type: none"> • This money will be used to support increase travel expected in the new year. • Two members of C&M represent RTC on national and regional associations. • Would like to have other staff be able to travel for PD as well.



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19. Morenika Jacobs	\$800.00 (\$800.00 change)	Subscription to AACRAO	<ul style="list-style-type: none"> • This subscription helps provide guidelines on student rights – helps RTC be on par with other institutions nationally. • Membership will be for 2 people on campus, which will provide seminars and workshops.
20. Morenika Jacobs	\$2,200.00 (\$1,835.00 change)	Attend council meetings in person	<ul style="list-style-type: none"> • Admission and Registration Council (ARC) meetings are occurring more in person. Would like to be able to send staff to around 2 of the meetings over the year so they can learn and meet their peers.



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21. Stefanie Mclrvin	\$4,000.00 (\$1,235.00 change)	ACCE accreditation costs	<ul style="list-style-type: none"> • For Construction Management program. This would cover the cost for joining ACCE (accreditation body). • The results would be better aligned curriculum to ACCE standards (e.g., changing math curriculum to be less of a barrier for students). • Good marketing opportunity to have this accreditation. • Better alignment with CWU and UW for credit transfer.
22. Stefanie Mclrvin	\$5,000.00	Increase in library database costs	CANCELLED



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23. Stefanie Mclrvin	\$500.00 (\$500.00 change)	Advisory committee mtgs/food	<ul style="list-style-type: none"> Additional money needed, since it wasn't previously included since she is a new dean of both IT and Business Management programs.
24. Stefanie Mclrvin	\$8,000.00	Mentors in Tech program costs	CANCELLED
25. Matt Vielbig	\$9,000.00 (\$2,000.00 change)	Additional Vehicle for support services, 2k increase for vehicle leasing through DES CARS program	<ul style="list-style-type: none"> Additional money will be used to purchase a new vehicle, which will be used by security. It will also be used as a driving advertisement for RTC. Recruitment and Outreach can also use the vehicle to promote RTC.



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26. Sarah Wakefield	\$3,000.00	New faculty PD and office equipment	CANCELLED

Action Items

1. Budget Enhancement Requests – Materials & Supplies
 - a. Send out voting form to present delegates – **Lia Homeister**
 - b. Vote on 10 items to recommend to Cabinet – **Voting Delegates**