



RENTON
TECHNICAL
COLLEGE®

A Guide to Councils, Committees, Work Groups and Task Forces

(November 29, 2016)

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DEFINITIONS OF COUNCILS, COMMITTEES, WORK GROUPS AND TASK FORCES

The governance structure at Renton Technical College (RTC) consists of the Board of Trustees, President, Executive Cabinet, Councils, Committees, Work Groups and Task Forces.

Board of Trustees

The Board of Trustees is the governing body of RTC. Trustees are appointed to multi-year terms by the Governor with the consent of the Washington State Senate. The Trustees represent communities in the service area of RTC, which includes: Renton, Kent, Auburn, Enumclaw, Tukwila, Des Moines, Federal Way, South Seattle, and Issaquah.

Board of Trustees' activities include establishing policy and setting the strategic direction of RTC, as well as the hiring of the President.

President

The President is the Chief Executive Officer and is responsible for the overall operation of the College. The President reports directly to the Board of Trustees.

Executive Cabinet

The Executive Cabinet (Cabinet) works with the President to provide strategic leadership and executive level operational coordination to achieve the College's strategic plan priorities and key initiatives. Cabinet is charged with making recommendations to the President regarding policies and procedures, and with ensuring that decisions reached are effectively implemented. In addition, Cabinet, along with the President, is charged with aligning the College's strategic plans and available resources to ensure that the College fulfills its mission.

Councils

Councils serve as oversight and coordinating groups based on functions pertinent to the College's Mission Statement. Additionally, councils shepherd and foster a shared governance model and seek to increase communication across campus. Members may be elected or appointed to discuss, deliberate, and advise. Councils at RTC include:

- College Council
- Diversity, Equity and Inclusion Council
- Facilities Council
- Learning Council
- Technology Council

Advisory Councils and Committees

Unlike work groups and task forces that are often short in duration, advisory councils and committees may exist for several years, as long as there is a benefit to the institution. Advisory councils and committees at RTC include:

- RTC Advisory Council
This council includes representatives from business and community leaders as well as RTC faculty and staff.

- Program Advisory Committees
The Washington State Board for Community and Technical Colleges (SBCTC) requires that all programs have a formal advisory committee that includes representatives from business and industry.

Committees

Committees conduct and monitor much of the work that occurs on campus. There are two types of committees at RTC: standing committees and special committees, often referred to as ad hoc committees.

A committee can only do what the institution asks it to do; it cannot act independently of the institution. However, if a committee originates an idea that it feels will benefit the institution, it can bring that idea to the appropriate Council or to Cabinet for discussion.

Standing Committees

Standing committees are considered a permanent part of the institution's structure. They are charged with performing particular functions that are often essential to the operation of the institution. Members of a standing committee change accordingly and when applicable. However, the purpose of the committee and its functions and duties generally do not change.

Standing committees should keep thorough records of their activities. These files become a continuous record of the activities of the committees. Standing committees at RTC include:

- Art on Campus Committee
- Associated Student Government
- Data Integrity Group (DIG)
- Employee Appreciation Committee
- Grant Compliance Committee
- Health and Safety Committee
- Professional Development Committee
- Program Advisory Committees
- Program Review and Assessment Committee
- Staff Development Committee
- Tenure Steering Committee and Tenure Committees
- Work First Committee
- Workforce Education Committee

Ad Hoc Committees

Ad hoc committees are created to perform a specific task(s) and are foregone when the task(s) is completed and a final report-out is conducted. An ad hoc committee should not be created to do work that is within the designated function of a standing committee. Typically, but not exclusively, ad hoc committees are formed to perform one of two functions. One is to investigate; the other is to carry out an action that has been adopted.

If an ad hoc committee is created to investigate a question, it is important that different viewpoints of the College are reflected in committee membership. Thus, these committees are often larger in size in order to represent a broad and inclusive viewpoint. Ad hoc committees at RTC include, but are not limited to:

- Presidential Search Committee
- Title III Steering Committee
- Guided Pathways Steering Committee
- Strategic Planning Steering Committee

Work Groups

A work group is a sub-group of any entity (Council or Committee) that is appointed by the chair of that entity to work on a particular project. Work groups often utilize specific area experts. The “experts” are acknowledged for their work with the specific project but do not become members of the work group’s parent entity. RTC work groups include:

- Title III Advising Policy Work Group
- Title III College Success Work Group
- Title III New Student Orientation Work Group
- Title III Professional Development Work Group
- Title III Technology Work Group

Task Forces

Task forces are groups established to work on a single defined task, activity, or specific problem. Task forces are short in duration (less than two years) and specific in focus. Task forces are ideal for identifying issues, collecting information, reviewing and analyzing the information, and making recommendations to a committee. When it is time to think outside the box and brainstorm ideas, for example, how to create strategies for addressing the inequities of male students of color, a task force may bring together board members, institutional researchers, faculty, staff, funders, and representatives of the community to identify recommendations and action.

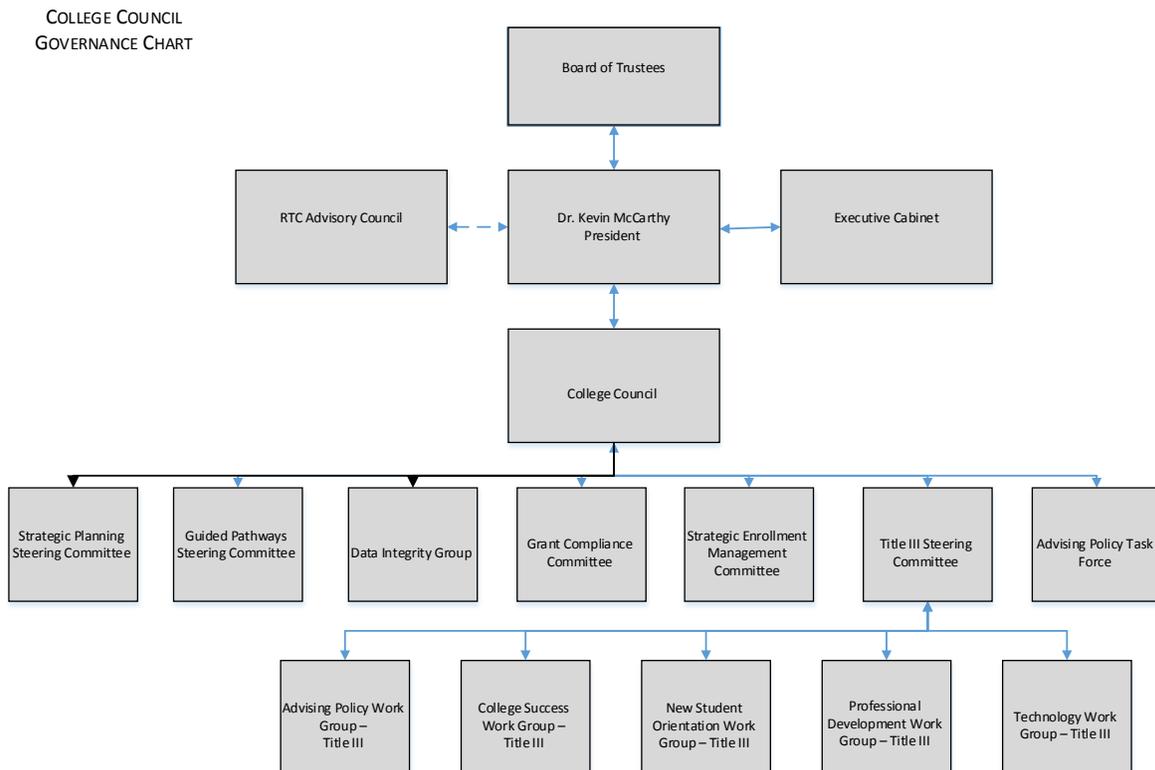
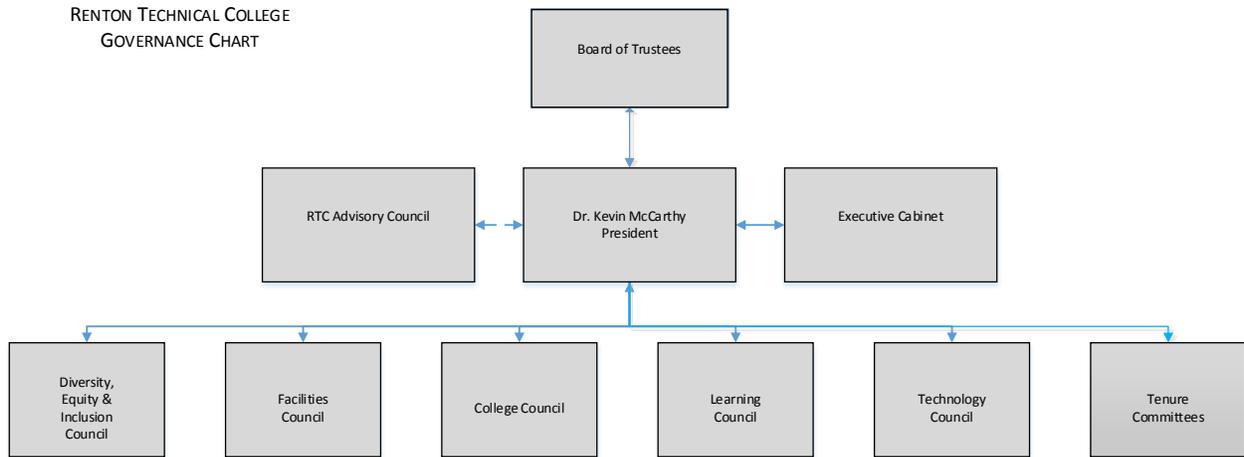
Often, but not exclusively, task forces are appointed by the President with a specific charge and deadline for receipt of the final report. Proposal to form a new task force may also come from faculty or staff who see a need to formally organize and focus on a specific topic. More information on proposing the creation of a new task force can be found under *Starting A New Committee, Task Force or Work Group*. Once the recommendations of the task force have been received, the task force is foregone. RTC task forces include:

- Advising Policy Task Force
- Program Revisions Task Force

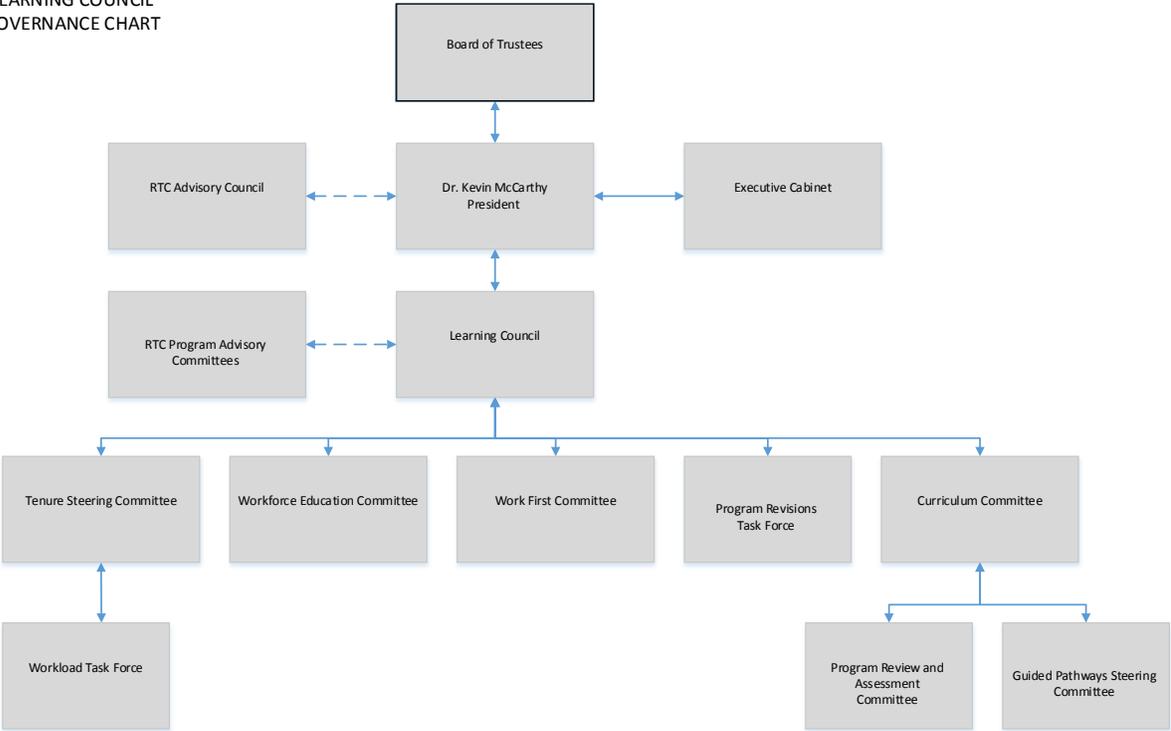
NOTE: In the future, work groups and task forces should use those specific identifiers in their names for clarity.

GOVERNANCE ORGANIZATION CHART

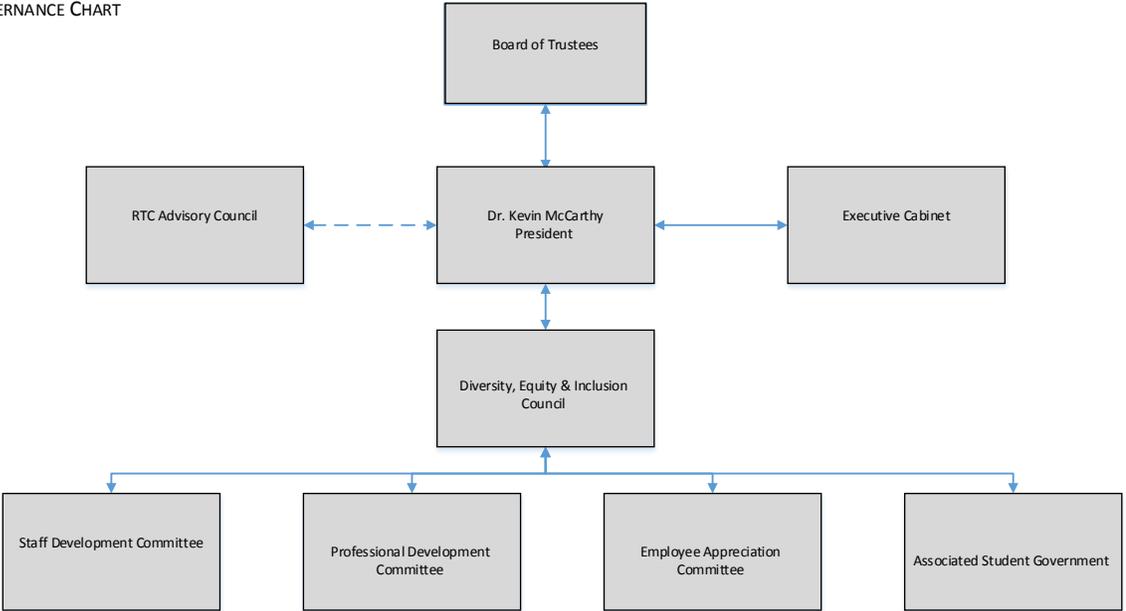
Governance Structure and Committee Information Flow



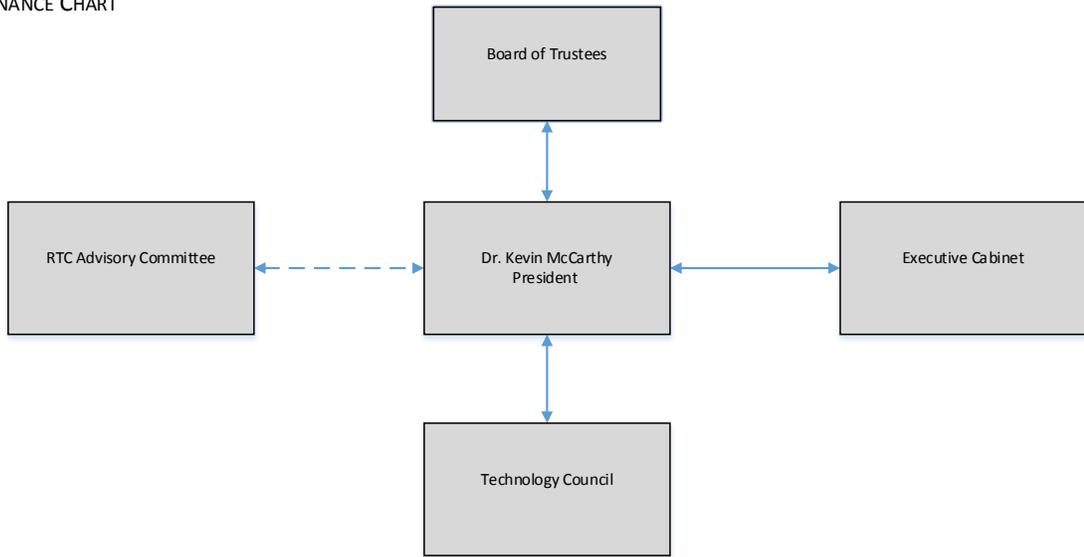
LEARNING COUNCIL
GOVERNANCE CHART



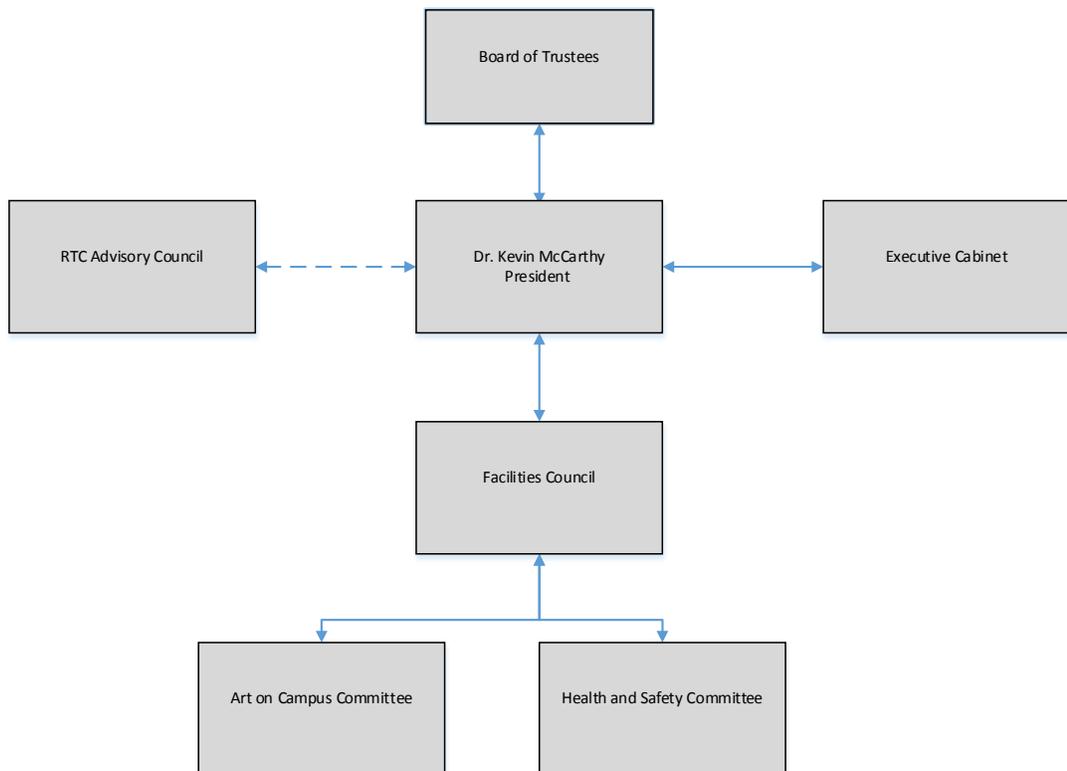
DIVERSITY, EQUITY & INCLUSION
COUNCIL
GOVERNANCE CHART



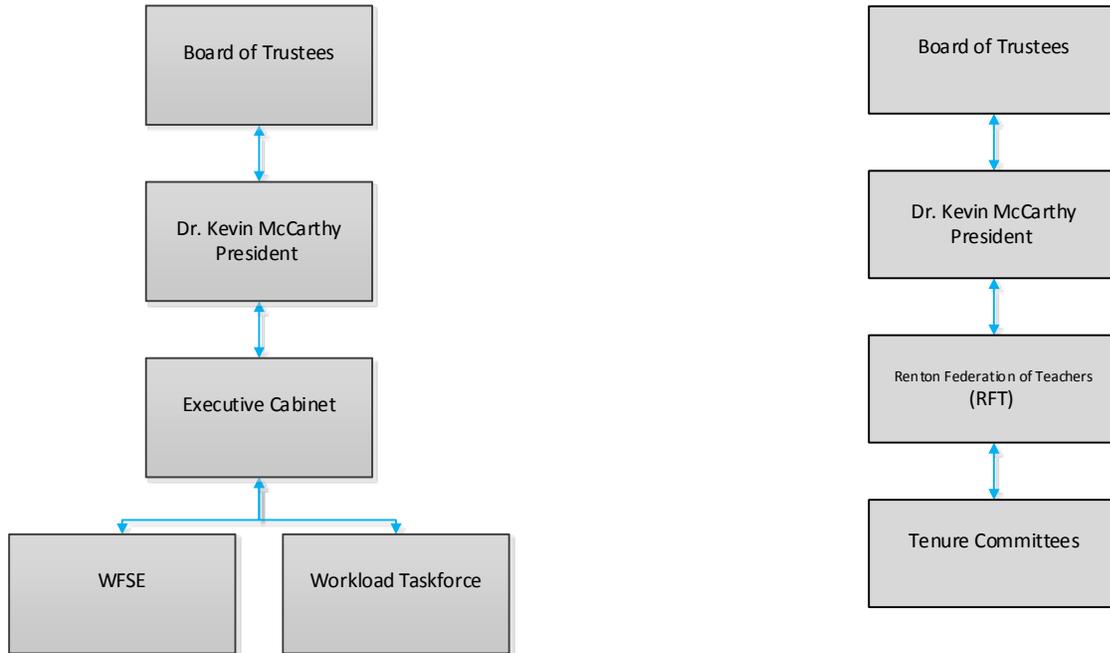
TECHNOLOGY COUNCIL
GOVERNANCE CHART



FACILITIES COUNCIL
GOVERNANCE CHART



Additional Charts Denoting Structure and Information Flow



DEFINITIONS OF ROLES

Councils and committees should provide more specificity to the roles and responsibilities of their officers and members as well as how members are selected (elected, appointed, volunteer). For purposes of simplicity, councils, committees, work groups and task forces in this section will be referred to collectively as 'committees'. Generally, the key roles are as follows.

Chair

The role of the chair is to serve as a facilitator and to ensure that business which comes to the committee is dealt with appropriately. The chair is responsible for assisting the committee in reaching a fair decision, enabling business to proceed through the committee structure. The chair should be aware of the reporting lines of the committee and where it fits in the governance structure of the College. When selecting a chair, it should be someone who is enthusiastic about the committee's work and has the time to devote to the responsibilities.

Vice Chair

The vice chair assists the chair in the performance of their duties to facilitate the smooth operation of the committee. Additionally, the vice chair performs the duties of the chair when that person is unable or not available.

Member

Members serve on the committee to fulfill the mission assigned. Members are expected to regularly participate in committee meetings. Committee work is teamwork. Each member contributes their talent and expertise to the committee.

Ex-Officio Member

An ex-officio member is appointed by virtue of another position they hold within the governance structure. For example, a delegate from Cabinet is appointed to College Council. Ex-officio members may be voting or non-voting members. This should be spelled out in the committee's by-laws.

Secretary

The secretary is responsible for maintaining attendance records, preparing committee meeting minutes, and uploading these and other relevant documents to the committee's SharePoint page.

MISSION STATEMENTS, BY-LAWS AND RECORD KEEPING

Mission Statement or Charter

Each council, standing, or ad hoc committee should have a mission statement, statement of purpose or charter. This statement should clearly define why the committee exists, its purpose and its 'customer(s)'. By providing a statement of this nature, the incoming chair and members understand how their work fits within the stated purpose(s). Without this type of statement, the work of a committee can change from year to year and chair to chair.

The mission statement should be simple, short, and straightforward. It should capture the essence of what the committee will achieve and how they will achieve it. The fewer the words the better. Focus on the true meaning of the statement and its intention for the committee's work.

SAMPLE Mission / Charter Statement

Renton Technical College – College Council Charter

Statement of Purpose:

The College Council is a recommending body to the President's Executive Cabinet. The work of the Council will focus on a range of areas that may include, but is not limited to: college planning efforts, institutional accreditation monitoring, college effectiveness, strategic initiatives, and special projects.

Scope of Work:

- Monitor the college planning system
- Keep abreast of the college's participation in national initiatives
- Spearhead campus communication pertaining to council purpose
- Convene forums for discourse on college-wide issues

- Coordinate and integrate the work of councils
- Advocate and provide support to councils, committees, taskforces and workgroups that bring forth promising proposals for additional fund allocation requests
- Formulate policy in collaboration with the other councils
- Discuss issues confronting the college
- Provide recommendations to Cabinet and the President in alignment with the college's mission, vision and strategic direction

SAMPLE Committee By-laws

Renton Technical College – College Council By-laws (May 26, 2016)

Renton Technical College Council Statement of Purpose

The College Council (Council) at Renton Technical College (RTC) was established to provide an opportunity for all constituencies of the College to participate in the process of shared governance.

The College Council is a recommending body to the President's Executive Cabinet. The work of the Council will focus on a range of areas that may include, but is not limited to: college planning efforts, institutional accreditation monitoring, college effectiveness, strategic initiatives, and special projects.

Scope of Work:

- Monitor the college planning system
- Keep abreast of the college's participation in national initiatives
- Spearhead campus communication pertaining to council purpose
- Convene forums for discourse on college-wide issues
- Coordinate and integrate the work of councils
- Advocate and provide support to councils, committees, taskforces and workgroups that bring forth promising proposals for additional fund allocation requests
- Formulate policy in collaboration with the other councils
- Discuss issues confronting the college
- Provide recommendations to Cabinet and the President in alignment with the college's mission, vision and strategic direction

The Council assumes the responsibility to advise those committees, and/or Cabinet of its concerns and positions on items under consideration, and may also initiate discussions of other issues and submit its advice and concerns to the various councils, committees and/or Cabinet as it deems necessary. Consideration will be giving to all items brought forth from other councils, committees, work groups and task forces.

Council Policies and Procedures

1. The College Council is recognized as a primary deliberative body on campus and will communicate with the other councils as necessary to monitor discussions of campus-wide issues. The Council may request committees and/or recommend Cabinet investigate and/or consider issues the Council deems significant.
2. Whenever possible, College Council should be used as a forum for discussion of proposed policies and procedures prior to implementation by Cabinet. College Council should provide feedback and recommendations to the President on key issues brought forth by the Chair of the College Council and/or the applicable Chair of another council.
3. Whenever possible, College Council membership will comprise:
 - 2-3 delegates from the leadership team (vice presidents, executive directors, deans)
 - 4 delegates from the full-time faculty, representative of the different instructional areas
 - 2 delegates from the part-time, adjunct faculty
 - 4-5 delegates from staff
 - 1-2 ex officio (voting) delegates from Associated Student Government
 - 1 ex officio (non-voting) delegate, and 1 alternate from Executive Cabinet appointed by the College President

 - Members unable to attend a regularly scheduled meeting may be represented by a designated alternate. The Chair may require a constituent group to name a new delegate in the event that that member is unable to attend at least one third of all regularly scheduled council meetings in a six month period.

 - All members of the College Council will serve as the liaison between the Council and their representative groups. For example, a full-time faculty member in allied health will maintain contact and communicate with other faculty in allied health programs.
4. Meetings of the Council will be held once a month during normal operating hours at a time the members of the Council choose. Meetings may be held during summer quarter as necessary and agreed upon by a majority of the Council. Emergency meetings may be called by the Chair at the request of any member or at the discretion of the Chair. Notice must be given and published information on the subject of the meeting must be distributed to each member of the Council at least 48 hours prior to convening such a meeting.
5. College Council Nominating Procedures

A. College Council Membership

College Council is a primary deliberative body on campus. Delegates to College Council, with the exception of the Cabinet representative(s) and Associated Student Government (ASG) delegates, are nominated by a member of the division or category they represent, or by a colleague who deems them to be a qualified candidate for council service.

B. Membership on College Council

Whenever possible, membership of College Council will include the number of delegates in each representative category as outlined above.

C. Terms of Office

Delegates are elected for one year terms, and may serve no more than three consecutive terms. With a break of one year or more they may be re-elected.

D. Selection of New Delegates

Nominations for new delegates will be held in spring quarter of each year, with new terms beginning in the following fall quarter. At the first fall quarter meeting, outgoing members and incoming members will meet in order to ensure a smooth transition. The Chair will provide an overview of actions taken during that year, and items still to be dealt with by the Council.

E. Alternates

It is desirable that an alternate from each constituent group be elected to ensure that each constituent group has representation at every meeting. Election as an alternate does not impact that person's ability to be elected as a delegate in their own right and serve three terms.

F. Current Delegate Nominations

Each of the current serving delegates and alternates will be assumed to be nominated if they wish to continue to serve and they have served for less than three years. Additional nominations will be sought from each constituent group in a call for nominations. Once the nominations are received, each nominee will be polled by the Chair of College Council or their designee to ensure the nominee is willing and able to serve on College Council.

G. Process for New Delegates

The list of individuals who have accepted nomination from each constituent group will be provided to the existing Council members. At the final meeting during spring quarter of an academic year, Council members will discuss the nominations and decide which nominees will be invited to serve on the Council.

H. Executive Cabinet Ex-officio Appointment

The President will provide the name of their appointed delegate and alternate to the Chair of the College Council to be included in an all-college communication.

I. ASG Ex-officio Appointments

The Director of Student Programs and Engagement will select two delegates to serve on College Council. If an ASG delegate is unable to complete their term, the Director of Student Programs and Engagement will select a replacement, and provide the name to the Chair of College Council.

J. Results

Results of the nomination and invitation process will be shared with the entire college community by the Cabinet representative to College Council before the end of spring quarter.

K. Delegates Unable to Complete Their Full Term

A delegate who is unable to complete their term should notify the Chair of College Council as soon as possible. The College Council Chair will notify the alternate(s) to determine their willingness to accept the delegate position. They will be seated as the voting delegate at the next College Council meeting.

If the alternate serves less than half of the one year term, they are eligible to be elected for three consecutive regular terms without a break in service. If they serve more than half of the one year term, they are eligible to be elected to two consecutive regular terms.

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

6. College Council Officers and Duties

The Chair of College Council is appointed by the College President. At the first meeting each fall quarter, the College Council will elect a Vice Chair who will each serve in their respective positions for one year. At the end of the year, the Vice Chair will be released of their duties; however, they may still serve on the Council as a member of the collective.

A. Duties of the Chair:

- Conducting meetings of the Council.
- Setting meeting agendas and prepare all meeting materials.
- Leading and promoting discussions of issues before the Council.

- Taking minutes at Council meetings and posting minutes and all other meeting materials to the Council SharePoint site.
- Communicating with and reporting to the President of the College the position and advice of the Council on issues as needed. In reporting issues on which the Council has voted, the Chair will include the final vote tally. Report to College Council that they have met with the President to discuss the vote.
- Preparing and submitting a quarterly written report to the RTC Board of Trustees, and giving an in-person report to the Board of Trustees on a quarterly or as requested basis.
- Assigning delegates to communicate with and monitor the deliberations of specific college committees.
- Reporting for the minutes when they have met with the President of the College on College Council business.
- Promoting and preserving at all times the integrity and efficacy of the Council.

B. Duties of the Vice Chair:

- Attending council meetings.
- Assisting the Chair in the performance of their duties.
- Taking minutes at Council meetings when requested. Working with the Chair to ensure minutes are posted to the Council SharePoint site.
- Seeing that all delegates attend meetings and fulfill their responsibilities to their constituent groups.
- Promoting and preserving at all times the integrity and efficacy of the Council.

C. Duties of Delegates:

- Preparing for and attending council meetings.
- Representing their constituent groups in the discussion of issues before the Council.

- Communicating with and reporting to their constituent groups in regularly scheduled meetings, or, when such is not possible, by email reports to the individual members of the group.
- Promoting and preserving at all times the integrity and efficacy of the Council.

7. Voting

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

The elected delegates and appointed ASG members are the voting members of the College Council. When the elected delegate is not present, the alternate may cast the vote for that constituency.

8. Changes to Rules, Procedures and Organization

The Council has the authority to make necessary changes to its by-laws, rules, procedures and organization provided such changes are consistent with its purpose to enhance communication between the activities of the College and to advise Cabinet on proposed policies and procedures.

Record Keeping

The records of committees contain information about decisions, discussion, recommendations and other information that often set a precedent or provide authority for action. For this reason, they are among the College's most important records. The records of a committee provide the accountability for decisions made and actions taken.

Current committee members refer to meeting minutes to remind themselves of finished and unfinished business as well as matters requiring follow up. Minutes and other records serve to inform future members of the history, role and accomplishments of the committee.

Committee records also hold significant value as historical records because they document decision-making, governance, and the changes in the committee structure and charges over time. Minutes are often the only records of the actions and/or decisions made by the committee.

Here is a list of records that are essential to document committee activities:

- Meeting minutes generally provide the most complete record of the actions of a committee. The supporting papers that accompany each set of minutes provide background information that makes the minutes more meaningful. These documents include agendas, reports, and recommendations, as well as other documents specifically referred to in the minutes.
- Records relating to the establishment and mission of the committee.

- Membership lists.

STARTING A NEW COMMITTEE, TASK FORCE OR WORK GROUP

Starting a New Committee

Any proposed new standing committee dealing exclusively with instructional issues (curriculum, program review, etc.) requires the approval of the Vice President of Instruction (VPI). The VPI must notify College Council of any approved new committee, along with its name and mission/purpose statement.

Any proposed new standing committee dealing exclusively with budget or facilities requires the approval of the Vice President for Administration and Finance. The Vice President for Administration and Finance must notify College Council of any approved new committees, along with its name and mission/purpose statement.

Proposed new non-instructional, non-budget, or non-facilities standing committees require College Council approval. The person or persons proposing the new committee must present a proposed mission/purpose statement and proposed membership to College Council.

Starting a New Work Group

Work groups are established by the chair of an existing committee to work on a specific project. Information about the work group (purpose, participants, etc.) should be clearly outlined in the parent council's or committee's minutes and reported to College Council. The final report or product of the work group should be posted to the parent council's or committee's SharePoint page and included in the council's or committee's annual report.

Starting a New Task Force

Task forces established by the President will be announced at an All-College Meeting or in an All-College email. Information on the task force and the final recommendations or report will generally be widely publicized within RTC. Task forces established by committees or councils should be handled the same as a new work group.

MINIMUM COMMUNICATION REQUIREMENTS

The RTC College Council was established to provide an opportunity for all constituents of the College to participate in the process of shared governance. In order to fulfill its leadership role in the shared governance process, the College Council has determined that each council and standing or ad hoc committee should provide a minimum level of information on the RTC SharePoint site. This is an effort to ensure all employees have the opportunity to know the issues under consideration and be able to provide input or participate in committee discussions.

Each council, standing and active ad hoc committee will have a page accessible from the RTC Governance Councils SharePoint homepage.

Minimum information for councils and standing committees to be displayed on SharePoint are as follows:

- Committee mission statement / purpose / charter.
- List of meeting dates and locations, when known.
- Annual list of members of the committee with officers identified.
- Committee agenda posted one week prior to meeting date.
- Committee minutes / summary / report or notes.
- Annual report.

Committees are encouraged to add documents and other information to give a more complete picture of their work.

This information, with the exception of the annual report, should be posted to the SharePoint site within one month of the end of the committee's meeting, but no later than one month after the end of spring quarter / academic year.

The annual report for councils and standing committees should minimally contain the following:

- Committee mission statement / charter / purpose.
- List of committee members for that year.
- List of meeting dates (regular and special meetings).
- Summary of accomplishments / actions / activities for the year.
- Major goals for the upcoming year.

Committees are encouraged to add additional information, photos of events, or other materials to showcase their work for the year. Annual reports must be posted no later than one month after the end of spring quarter / academic year.

NOTE: Councils and committees should use the Annual Report Template when completing the annual report. Additionally, the Governance Annual Planning Template should be used to organize and plan work for the coming year. These reports should be posted to the council/committee SharePoint sites.

Minimum information for active ad hoc committees to be displayed on SharePoint is as follows:

- Beginning date, and ending date when work is complete and ad hoc committee foregone.
- Purpose of committee.
- List of committee members.
- Annual or final report.

Annual or final report for ad hoc committees should minimally contain the following:

- Purpose of committee.
- List of committee members.
- Accomplishments.

Inactive Ad Hoc Committees

Once an ad hoc committee becomes inactive, its information will be moved to a folder on the SharePoint site reserved for inactive committees. The information on ad hoc committees will be available to all employees indefinitely.

APPENDIX A

Councils, Committees, Work Groups and Task Forces at RTC

Councils	Committees	Work Groups	Task Forces
<ul style="list-style-type: none"> - RTC Advisory Council - College Council - Diversity, Equity and Inclusion Council - Facilities Council - Learning Council - Technology Council 	<ul style="list-style-type: none"> - Art on Campus Committee - Associated Student Government - Data Integrity Group - Employee Appreciation Committee - Grant Compliance Committee - Guided Pathways Steering Committee - Health and Safety Committee - Professional Development Committee - Program Advisory Committees - Program Review and Assessment Committee - Staff Development Committee - Strategic Planning Steering Committee - Tenure Committee - Title III Steering Committee - Work First Committee - Workforce Education Committee 	<ul style="list-style-type: none"> - Title III Advising Policy Work Group - Title III College Success Work Group - Title III New Student Orientation Work Group - Title III Professional Development Work Group - Title III Technology Work Group 	<ul style="list-style-type: none"> - Advising Policy Task Force - Program Revisions Task Force

APPENDIX B: Annual Report Template



ANNUAL REPORT [ADD FISCAL YEAR HERE]
[ADD NAME OF COUNCIL/COMMITTEE HERE]

Statement of Purpose / Charter

Membership

[List members here. Include first name, last name, and job title]

Meeting Dates

[List meeting dates, including regular and special meetings, held during the year]

Summary of Accomplishments, Actions, Activities and Challenges

NOTE: Be sure report out on the goals, activities and indicators of success outlined in your annual plan. Annual plans will take effect in FY2016-17.

Provide a summary of the successes of the council/committee work over the past year. What went well? What challenges did the council/committee encounter? How did the council/committee overcome those challenges?

APPENDIX C: Governance Annual Planning Template



ANNUAL PLAN

[ADD NAME OF COUNCIL/COMMITTEE HERE]

Mission Statement

Renton Technical College prepares a diverse student population for work, fulfilling the employment needs of individuals, business, and industry.

Vision

Renton Technical College will be the premier technical college in Washington State preparing students for certificates, associate and baccalaureate technical degrees.

Values

- Student Focused – their success is our success
- Quality – without compromise
- Integrity – to say and do what is right
- Respect – for the diversity of people and feelings, ideas and resources
- Service – to our customers and community
- Teamwork – together, we will accomplish more

Core Themes

- * Student Success
- * Workforce Education
- * Basic Skills Education
- * Institutional Sustainability

Statement of Purpose / Charter

Goals, Activities, and Indicators of Success

Goal 1: [list goal here]

Applicable Core Theme and Objective: [list here]

Activities	Lead	Due Date	Status
1.			
2.			
3.			
4.			

Indicator(s) of Success	Evidence

Goal 2: [list goal here]

Applicable Core Theme and Objective: [list here]

Activities	Lead	Due Date	Status
1.			
2.			
3.			
4.			
5.			

Indicator(s) of Success	Evidence

Goal 3: [list goal here]

Applicable Core Theme and Objective: [list here]

Activities	Lead	Due Date	Status
1.			
2.			
3.			
4.			
5.			

Indicator(s) of Success	Evidence

Over-all Indicators of Success

Indicator(s) of Success	Evidence

Note: These indicators may not be tied specifically to any of the above goals, but are still relevant and important to the overall purpose of activities.

APPENDIX D: Sample Annual Report



ANNUAL REPORT 2015-2016 Facilities Council

Statement of Purpose / Charter

The Facilities Council will develop, review, and evaluate plans and policies and set directions for facilities in accordance with the vision, mission, values, core theme objectives, and strategic priorities of the college.

Membership

- Melinda Merrell, Vice President, Admin and Finance
- Barry Baker, Director Plant Operations/Facilities and Planning
- Matt Vielbig, Safety and Security Director
- Mark Daniels, Custodial Manager
- Mark White, Information Technology
- Mike Biell, Faculty
- Dave Parker, Faculty
- Dante Leon, Project Manager
- Jose Perdomo, Bookstore Manager
- Doug Medbury, Dean Culinary Arts/Food Services Director
- Elijah Paris, ASG Executive of Student Success (MART)
- Andrey Lomov, ASG Executive of Administration (EDT)
- Liz Falconer, Director, eLearning
- Michelle Iko, Student Leadership Program Manager
- Greg Snider, Facilities
- Vacant, Apprenticeship Representative
- Michelle Canzano, Executive Assistant - Recorder

Meeting Dates

10/6/15

11/3/15

1/12/16

2/2/16

4/12/16

5/17/16

6/7/16

Summary of Accomplishments, Actions, Activities and Challenges

NOTE: Be sure report out on the goals, activities and indicators of success outlined in your annual plan. Annual plans will take effect in FY2016-17.

Provide a summary of the successes of the council/committee work over the past year. What went well? What challenges did the council/committee encounter? How did the council/committee overcome those challenges?

Campus Way-Showing Improvements

- Upgrade Signage throughout Campus (*in progress*)

Improvements to Buildings/Grounds

- Countertops and Partitions in the restrooms of Building H (*completed*)
- Fire Alarm system replacement in Buildings H and J (*completed*)
- Boiler replacement in Building L (*completed*)
- Installation of recycle bins on the exterior of Building H, I and J (*completed*)
- Reflection Area in Building B (*completed*)
- Annex interior remodel (new carpet and paint) (*completed*)
- Annex exterior remodel (*in progress*)
- Exterior door lock upgrade for Building H and J (*completed*)
- Chiller Replacement in Building B (*completed*)
- Campus Sidewalks Ground down to avoid trips hazards (*completed*)
- Automotive Complex renovation (*in progress*)

Student Learning Environments

- New drafting table for drafting class (*completed*)
- New tables for F-405 (*completed*)

Policy and Procedures

- Food and Drink Policy (*in progress*)
- Construction/Remodel/Renovation Procedure (*in progress*)
- Facilities Master Plan (*in progress*)
- Maintenance/Grounds Safety Plan (*completed*)
- Facilities Condition Survey (*completed*)

Arts and Beautification

- Foundation Brick Garden (*completed*)
- President's Rose Garden (*completed*)
- Lighting project for trees in front of the Cafeteria (*completed*)
- RTC Welding piece of art hung in upper atrium (*completed*)

- Installation of New artwork at the upper foyer in Building I (*completed*)
- Installation of Welding Student artwork including concrete base at Sculpture Garden at Building F (*completed*)
- RTC 75th Anniversary Banners hung at Cafeteria, Atrium and Site Fences (*completed*)

Campus Walkthrough

- 2nd Classroom survey (*completed*)

Upcoming Projects

- Outfit a Temporary Auto body Shop in Building A with Welding and other Equipment functionality
- Campus Restroom Upgrades
- Building J Roof replacement
- New signage at the Annex
- Replace MTech Compressed Air System
- Remodel Demonstration Kitchen
- New Walk-In freezer in Food Service Storage Area
- New Welding Robot in Welding Shop
- Masonry Restoration at Buildings E and F
- Campus furniture upgrade

APPENDIX E: Sample Governance Annual Plan

To be provided at a later date.