

REGULAR SESSION
A G E N D A

<u>Agenda Item/Subject</u>	<u>Information/Action</u>
1. CALL TO ORDER A. Notation of Quorum B. Flag Salute	
2. ADOPTION OF MINUTES A. September 4, 2012 Regular Meeting/Retreat	Action
3. COMMUNICATIONS A. Correspondence B. General Information C. Comments from the Audience	Information Information Information
4. ASSOCIATED STUDENT GOVERNMENT A. ASG Report B. Student E-mail Update	Information Information
5. RENTON FEDERATION OF TEACHERS A. Faculty Report	Information
6. TRUSTEES A. By Laws Revision B. Foundation Liaison Report C. ACCT Leadership Congress Report, October 10-13, 2012	Action Information Information
7. PRESIDENT'S REPORT	Information
8. STUDENT SERVICES A. Student Success Pathway Title III Grant Overview B. Enrollment Report	Information
9. COLLEGE RELATIONS A. Marketing Plan B. Public Information	Information Information
10. ADMINISTRATION/FINANCE A. Operating Funds Budget Status Report B. RTC Fiscal Measures	Information Information

- 11. HUMAN RESOURCE DEVELOPMENT**
 - A. Administrative Report Information

- 12. MEETINGS**
 - A. November 20, 2012, Regular Trustee Meeting Information

- 13. EXECUTIVE SESSION**

An Executive Session may be held for any topic allowable under the Open Public Meetings Act; RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

- 14. ADJOURNMENT** Action

2012-2013 BOARD PRIORITIES
Legislative Commitment · Campus Presence · Foundation Involvement

Renton Technical College
Board of Trustees Meeting
October 16, 2012

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

SUBJECT:

BOARD CONSIDERATION

Information

Action

BACKGROUND:

Board Chair Kirby Unti will carry out the Notation of Quorum and the Flag Salute.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT: A. September 4, 2012

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

Attached for the Board of Trustees approval are the minutes for the September 4, 2012 Board Retreat meeting.

RECOMMENDATION:

Approval as presented.



**Board of Trustees Regular Meeting and Retreat
Technology Resource Center, Room C-111**

**September 4, 2012
9:00 a.m.**

Minutes

1. **CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Board Chair, Trustee Kirby Unti. A quorum was established. Trustee Unti led the flag salute.

2. **ADOPTION OF MINUTES**

A. Trustee Unti asked for corrections and/or additions to following minutes:

June 5, 2012 Regular Meeting - Trustee Palmer noted a correction to page six, the name of the new Boeing representative to the RTC Advisory Council and RTC Executive Focal; Ken Cloud should be *Kevin Cloud*. The correction was noted.

Trustee Page made a motion to approve the June 5, 2012 regular meeting minutes as amended. The motion was seconded by Trustee SenGupta, and the motion carried.

3. **COMMUNICATIONS**

A. *Correspondence* There was no correspondence for public reading.

B. *General Information* President Hanson took the opportunity to introduce new staff members to the Trustees; James Newman, Corporate Outreach Director, Jessica Supinski, Director of Student Programs and Engagement, Scott Latoilois, Director of Counseling and Advising, and Lisa Hayward, Director of Human Resources. The new RFT President, DeEtta Burrell was also introduced.

C. *Comments from the Audience* There were no comments from the audience.

4. **ADMINISTRATION/FINANCE**

A. *Operating Funds Budget Status Report* As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues and expenditures for the year ending June 30, 2012.

B. *Final Fund Balance* Vice President Merrell shared information relative to the final fund balance for the year of \$6,127,804.04 in addition to the investment reserve balance of \$3,694,677.87.

BOARD OF TRUSTES MEETING
Minutes – September 4, 2012

5. **EXECUTIVE SESSION**

At 9:30 a.m. the Trustees moved to a 30 minute executive session, to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. At 10:00 a.m. the executive session was extended for an additional 20 minutes. The Board of Trustees returned to regular session at 10:20 a.m.

6. **TRUSTEES**

- A. *Direct Transfer Agreements* Vice President Heilstedt shared four additional DTA's for implementation; 1) Technology, 2) Construction Management, 3) Electronics Engineering Technology and 4) Computer Engineering Technology and Mechanical Engineering Technology. Vice President Heilstedt requested board approval, with additional approval for future DTA offerings that may be identified by the Executive Cabinet, consistent with the Mission of the College, and meet the workforce related intent of applicable legislation.

Trustee Page made a motion to approve the presented DTA's, as well as future DTA offerings identified by the Executive Cabinet that meet the criteria as specified. The motion was seconded by Trustee SenGupta, and the motion carried. The Trustees would appreciate being kept apprised as DTA's are added.

- B. *Review of Board Policies* President Hanson informed the trustees that the Board Policies state they will be reviewed annually. The policies were sent for review ahead of today's meeting. There were no questions, comments or recommendations for changes. The process was very comprehensive when the policies were developed and adopted in 2010. President Hanson thanked the trustees for the working relationship and adhering to the policies.
- C. *Review of Tenure Process* Vice President Heilstedt shared a presentation that included the RCW 28B.50.850 rules and regulations, relative to tenure. He noted that the changes to the RFT contract are a shared responsibility between the college and the faculty. The mentoring process is faculty driven. The Board of Trustees is the appointing authority for awarding tenure. The trustees appreciated the overview of the process and feel that the observation/recommendation is in line with RCW's and the required process.
- D. *Review of Strategic Priorities and Operational/Action Plan* President Hanson shared the Strategic Priorities for 2012-2017, and suggested a study session in the near future to review the Operational Plan. Our Strategic Plan was adopted in 2001, and not much further work has been done. The Executive Cabinet has developed a 5-year plan. The team has worked hard to create this priority plan. The four categories of the Strategic Plan are reflected within the Operational Plan. Former Grant Writer, Bonnie Berry did a lot of preliminary word-smithing and provided assistance and tremendous drive to the process. Planning, allocations and resources will all be tied to the Operational Plan. Both the Strategic Plan and the Operational Plan were sent to trustees for review prior to today's

BOARD OF TRUSTES MEETING
Minutes – September 4, 2012

meeting. There was strong praise and support for the work the team has done to create both Plans.

- E. *Accreditation Update* Vice President Heilstedt shared a presentation showing the original transition time-line. The Year Seven report and visit, which addresses all of the standards, is scheduled for October, 2013. Standard one was addressed two years ago, and will require an update. Library Director, Eric Palo is chairing the overall steering committee. Additional committees will be required, based on standard two. There is a lot of work to do, and status updates will be provided along the way. We need to show evidence that we have devoted time to the process.
- F. *Student Success Data* Chris Johnson, Director of Institutional Research presented 2012 indicators. The SAI data is still being put together by the State Board and should be out in November. The presentation outlined the following discussion points:
- Persistence and Graduation
 - Developmental education
 - Attainments and Placements
 - Continuing Education
 - Air Washington Federal Grant, and
 - Reading Apprenticeship.

The trustees thanked Mr. Johnson for his knowledge and service over the years, and wished him well in his new venture at Green River Community College.

- G. *Board Self-Evaluation* Board Chair Unti suggested identifying three areas of emphasis that the board could improve on, that would make a significant difference in the ability to act as trustees, beginning with low scoring items from the self-evaluation. Looking at community relationships is important; not to take away from the President's work in the community, but there are things we could do to enhance that. Where is the Foundation act? Susanna Williams has lifted the profile of the Foundation. Advocacy is part of the process, and we need to be sure we are involved. We need to identify measurements that can confirm and shape decisions, and priorities will shape our direction. Using the Strategic Priorities as an example, three categories were identified: 1) *Legislative*, 2) *Campus Presence*, and 3) *Foundation Involvement*. Using these priorities as awareness, the established 4:00 p.m. start time of our regular Board meetings is not conducive to campus program visits. Students also struggle to attend. Susanna Williams can help trustees in becoming more involved, and including a monthly Foundation Board liaison report, will increase the likelihood that trustees will participate in Foundation sponsored events. The three established priorities align nicely with the new Strategic Plan. The alignment of goals for the Board, the President, the Executive Cabinet, and the College would be very appropriate. The three bullet point priorities should be included on the monthly Board agenda as an overall reminder. Our service area is huge; we have good Renton connections, but also need further connections in the outlying areas. Board participation has been increased at Chamber events, and former trustees are also still active in the community.

BOARD OF TRUSTES MEETING
Minutes – September 4, 2012

- H. *Board Meeting Calendar* President Hanson led the discussion about the day and time of the monthly Board of Trustees meetings. This past year, we moved the meeting from the second Tuesday to the first Tuesday each month. Looking at the 2012-2013 calendar, January 1st and April 2nd would need to be adjusted if we stay on the same schedule. Most boards meet the 2nd or 3rd week as it is easier for staff to prepare materials. A change to the By Laws is easy. Board Chair Unti asked the trustees to commit to moving the meeting to the *third Tuesday*, at 7:30 a.m., beginning with the October meeting. President Hanson also suggested moving the action items to the beginning of the meeting. It was agreed that all action items will begin by 8:00 a.m. President Hanson would like to include early presentations to the trustees on the new advisory model, and a report from the Foundation Chair, providing an update on their annual retreat. An updated meeting calendar will be sent to trustees, reflecting the change.

7. **EXECUTIVE SESSION**

At 1:50 p.m. the trustees entered into executive session for 20 minutes to review the performance of a public employee. At 2:10 p.m. the executive session was extended for 30 minutes. The Board of Trustees returned to regular session at 2:40 p.m.

8. **TRUSTEES**

- A. *President's Contract Renewal*

Trustee Palmer made a motion to approve the renewal of President Hanson's contract for the term of July 1, 2012 through June 30, 2015. The motion was seconded by Trustee Page and the motion carried.

9. **MEETINGS**

The Board of Trustees Retreat is scheduled for October 16, 2012.

10. **ADJOURNMENT**

It was moved by Trustee Unti to adjourn the Board of Trustees' meeting at 3:00 p.m. Motion carried.

Kirby Unti, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

Board of Trustees' Chair Kirby Unti will carry out Correspondence, General Information, and Comments from the Audience.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **4. ASSOCIATED STUDENT
GOVERNMENT**

SUBJECT: A. Student Activity Report

BOARD CONSIDERATION

<input checked="" type="checkbox"/> Information

<input type="checkbox"/> Action

BACKGROUND

Christy Hernandez, President of the Associated Student Government will report on recent activities of the Student Government.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **4. ASSOCIATED STUDENT
GOVERNMENT**

SUBJECT: B. Student E-mail Update

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

RTC Student E-Mail was rolled out at the start of Fall Quarter 2012. The Associated Student Government and Information Technology Department would like to provide an update on the kickoff events, initial response and adoption statistics at this, the one-month milestone.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **5. RENTON FEDERATION
 OF TEACHERS**

SUBJECT: A. Faculty Report

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

President of the Renton Federation of Teachers, DeEtta Burrell will report on recent activities of the faculty.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **6. TRUSTEES**

SUBJECT: A. By Laws Revision

BOARD CONSIDERATION
Information
X Action

BACKGROUND:

Following discussion during the September 4, 2012 Board Retreat, the revision to the By Laws is presented for trustee approval.

RECOMMENDATION:

Approve as recommended.

3.0 **Offices of the Board of Trustees**

The Board of Trustees shall conduct its regular meetings at Renton Technical College, 3000 Northeast Fourth Street, Renton, Washington 98056-4195, unless otherwise announced, and all records, minutes, and the official college seal shall be kept there.

Correspondence or other business for the board shall be sent to the Renton Technical College president who serves as Secretary to the board. This office is located at 3000 Northeast Fourth Street, Renton, Washington 98056-4195.

4.0 **Meetings of the Board of Trustees**

The Board of Trustees of Renton Technical College shall hold at least ten (10) regular meetings each year and such other regular or special meetings as may be requested by the chair or by a majority of the members of the board or the president.

4.1 ~~Regular meetings will be held on the third Tuesday of each month except July and August. Meetings will be held in the Board Room, Renton Campus, Renton, Washington.~~

4.1 The Board of Trustees customarily holds a regular meeting once per month unless otherwise determined by the board. The time and location of these meetings may be found in the Washington State Register or by contacting the office of the president, Renton Technical College, 3000 NE Fourth Street, Renton, Washington. The chairperson of the board may cancel any regular meeting. All such regular meetings will be conducted in conformance with the laws of the state of Washington governing such meetings.

4.2 All regular and special meetings of the Board of Trustees shall be open to the general public except that the Board of Trustees may convene in executive session as prescribed by law. No official business shall be conducted by the Board of Trustees except during a regular or special meeting.

4.3 The secretary may arrange study sessions prior to or apart from regular meetings of the Board of Trustees with the approval of the board. Such study sessions are special meetings of the board and shall be announced as such.

5.0 **Meeting Agenda**

Information and materials pertinent to the agenda of all regular meetings of the board should be sent to trustees prior to each meeting. Persons wishing to recommend items for the agenda or present any matters of business or correspondence shall notify the secretary of the board, in writing, by 12 noon, five working days prior to the meeting at which they desire to have the item considered. The chair or secretary may present a matter of urgent business received too late for inclusion on the regular meeting agenda if in his/her judgment the matter is of immediate importance or concern.

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Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **6. TRUSTEES**

SUBJECT: B. Foundation Liaison Report

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

BACKGROUND:

Foundation Liaison, Trustee Palmer will provide a report to the trustees regarding recent meetings and activities of the Foundation Board.

RECOMMENDATION:

None

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **6. TRUSTEES**

SUBJECT: C. ACCT Leadership Congress Report

<p>BOARD CONSIDERATION</p>

<p>X Information</p>

<p> Action</p>

BACKGROUND:

Trustee Page will provide a report to the trustees regarding his attendance at the ACCT Leadership Congress, held October 10-13, 2012 in Boston, MA.

RECOMMENDATION:

None

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **7. PRESIDENT’S REPORT**

SUBJECT: **A. Monthly Activity**

BOARD CONSIDERATION

Information

Action

BACKGROUND

President Hanson will provide a report regarding activities subsequent to the September 4, 2012 Board of Trustees meeting.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **8. STUDENT SERVICES**

SUBJECT: A. Student Success Pathway Title III
Grant Overview

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

Vice President, Dave Pelkey and Director of Counseling and Advising, Scott Latiolais will provide an overview of the Title III Grant, as well as a brief description of the new advising model that is being developed.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **8. STUDENT SERVICES**

SUBJECT: B. Enrollment Report

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The most recent Enrollment Report will be provided at the meeting by Vice President Pelkey.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **9. College Relations**

SUBJECT: A. RTC Marketing Plan

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

College Relations/Foundation Director, Susanna Williams will share the College Marketing Plan for 2012-13.

RECOMMENDATION:

None

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **9. College Relations**

SUBJECT: B. Public Information

BOARD CONSIDERATION

X Information

 Action

MEDIA

- “Gov. Gregoire Wields a Rivet Gun, Flies a 787 During Aerospace Day” Renton Reporter, June 20, 2012 <http://www.rentonreporter.com/news/159780945.html>
- “Gov. Promotes Training for Aerospace Jobs in WA” Seattle Times, June 20, 2012 http://seattletimes.com/html/localnews/2018483782_apwagregoireaerospace1stld.html
- “Renton History Museum Exhibit Captures Voices of Newest Members of Renton” Renton Reporter, July 26, 2012 <http://www.rentonreporter.com/community/163916366.html>
- “Renton Developing Aerospace Training Center” Renton Reporter August 2, 2012 <http://www.rentonreporter.com/news/164798776.html>
- “James Newman: People on the Move” Puget Sound Business Journal August 21, 2012 http://www.bizjournals.com/seattle/potmsearch/detail/submission/1022551/James_Newman
- “¿Que es un colegio técnico?” La Raza August 24, 2012 <http://www.larazanw.com/article/20120824/NEWS01/708249931/0/SEARCH>
- “Renton Technical College Selects Outreach Chief” Renton Reporter August 30, 2012 <http://www.rentonreporter.com/community/168047836.html>
- “US Department of Education Awards RTC With \$2M grant” Renton Patch September 18, 2012 <http://renton.patch.com/articles/u-s-department-of-education-awards-rtc-with-2m-grant>
- “RTC Receives \$2 million Federal Grant to Support Student Success” Renton Reporter September 18, 2012 <http://www.rentonreporter.com/news/170244696.html>
- “Renton Technical College: Welcome Back Students” Renton Patch September 20, 2012 <http://renton.patch.com/articles/renton-technical-college-welcome-back-students#photo-11419940>
- “Celebrate the Fall Arts Equinox at Renton Technical College” Renton Patch September 20, 2012 <http://renton.patch.com/articles/renton-technical-college-hosts-fall-arts-equinox-event>
- “On the Move Education: James Newman” Seattle Times September 23, 2012 http://seattletimes.com/html/business/technology/2019226999_move24xml.html

- “RTC Automotive Program Earns National Accreditation” Renton Reporter September 25, 2012 <http://www.rentonreporter.com/news/171249771.html>
- “Washington Small Business Fair is Saturday at Renton Technical College” Renton Reporter September 27, 2012 <http://www.rentonreporter.com/business/171602731.html>

SOCIAL MEDIA

- 292 Facebook fans (255 in June)
- 193 Twitter followers (136 in June)

PUBLICATIONS

- College overview
- Fall class schedule

LEGISLATIVE ACTION

- Hosted Renton Chamber of Commerce Legislative Reception October 9, 2012

FOUNDATION

- Six new board members
- Major focus on fundraising
- Four events in 2013:

February 5th Renton Technical College Foundation Scholarship Breakfast “Bridge Builders”

7:30 – 9:00 am

Renton Technical College Cafeteria

Tickets \$25 (a donation request will be made at the event)

March 7th Les Dames D’Escoffier Dinner

6:30 – 9:00 pm

Renton Technical College Demonstration Classroom

Tickets \$100 (\$75 before February 7th)

April 12th Renton Technical College Foundation Dinner & Silent Auction

6:00 – 8:30 pm

Renton Technical College Cafeteria

Tickets \$50 (Advisory Board members \$25)

May 9th Chef’s Dinner

6:30 – 9:00 pm

Renton Technical College Demonstration Classroom

Tickets \$100 (\$75 before April 9th)

- 33 students received scholarships for Fall Quarter totaling \$32,200
- Winter Quarter scholarship application posted November 9th, notifications December 10th
- Spring Quarter scholarship application posted February 11th, notifications March 25th

RECOMMENDATION:

None

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **10. ADMINISTRATION/FINANCE**

SUBJECT: A. Operating Funds Budget Status Report

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

As a regular report to the Board of Trustees, Vice President for Administration and Finance Melinda Merrell will update trustees on the operating funds budget status for the periods ending July 31, and August 31, 2012.

RECOMMENDATION:

None.

Renton Technical College
2012-2013 Operating Funds Budget Status Report
for the 1 month ending July 31, 2012

	2012-2013			2011-2012		
	2012-13 Budget	Actual YTD 12-13 7/31/2012	YTD % of Budget	Annual 2011-12 Actual	Actual YTD 11-12 7/31/2011	YTD % of Annual Actual
Revenues Reported by Source						
State Allocation	14,410,380	1,438,472	10.0%	15,414,112	1,417,406	9.2%
Tuition	8,587,386	636,215	7.4%	7,507,975	475,089	6.3%
Local Dedicated Funds	1,538,468	168,884	11.0%	1,711,348	135,430	7.9%
Grants & Contracts	2,950,807	28,882	1.0%	3,329,144	36,784	1.1%
Financial Aid/Scholarships	10,033,412	695,275	6.9%	8,023,499	69,812	0.9%
Enterprise Operations	2,612,509	201,051	7.7%	2,646,280	196,766	7.4%
Interest Income	20,000	709	3.5%	18,833	4,628	24.6%
Total Revenue by Source	\$ 40,152,962	\$ 3,169,488	7.9%	\$ 38,651,191	\$ 2,335,916	6.0%
Expenditures by Object						
Salaries	16,147,820	1,273,473	7.9%	15,610,353	1,232,702	7.9%
Benefits	5,419,998	413,240	7.6%	5,394,143	431,189	8.0%
Goods & Services	7,225,786	225,102	3.1%	5,828,825	219,475	3.8%
Travel	135,500	3,984	2.9%	136,063	3,885	2.9%
Equipment, other	623,750	39,325	6.3%	1,059,716	31,786	3.0%
Financial Aid/Scholarships	9,970,270	1,011,608	10.1%	8,986,774	749,368	8.3%
Total Expenditures by Object	\$ 39,523,124	\$ 2,966,732	7.5%	\$ 37,015,874	\$ 2,668,405	7.2%
Contribution to (Depletion of) Reserve	\$ 629,838	\$ 202,755		\$ 1,635,317	\$ (332,489)	
	2012-13 Budget	Actual YTD 12-13 7/31/2012	YTD % of Budget	Annual 2011-12 Actual	Actual YTD 11-12 7/31/2011	YTD % of Annual Actual
Expenditures by Program						
Instruction	15,395,296	1,006,648	6.5%	14,952,042	979,382	6.6%
Academic Support	1,974,515	154,369	7.8%	2,173,998	156,200	7.2%
Financial Aid/Scholarship	9,833,412	903,275	9.2%	8,053,375	635,410	7.9%
Student Services	2,716,832	250,963	9.2%	2,736,874	256,928	9.4%
Institutional Support	4,520,874	347,591	7.7%	4,215,218	289,913	6.9%
Plant Operations & Maintenance	2,669,685	159,635	6.0%	2,559,006	148,707	5.8%
Enterprise Operations	2,412,510	144,252	6.0%	2,325,361	201,865	8.7%
Total Expenditures by Program	\$ 39,523,124	\$ 2,966,732	7.5%	\$ 37,015,874	\$ 2,668,405	7.2%

Renton Technical College
2012-2013 Operating Funds Budget Status Report
for the 2 months ending August 31, 2012

	2012-2013			2011-2012		
	2012-13 Budget	Actual YTD 12-13 8/31/2012	YTD % of Budget	Annual 2011-12 Actual	Actual YTD 11-12 8/31/2011	YTD % of Annual Actual
Revenues Reported by Source						
State Allocation	14,410,380	2,651,755	18.4%	15,414,112	2,526,748	16.4%
Tuition	8,587,386	1,349,404	15.7%	7,507,975	1,003,310	13.4%
Local Dedicated Funds	1,538,468	367,290	23.9%	1,711,348	250,755	14.7%
Grants & Contracts	2,950,807	224,860	7.6%	3,329,144	84,596	2.5%
Financial Aid/Scholarships	10,033,412	1,131,497	11.3%	8,023,499	400,289	5.0%
Enterprise Operations	2,612,509	375,145	14.4%	2,646,280	387,036	14.6%
Interest Income	20,000	4,182	20.9%	18,833	3,088	16.4%
Total Revenue by Source	\$ 40,152,962	\$ 6,104,134	15.2%	\$ 38,651,191	\$ 4,655,823	12.0%
Expenditures by Object						
Salaries	16,147,820	2,353,903	14.6%	15,610,353	2,341,778	15.0%
Benefits	5,419,998	791,487	14.6%	5,394,143	842,224	15.6%
Goods & Services	7,225,786	686,206	9.5%	5,828,825	665,979	11.4%
Travel	135,500	12,132	9.0%	136,063	8,522	6.3%
Equipment, other	623,750	80,910	13.0%	1,059,716	202,265	19.1%
Financial Aid/Scholarships	9,970,270	1,334,010	13.4%	8,986,774	1,029,548	11.5%
Total Expenditures by Object	\$ 39,523,124	\$ 5,258,648	13.3%	\$ 37,015,874	\$ 5,090,316	13.8%
Contribution to (Depletion of) Reserve	\$ 629,838	\$ 845,486		\$ 1,635,317	\$ (434,493)	
	2012-13 Budget	Actual YTD 12-13 8/31/2012	YTD % of Budget	Annual 2011-12 Actual	Actual YTD 11-12 8/31/2011	YTD % of Annual Actual
Expenditures by Program						
Instruction	15,395,296	1,855,367	12.1%	14,952,042	1,762,397	11.8%
Academic Support	1,974,515	316,772	16.0%	2,173,998	488,016	22.4%
Financial Aid/Scholarship	9,833,412	1,131,298	11.5%	8,053,375	924,543	11.5%
Student Services	2,716,832	486,323	17.9%	2,736,874	411,854	15.0%
Institutional Support	4,520,874	702,876	15.5%	4,215,218	603,474	14.3%
Plant Operations & Maintenance	2,669,685	402,965	15.1%	2,559,006	372,983	14.6%
Enterprise Operations	2,412,510	363,047	15.0%	2,325,361	527,049	22.7%
Total Expenditures by Program	\$ 39,523,124	\$ 5,258,648	13.3%	\$ 37,015,874	\$ 5,090,316	13.8%

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **10. ADMINISTRATION/FINANCE**

SUBJECT: B. RTC Fiscal Measures

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

BACKGROUND:

Vice President for Administration and Finance Melinda Merrell will discuss fiscal year 2012 SBCTC Fiscal Health Measures for RTC and as compared to the CTC system. A copy of the Fiscal Health Measures report is included for your review.

RECOMMENDATION:

None.

FISCAL HEALTH MEASURES SUMMARY

Operating Cash and Investments (Reserves) to Operating Expenditures Ratio

Reserves or Operating Cash and Investments are defined for this purpose as the cash and investment balances in operating funds; 145, 148, 149, 4xx and 5xx. Operating expenses are the costs incurred in these same funds with the addition of Fund 001.

This ratio attempts to examine the adequacy of reserves to meet ongoing operating expenses. As a measure of adequacy, the college's ratio is compared to the ratio for the system or to peer colleges. Another important function of reserves and this measure of fiscal health is that they reflect a college's ability to absorb or cushion the effect of budget reductions or revenue shortfalls.

Operating Revenue to Debt Ratio

Operating revenue is compared to the total short and long-term debt of the college. The amount of debt incurred by a college is an indication of its willingness to obligate future resources to fund current activity or to invest in additions to physical plant or equipment to benefit current and future operations.

This ratio is a broad measure of a college's ability to meet its debt obligations. A significantly lower ratio than the "norm" may be an indication that a college may be debt leveraged to the point that a downturn in revenue could seriously impact the ability to fund current operations. It would be important to evaluate the relative strength of supporting revenue streams under this scenario.

Local Funds Operating Margin

This measure compares all revenues for local operating funds against operating expenditures. Capital expenditures are excluded. The amount revenues exceed expenditures is considered the operating margin. Since local funds are the primary source for operating and capital reserves, this measure provides information about a college's ability to generate or maintain reserves.

Tuition Revenue per FTE

Tuition Revenue for this purpose is defined as revenue source 0424 (Tuition) reported in Fund 149 plus revenue source 0433 (Excess Enrollment Fees) reported in Fund 148. FTE data is taken from college enrollment data provided to SBCTC.

Some of the factors influencing this measure are the number of students on waivers, the volume of ABE/ESL enrollments, the mix of full and part-time students, and the volume of excess enrollments. A significant variance from the "norm" could impact a college's ability to build or maintain reserves.

**State Board for Community and Technical Colleges
Fiscal Health Measures
Renton Summary
Tech Colleges
Fiscal Year 2012**

Operating Funds Cash & Investments (Reserves) Per Operating Expenditures

Operating Funds Cash & Investments	Operating Funds Expenditures	Operating Ratio	Ratio as % of Grp. Avg
18,167,714.90	27,914,086.13	0.65	163%

Operating Revenue to Debt

Debt	Total Operating Revenue	Operating Coverage Ratio	Ratio as % of Group Average
(323,283.36)	(15,393,298.97)	47.62	2365%

Local Funds Operating Margin

Expenditures	Revenues	Income (Loss)	Margin	% of Grp. Ave.
13,197,535.33	(15,610,637.13)	2,413,101.80	0.15	156%

Tuition Per FTE

Tuition Collections	State FTES	\$/FTES	% of Grp. Avg
(7,958,965.57)	3,632.68	2,190.93	107%

source: SBCTC Data Warehouse

Renton FYR and Longitudinal Financial Indicators

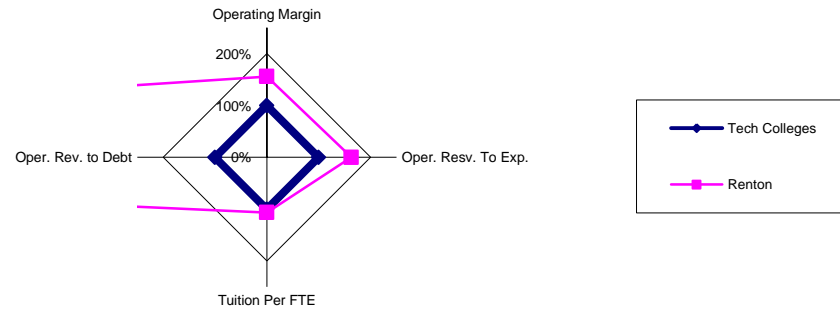
Based on 8/27/12 Data

FYR Analysis

Measures

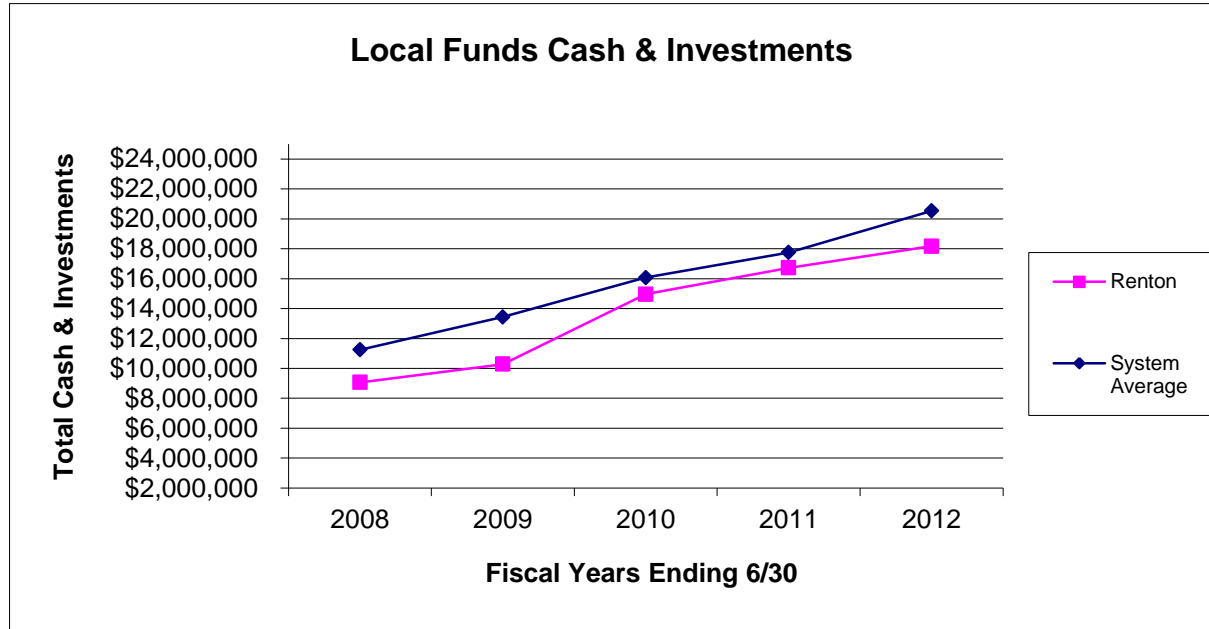
	Tech Colleges	Renton
Operating Margin	100%	156%
Oper. Resv. To Exp.	100%	163%
Tuition Per FTE	100%	107%
Oper. Rev. to Debt	100%	2365%

Financial Indicators



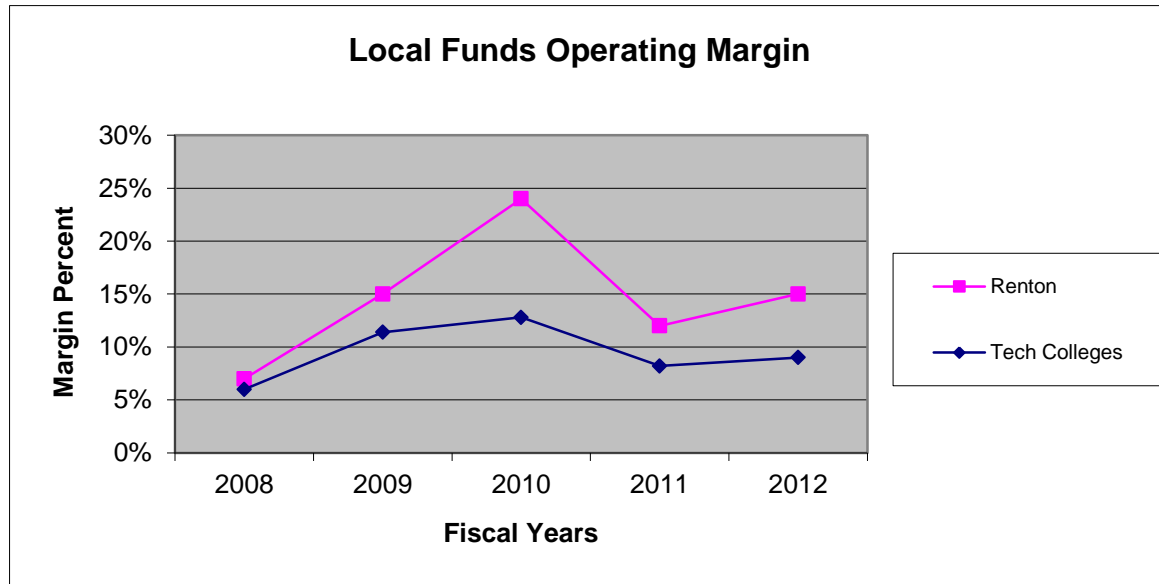
Longitudinal Analysis - Local Funds Cash & Investments

	2008	2009	2010	2011	2012
Renton	\$ 9,064,270	\$ 10,281,861	\$ 14,964,826	\$ 16,723,710	\$ 18,167,715
System Average	\$ 11,250,931	\$ 13,444,779	\$ 16,076,563	\$ 17,752,586	\$ 20,532,579



Longitudinal Analysis - Local Funds Operating Margin

	2008	2009	2010	2011	2012
Renton	7%	15%	24%	12%	15%
Tech Colleges	6%	11%	13%	8%	9%



Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: 11. Human Resource Development

SUBJECT: A. Administrative Report

BOARD CONSIDERATION

Information

Action

BACKGROUND:

Director of Human Resource Development, Lisa Hayward will report on the recent activity from the Administrative Reports for June, July, August, and September 2012.

RECOMMENDATION:

None.



Renton Technical College

Board of Trustees
October 16, 2012
Human Resources

The following personnel actions have occurred as of June 30, 2012 and are presented for the Board of Trustees' information.

AFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
Kapule, Rodney	6/29/2012	Facilities Specialist	Facilities

WFSE

- Hires

Name	Effective Date	Position	Department	Rate	Step
Ahrens, Jayne	6/7/2012	Library Specialist	Library	\$13.11 hr	C
Essien, Halima	6/25/2012	Laboratory Tech	Admin-Business	\$11.91 hr	A

- Terminations

Name	Effective Date	Position	Department
None			

Prof Tech

- Hires

Name	Effective Date	Position	Department	Rate	Step
Iolta, Skylar	6/1/2012	Computer Systems Technician	Information Technology	\$3,413.97 mo	A

- Terminations

Name	Effective Date	Position	Department
None			

Exempt / Administrative

- Hires

Name	Effective Date	Position	Department	Rate	Step
Daniels, Mark	6/16/2012	Custodial / Night Manager	Custodial	\$4,619.92 mo	
Grossman, Brian	6/18/2012	Safety & Security Manager	Security	\$4,500.00 mo	
Hayward, Lisa	6/25/2012	HRD Director	Personnel	\$7,916.67 mo	

- Terminations

Name	Effective Date	Position	Department
Berghammer, Stacy	6/5/2012	Health Care Ed Program Coord	Allied Health
Jenner, Catherine	6/29/2012	UDL Project Coordinator	Instruction
Morrow, Robert	6/29/2012	Custodial / Night Manager	Custodial

- Terminations

Name	Effective Date	Position	Department
Mullowney, Glenda	6/29/2012	HRD Director	Personnel

RFT**- Hires**

Name	Effective Date	Position	Department	Rate	Step
Blakey, Robert	6/1/2012	Part-time faculty	Construction / Trades	\$37.41 hr	A
Claar, Aaron	6/2/2012	Part-time faculty	Const. Management	\$37.41 hr	A
Drotning, Ashley	6/8/2012	Part-time faculty	Dental Assistant	\$37.41 hr	A
Fisher, Todd	6/29/2012	Part-time faculty	Aerospace	\$37.41 hr	A
Haro, Lee	6/20/2012	Part-time faculty	Const. Management	\$37.41 hr	A
Kubej, Stephanie	6/12/2012	Part-time faculty	GEN ED	\$37.41 hr	A

- Terminations

Name	Effective Date	Position	Department
Beverly, Carrie	6/29/2012	Part-time faculty	Allied Health
Brockway, Willard	6/1/2012	Part-time faculty	
Porter, Deborah	6/4/2012	Part-time faculty	Allied Health

- Retired

Name	Effective Date	Position	Department
Mundy, John	6/29/2012	Full-time faculty	Automotive
Schwarz, Theodore	6/29/2012	Counselor	Student Services



Renton Technical College

Board of Trustees
October 16, 2012
Human Resources

The following personnel actions have occurred as of July 31, 2012 and are presented for the Board of Trustees' information.

AFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
Vikhnovskiy, Oleg	7/16/2012	Facilities Specialist	Facilities	\$3,810.79 mo	D

- Terminations

Name	Effective Date	Position	Department
Vikhnovskiy, Oleg	7/15/2012	General maintenance	Facilities

WFSE

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
None			

Prof Tech

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
Adams, Randy	7/24/2012	Accommodations Support Coord	Student Services

Exempt / Administrative

- Hires

Name	Effective Date	Position	Department	Rate	Step
Latiolais, Scott	7/16/2012	Director for Counseling	Student Services	\$5,796.50 mo	
Leिताua, Lisa	7/24/2012	Executive Assistant /VP Instruction	Administration	\$3,954.92 mo	
Newman, James	7/2/2012	Corporate Outreach Director	Administration	\$6,000.00 mo	

- Terminations

Name	Effective Date	Position	Department
Berry, Bonnie	7/24/2012	Grant Writer	Administration
Harper, Rachel	7/6/2012	Executive Assistant / VP Instruction	Administration

RFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
Archer, Rochelle	7/13/2012	Part-time faculty	Dental Assistant	\$37.41 hr	A
Baer, Karen	7/26/2012	Part-time faculty	Professional Baking	\$37.41 hr	A
Cavanaugh, Maria	7/19/2012	Part-time faculty	Certified Nursing	\$37.41 hr	A
Foote, Ronald	7/2/2012	Full-time faculty	Medical Office Programs	\$9,137.61 inst yr	16+Masters
Hearn Zang, Katherine	7/2/2012	Part-time faculty	Machine Tech	\$41.00 hr	0M
Hinkson, Elizabeth	7/23/2012	Full-time faculty	LPN	\$10,397.97 inst yr	16+Masters
Krohn, Elizabeth	7/2/2012	Part-time faculty	LPN	\$37.41 hr	A
Mann, Amandeep	7/2/2012	Part-time faculty	Certified Nursing	\$37.41 hr	A
Noakes, Katherine	7/2/2012	Part-time faculty	LPN	\$37.41 hr	A
Nemens, Jessica	7/5/2012	Part-time faculty	First Aid	\$37.41 hr	A
Sehorn, John	7/6/2012	Part-time faculty	Aerospace	\$37.41 hr	A

- Terminations

Name	Effective Date	Position	Department
None			

- Retired

Name	Effective Date	Position	Department
None			



Renton Technical College

Board of Trustees
October 16, 2012
Human Resources

The following personnel actions have occurred as of August 31, 2012 and are presented for the Board of Trustees' information.

AFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
None			

WFSE

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
Cahoon, Penny	8/20/2012	Student Intake Specialist	Student Services

Prof Tech

- Hires

Name	Effective Date	Position	Department	Rate	Step
None					

- Terminations

Name	Effective Date	Position	Department
None			

Exempt / Administrative

- Hires

Name	Effective Date	Position	Department	Rate	Step
Anciu, Jessica	8/1/2012	Student Program Director	Student Services	\$5,166.67 mo	
Leiautau, Lisa	8/16/2012	Exec Assist / VP for Instruction	Administration	\$3,954.92 mo	

- Terminations

Name	Effective Date	Position	Department
None			

RFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
Ali, Nazir	8/8/2012	Part-time faculty	Basic Studies	\$37.41 hr	A
Ali, Jawahir	8/9/2012	Part-time faculty	Basic Studies	\$37.41 hr	A
Berrett, Angela	8/15/2012	Part-time faculty	LPN	\$37.41 hr	A
Berrett, Angela	8/16/2012	Full-time faculty	LPN	\$35.92 hr	13
Brown, Rachel	8/30/2012	Part-time faculty	Med Office Programs	\$37.41 hr	A
Goff, Jeffery	8/6/2012	Part-time faculty	GEN ED	\$37.41 hr	A
Lotfi, Samir	8/13/2012	Part-time faculty	Aerospace	\$37.41 hr	A
Shipman, Cory	8/7/2012	Part-time faculty	Aerospace	\$37.41 hr	A
Tamilarasi, Devasgayam	8/22/2012	Part-time faculty	GEN ED	\$37.41 hr	A
Thompson, Brian	8/13/2012	Full-time faculty	Ford ASSET	\$40.33 hr	20

- Terminations

Name	Effective Date	Position	Department
Foltz, Neil	8/10/2012	Full-time faculty	LPN
Pina Jr, Ruben	8/10/2012	Full-time faculty	Professional Baking

- Retired

Name	Effective Date	Position	Department
None			



Renton Technical College

Board of Trustees
October 16, 2012
Human Resources

The following personnel actions have occurred as of September 30, 2012 and are presented for the Board of Trustees' information.

AFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
Gardner, Clifford	9/1/2012	Custodian V	Custodial	\$2,805.61 mo	B
Snider, Gregory	9/4/2012	General Maintenance	Facilities	\$2,774.14 mo	A

- Terminations

Name	Effective Date	Position	Department
None			

WFSE

- Hires

Name	Effective Date	Position	Department	Rate	Step
Mustefa, Feysal	9/17/2012	Laboratory Tech / PT	Admin-Business	\$11.91 hr	C

- Terminations

Name	Effective Date	Position	Department
Essien, Halima	9/11/2012	Laboratory Tech / PT	Admin-Business

Prof Tech

- Hires

Name	Effective Date	Position	Department	Rate	Step
Brewer, Craig	9/4/2012	Access Support Specialist	Student Services	\$2,925.14 mo	C

- Terminations

Name	Effective Date	Position	Department
Laurie, Jay	9/15/2012	Computer Systems Technician	Information Technology

Exempt / Administrative

- Hires

Name	Effective Date	Position	Department	Rate	Step
Chakravarty, Patricia	9/10/2012	Director of Research & Development	Research & Development	\$5,799.00 mo	

- Terminations

Name	Effective Date	Position	Department
Johnson, Christopher	9/7/2012	Director of Research & Development	Research & Development

RFT

- Hires

Name	Effective Date	Position	Department	Rate	Step
Berrett, Angela	9/13/2012	Full-time faculty	LPN	\$52,874.00 instr yr	13
Goff, Jeffery	9/17/2012	Part-time faculty	GED ED	\$37.41 hr	A
Holland, Robert	9/5/2012	Full-time faculty	Professional Baking	\$55,657.00 instr yr	16
Jackson, Holly	9/10/2012	Full-time faculty	Massage Therapy	\$55,657.00 instr yr	16
Larson, Patrick	9/16/2012	Part-time faculty	Commercial Bld Eng	\$37.41 hr	A
McArthur, Sandy	9/14/2012	Part-time faculty	GED ED	\$37.41 hr	A
Paul, Ryan	9/10/2012	Part-time faculty	Aerospace	\$37.41 hr	A
Thompson, Brian	9/13/2012	Full-time faculty	Ford Asset	\$59,368.00 instr yr	20
Uy, Dick Ricard	9/18/2012	Part-time faculty	Aerospace	\$37.41 hr	A
Wildrick, Robert	9/25/2012	Part-time faculty	Surv Engineering	\$37.41 hr	A

- Terminations

Name	Effective Date	Position	Department
Lafontaine, Denise	9/28/2012	Part-time faculty	

- Retired

Name	Effective Date	Position	Department
None			

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: 12. MEETINGS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The next Board of Trustees meeting/retreat will be held on November 20, 2012.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: 13. EXECUTIVE SESSION

SUBJECT:

BOARD CONSIDERATION

Information

Action

BACKGROUND:

An Executive Session may be held for any topic allowable under the Open Public Meetings Act; RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2012

AGENDA ITEM: **14. ADJOURNMENT**

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Motion required.