

AGENDA ITEM/SUBJECT

INFORMATION/ACTION/PRESENTER

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

1:00 p.m.

1. CALL TO ORDER

A. Notation of Quorum

2. EXECUTIVE SESSION

A. An Executive Session will be called to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30).

B. Announcement of time Executive Session will conclude.

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

3:00 p.m.

1. CALL TO ORDER

A. Notation of Quorum

B. Flag Salute

2. EXECUTIVE SESSION

A. An Executive Session may be called to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30), *if additional time is needed from prior special meeting.*

B. Announcement of time Executive Session will conclude.

3. ACTION ITEMS

Action

A. Adjourn to Culinaire Room – Roberts Campus Center

1) The Board will consider a motion to move the meeting to the **Culinaire Room (I-108)** to accommodate the expected larger crowd of meeting attendees.

B. Comments from the Audience

C. Faculty Advancements and Tenure

1) Faculty Advancements First Year to Second Year

2) Faculty Advancements Second to Third Year

3) Faculty Advancements to Tenure

4. COMMUNICATIONS

Information

A. General Information/Introductions

B. Correspondence

C. Student Leadership

D. Renton Federation of Teachers

E. Written Communication Reports

5. DISCUSSION/REPORTS

A. President

Kevin McCarthy

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

B. Administration/Finance

- 1) Monthly Finance Report

Eduardo Rodriguez

C. Board of Trustees

- 1) ACCT National Legislative Summit Report
2) ACCT Leadership Congress – New York
 a) Discuss Participation (October 24-27, 2018)
3) ACT/ACCT Award Nominations
4) Board Liaison Reports
 a) RTC Foundation
 b) RTC Advisory Board

Trustees Page and Unti

Trustee Page
Trustee Entenman

6. MEETINGS

Information

- A. April 18, 2018

7. EXECUTIVE SESSION

- A. An Executive Session will be called to discuss with legal counsel matters of litigation or potential litigation, and to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30).
B. The Executive Session may also be called for any other reason allowed under the Open Public Meetings Act (RCW 42.30).
C. 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:

- Renton’s State of the City (Hosted at RTC) | March 28, 2018
- RTC Faculty Tenure Celebration | May 24, 2018
- RTC Commencement | June 21, 2018 – ShoWare Center, Kent

2017-2018 BOARD PRIORITIES

Budget Engagement • Tenure Process • Diversity & Inclusion



Renton Technical College
Board of Trustees Meeting
March 21, 2018

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

SUBJECT:

BOARD CONSIDERATION

Information

Action

BACKGROUND:

Board Chair Susan Palmer will carry out the Notation of Quorum.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 21, 2018

AGENDA ITEM: 2. **EXECUTIVE SESSION
SPECIAL MEETING**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A) An Executive Session will be called to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30).
- B) Announcement of time Executive Session will conclude.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 21, 2018

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

SUBJECT:

<p style="text-align: center;">BOARD CONSIDERATION</p> <p style="text-align: center;">Information</p> <p style="text-align: center;">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
March 21, 2018

AGENDA ITEM: 2. EXECUTIVE SESSION
 REGULAR MEETING

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A) An Executive Session may be called to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30), *if additional time is needed from prior special meeting.*
- B) Announcement of time Executive Session will conclude.

RECOMMENDATION:

None.

AGENDA ITEM: **3. EXECUTIVE SESSION**

SUBJECT: A. Action

BOARD CONSIDERATION
Information
X Action

BACKGROUND:

A. Adjourn to Culinaire Room

- 1) The Board will consider a motion to move the meeting to the ***Culinaire Room (I-108)*** to accommodate the expected larger crowd of meeting attendees.

B. Comments from the Audience

C. Faculty Advancements and Tenure – Action will be taken on the following faculty advancements:

1) Advancing from First to Second Year of Probation:

- Ibrahim Moustafa-Gomaa, Administrative Office Management
- David Blodgett, Application Development BAS
- Travis Spaniel, Automotive Ford ASSET
- Batholomew Kimani, Precision Machining Technology
- Lea Hoffman, Medical Assistant
- Melvin Hortman, Engineering Design Technology
- Diane Snyder, Nursing
- Ryan Hoaglin, Automotive Technology
- David Schoenmakers, Precision Machining Technology
- James Klein, Mechatronics/Industrial Maintenance

2) Advancing from Second to Third Year of Probation:

- Elizabeth Demong, Basic Studies/ABE
- Jessica Ganska, Band Instrument Repair Technology Program
- Warren Takata, Automotive ITEC Program
- Mohamed Zerrouki, Computer Science Program

3) Advancing from Third Year Probation to Tenure:

- Jeffrey Pulliam, Construction Management Program
- Sarah Redd, Science/General Education
- Cheryl Stover, Science/General Education
- Richelle Spence, Surgical Technology Program

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 21, 2018

AGENDA ITEM: **4. COMMUNICATIONS**

SUBJECT:

BACKGROUND:

- A. General Information/Introductions
- B. Correspondence
- C. Student Leadership
- D. Renton Federation of Teachers
- E. Written Communication Reports

BOARD CONSIDERATION	
X	Information
	Action

RECOMMENDATION:

None.



Maggy Esquivias Receives the Governor's Civic Leadership Award

Maggy Esquivias, a member of the ASG and a pre-nursing student, was selected by Governor Jay Inslee to receive the Governor's Civic Leadership Award, sponsored by WA Campus Compact. The awards recognize the top student civic leaders at Washington Campus Compact member institutions who have demonstrated exceptional leadership and commitment to addressing critical issues on their campus or in the community. Esquivias is the winner among all community and technical colleges. She was honored at a ceremony on Friday, March 16 at the Museum of Flight and received a \$1000 scholarship.

A story and video about Maggy's work as an ASG member, highlighting her support of Elijah's Pantry is here: <https://www.rtc.edu/maggy-esquivias>

Carl Harris named to the All-USA Academic Team for Community Colleges

Carl Harris earns another scholarship! This month, Carl received national recognition from Phi Theta Kappa, and is one of just 20 two-year college students named to the 2018 All- USA Community College Academic Team. The judges made their selections based on grades, leadership activities and, most importantly, how student extend their intellectual talents beyond the classroom. Carl will receive a \$5000 scholarship and will be recognized this week at the All-WA Academic Team Ceremony in Olympia, and next month at both the Phi Theta Kappa Convention in Kansas City as well as the AACC President's Breakfast in Dallas.

In addition, Mo was also the highest scorer of all students from WA State who applied for this scholarship. Because of this, he was also named the New Century Scholar for our state and will receive an additional \$2000 national scholarship for this. And when he is recognized at the All-WA Academic Team Luncheon later this month, he will receive even more state-level scholarships provide by Key Bank and ACT.

RTC Clubs and Student Organizations Support Student Success

So far this academic year, RTC student leaders have formed 16 clubs and student organizations that support their training program, and celebrate their identities and interests. To start a club or student organization, at least eight students must submit an application that includes a mission statement and the signed support of a faculty or staff advisor. Some highlights of club life at RTC include:

- The [Student Veterans Organization](#) meets weekly and works closely with RTC Veterans Services to provide quarterly outreach luncheons and community-building activities.
- Members of the [Horn Health Club](#) will travel to Normal, IL in April to attend the annual National Association of Professional Band Instrument Repair Technicians to network with colleagues and secure employment post-graduation.
- The [Association of Computing Machinery Club](#) went on a local day trip to the Living Computer Museum in Seattle this quarter.
- The [Massage Therapy Club](#) is working on plans to attend their first ever regional conference
- Six members of [Phi Theta Kappa Honor Society](#) will travel to Kansas City to attend PTK Catalist 2018, the honor society's annual convention.

- The Gamers Club, RTC's oldest and most consistent club, is meeting weekly and is focused this year on board games, role play games, and plans to organizer a gamer's convention in the spring!
- The Engineering Design Club went on a local day trip to the Boeing plant in Everett, WA to tour their facilities.
- Five members of the Surveying Club attended the Land Surveyor's Association of WA annual conference in Spokane, WA in March.
- The Vietnamese Club was busy this year, planning the teacher's day celebration in November and the Lunar New Year events in February.



Administration and Finance Report
Renton Technical College Board of Trustees
March 21, 2018

Food Service Department

Lindsay Tanzi, Catering Manager attended the National Catering CaterEase Conference in late February. She brought back tools and current industry techniques on implementing updated catering contract policies and facility processes. In addition, she brought back a wealth of new information on increasing sales in the wedding industry market.

Catering is finalizing the new catering Spring/Summer menu with increased prices and menu items.

The marketing and communications team assisted the catering department with updating an advertisement in the Renton Chamber of Commerce Business Directory and Visitor Guide. This advertisement is focused on the college multiuse rental rooms.

Business Office

We continue working with Clifton Larson Allen to facilitate the preparation of 15-16 and 16-17 financial statements. They anticipate finishing by the third week in April, and we have begun coordination with SAO to perform their audit on both years, hopefully sometime in mid-May.

Jessica Briggs and Carol Estrada attended the ctLink workshop on Payables without Purchase Orders. They both found the workshop helpful and were glad to have the opportunity to network with some of their peers from other colleges. Amy Parks also attended the Absence Management workshop 3/7-9.

We are currently working through the Fall apprenticeship billing.

We are currently receiving applications to fill the Budget, Accounting and Financial Services Manager position (formerly Mark Johnson's position). This position will be responsible for annual financial statement preparation and audit coordination, Foundation accounting, and financial and budget reporting. First consideration closes on March 25th.

Facilities & Capital

Bldg. J Roof Replacement: Minor capital project for summer, 2018. Currently in design. Roof color selected to be the same as I and K buildings.

Bldg. A & B HVAC Modifications: Bldg. B HVAC controller replacement is scheduled for summer 2018 due to long lead time for Bldg. A's heat exchanger and extensive contractor coordination. Now that the State has allocated funding, it is in design.

Fire Alarm System Upgrades: Minor capital project for summer, 2018. Bldgs. J and H were done in previous biennia, and Buildings D, E, and F are scheduled for this summer. The remainder of buildings will be done next biennia. Design is in early stages now.

B Bldg. Dental Lab Exhaust: In planning and estimating phase. Will add exhaust hoods for plaster mixing. May be added to the B controller's capital project to be done this summer.

Minor Program Capital Projects for Next Biennium: We are working on developing proposals for some potential minor capital projects. Application to OFM for funding is due April 1st.

Eco-Lawn: Recommended by landscape architect for the Master Plan. Barry did a site visit to a recent installation of the eco-lawn concept and shared photographs of an installation at a Seattle U. We are awaiting for potential funding opportunities to try this on a test basis on the campus grounds.

Bookstore

Spring quarter textbooks: We will begin selling textbooks for next quarter on March 22.

Textbook buybacks: We will be buying back books on March 22-23.

Merchandise: We have mugs, sweatshirts, t-shirts, and baseball hats with the RTC logo in stock.

The following personnel actions occurred during January 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

John, Kristina	1/22/2018	Administrative Assistant 5	WTED
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-Separations

None

-Retired

None

Prof Tech	Effective Date	Position	Department
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- Hires

None

-Separations

None

-Retired

None

Exempt / Administrative	Effective Date	Position	Department
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- Hires

Dubuk, Marsha	1/2/2018	Student Success Specialist	Student Services
Kim, Jichul	1/30/2018	Director of Institutional Research	Institutional Advancement
Lipscomb, LaShonda	1/4/2018	Student Success Specialist	Student Services
Parrott III, Wade	1/2/2018	Veterans Services Manager	Student Services
Paulsen, Chelsea	1/4/2018	Student Success Specialist	Student Services

-Separations

Hartmann-Turner, Donna	1/12/2018	Financial Aid Director	Student Services
Johnson, Mark	1/9/2018	Director of Financial Services	Business Office

-Retired

None

RFT	Effective Date	Position	Department
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- Hires

Hudson, Earnest	1/8/2018	Full Time Faculty	WTED
Locke, Maria	1/8/2018	Adjunct Faculty	Allied Health
Rubin, Zachary	1/17/2018	Full Time Faculty	General Education
Valibeigi, Ali	1/22/2018	Adjunct Faculty	Allied Health

-Separations

Kane, Gregory	1/12/2018	Full Time Faculty	WTED
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-Retired

None

	Monthly Total Hires	% of Diverse Hires YTD
Full time	8	49%
Part time	2	45%

The following personnel actions occurred during February 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

None

-Retired

None

Prof Tech	Effective Date	Position	Department
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- Hires

None

-Separations

Jackson, Ryan

2/28/2018

Enrollment Technology Specialist

Enrollment Services

-Retired

None

Exempt / Administrative	Effective Date	Position	Department
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- Hires

Rodriguez, Eduardo

2/1/2018

VP of Administration and Finance

Administration

-Separations

None

-Retired

None

RFT	Effective Date	Position	Department
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- Hires

Ferrante, Mark

2/1/2018

Adjunct Faculty

Culinary Arts

Phillips, Patricia

2/5/2018

Adjunct Faculty

Allied Health

Sanders, Matthew

2/5/2018

Adjunct Faculty

College & Career Pathways

-Separations

Nguyen, Linh

2/16/2018

Academic/Career Counselor

Student Services

-Retired

None

	Monthly Total Hires	% of Diverse Hires YTD
Full time	1	50%
Part time	3	44%

Information Technology Report
Renton Technical College Board of Trustees
March 21, 2018

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

- Administrative Computer Replacements – Installing Computers – Completed during Winter Break
- DigArc Curriculumlog Implementation – Curriculum workflow/ tracking software – Complete
- Conference Room Upgrades –Security/Facilities – Completed
- Active Directory Federated Services (ADFS) – Single Sign on
- Upgrade Altiris Server – Internal IT Service Management Tool
- Solid Works Implementation – Sharing Resources between programs – CNC/Autocad Collaboration

COST SAVINGS INITIATIVES IN PROGRESS

- Papercut- Next steps – Library Utilization – Replacing EnvisionWare
- Printer Consolidation - reducing the number of printers on campus - Ongoing

PROJECTS IN PROCESS

- Intranet/SharePoint Site – Working on Structure – Data Migration in progress
- Website Phase III – Planning Complete
- Security Access Control System – Buildings I complete and 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 – Rebuilding Environment – Vendor changed platforms
- File Server – File Structure Rebuild – Planning in progress
- F5 Load Balancing/ Proxy Server – migration of external access from existing proxy to new technology – Spring
- Adobe eSign Document Signing– Signed Contract – Single Sign on Completed – Building Environment
- ctcLink – Statewide Enterprise Resource Planning (ERP) – Remediation in Progress – Localized Workshops around workflow continue – Project Timeline Extended to 2021
- Staff and Faculty Technology Survey – Technology Council creating survey to distribute – Spring
- Student Technology Survey – Technology Council creating survey to distribute – Spring
- 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 – 50% complete
- Active Directory Integration – Single Sign on – Adobe Products
- Student Domain Migration
- Administrative Domain Remediation
- NUAF – New User Authorization Form – Redesigning new form – Add Change Terminate form
- Additional Cameras in Commons Area of Building I
- Active Directory Integration – Single Sign on – CANVAS – Developing Communication Plan
- Upgrade IT internal systems – Service Desk - Testing

UPCOMING PROJECTS

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

A. COMMUNICATIONS AND MARKETING

PRESS

RTC received much positive press around our Guided Pathways grant and other news. We have other stories in the works for the spring. Earned media highlights this winter include:

[With new program, Renton Tech will encourage more students to earn degrees](#)

[RTC names new VP for administration, finance](#)

[RTC to host series about Islamophobia this month](#)

(Print copies attached)

VIDEO AND WEB

Communications and Marketing produced two new videos, which were shown at the Student Success Breakfast and the All-College meeting. These videos reflect our new approach to video, which is to create compelling overarching videos that both showcase RTC's mission and student success and can be used in many different ways.

[Technology and Innovation](#)

[Student Success Stories, featuring students Jasmine Holman and David Cleaves](#)

Recently Added Web Content:

An updated [Message from the President](#), incorporating our strategic priorities, new mission, and Guided Pathways work. A new RTC story: [Computer student thrives at RTC despite tragedy](#)

NEWS

[Students can train as Health Coaches in new program](#)

[Foundation raises \\$100,000 for student scholarships](#)

[Get free help filing your taxes at RTC](#)

[RTC names new VP for administration and finance](#)

[Cross Cultural Learning Series will increase understanding](#)

[Student Carl Harris receives Transforming Lives award](#)

[RTC receives \\$1 million to support student success](#)

[New BAS degree prepares students for IT careers](#)

ADVERTISING AND MARKETING

The first four-month cycle of our Reach Local advertising concluded, and the results greatly outperformed expectations. Our search engine marketing data was as follows:

- | | |
|--|-----------------------|
| * .70 cost per click: .70 (industry average \$2.25) | * 120,128 impressions |
| * 2,344 leads, including 337 calls and 1,007 web events | * 14,391 clicks |
| * 11.98 percent click through rate (industry average: 1-2 %) | |

Other Successes:

An accompanying retargeting display campaign generated an additional 355,118 impressions, with 1,172 clicks, and a Facebook campaign resulted in 239,823 impressions and 1,794 clicks. We have just begun a new cycle of advertising with Reach Local, which will continue to be a focus of our

marketing efforts. Reach Local and other digital advertising, including a campaign with KCPQ and a targeted email campaign, resulted in a total of **241 online submissions** from interested students. We will analyze how many leads turn into students.

Upcoming Advertising:

Our marketing pushes for fall quarter will include innovative digital campaigns focused on measurable ROI, including campaigns on YouTube, a first for RTC, and other digital platforms.

SOCIAL MEDIA HIGHLIGHTS IN PAST MONTH

Facebook

- * Page views up 72%
- * Page followers up 52%
- * Post engagements up 31%
- * Video views up 87%
- * Page likes up 40%

Twitter

- * Tweets up 116%
- * Impressions up 49%
- * Profile visits up 24%

B. INSTITUTIONAL RESEARCH

- On January 30, 2018, Jichul Kim assumed the position of Director of Institutional Research. He will provide leadership of the Office of Institutional Research and will work closely with a variety of campus constituents at all levels of the institution.
- Results from recent surveys is currently be analyzed and will be shared with the campus community in the coming months. This includes the employee community engagement survey. Additionally, RTC is currently administering an employee satisfaction survey that will close on Monday, March 19. Other surveys slated for administration in spring quarter include: technology usage survey, advisory committee survey, and the external community engagement survey. These three surveys will be administered no later than the second week of April. Results of these surveys will be shared with the campus community in the strategic plan monitoring report in early June. Key highlights from the monitoring report will be presented to the Board of Trustees at the June 13 meeting.

C. GRANT DEVELOPMENT

- In February and early March, a \$25,000 proposal was submitted to the Lumina Foundation's Racial Justice Fund to expand the Intercultural Development Inventory implementation across campus, providing faculty with stipends for doing their intercultural development plans; a \$143,000 Job Skills Program grant to the SBCTC to roll out a professional development training plan for/with Honeywell Aerospace; and a \$10,000 Voter Education/Access/Engagement grant from the Voter Education Fund through the Seattle Foundation. Other proposals in the works include the Basic Education Allocation continuation grant (\$3-400,000), the Limited English Proficiency (LEP) Pathway Program grant through the Department of Social and Health Services (TBD – but at least \$100,000), a \$250,000 HEET proposal with SEIU and possibly Franciscan Hospital, and a \$20,000 contract training proposal with Providence Hospital to begin a Certified Nursing Assistant program at their Marianwood facility.
- On the post-award side, the Director of Grants held a training for grant staff with Lesley Hogan to review hiring and staffing procedures on grants. The Director of Grants continues to meet with grant staff to revise budgets, meet reporting deadlines, and ensure grant deliverables remain on track. The latest issue of the Grants Office Newsletter was also distributed campus-wide.

Culinary Arts/Professional Baking/Legal Asst/ECC

- The Culinary Arts Apprenticeship program was granted a five year ACF accreditation renewal.
- The Culinary Arts Apprenticeship program is finalizing the Bite of the Apprenticeship dinner on April 9th at RTC. Danny Bonaduce, KZOK morning show host is the celebrity judge for this event. RTC marketing material will be posted on the RTC website very soon.
- The Professional Baking students created 1000 heart shaped Valentine cookies for the Foundation Breakfast and Employee Appreciation Committee.
- The Legal Assistant program is working with the advisory board to assist with student individual mock and panel interviews for the Job Search course.
- The Legal Assistant program had guest speakers this quarter including; Statton Hammock (in-house legal counsel working in Intellectual Property law), Nerissa Tigner (Legal Assistant in the Criminal Justice Division of the Office of the Attorney General – WA), and Martin Singleton (Information Services, Consulting and Support for Legal Technology with the Office of the Attorney General – WA).
- Early Childhood Education is continuing their efforts of implementing the SBCTC Early Achievers Grant that supports students to continue their educational pathway in Early Achievers approved childcare facilities.

College & Career Pathways

College & Career Pathways continues its work to support the department's action plan goals, which were developed in 16-17 and continue into 17-18:

- Goal 1: Create a more equitable and inclusive environment for students, faculty, and staff.
- Goal 2: Increase data quality to more accurately capture student learning.
- Goal 3: Create comprehensive opportunities for students to advance along an educational pathway.
- Goal 4: Create cohesive opportunities for students to transition to college.
- Goal 5: Create seamless opportunities for students to advance along an employment pathway.
- Goal 1 is foundational to our work - CCP faculty and staff continue to explicitly work on equity and inclusion issues within the department and serve as campus leaders. For example, CCP faculty provide leadership in the Achieving the Dream Adjunct Faculty grant, and attended the Achieving the Dream conference with other RTC colleagues. A sub-group of the grant is planning the STEM*E summit, April 27, 2:30-8:00pm at RTC to address equity issues in the STEM fields.
- Work in the area of Goal 2 has focused on meeting continually changing data reporting requirements from the SBCTC office, particularly tied to the federal WIOA grant outcomes and the Student Achievement Initiative data for high school completion programs. RTC leads the state in high school completions; RTC has already conferred 182 diplomas in Summer and Fall quarters.

- CCP continually works to update its course offerings and strengthen teaching (Goal 3). Further expansion of online course offerings compliments our already robust hybrid program. Additional professional development in online/hybrid teaching was a focus of Fall quarter. In Winter quarter, RTC hosted the fourth annual Reading Apprenticeship conference through the leadership of Michele Lesmeister and the RTC Foundation. RTC presenters included Adela Saenz, Alma Meza, Liz Falconer, Michele Lesmeister, Elizabeth Demong, Kyra Stenslie, and Barb Culler.
- Related to Goal 4-5, CCP faculty and staff are leading efforts to coordinate with prof-tech faculty and student services staff to update Intake & Advising. Specific efforts focus on aligning math courses/assessments, updating the English directed self-placement tool, and providing “program success profiles” with clear information regarding needed skill levels and educational opportunities to help students succeed in their college programs. CCP faculty are also key to Guided Pathways curriculum revisions to ensure that the program has sufficient and scaffolded educational support for students as they progress through their professional-technical program material.

Student Services Report
Renton Technical College Board of Trustees
March 21, 2018

A. EDUCATIONAL SUPPORT SERVICES

Veterans Services had a very successful and well-attended monthly luncheon this March. Our Veterans Services Manager, Wade Parrott III, will incorporate into each luncheon guests from the community who are associated with Veterans-serving organizations in order to promote resources available to our Veteran population.

B. ENROLLMENT & ENROLLMENT SERVICES

We anticipate ending winter quarter just short in FTE compared to where we were last winter. As a testament to the talents of Ryan Jackson, the State Board hired him for a new role, which he has transitioned to. This leaves the office presently short-staffed, however we are in process of refilling that position.

C. FINANCIAL AID

The office has made significant progress in packaging aid and is current on files. This is a fantastic achievement, considering the office has been without a director and has experienced staffing challenges. This month we are welcoming Celva Boon to the Director role. Celva will transition over the next weeks and will begin working with staff to pick up a number of key projects for implementation, all towards creating efficiencies and improving the student experience.

D. CAMPUS SECURITY

The last building for access control is near completion. Wireless locks have been installed in areas where sensitive information is stored. We are waiting on a quote to integrate the K Complex access control system into our Ccure 9000 system. Maintenance has improved the lighting at building P. Once clean-up of planted areas west of the building is complete, we will use it for additional parking with a gain of approximately 54 spaces within a 3 minute walk to buildings B, C, and D. A shelter in place drill was held winter quarter, and we will be meeting with administrators to schedule upcoming drills, to include a lockdown drill in spring and an evacuation drill in summer.

E. STUDENT SUCCESS SERVICES

With the very recent addition of Anthony Covington as the new Director for Outreach and Entry services, we are thrilled to be back to full staffing for that department. Outreach activities are ramping up as we head into spring quarter. We continue our efforts with the multiple measures/Placement 360 work we've been engaged in, and moving towards a more efficient and accurate way of recording course placement information for students.

F. STUDENT PROGRAMS & ENGAGEMENT – See Student Leadership Report

RTC Foundation Report
Renton Technical College Board of Trustees
February-March 2018

Events

The Foundation continues to reach historic heights with its fundraising efforts. The Feb. 14th Student Success Breakfast attracted over 300 people from the community and raised \$101,000.00, including a first-time sponsorship and donation from Swedish Medical Centers for \$15,000.00 that will expand scholarships for allied healthcare students. The Foundation Board of Directors honored Bernadene and Denny Dochnahl with the 2018 Lifetime of Giving recognition. Denny is a founding and emeritus board member of the Foundation.

Rich Wagner announced the creation of a new \$50,000.00 endowment to honor the memory of his wife, Andee Jorgensen. Andee passed away in October after a battle with cancer. She was the longest serving Trustee at the College, served two terms as Foundation president, and was a longtime member of the Foundation's Scholarship Committee.

The event featured 25 sponsors and five in-kind sponsors – the most for this event – that covered the costs of food. Sponsors included; Boeing, AJAC, the Associated Student Government, Brantley Janson CPA, Bright Horizons, Buckley Investment Group, Central Welding Supply, City of Renton, The CONCO Company, First Financial NW Bank, Hensel Phelps, Insight Consulting Services, IAM-AW District 751, Jackson Main Architects, McGranahan Architecture, Puget Sound Energy, Republic Services, Renton Housing Authority, United Food & Commercial Workers and Urban Renaissance Group. Table hosts Kevin and Marty McCarthy, Susan Palmer, Frieda Takamura and in-kind sponsors Food Services of America, McLendon Hardware, PepsiCo, Pete's Milk Delivery, and Sound Produce.

The Reading Apprenticeship Conference, was held March 9-10. Teresa Woods, Foundation Associate, provided registration support for the College conference that drew 190 people and 30 presenters to experience best practices for adult literacy and the nationally recognized work of adult education expert Michele Lesmeister.

Mayor Denis Law asked the Foundation to host his annual State of the City event on March 28th. Proceeds from the breakfast go to scholarship support. Last year's event raised over \$2,000 for scholarships. Approximately 200 are expected again this year.

Spring Quarter Scholarships

Another new record! The Foundation awarded 94 scholarships for spring quarter representing 29 programs and over \$67,000.00 in support! This past academic year saw the creation of eight new scholarships – matching last year's expansion – and engagement of our industry partners continues to reap benefits for students. Planning has now started for the 2018-19 academic year.

Dan Heidt from the Chaines Des Rotisseurs met with Carrie and Doug Medbury to discuss a possible scholarship through the Foundation to support culinary students. The Chaines plans to hold an event at RTC on Oct. 4th as part of their national conference in Seattle.

Board Development

Brent Camann, Senior Asset Manager for SECO Development has officially joined the Foundation Board. Fernando Del Valle, Director of Operations for Albert Lee Appliance will be inducted onto the Board at the March meeting. Chae Kim, Chief Financial Officer for the Legacy Group will be joining the Board in April. Cathy Cugini O'Neill plans to join the Board in fall 2018.

Renton Technical College
Board of Trustees Meeting
March 21, 2018

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

SUBJECT: **A. President**

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

President McCarthy will provide a report to the Board, subsequent to the January 17, 2018 regular Board meeting.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 21, 2018

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

SUBJECT: **B. Administration/Finance**

BOARD CONSIDERATION
X Information
Action

BACKGROUND

1) Monthly Finance Report

Monthly operating reports for December, 2017 and January, 2018 are included. Vice President Rodriguez will provide an update to trustees on the budget status.

RECOMMENDATION:

None.

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

	December 2017 - Actual	Year to Date - December 2017 - Actual	Year to Date - December 2017 - Budgeted	Budget Variance - Favorable (Unfavorable)
Beginning Cash Balance	\$ 2,875,331	\$ 4,568,443		
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	\$ 793,336	\$ 4,836,897	\$ 5,106,800	\$ (269,902)
Grants and Contracts	\$ 394,491	\$ 1,321,891	\$ 1,648,002	\$ (326,111)
Student Government	\$ 55,422	\$ 372,953	\$ 322,790	\$ 50,163
Bookstore	\$ 74,467	\$ 359,771	\$ 536,356	\$ (176,584)
Security/Parking	\$ 49,505	\$ 258,400	\$ 95,000	\$ 163,400
Culinary Arts - Food Services	\$ 101,949	\$ 737,101	\$ 625,849	\$ 111,252
Interest Income	\$ 3,426	\$ 28,469	\$ 17,500	\$ 10,969
Rental Income - Excluding Catering	\$ 12,762	\$ 88,799	\$ -	\$ 88,799
Scholarship and Student Loan Funds Received	\$ 303,447	\$ 3,898,381	\$ 4,496,154	\$ (597,773)
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ 156,904	\$ (156,904)
Net Operating Revenues	\$ 1,788,805	\$ 11,902,663	\$ 13,005,354	\$ (1,102,691)
Add - State Allocation - Payroll & Benefits	\$ 1,711,556	\$ 10,396,623	\$ -	
State Allocation - VPA Expenses	\$ 91,330	\$ 388,487	\$ -	
Capital Allocation	\$ -	\$ -	\$ -	
Total State Funding (1)	\$ 1,802,886	\$ 10,785,110	\$ 7,911,176	\$ 2,873,934
Total Revenues	\$ 3,591,691	\$ 22,687,774	\$ 20,916,530	\$ 1,771,243
Less - Expenses:				
Salaries - A	\$ 1,577,611	\$ 9,490,974	\$ 9,600,948	\$ 109,974
Contracts - C	\$ -	\$ -	\$ -	\$ -
Supplies and Materials - E	\$ 403,732	\$ 2,189,630	\$ 3,409,187	\$ 1,219,557
Cost of Goods Sold - F	\$ 101,695	\$ 501,277	\$ 512,500	\$ 11,223
Travel - G	\$ 16,473	\$ 107,851	\$ 158,708	\$ 50,856
Equipment - J	\$ (619)	\$ 173,155	\$ 809,502	\$ 636,347
Computer Equipment - K	\$ 3,438	\$ 399,185	\$ -	\$ (399,185)
Financial Aid - N	\$ 1,000,300	\$ 5,111,646	\$ 4,628,937	\$ (482,709)
Bad Debt - W	\$ 5,828	\$ 8,847	\$ -	\$ (8,847)
Total Expenses	\$ 3,659,670	\$ 21,329,197	\$ 22,498,766	\$ 1,169,568
Net Operating Surplus (Deficit)	\$ (67,979)	\$ 1,358,576	\$ (1,582,235)	\$ 2,940,811
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable	\$ (298,303)	\$ (1,149,930)		
Sales / (Purchases) of Investments & Bond Amortization	\$ (2,882)	\$ 356,890		
Payment of Bldg. & Innovation Fee to State	\$ (8,454)	\$ (430,287)		
Land Purchase	\$ -	\$ (2,205,978)		
Total Other Sources (Applications) of Cash	\$ (309,638)	\$ (3,429,304)		
Ending Cash Balance	\$ 2,497,715	\$ 2,497,715		
Add College Reserves:				
Local Government Investment Pool (LGIP)	\$ 937,730	\$ 937,730		
Investment Bonds held in trust by US Bank	\$ 2,670,933	\$ 2,670,933		
Total Reserves	\$ 3,608,663	\$ 3,608,663		
Total Cash and College Reserves	\$ 6,106,378	\$ 6,106,378		
	Actual %	Actual TYD	Budgeted YTD	Budgeted %
Total Current State Allocation	100.0%	\$ 18,476,815	\$ 18,986,823	100.0%
Allocation Used - Year to Date	58.4%	\$ 10,785,110	\$ 7,911,176	41.7%
Remaining State Allocation	41.6%	\$ 7,691,705	\$ 11,075,647	58.3%

(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
MONTHLY OPERATIONS REPORT
FISCAL 2017-18
For the Month of January 2018**

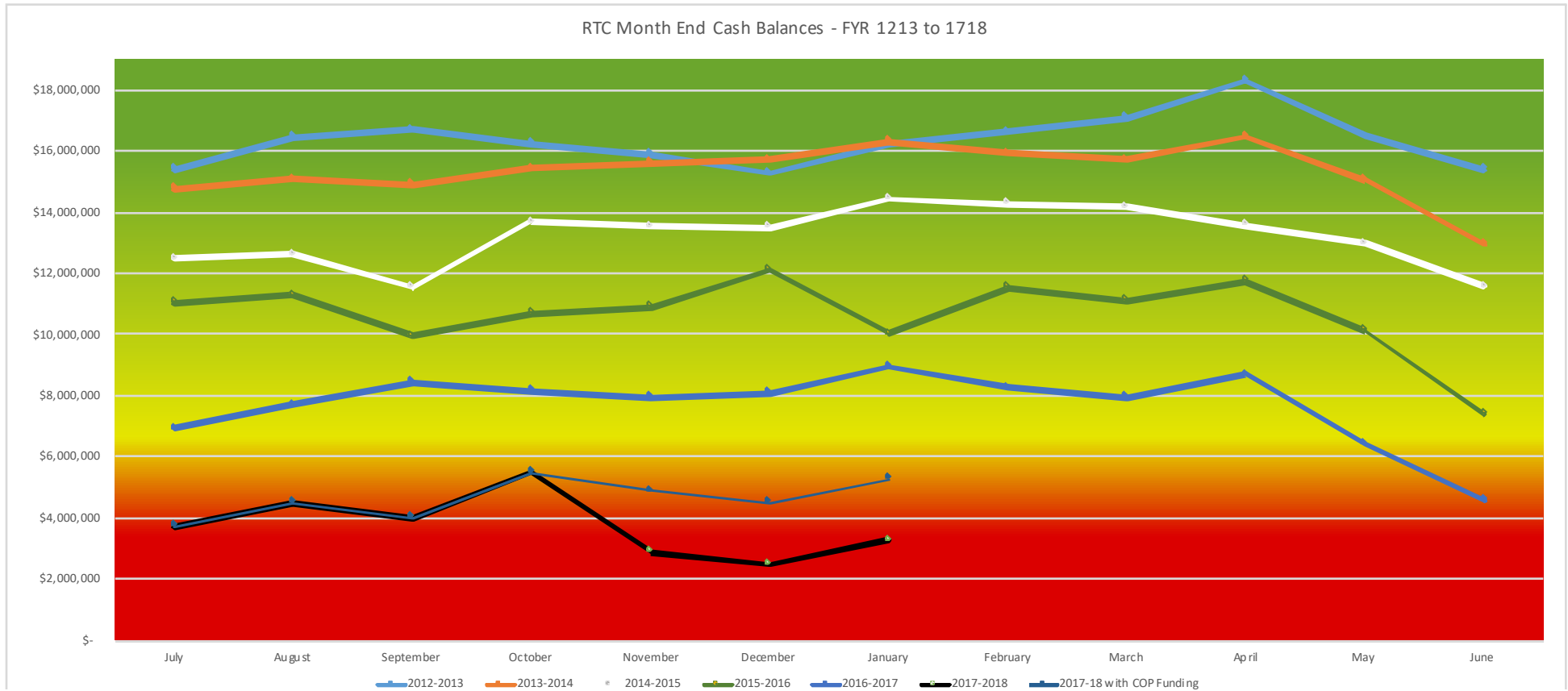
	January 2018 - Actual	Year to Date - January 2018 - Actual	Year to Date - January 2018 - Budgeted	Budget Variance - Favorable (Unfavorable)
Beginning Cash Balance	\$ 2,497,715	\$ 4,568,443		
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	\$ 1,500,490	\$ 6,337,387	\$ 5,957,933	\$ 379,454
Grants and Contracts	\$ 446,790	\$ 1,768,681	\$ 1,922,669	\$ (153,988)
Student Government	\$ 107,333	\$ 480,286	\$ 376,588	\$ 103,698
Bookstore	\$ 96,599	\$ 456,371	\$ 625,748	\$ (169,377)
Security/Parking	\$ 102,212	\$ 360,612	\$ 110,833	\$ 249,778
Culinary Arts - Food Services	\$ 106,031	\$ 843,132	\$ 730,157	\$ 112,975
Interest Income	\$ 3,548	\$ 32,017	\$ 20,417	\$ 11,601
Rental Income - Excluding Catering	\$ 12,622	\$ 101,421	\$ -	\$ 101,421
Scholarship and Student Loan Funds Received	\$ 1,507,905	\$ 5,406,286	\$ 5,245,513	\$ 160,773
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ 183,055	\$ (183,055)
Net Operating Revenues	\$ 3,883,530	\$ 15,786,193	\$ 15,172,913	\$ 613,280
Add - State Allocation - Payroll & Benefits	\$ 1,835,514	\$ 12,232,137	\$ -	
State Allocation - VPA Expenses	\$ 10,865	\$ 399,353	\$ -	
Capital Allocation	\$ -	\$ -	\$ -	
Total State Funding (1)	\$ 1,846,380	\$ 12,631,490	\$ 7,911,176	\$ 4,720,314
Total Revenues	\$ 5,729,909	\$ 28,417,683	\$ 23,084,089	\$ 5,333,594
Less - Expenses:				
Salaries - A	\$ 1,643,865	\$ 11,134,839	\$ 11,201,106	\$ 66,267
Contracts - C	\$ -	\$ -	\$ -	\$ -
Supplies and Materials - E	\$ 512,336	\$ 2,701,966	\$ 3,977,385	\$ 1,275,419
Cost of Goods Sold - F	\$ 67,110	\$ 568,387	\$ 597,917	\$ 29,529
Travel - G	\$ 22,042	\$ 129,893	\$ 185,159	\$ 55,266
Equipment - J	\$ 518,494	\$ 691,649	\$ 944,418	\$ 252,770
Computer Equipment - K	\$ 3,890	\$ 403,075	\$ -	\$ (403,075)
Financial Aid - N	\$ 1,679,837	\$ 6,791,483	\$ 5,400,427	\$ (1,391,057)
Bad Debt - W	\$ 996	\$ 9,843	\$ -	\$ (9,843)
Total Expenses	\$ 5,011,551	\$ 26,340,748	\$ 26,248,560	\$ (92,189)
Net Operating Surplus (Deficit)	\$ 718,358	\$ 2,076,934	\$ (3,164,471)	\$ 5,241,405
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable	\$ 61,955	\$ (1,087,974)		
Sales / (Purchases) of Investments & Bond Amortization	\$ (3,003)	\$ 353,887		
Payment of Bldg. & Innovation Fee to State	\$ -	\$ (430,287)		
Land Purchase	\$ -	\$ (2,205,978)		
Total Other Sources (Applications) of Cash	\$ 58,952	\$ (3,370,352)		
Ending Cash Balance	\$ 3,275,025	\$ 3,275,025		
Add College Reserves:				
Local Government Investment Pool (LGIP)	\$ 938,868	\$ 938,868		
Investment Bonds held in trust by US Bank	\$ 2,672,798	\$ 2,672,798		
Total Reserves	\$ 3,611,666	\$ 3,611,666		
Total Cash and College Reserves	\$ 6,886,691	\$ 6,886,691		
	Actual %	Actual TYD	Budgeted YTD	Budgeted %
Total Current State Allocation	100.0%	\$ 18,591,815	\$ 18,986,823	100.0%
Allocation Used - Year to Date	67.8%	\$ 12,609,777	\$ 7,911,176	41.7%
Remaining State Allocation	32.1%	\$ 5,960,325	\$ 11,075,647	58.3%

(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
2012-2013	\$ 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
2013-2014	\$ 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
2014-2015	\$ 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
2015-2016	\$ 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
2016-2017	\$ 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
2017-2018	\$ 3,712,718	\$ 4,502,577	\$ 4,001,662	\$ 5,483,559	\$ 2,875,331	\$ 2,497,715	\$ 3,275,060					
2017-18 with COP Funding	\$ 3,712,718	\$ 4,502,577	\$ 4,001,662	\$ 5,483,559	\$ 4,875,331	\$ 4,497,715	\$ 5,275,060					



AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: C. Board of Trustees

BOARD CONSIDERATION

Information

X Action

BACKGROUND

1) ACCT National Legislative Summit Report

Trustees Page and Unti will provide a report from the ACCT National Legislative Summit in Washington D.C. to fellow trustees.

2) ACCT Leadership Congress – New York

The upcoming ACCT Leadership Congress will be held in New York City, October 24-27, 2018. Trustees will engage in discussion about participating in this event.

3) ACT/ACCT Award Nominations

Dr. McCarthy will provide additional information relative to these awards.

4) 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 Board.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 21, 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 April 18, 2018.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 21, 2018

AGENDA ITEM: 7. EXECUTIVE SESSION

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A) An Executive Session will be held to discuss with legal counsel matters of litigation or potential litigation, and to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30.110).
- B) The Executive Session may also be called for any other reason allowed under the Open Public Meetings Act (RCW 42.30.110).
- C) Announcement of time Executive Session will conclude.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 21, 2018

AGENDA ITEM: **8. EXECUTIVE SESSION**

SUBJECT: A. Action

BACKGROUND:

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 21, 2018

AGENDA ITEM: 9. **ADJOURNMENT**

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

RECOMMENDATION:

Motion required.