

Hybrid Special Meeting: Building I Boardroom

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/85955125679> / +1 253 215 8782 US (Tacoma) 859 5512 5679

Hybrid Regular Meeting: Culinaire Room (I-108)

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/86866830371> / +1 253 215 8782 US (Tacoma) 868 6683 0371

Agenda Items

Information/Action/Presenter

I. STUDY SESSION

1:00 P.M.

1. Call to Order
A. Notation of Quorum

Chair Frieda Takamura
2. Allied Health Tour
A. Dean Christopher Carter and Vice President Dr. Stephanie Delaney will provide a tour of various Allied Health programs.
3. Meetings
A. Regular Board Meeting – January 17, 2024 at 3:00 P.M.

Information
4. Adjournment

Action

II. REGULAR BOARD MEETING

3:00 P.M.

1. Call to Order
A. Notation of Quorum

Chair Frieda Takamura
2. Adoption of Minutes
A. December 13, 2023 – Regular Meeting

Action
3. Communications
A. General Information/Introductions
B. Correspondence
C. Public Comments from the Audience
D. Student Leadership
E. Renton Federation of Teachers
F. Written Communication Reports

Information
4. Discussion/Reports
A. President's Report
B. Financial/Budget Status

Information
Dr. Yoshiko Harden
VP Jacob Jackson
5. Board of Trustees
A. Strategic Equity Committee

Dr. Harden/Vice Chair Jessica Norouzi

- B. Foundation Liaison Report
- C. Legislative Action Liaison Report

Trustee Tim Cooper
Dr. Harden

- 6. Meetings
 - A. Regular Board Meeting – February 21, 2024

- 7. Adjournment Action

Reminders:

- January 18 – 11:30am-2pm – Library Social (Library)
- February 21 - BoT
- March 19 – BoT Tenure Special Session
- March 20 – BoT Tenure Special Session and Regular Meeting
- April 17 – BoT
- May 15 – BoT
- June 12 – BoT

Renton Technical College
Board of Trustees Meeting
January 17, 2024

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BACKGROUND:

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

Board Chair Takamura will carry out the Notation of Quorum and call the meeting to order.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 17, 2024

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BACKGROUND:

The following meeting minutes are attached for approval by the Board of Trustees.

- A. December 13, 2023 Special and Regular Meetings

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

RECOMMENDATION:

Approval as presented.

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Agenda Items

I. STUDY SESSION

1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 1:09 p.m. and noted a quorum.

2. RTC 101

Dr. Yoshiko Harden welcomed the group. Dr. Stephanie Delaney introduced the group to Dean Andrea Samuels. The group did brief introductions.

Dean Warren Takata, Dean of Workforce, gave an overview of apprenticeships. Students approach the trade they'd like to practice in, and then follow the path of the employer into apprenticeship. Apprenticeship partners work with RTC on related supplemental instruction (RSI) to trades. As students learn the theory and practice behind a trade, they move through programs. Some partners provide their own instructors. For every 15 credits compiled by the apprenticeship program, there is one full-time enrollment (FTE). Apprentices receive a 50% tuition discount. One pillar of RTC's mission is to serve the workforce. Currently, RTC is 30% below the state allocation for FTE.

The apprenticeship program leadership is the Vice President of Instruction, the Vice President of Administration and Finance, the Dean of Workforce, the Apprenticeship Program Coordinator, and a Counselor. Centers of Excellence, which are trade-specific, are housed at specific colleges and create a place of dialogue and opportunity for industry partners and apprentices. RTC houses the Center of Excellence for Construction. Multi-occupational trades (MOT) degrees are degree pathways for apprentices who have completed the apprenticeship program, receive a journeyman card, and want to receive an Associate of Applied Science Degree. Dean Takata and Chelsea Paulsen, Apprenticeship Program Coordinator, are continuing outreach around MOT. One of the benefits of the apprenticeship program is supporting the community. Another benefit is the ability to holistically support the student. Dean Sarah Wakefield has been working on Information Technology and Administration Management at RTC with Central Washington University. The trustees asked for a further informational session on apprenticeships.

Dr. Delaney and Vice President Jessica Gilmore-English gave an overview of Guided Pathways. Dr. Delaney discussed the financial costs of college and how the college experience has changed. The Community College Research Center (CCRC) in New York developed a framework to help colleges address making colleges student-ready (instead of making students college-ready). The CCRC published a book on Guided Pathways. The premise is that colleges make a concerted effort to help students choose a path, which includes intentionally narrowing choices so that students can make thoughtful decisions. Guided Pathways also seeks to make the first few quarters malleable to a variety of degrees so that students have freedom to seek various paths. The legislature helps fund Guided Pathways. Instruction and Student Services work hand-in-hand on Guided Pathways. At a technical college, many pathways are preordained. Guided Pathways are primarily targeted towards more general education. RTC has been part of Guided Pathways since 2015, with allocations starting in 2017. Guided Pathways is RTC's Student Success Framework. Graduation/completion rates were already high for RTC, and Guided Pathways did not significantly increase RTC's completion rates, which were above the state's rates overall.

Trustee Debra Entenman asked about expectations around the Trustee Scholarship. This was set up in 2010, with expectations of a \$500 annual gift from each trustee that goes into this scholarship. The guidelines are: (1) a student (2) in good standing with a (3) minimum 2.5 grade point average, (4) in any program, rewarding (5) excellent, (6) needs-based students. The Foundation Scholarship Committee guides how funds are dispersed on an annual basis. Trustee Entenman asked a question about previously having a \$550 contribution to the Foundation. Carrie Shaw, Executive Director of the Foundation, responded that this is still the standard. \$500 goes into the Trustee Scholarship and \$50 goes into the Transforming Lives scholarship. Neither scholarship counts against financial aid because it goes directly to the student. Any funds that Trustees give get applied to the Trustee Scholarship, and excess can be allocated to specific funds at the trustee's choosing.

3. Executive Session

The Executive Session is scheduled to review the performance of a public employee for the purpose of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30). At 2:34 p.m., Chair Takamura called to extend the Executive Session by 10 minutes. The Executive Session concluded at 2:44 p.m.

4. Meetings

A. Regular Board Meeting – December 13, 2023, 3:00 P.M.

5. Adjournment

There being no further business, Trustee Entenman motion to adjourn the Board of Trustees meeting at 2:51 p.m. Trustee Norouzi seconded, and the motion carried.

II. REGULAR BOARD MEETING

1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 3:00 p.m. and noted a quorum.

2. Adoption of Minutes

A. November 15, 2023 – Regular Meeting

Trustee Zappone introduced a motion to approve the minutes for the regular meeting held on November 15, 2023. Trustee Norouzi seconded, and the motion carried.

3. Communications

A. General Information/Introductions

Racel Weldu, Director of Financial Aid, introduced Kelly Gonzalez, the new Renton Promise Specialist. Kelly joins from Seattle Promise and recently received her M.Ed. from the University of Washington. Dr. Delaney introduced Associate Dean of Instruction Andrea Samuels. This new position will allow for more capacity in Instruction. Dean Samuels recently comes from Bates College. Nona May introduced Brenden Barnes, the new Events Technician who will be assisting with AV and Events. Brandon brings a variety of event and AV experience with him.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Mica Hunter thanked the Board for showing up at the Harvest Brunch with Dr. Harden. Student Leadership is planning events for the upcoming year. On January 9 from 11am-1pm in the Cafeteria, there will be an ASG pizza meet-and-greet with games. Collaborations with DEI and Outreach are upcoming.

E. Renton Federation of Teachers

There was no RFT report.

F. Written Communication Reports

Vice Chair Jessica Norouzi gave kudos to the team for all of the great enrollment news. Chair Takamura expressed appreciation for breaking down silos. Chair Takamura also asked about multi-factor authentication (MFA). John Henry Whatley, Executive Director of College Technology Services, noted that MFA will apply to all RTC employees, including the Board of Trustees. Trustee Entenman asked about CTS support. John Henry explained that Team Viewer is software that will allow CTS to remotely access computers for extra support. Chair Takamura asked about the Black History Month event. Chair Takamura noted that February 10 is also Lunar New Year Day.

4. Discussion/Reports

A. President's Report

Dr. Harden expressed appreciation and celebration for Fall quarter. She thanked the campus for their strong collaboration. Dr. Harden also thanked Faculty member Rick Geist for hosting a classroom visit, and Executive Cabinet for their work this past calendar year. Enrollment is continuing to improve. This is a busy time for many people around campus. Please take a moment to reflect, pause, and do something that gives you joy.

i. Diversity, Equity, and Inclusion

Dr. Harden was a panelist for a Jobs for the Future talk on postsecondary education. By 2031, good jobs that are accessible without a high school education are predicted to be 5% of jobs. 70% of all jobs are predicted to need a postsecondary education. Only 50% of young people will hold postsecondary degrees. It's time to think about how to redo postsecondary education. Dr. Harden also presented on the Renton Promise to the Joint Higher Education Committee. She expressed gratitude to the Renton Promise Team for their support. The planning committee for Dr. Martin Luther King, Jr. is underway.

ii. Strategic Equity Plan and Accreditation

RTC continues to work with Be Culture on the Strategic Equity Plan (SEP) on monthly reflection questions. December's question is about what it means to be a technical college, unapologetically.

Doris Martinez, Executive Director of Diversity, Equity, and Inclusion, and Lia Homeister, Director of Institutional Research and Effectiveness, are working together on the Campus Climate Survey. The last SEP Steering Committee

meeting went well and the committee is considering forming a subcommittee.

iii. Financial Stewardship

Currently, enrollment is 11% up from where RTC was projected to be, but it is still down in terms of the state allocation. All community and technical colleges are currently down in the state allocation. Vice President Jacob Jackson is part of the state funding committee. Revenue continues to outpace expenditures. The legislature is going into a shorter session, and Dr. Harden is planning logistics for the next faculty hill climb. Vice Chair Norouzi asked about the Building J renovation. VP Jackson noted that this will be funded locally through a certificate of participation, but will need to be voted on, which is why it's on the 2024 Supplemental Capital Budget Request.

iv. Strategic Partnerships and Engagement

There was a visit from a delegation of vocational educational legislators from Taipei, and a partnership discussion is underway. Dr. Delaney expressed appreciation for Chelsea Paulsen, who helped the group contextualize what programs are open to international students. Chair Takamura asked for more information on international students.

Dr. Harden attended the Mayor's Blue Ribbon Panel, which was focused on Raise the Wage. Initiative Measure 2302 proposes to increase the minimum wage in Renton to \$19/hour. This will go for a vote in February 2024. Dr. Harden also serves on the Renton Chamber Board.

The Holiday Buffet was a big success. Trustee Cooper expressed appreciation for the pumpkin cheesecake, and the good food. Governor Inslee visited campus to tour to the Rivian program. Rivian partners came out. Thank you to Katherine Hansen, for her work coordinating. Dr. Yoshiko is starting meetings with Mayor Pavone and Superintendent Pattenauode on support for the Renton Promise.

B. Financial/Budget Status

VP Jackson updated the group on revenue to date. There has been an increase in tuition and fee collection. Much of this collection is due to modified accounting in ctLink compared to legacy systems. RTC is slightly outpacing revenue collection from projections. For October, salaries and goods and services are up compared to last year. Goods and services are up due to computer purchases as well as the purchase of a catering van. Expenditures will likely level out. Current

cash investment is looking similar to 2021-2022, and that pattern will likely hold. Fall enrollment is closing up, with numbers finalizing within the next two weeks. RTC is 11% up, and 11% over what was budgeted for total FTE and 15% up from what was budgeted for Fall alone. VP Jackson briefed the group on Running Start and High School and Worker Retraining FTEs. Most of the FTEs are not included in enrollment numbers. Looking at Winter 2024, General Education and College and Career Pathways are up significantly from last year. Workforce is up about 18% compared to last year and 90% compared to two years ago. This indicates a recovery in workforce training. Apprenticeship is ahead of pace compared to last year. Overall, winter 2024 enrollment is up about 18% compared to last year. VP Jackson discussed enrollment by program comparison. Thus far, the biggest program difference is welding, where the current year is outpacing the previous year. Trustee Entenman asked about money set aside for winter weather-related costs. VP Jackson reported out on sources of monies set aside for property upkeep.

5. Action

A. RTC-RFT MOU: 3-year Academic Calendar

Vice President Lesley Hogan briefly walked the group through the RFT bargaining team—Fatih Killi, Michele Lesmeister, Donna Maher, Sheila May Farley, Cheryl Stover, and Elisa Stuart. The group is beginning to discuss key issues, which include the academic calendars. Academic calendars are needed sooner rather than later for accreditation, scheduling, and more. The calendars are student-focused and informed by collaborative efforts with various units. Also included in the calendar are required diversity and equity trainings legislated by SB 5194, professional development days, and days needed for faculty and staff. Chair Takamura expressed appreciation for calendar and its utility for the whole community. Chair Takamura requested that future calendars include graduation day. Trustee Cooper asked about requisite instructional days, which is 178 days for instruction and 206 days for non-instructional faculty. Elisa Stuart stated that the new calendars are a Monday start, which will help students who are already in the workforce and who are preparing to enter the workforce.

Trustee Cooper introduced a motion to approve the RTC-RFT MOU indicating the 2024-2027 academic calendars as presented. Trustee Zappone seconded, and the motion carried.

B. Tenure Advancement

After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Norouzi moved that Naser Chowdhury be awarded tenure. Trustee Entenman seconded, and the motion carried.

Chair Takamura thanked Instructor Chowdhury for his service, as well as the committee. Instructor Chowdhury expressed appreciation and remarked that he has learned from RTC over the past three years, and it's now his time to give back to the college community.

6. Board of Trustees

A. Strategic Equity Committee

Vice Chair Jessica Norouzi expressed appreciation for the ways that the committee grappled with ensuring that student voices are heard in the SEP process. While it's challenging to incentivize students, it's inspiring to hear RTC's community discuss how to stay student focused. Chair Takamura asked about community involvement in the SEP. There will be a listening session for external partners. The Executive Committee will be doing outreach to community partners. Please send any specific outreach points of contact to erin.

B. Foundation Liaison Report

Trustee Tim Cooper noted the 129 scholarships awarded to students and that the Thanksgiving Pie event sold out. Trustee Cooper expressed gratitude for Carrie Shaw and the Foundation team for their community work.

C. President's Advisory Council Liaison Report

Vice Chair Norouzi stated that the Advisory Council is working on conversations about how to reshape a supported body of work in order to create a partner-focused advisory group that will see RTC into the future.

D. Legislative Action Liaison Report

Trustee Debra Entenman reported that in the upcoming legislative session, transportation costs will be up for discussion, and so it will be difficult to raise additional funds for other issues. This doesn't mean that people should not ask, but rather that the work to do in this moment is to help students understand the importance of advocacy. It's also important for students to understand that there are legislative financial aid dollars available for students. Finally, it's important for people to know why voting matters as they talk to legislators.

7. Meetings

A. Regular Board Meeting – January 17, 2024

The next regular Board meeting is scheduled for January 17, 2024.

8. Adjournment

There being no further business, Trustee Zappone motioned to adjourn the Board of Trustees meeting at 4:14 p.m. Trustee Cooper seconded, and the motion carried.

FRIEDA TAKAMURA, Board Chair
Board of Trustees

YOSHIKO HARDEN, President
Renton Technical College

Renton Technical College
Board of Trustees Meeting
January 17, 2024

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BACKGROUND:

- A. General Information/Introductions
- B. Correspondence
- C. Public Comments from the Audience
- D. Associated Student Government
- E. Renton Federation of Teachers
- F. Written (and video) Communication Reports

BOARD CONSIDERATION

Information

Action

RECOMMENDATION:

None.

**Administration and Finance Report
Renton Technical College Board of Trustees
January 17, 2024**

Financial Report

For month ending November, we are 42 percent through the year. Revenue collection is about 46 percent. Revenues are up about \$3.6M this year compared to last year. This is mainly due to how the collection of tuition and fees are processed in ctLink compared to legacy. Tuition and fees are up by \$2.2M from November 2022. However, our tuition and fee collection are still well below our enrollment/tuition/fees prior to the pandemic in 2019-2020. Interest income is \$222k this year compared to only \$29k last year at this time. Scholarships and Students Loan Funds Received is also up about \$850k. This is due to more financial aid being awarded to students.

Expenses are about 45 percent. Expenses are about \$22.1M through November compared to this time last year of \$20.4M last year. Salary and benefits are about \$1.2M higher due than last year at this time. Goods and Other Services is also about \$896k higher for month ending November compared to last year.

Our ending cash balance is about \$21.07M.

Business Office

- Performing reference checks on finalist for General Ledger Accountant – Candidate has governmental accounting experience, specifically with K-12 school district.
- Currently interviewing for the Accounting Manager position.
- Kim Sykes's last working day was Friday, January 5, 2024.

Food Services & Rentals

I am pleased to present the monthly report for the Food Services and Catering and Events Departments for December. This report highlights significant developments and challenges faced during the month, as well as our proactive strategies to ensure continued excellence in service delivery.

1. Catering and Event Holiday Bookings:

The holiday season has been bustling with activity, reflecting positively in our Catering and Event bookings. We experienced a robust demand, indicating the community's continued trust and preference for our services. However, it's important to note that we are navigating through increased food and labor costs, which are industry-wide challenges. To maintain our commitment to quality while ensuring financial sustainability, we are in the process of reviewing our current catering prices. Adjustments will be made thoughtfully to balance affordability for our clients and the need to cover rising expenses.

2. New Catering Van Upgrade:

To enhance our service delivery and operational efficiency, the new catering van was fitted with a lift gate in the first week of December. This upgrade is a significant step in ensuring safer and more efficient transport of catering supplies and equipment, especially for off-site events. It represents our commitment to investing in assets that directly improve our service quality and staff work conditions.

3. Operational Shift to Accommodate Growth:

In response to the increased enrollment in the Culinary Arts Program, Catering has moved most of their operations to the "Fast Food Kitchen." This strategic shift not only accommodates the additional space required for the growing number of students but also demonstrates our adaptability and commitment to educational excellence. By optimizing our space usage, we ensure that both the educational and operational aspects of our culinary services continue to thrive without compromising on quality or experience.

Summary:

The month of December has been both rewarding and challenging for the Food Services and Catering and Events Departments. We are proud of the successes in holiday bookings and operational enhancements but remain vigilant about the rising costs affecting our industry. The upcoming price review and strategic operational adjustments are testament to our proactive approach in addressing these challenges. We are committed to continuous improvement and innovation to uphold the high standards of Renton Technical College's Food Services and Catering and Events Departments.

Thank you for your ongoing support and trust in our teams. We look forward to another month of service excellence and culinary delight.

Facilities & Capital

Minor Capital Program Projects for Previous Biennium (2021-2023):

- **Bldg. J Computer Classroom Remodel, 1st Floor – Phase 1 (SWL Architects)**
 - Received final inspection reports for Building, Mechanical, and Electrical permits. O&M binders and as-builts were delivered by Min (BFCC) on October 20, 2023.
 - Next Steps: final acceptance documents and process the final pay app.

Minor Capital Program Projects for Current Biennium (2023-2025):

- **Bldg. J Computer Classroom Remodel, 1st Floor – Phase 2 (SWL Architects)**
 - A fee modification was submitted for approval based on the bid value and additional services.
 - Contract specialist is still finalizing the contract documents with CDK Construction.

- Bid opened on November 14. CDK Construction Services, Inc. were the lowest bidder.
 - Geo engineers were on site to sample the floors and wall for Asbestos presence and provide a subsequent plan for the abatement. No Asbestos was found in the reports, so no abatement required.
 - COP funding request for the project is in progress.
 - A revised PWR amounting to \$3.9M was issued for the project.
- **Bldg. A – Automotive Pit Filling (JOC)**
 - This will be a program project. Have to wait for the next survey to add this as a prospective project. Currently, planning to block off the area till we receive a funding source.

Minor Capital Repair Projects for Current Biennium (2023-2025):

- **Roof Top Unit replacement in Bldg. D (Rolluda Architects)**
 - Revised PWR issued.
 - Permit Set submitted to the City of Renton for review and approval on December 19
 - Funds from 2 of the projects to be moved in minor works tool to supplement this project.
 - Cost estimate of \$561,920 was shared instead of the original PWR amount of \$414,000.
 - Because of the limited budget, the scope of work is limited to the unit replacement only, duct work is not included. Tony and Lee to provide the project execution strategy.
- **Lower Roof replacement at the Annex (Rolluda Architects)**
 - Tony shared a cost estimate of \$174,000 whereas the MACC for the project is \$220,000. Suggested to add guardrails or painting of the gas piping as an alternate.
 - Permit Set submitted to the City of Renton for review and approval on December 2.
 - The hazmat report from last year’s upper roof project covers the lower roof as well, so no additional surveys needed.
- **Storm line Replacement Phase 2 (AHBL)**
 - Plan set / drawings to be shared by Monday for review. Team to meet next Friday for discussion on further steps.
 - Based on the TV inspection, assuming a 200ft stretch of pipe may be blocked and planning to replace it with PVC pipe.
 - There is a plan to dig up and expose the lid of the dead end of the pipe and install a riser.

- Next steps: Actual plans / drawings, apply for the necessary permits with City of Renton in January, going out to Bid mid-March and start construction in June.
- Permit set of drawings will be shared by last week of December.
- **Roof replacement in Bldg. A (Burton Construction)**
 - Burton provided options with PVC cap or Silicon, We opted to go ahead with PVC for Section 1 (North end of the building) which would cost us \$250,000
 - Krazan shared the Hazmat Report for Roof. No Asbestos / lead was found.
 - Budget allocated in this biennium is \$385,000.
 - JOC - Burton Construction visited the site with subcontractors and will be providing a cost estimate for the entire roof and another one for the thirds of the roof.
- **Air handling unit's replacement in Campus Center (Bldg. I)**
 - HARGIS (state approved engineer for electrical/mechanical design) submitted a fee proposal for replacement of 2 AHU in Bldg I. 16-20 week lead time.
 - Budget allocated in this biennium is \$133,000 for replacing 4 air handling units.
 - Once the design is approved, will follow the JOC approach.
- **Transformer Replacement project**
 - HARGIS (state approved engineer for electrical/mechanical design) submitted a fee proposal for replacement of 4 transformers. The engineer will evaluate the present conditions based on the budget and place an order since it's a long lead item.
 - Budget allocated in this biennium is \$334,000 for replacing 4 3-phase transformers that have crossed their life expectancy.
 - Once the design is approved, will follow the JOC approach.
- **Unanticipated Repair Projects**
 - **Bldg. H Fire Sprinkler compressor replacement**
 - A blank PWR of \$50,000 was processed with DES to reduce the lead time for the document process.
 - Still waiting on the JOC (Burton Construction) Proposal.
 - **Bldg. B Pipe leak**
 - The Cost Engineer Approval was received on Tuesday. Next Step is processing for NTP.
 - Burton construction to sub contract Apollo Mechanical for the Ball Valve repair.
 - PWR of \$8,324 was processed with DES.

- **Bldg. L Fire Sprinkler System Leaks**
 - Project was completed as scheduled.
 - PWR of \$48,328 was processed with DES. JOC Proposal of \$44,304.23 was shared by Eric DES for review. NTP was issued to Forma.
 - Forma provided quotes for fixing the leaks so DES can issue the NTP by November second week, so the execution can be planned by December last week.
 - The time frame for execution is 2 weeks and since some of the sprinkler pipes are in classrooms. It's best done during the winter break when students are on vacation.

- **Bldg. F Roof repairs**
 - Master Craft completed the repair work on September 15.
 - The estimate for the repair was \$29,735.12.

- **Bldg. 0 (The Annex) Roof repairs**
 - Master Craft completed the patch work on the emergency roof leak on September 19.
 - The estimate for the repair was \$9,750.

Major Capital Growth Projects in Pre-Design/Design Phases for Current Biennium (2023 - 2025):

- **Health Science Center (SWL Architects)**
 - The Plan diagrams are wrapped up. Still working on Final Estimation and Graphics. Documents will be ready to be presented to Committee by January 22.
 - Additional services of AS-22 - Test to Fit Program Planning - Graphic Image was amended. Test to Fit Plan Review scheduled on December 4.
 - Schematic Design Phase is complete. Considering using Building H to support the health programs and reviewing the options on any scope modifications necessary is advance of moving into Design Development. Anticipating moving into the DD phase in October
 - SWL received HAZMAT reports from Krazan.

Other Projects:

- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
 - Applied for 10 chargers in parking lot P2 with the State supplied Grant program.

- **Multicultural Center Bldg. D (Rolluda Architects)**
 - Newer cabinets and dishwashers are to be planned for, since the existing are not ADA-compliant.
 - Local Capital Expend Authority Request Form with total expense of \$1,013,820 was submitted to the state for approval. Since it's over a million, it

needs to be presented to the board of trustees who are due to meet in January end.

- Permit Set submitted to the City of Renton for review and approval on December 19.
- Reuse existing furniture from Buildings N and J and a couple of major appliances for the kitchenette from Building E to reduce the overall cost.

- **Rivian Automotive Repair Instruction Shop (KPFF & Wood Harbinger)**

- Substantial completion form signed off by RTC.
- Final inspection successfully completed by the City of Renton on Nov 17, 2023.
- Rivian lifts are installed in Building K1 & K3.
- Air lines have been relocated by Forma subcontractor as part of the change order.
- Received Inspection reports from Krazan.

- **PSE Easement**

- Notary needs to be updated.
- PSE Easement papers signed by State board and shared with PSE.

- **Room 214A Bldg. I - Remodeling**

- PWR issued for the project.
- Mary Jo submitted a fee proposal for the design assist amounting to \$26,450. This excluded the electrical scope and structural permitting for occupancy/egress.
- Wood Harbinger will be involved for the electrical / data scope.
- Received cost estimate of \$80,000 from Evergreen Furnishings for the cubicles.
- Local Capital Expend Authority Request Form with total expense of \$200,000 was submitted to the state for approval.

Communications and Marketing Report
Renton Technical College Board of Trustees
Jan. 17, 2024

MARKETING

We're all excited to see the enrollment increases for both Fall and Winter quarters. Marketing campaigns again exceeded expectations, and the combination of compelling advertising and intentional follow-up through the CRM contributed to enrollment growth. Campaigns geared toward Winter enrollment generated more than 17,000 clicks, resulting in more than 1,100 leads, including form submissions, emails, and phone calls. Our Winter Healthcare promotions performed exceptionally well on Facebook and particularly Snapchat.

CRM Enrollment Marketing

The CRM has been employed now for the second quarter. The CRM provides timely responses and regular communication to prospective students, increasing yield while easing the burden on Student Services staff members, who used to respond individually to each inquiry generated through marketing campaigns.

In the three months before the Winter Quarter, marketing generated about 300 form submissions through the CRM. More than 20% of those applied to the college, and half enrolled in Winter Quarter. You can see the life cycle and effectiveness of this approach throughout, but here is one example:

"Maria" clicked on an ad and submitted a form on 9/10/23. She received an email through the CRM with the next steps on 9/11/23. When she had not applied, she received a reminder on 10/5/23. The college received her application on 10/29/23. When she had not enrolled, she received another reminder on 11/15/23 with next steps and contact information for Entry Services, Enrollment, and Financial Aid. She registered 12/7/23 and started this month in the Pre-Nursing Program. That's the success we love to see! Applicants also receive regular responses created in collaboration with Entry and Enrollment Services. Training of additional Student Services staff will take place between registration periods.

WEBSITE UPGRADE

The Web team is undergoing intensive training to prepare for the launch of the new website in the spring. We're excited about the accessibility, navigation, and new design.

NEWS AND WEB

[MLK Commemoration Events](#)

[Legislative Advocacy](#)

[Student Success Flier](#)

SOCIAL MEDIA HIGHLIGHTS

Engagement across platforms was up 133% in December 2023 over December 2022, and impressions grew by a whopping 187%. The most popular post across platforms was the visit from senior education leaders from Taipei.



College Technology Services
Renton Technical College Board of Trustees
January 17, 2024

College Technology Services (CTS)

CTS brings in the new year ready to support the winter quarter and return to campus more. Our team prepared classrooms across the main campus, as well as in the downtown Burnett location. CTS partnered with Instructional Designer, Yun Moh, to implement enhancements at the instructor lectern in FLEX classrooms. During the first week of the quarter, there were 300+ tickets submitted and 230 resolved.

Some personnel changes have taken place in our department recently. CTS would like to recognize, and thank Tim Lee, Systems Engineer, for his interim role in overseeing the Technical Support team during the Fall term while recruitment efforts were underway for a Service Desk Manager. Our team benefited greatly with Tim's efforts to take on additional responsibilities. CTS welcomes Joe Velasco, as our new Service Desk Manager. Joe comes to RTC with a background in technical support and service desk management and will lead the Technical Support team. Additionally, CTS is actively recruiting for a Director of Information Technology.

RTC employees will begin seeing communications about enhancements with account and password security during the winter quarter, with multi factor authentication (MFA) implementation taking place this term. Kudos to the early adopters who have already set up these measures!

CTS is continuing expanded support hours to meet the needs of evening instruction and campus operations. Our team will also focus on IT security and awareness training in February as well as engage in Performance & Development Plan (PDP) activities.

Diversity, Equity, and Inclusion Report
Renton Technical College Board of Trustees
January 17, 2024

Diversity, Equity & Inclusion Council

The Diversity, Equity & Inclusion Council (DEIC) resumed the monthly general meeting Monday, January 8, 2024. DEIC meetings are held the second Monday of each month (with the exception of February due to the holiday) in FLEX format on Zoom and C-111 from 2:30-4pm. Below are the remaining dates for winter and spring quarters.

- Feb 5, 2024
- Apr 8, 2024
- May 6, 2024

DEIC Action Teams and Committees are working various short-term and long-term initiatives in winter quarter. The priorities of the DEIC are fundamentally navigated and supported by Action Teams and Committees. As stated in the Guide to College Governance, Action Teams work on a specific, timebound project, typically lasting no more than two years. Committees conduct and monitor essential work of the college on an ongoing basis. Each Council member self-selected an Action Team or Committee upon joining DEIC fall quarter and will work with their selected group throughout the academic year.

ACTION TEAMS

Bias Incident Response Team (BIRT) Policy Review (New- ending Winter Quarter 2024)

DEIC developed a BIRT policy in the 19-20 academic year. The BIRT is designed to support and address bias related incidents on campus. With the Office of DEI now established, it is a priority to ensure this policy is current with effective process and procedure before formalizing a BIRT Team. The Policy Review Action Team is currently reviewing the policy and will be presenting a revised document for council review followed by presentation for approval by Executive Cabinet.

DEIC By-laws (New-ending Winter Quarter 2024)

This group is responsible for developing by-laws for the DEIC that align with the RTC Shared Governance by-laws standards as indicated in the Guide to College Governance. The Team will present a document to the Council for approval.

Multicultural Center (ending Summer 2024)

The Multicultural Center Action Team (MCAT) works collaboratively with numerous campus stakeholders including DEIC, students, faculty, and staff to develop a concept and plans for a Center at RTC that will tentatively open fall 2024 for all students, staff and faculty and greater community to gather and will serve as multipurpose space for learning. The Campus Climate Survey data provided insightful information regarding what the campus is

seeking in a Center. The MCAT reviewed the data fall quarter and will be developing a plan to engage students and other stakeholders for input in naming of the space, Center mission, programs & trainings, hours of operation, etc.

COMMITTEES

Campus Climate & Data Equity

The Campus Climate & Data Equity Committee ensures that DEI priorities and deliverables are supported by current and transparent data that illustrates the current state of the college and identify equity gaps in order to effectively implement institutional change. In alignment with requirements from RCW [28B.10.147](#) (campus climate assessment), all Washington State Community & Technical Colleges are required to conduct campus climate assessments and listening sessions for all students, faculty and staff. RTC completed the campus climate assessment in spring 2023. Institutional Research & Effectiveness and the Office of DEI are currently in the final stages of completing the campus climate survey comprehensive report and will be released to campus in February 2024.

The second phase of the campus climate requirement is to conduct listening sessions based on findings of the survey. The objectives of the listening sessions are to:

- Identify perspectives on findings from survey (equity gaps) in serving a sense of belonging at RTC.
- Identify underlying issues related to negative experiences at RTC.
- Identify a direction and/or actions that the institution can take to improve experiences at RTC.
- To ensure that people are seen and heard.
- To ensure people are feeling safe enough to share their perspective.
- To mitigate barriers to participation.

The Campus Climate & Data Equity Committee is working with Be Culture to curate listening sessions (focus groups) in February 2024. Based on the data, the Committee has identified five populations of focus. Session invitations will be sent to students, staff and faculty in January.

Indigenous Peoples'/ Tribal Relations (New)

Established in Summer 2023, the Indigenous Peoples' Committee was created to address and enhance RTC tribal relations, partnerships and curate programming and trainings centering indigenous experiences.

Professional Development & Training

The Professional Development & Training Committee will focus on curating quarterly equity centered training and comprehensive professional development opportunities for all faculty and staff. This is in alignment with RCWs [28B.10.145](#) (PD) and [28B.10.149](#) (student programs), and the requirement to provide anti-racist training to all faculty, staff and students.

For more information, please contact the Office of DEI at dei@rtc.edu.

Office of Diversity, Equity & Inclusion (DEI) – Departmental Updates

Rev. Dr. Martin Luther King, Jr. Commemoration

January 15-18, 2024

The Office of DEI in collaboration with the RTC Associated Student Government and RTC Library is honored to host the 2nd Annual MLK Commemoration with the theme- *Ignite the Legacy Within*, Monday, January 15 to Thursday, January 18, 2024.

MLK Commemoration aims to:

- Engage campus community in intentional dialogue centering Rev. Dr. King. Jr.'s life and legacy as a radical agent of change
- Examine Rev. Dr. King. Jr.'s teachings through various interactive learning formats including lectures, workshops, exhibits and much more
- Integrate intersectional perspectives to explore Rev. Dr. King. Jr.'s teachings to deepen understanding of social justice issues and contemporary movements

Programs are open to all students, staff, faculty and greater community unless if indicated. The schedule of programs is available below.

Special thank you to the 2024 MLK Commemoration Planning Committee: Mica Hunter, Joyce Nicholas, Chelsea Paulsen, Cle Roseboro II, Maritza Ogarro and Doris Martinez

Monday, January 15th

King Day @ Northwest African American Museum

10am-2pm

Sponsored by RTC Associated Student Government (RTC Student Only)

Tuesday, January 16th

Brother Outsider: The Life of Bayard Rustin-*film screening*

11:30am-1pm

Blencoe Auditorium, C Building- 1st Floor & Zoom

<https://rtcedu.zoom.us/j/89935278231>

Meeting ID: 899 3527 8231

Wednesday, January 17th

Keynote Address by Jesse Hagopian: *“Social Movement Unionism: From the Poor People’s Campaign to Educators on Strike”*

12pm-1:30pm

RTC Cafeteria, I Building & Zoom

<https://rtcedu.zoom.us/j/85053001664>

Meeting ID: 850 5300 1664

Thursday, January 18th

Campus Social Mixer & Bingo @THE LIBRARY

11:30am-2pm

Library, C Building- 2nd Floor

Renton King County Justice Alliance (RKJA)- Black History Month Community Forum

The Renton King County Justice Alliance will be hosting its annual Black History Month Community Forum at the RTC Library on Saturday, February 10 from 11:30am-4pm. This year's program, *The Art of Cultivating Community*, will feature community panels, vendors, history of Renton, youth performances and much more. Dr. Yoshiko Harden will provide the keynote address at the event. Currently, the Office of DEI, Office of the President and RTC Library staff are working collaboratively with RKJA on logistics to ensure the event is a success. The program will also include a recognition of Lunar New Year (February 10) to highlight its cultural significance.

RTC Foundation Report
Renton Technical College Board of Trustees
January 17, 2024

Scholarships and Events

Spring 2024 Scholarship Cycle

Applications for Spring quarter went live January 8. Students have until February 5 to submit their application. Virtual workshops and classroom visits are planned. New scholarships include the McLennaghan Education Scholarship for construction and automotive, and the Enterprise Mobility Scholarship for automotive programs. This cycle marks the first time an “authenticity statement” has been added to the application around use of ChatGPT or other Large Language Models (LLM). The Scholarship Committee plans to address the issue during the committee’s annual debrief to ensure fairness, consistency, and equitable scoring of applications, and to develop student guidelines around the ethical use of LLM within the context of a scholarship application.

Reception for Connell Scholarship Recipients February 2

The Connells requested that the Foundation host a scholarship recipient reception February 2 in the evening on campus. Students can bring family members and efforts are underway to secure a member of the Seahawks to give remarks and take photos. Executive Director of DEI, Doris Martinez, will share remarks. The purpose of the event is to honor the students and provide an informal opportunity for the Connell family to meet and greet the recipients. The gift administrative fee covers the event costs.

2024 Student Success Celebration, March 2

Planning and production continue around the marketing and sponsorship development efforts. To date \$42,000 of the \$80,000 goal in sponsorships have been raised, and half of the auction items have been procured. The Event Landing page at www.foundation.rtc.edu features highlighted auction items to help promote the silent auction. Top sponsors include Invitation Homes at the \$10,000 Presenting sponsor level and Platinum sponsors (\$5,000 level) Amazon, Providence Swedish Medical Center, RTC Associated Student Government, and Urban Renaissance Group. Invitation postcards drop in the mail week of January 8 for the 2-1 ticket promotion. This year’s theme is *Come Together – a Salute to the 70’s!*

Development & Community Engagement:

- The McLennaghan Family has given \$25,000 to support construction and automotive students. This is their third large gift since 2020. Gifts originally were targeted only for construction, but they have decided to expand their program support. The scholarships are \$6,250.00 per student to cover a full year of tuition, fees, and books.

- The Dahlby Family has renewed their scholarship support with a \$10,000 gift. This gift is to support the McCarthy Bridge Grant for students entering the trades and is matched dollar-for-dollar through the Mackenzie Scott gift for FY23-24.
- Outreach to current donors of the McCarthy Bridge Grant launched in late November with the goal of raising year-end dollars toward the \$160,000 annual match. Currently, \$62,082 has been raised (39%) toward the annual match.
- The Strategic Partnership Task Force (SPTF) developed the final Partnership Outreach Plan for Phase II (January – August) of the SPTF’s deliverables. The SPTF recommends that outreach priorities start with healthcare as the top tier, with trades and manufacturing as the second tier.

Guiding **principles for engagement** include intentional listening sessions with potential partners, co-creation of any agreement with partner, reciprocal benefits and mutual goals that are clearly defined and measurable, and a strong commitment to communication and follow through.

Any potential partner must demonstrate a commitment to equitable practices and outcomes for employees in their recruitment, hiring, and retention practices.

The plan includes the following for each prospective Partner:

Collective Impact and Strategic Objectives

This partner-specific statement is where we identify challenges and how a partnership can best address these challenges collectively.

Outreach sequence:

- 1. Listening Sessions**
- 2. Common goals for Partnership**
- 3. Reciprocal benefits and measurements of success**
- 4. Development of formal agreement**
- 5. Communication commitment and schedule**

[Operations](#)

[2023 Tax Letters](#)

Preparation and production of the 2023 donation tax receipt letters has begun, and tax letters will be mailed out to all donors prior to the end of January.

[2022-2023 Independent Audit](#)

Preparation of the Foundation’s FY22-23 independent audit with CPA Brantley Janson continues in collaboration with the Foundation and College.

Enlighten Women's Forum

The Foundation is providing administrative support for the Construction Center of Excellence's (hosted at RTC) forum March 21, 2024. The event brings women together in the construction and energy trades to create valuable connections and foster leadership development.

The following personnel actions have occurred as of December 2023 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
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- Hires

none

-Separations

none

WFSE	Effective Date	Position	Department
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- Hires

none

-Separations

none

Prof Tech	Effective Date	Position	Department
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- Hires / Change in Position

Kelly Gonzalez	12/6/2023	Renton Promise Program Specialist	Financial Aid
James Dowdy	12/19/2023	Campus Security Officer	Safety & Security

-Separations

Steven Amalega	12/2/2023	Campus Security Officer Part-time	Safety & Security
Firia Aguon-Flores	12/7/2023	Community Outreach & Recruitment Manager	Outreach

- Hires / Change in Position

none

-Separations

none

RFT	Effective Date	Position	Department
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- Hires

Joseph Tully	12/11/2023	Adjunct Faculty - Computer Science	Computer Science
Ixius Procopios	12/11/2023	Adjunct Faculty BAS Application Development	General Education
Sheila Northrop	12/15/2023	Adjunct Faculty Communications	General Education
Amrit Kaur	12/18/2023	Adjunct Faculty Clinical Nursing Programs Instructor	Allied Health
Brendan O'Toole	12/18/2023	Adjunct Faculty - Band Instrument Repair	Band Instrument Repair
Shaan Shahabuddin	12/20/2023	Adjunct Faculty - General Education	General Education
Megan DeMarco	12/26/2023	Adjunct Faculty - Medical Assistant	Medical Assistant
Tobias (Toby) Mollet	12/27/2023	Adjunct Faculty - Surveying	Surveying - Advanced Manufacturing
Kateryna (Kate) Savenkova	12/27/2023	Adjunct Faculty - Community ELA	College Career Pathways

-Separations

Fatima Rodriguez	12/7/2023	Adjunct Faculty	Allied Health
Kathleen Mullins	12/7/2023	Adjunct Faculty	Advanced Manufacturing & Workforce
Leta Berkshire	12/9/2023	Adjunct Faculty	General Education

	Monthly Total Hires	% of Diverse Hires YTD
Full time	2	64%
Part time	9	29%

Institutional Research and Effectiveness Report
Renton Technical College Board of Trustees
January 17, 2024

Institutional Planning and Effectiveness

- In 2023, the Institutional Research & Effectiveness (IR&E) office completed **72 projects** requested from various faculty and staff across campus. The team is looking forward to contribute more in 2024!
- **Campus Climate** listening sessions are tentatively scheduled for February 2024. Logistics and question generation are in progress with the Campus Climate and Data Equity Committee. This is in support of Senate Bill 5227 on diversity, equity, and inclusion assessments in higher education institutions.
- The **NWCCU Year 3 Mid-cycle visit** is coming up in April 2024. The team is collaborating on the report and visit logistics.

Student Learning and Assessment

- IR&E is supporting efforts to improve how the institution assesses **learning outcomes**. This will include a cross-departmental effort to educate the campus and develop a new learning outcomes assessment framework for RTC.
- IR&E is reviewing the **course evaluation** process and distribution of results. They will be presented at Learning Council in February 2024.

Data and Research

- IR&E is currently collecting and auditing data for a **program viability study** for the institution's professional technical programs and will be delivered to instruction this month.
- The team is working on Fast Facts, RTC personas, and On-Campus Attendance **dashboards** for executive leadership.

ctcLink

- SBCTC is initiating a focused approach to make progress on a comprehensive set of improvements to ctcLink. These improvements will focus on the three themes of **training, common business processes, and communications**. Choi Halladay will lead a team at SBCTC that will begin work this month.
- IR&E and Enrollment Services staff are progressing in work around automating **fraud account** detection. Machine learning scripts are being tested with our current data.
- IR&E, HR, and the Business Office are working on automating labor **budget management** by utilizing position management in ctcLink. Automation for the supplies and materials budget sheets are also in the works.

Other

- The team continues to support the college in all of their reporting, data, and ctcLink needs. Ad hoc requests from this month included PS queries, custom reporting tools, data pulls for reporting, and ctcLink enhancements.



Instruction Report
Renton Technical College Board of Trustees
January 17, 2024

Instruction has updates from Dr. Delaney, Dean Tim O'Donnell, and Dean Warren Takata.

- [Winter Quarter Start, new and improved with AI!](#) Dr. Delaney has a goal to make RTC a leader in the implications of AI in Workforce Education. Towards that end, she is educating herself with several courses in AI and working on a New Year's resolution to use AI every day in 2024. This short collection of Winter classroom visits was compiled and produced by artificial intelligence via a tool called Pictory.
- [Update from Culinary](#) – Dean Tim O'Donnell takes you on a guided tour of the culinary kitchen and Cafeteria.
- [Update from Transportation](#) – Dean Warren Takata updates you on our three transportation programs.

Student Services Report
Renton Technical College Board of Trustees
January 17, 2024

Advising team to attend three-part professional development series

The State Board's Student Success Center (which is responsible for supporting statewide Guided Pathways implementation) is hosting a three-part series titled "Developing an Assessment Cycle in Student Services" facilitated by [Dr. Kellie Dixon](#). The sessions will focus on data collection, data analysis, and closing the loop. The intended audience is professional advising staff and advising administrators. RTC is sending a team of six. These sessions will help to inform how we redesign our intake and onboarding through our entry advising process, as well as provide valuable tools in assessing our services and operations.

Enrollment Services hosts grading sessions

As fall quarter ended, Enrollment Technology Specialist Joyce Nicholas and Director of Enrollment Services/Registrar Morenika Jacobs hosted Zoom sessions to assist faculty as they submitted grades for fall quarter. These sessions provided an opportunity for faculty to feel confident in grade submission via ctCLink and also become familiar with the grading policy that was revised and took effect this academic year. They also had a chance to learn grading best practices from one another. The sessions were a great success, attended by nearly 20 faculty and will become a standard support at the end of each quarter. For winter, Joyce and Morenika will include a video to demonstrate all the steps to show how to submit the grades, as sometimes this final crucial step is missed.

Enrollment Services hosts grading sessions

The RTC ASG resumed its biweekly Senate Assembly Meetings for winter quarter. Student leaders are making classroom visits to promote the ASG and recruit new leaders and have welcomed two new members to the ASG Executive Board. Programming for winter is well underway and January is a month for student engagement opportunities. The ASG hosted a "Pizza with ASG and the Benefits Hub raffle" (which included twenty \$50 gift cards) to promote the services available via the United Way Benefits Hub. The week of January 15 will include several events sponsored by the ASG and the Office of Diversity, Equity, and Inclusion to honor and commemorate Reverend Dr. Martin Luther King, Jr.'s legacy. This will include an MLK, Jr. Day trip to the Northwest African American Museum (NAAM) with transportation provided by the ASG and lunch catered by the RTC Culinary Arts program.

Renton Technical College
Board of Trustees Meeting
January 17, 2024

AGENDA ITEM: 4. DISCUSSION/REPORTS

SUBJECT:

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

BACKGROUND:

A. President's Report

Dr. Harden will provide a report subsequent to the December 13, 2023 Board meeting.

B. Financial/Budget Status

Vice President Jackson will provide a report of the budget.

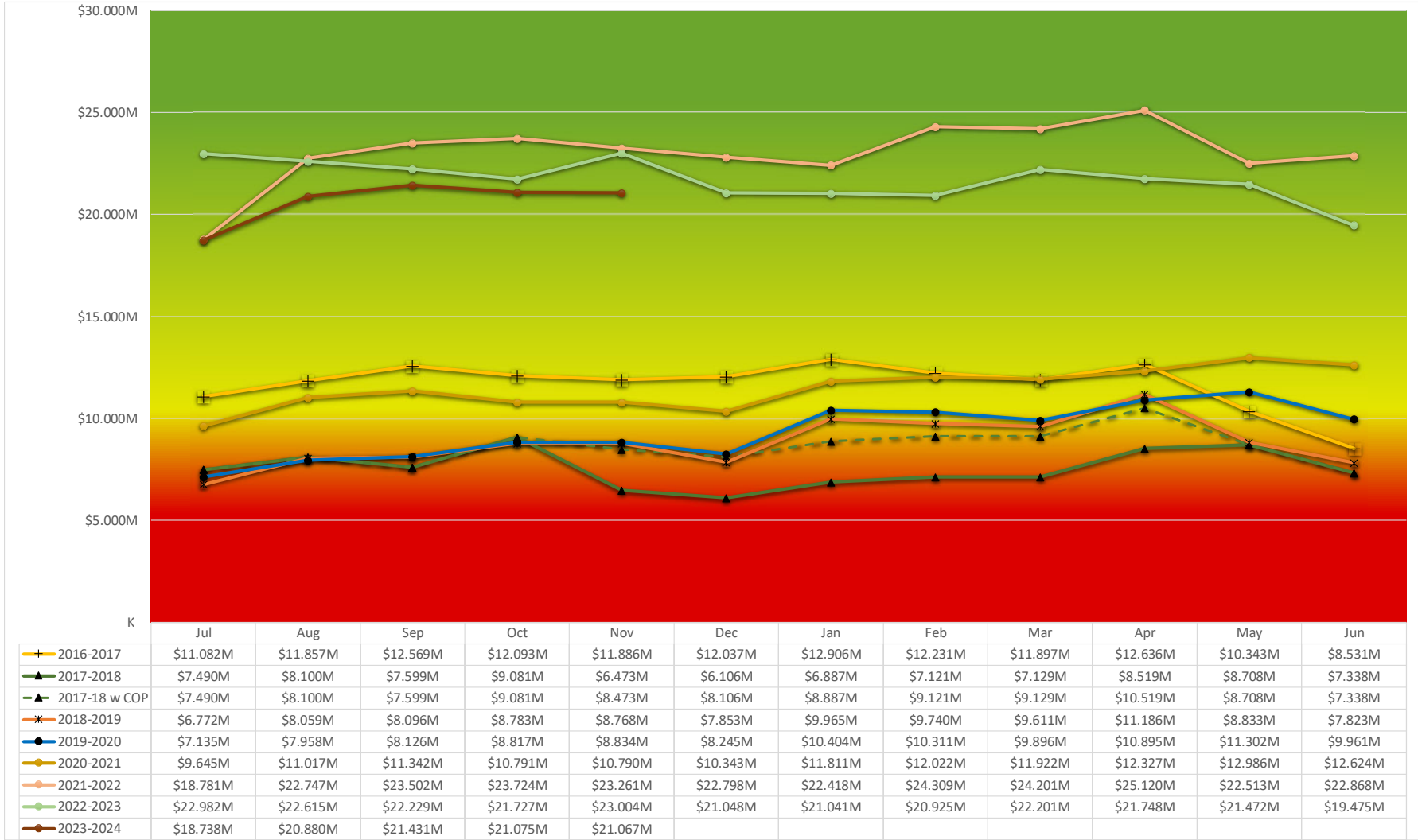
RECOMMENDATION:

None.

RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2023-24
For the Month of November 2023

	November 2023 - Actual	Year to Date - November 2023 - Actual	Prior Year to Date - November 2022 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance				19,248,178
Add - Revenues:				(11,356,845)
Tuition & Fees - Funds 060 148 149 561	1,665,111	5,820,274	3,521,560	2,298,714
Grants and Contracts	323,353	1,594,814	1,734,173	(139,359)
Donation Received	-	-	-	-
Student Government	125,330	441,462	350,114	91,348
Bookstore	25,444	176,039	9,149	166,890
Security/Parking	37,397	129,601	16,599	113,002
Culinary Arts - Food Services	73,746	308,543	268,961	39,582
Housing	-	-	13,415	(13,415)
Interest Income	43,753	222,567	28,944	193,623
Rental Income - Excluding 569	19,514	112,974	89,000	23,974
Scholarship and Student Loan Funds Received	167,164	3,588,983	2,739,724	849,259
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	2,480,813	12,395,257	8,771,638	3,623,619
Add - State Allocation				
State Allocation - VPA Expenses	2,996,506	13,151,896	11,629,142	1,522,753
Capital Allocation Fund 057	210,782	459,759	369,686	90,073
Capital Allocation Fund 060	-	11,664	124,295	(112,631)
Total State Funding	3,207,288	13,623,318	12,123,123	1,500,196
Total Revenues	5,688,101	26,018,576	20,894,761	5,123,815
Less - Expenses:				
Salaries	2,528,703	10,731,893	9,661,577	1,070,316
Benefits	762,159	3,565,939	3,293,239	272,700
Contracts	-	-	-	-
Goods and Other Services	723,161	3,108,725	2,212,485	896,240
Cost of Goods Sold	33,985	112,657	35,316	77,340
Travel	35,853	59,676	56,245	3,430
Equipment	3,359	308,814	27,533	281,281
Computer Equipment	-	-	-	-
Financial Aid	148,780	4,226,617	5,133,032	(906,415)
Debt Service	(1,411)	(1,234)	-	(1,234)
Bad Debt	-	-	-	-
Total Expenses	4,234,590	22,113,086	20,419,427	1,693,659
Net Operating Surplus (Deficit)	1,453,511	3,905,489	475,334	3,430,155
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(1,407,226.76)	(1,933,848)	34,764	(1,968,613)
Decrease/ (Increase) in Investments & Bond Amortization	(570,505)	(742,396)	(1,766,924)	1,024,528
Payment of Bldg, Innovation Fee, and VPA Advance to State	(40,150)	(379,678)	(385,342)	5,664
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	(2,017,882)	(3,055,923)	(2,117,502)	(938,421)
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	8,740,901	8,740,901	17,606,011	(8,865,110)
Add College Reserves:				
Local Government Investment Pool (LGIP)	9,676,311	9,676,311	2,759,623	6,916,688
Investment Bonds held in trust by US Bank	2,649,653	2,649,653	2,637,902	11,751
Total Reserves	12,325,964	12,325,964	5,397,525	6,928,439
Total Cash and College Reserves	21,066,865	21,066,865	23,003,536	(1,936,672)
	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	31,560,828	28,926,488	2,634,340
Allocation Used - Year to Date	42%	13,151,896	11,629,142	1,522,753
Remaining State Allocation	58%	18,408,932	17,297,346	1,111,587

RTC Month End Cash and Reserves Balances - FYR 1516 to 2324



Renton Technical College
Board of Trustees Meeting
January 17, 2024

AGENDA ITEM: 5. BOARD OF TRUSTEES

SUBJECT:

BOARD CONSIDERATION
X Information
Action

BACKGROUND:

- A. Strategic Equity Plan Steering Committee Report
Strategic Equity Plan Liaison Vice Chair Norouzi will provide an update from the 2023-2024 Strategic Equity Plan Steering Committee.
- B. Foundation Liaison Report
Foundation Liaison Trustee Cooper will provide an update from the Foundation Board.
- C. Legislative Action Liaison Report
Dr. Harden will provide an update on legislative action meetings and activity.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 17, 2024

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BACKGROUND:

- A. The next regularly scheduled meeting of the Board of Trustees will be February 21, 2024.

<p>BOARD CONSIDERATION</p> <p>X Information</p> <p>Action</p>
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RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 17, 2024

AGENDA ITEM: 7. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Motion required.