

<u>Agenda Item/Subject</u>	<u>Information/Action/Presenter</u>
1. CALL TO ORDER	3:00 p.m.
A. Notation of Quorum	
B. Flag Salute	
2. ADOPTION OF MINUTES	Action
A. January 18, 2017 Regular Meeting	
3. COMMUNICATIONS	Information
A. General Information/Introductions	
B. Correspondence	
C. Comments from the Audience	
D. Student Leadership	
E. Renton Federation of Teachers	
F. Written Communication Reports:	
1) Administration/Finance	
2) Human Resources	
3) Information Technology	
4) Institutional Advancement	
5) Instruction	
6) RTC Foundation	
7) Student Services	
4. ACTION ITEMS	Action
5. DISCUSSION/REPORTS	
A. President	Kevin McCarthy
	
1) Faculty Tenure Notification	
2) Strategic Plan Update	
B. Board of Trustees	
1) ACCT Leadership Congress – Las Vegas, NV; September 25-28, 2017	
2) Board Liaison Reports	
a) RTC Foundation	Trustee Page
b) RTC Advisory Board	Trustee Takamura
C. Administration/Finance	
1) Operating Funds Budget Status Report	Melinda Merrell
2) Property Acquisition Status Update	

6. **MEETINGS** Information
- A. March 22, 2017
7. **EXECUTIVE SESSION**
- A. An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30).
- B. 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:

- Legislative Town Hall Event
March 11, 2017 | RTC Blencoe Auditorium
- ACT Spring Conference
May 25-26, 2017 | Big Bend Community College, Moses Lake, WA
- RTC Commencement
June 22, 2017 | ShoWare Center, Kent

2016-2017 BOARD PRIORITIES

Advocacy · Tenure Process · College Awareness

Renton Technical College
Board of Trustees Meeting
February 15, 2017

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

SUBJECT:

<p>BOARD CONSIDERATION</p> <p>Information</p> <p>Action</p>

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
February 15, 2017

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT: A.

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

- A. The minutes of the January 18, 2017 regular meeting are attached for approval by the Board of Trustees.

RECOMMENDATION:

Approval as presented.



MINUTES

Board Study Session Board members participated in a program tour of the Medical Assistant Program.

1. CALL TO ORDER

The meeting was called to order at 3:01 p.m. by Board Chair, Trustee Unti. There was notation that a quorum was established, and Chairman Unti led the flag salute. Trustee Palmer was not in attendance.

2. ADOPTION OF MINUTES

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

December 21, 2016 regular meeting

Trustee Page introduced a motion to approve the meeting minutes for the regular meeting on December 21, 2016 as presented. Trustee Takamura seconded, and the motion carried.

3. COMMUNICATIONS

- A. General Information/Introductions** None.
- B. Correspondence** Chairman Unti called attention to the local media articles published on behalf of the college.
- C. Comments from the Audience** There were no comments from the audience.
- D. Student Leadership** Mr. Anthony Covington, Learning Resource and Career Center (LRCC) Manager was present to share information about the work done and progress of the LRCC. He shared a handout that included the upswing in student visits to the LRCC since its inception in 2012/13. He also introduced two students from the Computer Help & Information Program Services (CHIPS); Vladislav Volodkov and Mohamed Abdullahi both from the Computer Science program shared information about the work that students in CHIPS perform, how it started, and how they support the needs of students on campus in computer repair. Chairman Unti complimented Mr. Covington and the LRCC for their work in including wrap around services for students.

Dr. McCarthy further introduced Mr. Abdullahi, named as the RTC ACT Transforming Lives scholar, who went on to be named as one of five recipient winners of the ACT Transforming Lives Scholarship. The Transforming Lives Scholarship Dinner and festivities will be held in Olympia, on January 23, 2017, where Mr. Abdullahi and a few family members will be joining the Trustees and Dr. McCarthy for recognition by the Association of College Trustees (ACT). Mr. Abdullahi is also a semi-finalist for a National scholarship from the Jack Kent Cooke Foundation, and was also named as one of RTC's All USA nominees, to be honored at an awards ceremony in Olympia in March. Chairman Unti shared his enthusiasm for having an

RTC student as an award winner for the ACT Transforming Lives Scholarship. Mr. Abdullahi shared his sincere thanks to Tim Culler and Anthony Covington, and especially to Jessica Supinski who was there to provide her support to him throughout his scholarship application process for all of the above mentioned awards.

E. Renton Federation of Teachers Ms. Lynn-Dee Spencer, Co-RFT President, reported out that faculty members are feeling overwhelmed right now. Concerns were shared over scheduled committee and governance work during class time. A survey was conducted, and response suggestions included bringing in adjunct faculty to include their participation. Some suggest lightening the work load, some don't want to be a part of the governance process. Handouts were shared: Governance organization chart, a list of councils, committees, work groups and task forces on campus, and the stress curve. Trustees addressed Dr. McCarthy about his knowledge of the anxieties and what is being done to address faculty's concerns. Dr. McCarthy informed the Board members about the work of the Workload Taskforce, the process of the governance system (in its immature stages), tenure committee work and the efforts being made to balance these processes. We want everyone to participate and be engaged. Vice President Reyna informed the Board that as a result of the new allocation model, the State Board has formed a new task force, aimed to get accuracy across the system for FTE. We want to be ahead of possible implications that may come from this. There are many ways to do things, and we can get creative about how curriculum is structured, and how FTE and tuition revenues are generated, and the implications for workloads. Chairman Unti commented on how nice it was to tour the Medical Assistant program earlier today, and to see how they believe they may be able to support an evening cohort. He reminded everyone that we need to understand our role as trustees, to make sure we are following policy and expect that Dr. McCarthy will keep us informed.

F. Written Communication Reports Written reports were included in the Board materials, from various departments; Administration/Finance, Institutional Advancement, Human Resources, Information Technology, Instruction, RTC Foundation, and Student Services. Trustee Page questioned the OCR review. Vice President Merrell explained the visit and the audit. This audit is done every seven to ten years. The report was just received today, so it hasn't been fully digested. Most items are restroom or parking related. This was an extensive audit that included facilities, as well as processes and procedures. Facilities will have one year to address all of the recommendations. Once the report has been approved, we will share it with the board.

4. ACTION ITEMS

Board Bylaws Draft Revision

The amended Bylaw revisions were presented for approval by the Board.

Trustee Page introduced a motion to approve the amended Bylaws as presented. Trustee Takamura seconded, and the motion carried.

5. DISCUSSION/REPORTS

A. President

Dr. McCarthy reported that Chef Parker was the main organizer for the Governor’s Ball and did a great job on everything, including the carving of the dragon and geoduck ice sculptures. The coverage in the Olympian newspaper did not include mention of RTC, but we should see further a publication from the Renton Reporter.

We should make our target of allocation this year; we are currently at 99 percent. We are a bit lower this year than last, due to Basic Skills coding issues. Fall quarter had four fewer sections of Biology, which could have something to do with the Nursing program change. It is time to move from our message on meeting the allocation model, onto increasing numbers for retention and capacity, the latter is currently at about 79 percent. We have a lot of opportunities from a fiscal standpoint. Instruction is looking at the accuracy of capacity, and program mix. We are looking at how we can offer programs that will appeal to students that haven’t previously been attracted to RTC. Do we have critical mass for evening/weekend sessions? Experiments with Medical Assisting and Computer Science will be interesting. Enrollments are down 1-3 percent statewide. On the revenue side, it is important that we have some changes.

1) Tenure Process

Dr. McCarthy advised the Board that most colleges begin their faculty tenure process in the fall (on an annual cycle) and therefore address tenure once during the year. Historically, RTC has done this every quarter. There is thought about modifying the process to align tenure on an annual basis vs. quarterly. Staff time to prepare information would be increased, and tenure committees may also feel a more concentrated load. Trustees shared their concerns about concentrated efforts to once per year, and felt good about keeping the process we currently have in place. Chairman Unti suggested that as we move forward, this alternate process should be kept in mind as an option, but for now to keep it status quo.

Strategic Plan – Executive Director of Institutional Advancement, Michelle Campbell, and Dr. McCarthy have met with about seventeen (17) different groups of internal stakeholders, and are meeting with the steering committee this week. We will be doing external stakeholder meetings in February and March. If you, as trustees, have input on who to include on the external stakeholder groups, please let Dr. McCarthy know.

Equity Plan – The leadership team of the Diversity, Equity, and Inclusion Committee (DEIC) has been very active and will be meeting with the committee. The foundation of the group is in a good place, and will follow a scenario similar to the approach used for strategic planning. Vice President Reyna informed the Board that the leadership team created the framework for questions, while looking at other equity and inclusion plans across the state for a guiding document that will help facilitate the work as we move forward. This is concurrent work, with each having a lead. We will be getting feedback on short-term and long-term goals. We will vet through the council and see what we get. Some of the work is non-negotiable and it is aligning well, so far. Looking at financial implications up-front is also a good approach.

Legislative Advocacy – Dr. McCarthy informed the Board that we will be very active in the next few months in Olympia. On January 30, we will visit the capitol campus; Trustees Unti and Page will join Dr. McCarthy and students for scheduled visits with legislators. On February 22, we will be back in Olympia again; Trustees Palmer, Entenman, and Takamura will join RTC

students and Dr. McCarthy. Trustee Page referenced the statewide ask, saying it would be nice to have a document that indicates a personal message; for RTC it would mean this . . . There are eleven legislative districts that touch our district (which is the highest in the state). Representatives Orwall and Tarleton are on the House Higher Ed committee; Representatives Bergquist, Hudgins, Pettigrew, Senn, Stokesbary, and Sullivan are on the House Appropriations committee; and Senators Fain, Hasegawa, Keiser, and Miloscia are on Senate Ways & Means. Jessica Supinski is working to identify students and prepare them appropriately for these visits.

The Foundation Breakfast is set for February 15, and we are working to tie-up sponsorships. Please continue thinking of people who can join you to learn about RTC and to write a check in support of our students. Dr. McCarthy has invited many legislators, but the session gets in the way.

Our second BAS approval will be submitted to the State Board at their meeting tomorrow. Hopefully, we will have an approval tomorrow to submit to NWCCU for final approval.

Chairman Unti thanked Dr. McCarthy for his leadership and enthusiasm in program participation during today's program tour of the Medical Assistant program. This program has done well with the I-Best program. In April we will tour the evening Basic Studies program, which will be great to see as well.

B. Board of Trustees

- 1) Naming of Buildings – Draft Revision of GP-10 Chairman Unti informed the Board and administration of his appreciation on the movement of this document. Dr. McCarthy indicated that the big driver to this policy change is that the policy as it currently exists is not active enough in calling out potential goals for donors and that this is a way to build the coffers of the Foundation. We have been missing out on this opportunity over the years. If there is a way to use this in a good manner that fits within our reputation and values, it would be good. What we believe to be true is that the Board wants to maintain final authority and the delegation for pursuing these opportunities. There is tricky ground; this does not fit into an executive session category, so discussions can be between the Board Chair, the Foundation Director, the Foundation Board President and the college President, so that potential donors are not discussed publicly. Trustee Page thanked Dr. McCarthy, and Foundation Director, Carrie Shaw for their work on this policy. This needs to be action oriented and reflect the nature of philanthropy. His suggestion is to remove the words . . . "in certain circumstances" from item number four of the draft. Ms. Shaw included that conversation has come up about endowing faculty and programs. Trustee Entenman doesn't like the idea of naming programs. Chairman Unti noted that the Board does have the final approval. Dr. McCarthy wants us to have opportunities, but also shares some concerns. He worries some about how some may want to save a program that we may determine is no longer viable. If you need the infusion to save a program, does this mean the program gets life or not? Even with infusion, it does not make sense to train ten students in this program versus 40 in another. This becomes more problematic; any college donation has to be aligned with college goals. Chairman Unti noted that part of the challenge is to determine how much risk you are willing to take in order to generate revenue. With that comes the challenge of do you want to be responsive to the donor or

simply dictate the terms? Some level of responsiveness to the donor is imperative to get the donation. In the future, it will definitely become more challenging, and we need to have the back bone to say that this is no longer in alignment with our strategic mission. It needs to be defined so it will benefit the college, but also the donor. Trustee Page is confident that the Foundation Director and Foundation Board President understand our intent and will fully represent the Board's wishes.

Trustee Page introduced a motion to approve the policy as amended. Trustee Entenman seconded, and the motion carried.

2) Board Liaison Reports

- a) RTC Foundation Trustee Page reported that the Foundation Director continues to drive the Foundation in a great direction. The Foundation Board President is doing a wonderful job. They continue to add new board members, and appreciate support from Trustees Page and Palmer.
- b) RTC Advisory Board Trustee Takamura reported the next meeting has been rescheduled for January 31, 2017.

C. Administration/Finance

- 1) Operating Funds Budget Status Report As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues, expenditures, and respective variances for the period ending November 30, 2016.

Audit Exit Meeting Vice President Merrell thanked Trustees Entenman and Unti for attending today's audit exit meeting. There were two main take a ways; it is an unmodified opinion (clean audit) and spoke to findings from last year that have been addressed. She shared her concerns about the list of recommended items, but no requirement to address them. The MD&A is reviewed but not audited. There were also some comments about the table of contents that were incorrect or misstatements.

- 2) Property Acquisition Update Vice President Merrell provided an update to the timeline of the purchase and sale agreement (PSA). Today, we received a draft edited agreement, and email from the AAG that is working on the PSA. They are not willing to nudge on the indemnification issue; they want no liability for what they may have caused. It is a risk management item, and they are in a bargaining position. Trustees asked if they could be of any assistance in contacting their local representatives. Once the draft document is reviewed, we will notify Trustees if there is an opportunity for them to assist.

6. MEETINGS

The next regular meeting of the Board of Trustees will be held February 15, 2017.

7. EXECUTIVE SESSION

At 5:24 p.m. Chairman Unti called for an executive session for ten (10) minutes, to discuss with legal counsel matters involving attorney/client privilege. The Board returned to regular session at 5:34 p.m.

BOARD OF TRUSTEES MEETING
Minutes – January 18, 2017

8. **ACTION** There was no action taken as a result of the executive session.

9. **ADJOURNMENT**

It was moved by Chairman Unti to adjourn the Board of Trustees' meeting at 5:35 p.m. Motion carried.

KIRBY UNTI, Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College

Renton Technical College
Board of Trustees Meeting
February 15, 2017

AGENDA ITEM: **3. COMMUNICATIONS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A. General Information/Introductions
- B. Correspondence
- C. Comments from the Audience
- D. Student Leadership
- E. Renton Federation of Teachers
- F. Written Communication Reports:
 - 1) Administration/Finance
 - 2) Human Resources
 - 3) Information Technology
 - 4) Institutional Advancement
 - 5) Instruction
 - 6) RTC Foundation
 - 7) Student Services

RECOMMENDATION:

None.



Student Leadership

Student Leadership Launches “First Friday Food” Luncheon Series

Student Leadership began a new program this month called the “First Friday’s Food” luncheon series! The monthly luncheons are designed to bring together students from specific affinity groups to help them meet each other, create community with others who have similar life experiences, and hopefully start more identity-based student organizations and clubs. This month, Student Leadership collaborated with the Basic Studies Department to host a lunch for **students, staff and faculty who are recent immigrants and their allies**. Nearly 50 were in attendance and traditional foods from the seven countries included in the recent Muslim travel ban were served.

Student Leaders Visit Legislators with President McCarthy and Trustee Unti

Last week, four student leaders accompanied President McCarthy and Trustee Unti to Olympia to visit legislators. Bryce Vining, Lindsey Biell, Rebecca Ibarra-Block, and Joe Spieldenner shared their personal testimonials with six legislators. More visits for late February are being planned!



Author Aaron Dixon to Speak on Campus

On Thursday, February 16th from 2:30-4:30pm, the Diversity, Equity, and Inclusion Council in collaboration with Student Leadership will host a **conversation with author and community activist, Aaron Dixon**. Aaron Dixon was the founder and first leader of the Seattle Chapter of the Black Panther Party. During the campus conversation, Aaron will share perspectives from his book, “My People are Rising: Memoir of a Black Panther Party Captain,” (*Haymarket Books*)

RTC Cross-Cultural Dialogues Participation Increases

Last quarter, Student Leadership began a year-long series of dialogues focused on collaborative learning about issues that impact our community. The first dialogue of this quarter, titled “Immigration: Policy or People” had a record number of 84 attendees. The Renton Reporter covered the event and a news feature can be found here: <http://www.rentonreporter.com/news/rtc-hosts-forum-following-trumps-immigration-ban/>. Lesson plans for all of the dialogues can be found here: www.rtc.edu/dialogues.

ASG Budget Committee Establishes Timeline for Preparing 2017-2018 S&A Budgets

JAN/FEB 2017	Task force of student leaders and advisors develop first draft of budget and ASG Budget Committee reviews draft
Late FEB 2017	Committee finalizes first draft and presents draft to ASG Senate for review
MAR 2017	ASG Senate hosts two open meeting for Senators and then the full student body to review proposed budget
APR 2017	Senate votes to approve recommended budget
MAY 2017	ASG will present their budget to Board of Trustees for approval

Renton Technical College
Board of Trustees Meeting
February 15, 2017

AGENDA ITEM: **3. COMMUNICATIONS**

SUBJECT: **E. Renton Federation of Teachers**

BOARD CONSIDERATION
X Information
Action

BACKGROUND

Simone Terrell, President of the Renton Federation of Teachers will report on recent activities of the faculty.

RECOMMENDATION:

None.



Administration and Finance Report
Renton Technical College Board of Trustees
February 15, 2017

A. Security

Security is working with IT to add a new server for the RTC camera database. The card access project is underway. Facilities staff are installing power supplies in areas where card access will be implemented. Security will conduct a shelter-in-place drill this month.

B. Facilities

The college has full use of K1, K2 and K3. K4 is now scheduled to be completed by the middle of February (still ahead of schedule). Masonry restoration of buildings E and F is in progress but was delayed slightly due to weather. This work is now expected to be completed by the end of February 2017, weather permitting. Work has begun to address some of the modifications required as part of the OCR review that occurred a few months back. The college has one (1) year to complete the modifications. Building B heating system controllers as well as the heat exchange system for the Welding Program in Building A will be replaced as part of a capital funded project. The Architect/Engineers have been selected and this work will be performed in the summer of 2017.

C. Business Office

The State Auditor's Office held their exit conference on Jan 18th. We received an unmodified opinion on our Financial Statements and there were no findings or management letter items. The Business Office was recognized by the State Board and in the RTC Wire for being the only college in the system to go the first three months of the fiscal year with no month end processing errors. This streak actually goes back to Jan 2016 which means they have gone eleven (11) straight months with no errors! The Foundation received a clean audit report as well which was presented at the January Foundation Board meeting.

D. Food Service

Negotiations were held and an MOU was signed with AFT to increase cashier wages due to minimum wage pressures. Culinary Arts students catered the Governor's Inaugural Ball in Olympia. A great video can be viewed at <https://youtu.be/5Y5LPYnojfUU>. Catering is preparing for a busy Spring wedding season. New catering trays and equipment have been purchased. Finding enough catering staff continues to be a challenge. A \$10K donation of all new china in the Culinaire Room from the Chaine des Rotisseurs is in progress. Food service partnered with our Mart program to install a new ice machine in the main kitchen. The classroom AV project is scheduled to be completed this month.

E. Bookstore

Diana Brown retired at the end of January after more than 27 years at RTC. Staff are gearing up for Spring quarter sales and June graduation. This will be the first commencement with BAS graduates!



RENTON
TECHNICAL
COLLEGE

**Board of Trustees
February 15, 2017
Human Resources**

The following personnel actions have occurred as of January 31, 2017 and are presented for the Board of Trustees' information.

AFT

- Hires			
Name	Effective Date	Position	Department
None			
-Separations			
Name	Effective Date	Position	Department
None			

WESE

- Hires			
Name	Effective Date	Position	Department
None			
-Separations			
Name	Effective Date	Position	Department
Graves, Ta'Yanna	1/10/2017	Financial Aid Clerk	Financial Aid
- Retired			
Name	Effective Date	Position	Department
Brown, Diana Marie	1/31/2017	Bookstore Clerk	Bookstore
Noble, Karen	1/31/2017	Administrative Assistant 5	WTED

Prof Tech

- Hires			
Name	Effective Date	Position	Department
Mishkova, Lyudmila	1/13/2017	Worker Retraining Financial Aid Specialist	Financial Aid
-Separations			
Name	Effective Date	Position	Department
Cookson, Olivia	1/31/2017	WISE Grant Project Coordinator	WISE Grant

Exempt / Administrative

- Hires			
Name	Effective Date	Position	Department
None			
-Separations			
Name	Effective Date	Position	Department

None

RFT

- Hires

Name	Effective Date	Position	Department
Blackmon Humphrey, Ebony	1/23/2017	Full Time Faculty	Allied Health
Hussey, Erika	1/12/2017	Adjunct Faculty	Allied Health
Prine, Diana	1/30/2017	Adjunct Faculty	Culinary Arts
Robinson, Stephanie	1/3/2017	Adjunct Faculty	Allied Health

-Separations

Name	Effective Date	Position	Department
None			

- Retired

Name	Effective Date	Position	Department
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Information Technology Report
Renton Technical College Board of Trustees
February 15, 2017

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.

A. INFRASTRUCTURE PROJECTS COMPLETED – No new Updates

B. TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS – No new Updates

C. COST SAVINGS INITIATIVES IN PROGRESS

- Papercut- Duplexing and printed page usage – Next Phase will be replacing our current library pay to print software
- Printer Consolidation - reducing the number of printers on campus - Ongoing
- Century Link Phone Line Audit – Reduction in phone lines

D. PROJECTS IN PROCESS

- 25Live - Calendar of Events, special dates
- Website Phase II – Project in Progress
- DigArc – Acalog implementation – Searchable Online Catalog – Final Review Phase
- Security Access Control System – Physical Access Control – Site Walk Completed
- Campus Hardware/Software and security standards - Ongoing
- PCI/FERPA/HIPAA Compliance - Ongoing
- Network cabling upgrades - Ongoing
- Develop an IT webpage for the RTC website – Reviewing Draft
- IT Newsletter/ Regular Communication with Students, Staff and Faculty
- SKYPE for Business Instant Messaging – Developing implementation plan
- Exchange 2010 upgrade to 2016 – Project Plan Outline developed
- VDI – Virtual Desktop to Replace Lab Computers – Building Environment for proof of concept
- File Server – File Structure Rebuild
- F5 Load Balancing and Proxy Server Implementation – Set up complete – Scheduling cutover
- Active Directory Federated Services (ADFS) – Single Sign on and external application integration
- New Version of SharePoint – In progress
- Service Desk Automation –
- Security Threat Assessment
- Demo Kitchen Technology Upgrade
- VMWare Assessment – Security and Optimization
- Digital Document Signing and Routing – Adobe Sign
- DigArc Curriculum Implementation – Curriculum workflow and tracking software – Working on contract language

E. UPCOMING PROJECTS

- Intranet/SharePoint Site
- RFID (Radio Frequency Identification) – On hold
- Digital Signage Phase III – Offsite Locations
- Auditorium Upgrades
- IT Written Policies
- Classroom Technology Standardization
- Conference Room Upgrades
- ctcLink – Statewide Enterprise Resource Planning (ERP)
- Develop a catalog of services and Service Level Agreements



Institutional Advancement Report
Renton Technical College Board of Trustees
February 15, 2017

A. COMMUNICATIONS AND MARKETING

Recent Social Media Activity – 30 day overview (December 2016)

- Twitter – 4,983 impressions, 81 post engagements, 9 link clicks (total followers increased 2.3%)
- Facebook – 82,044 impressions, 369 post engagements, 149 link clicks (total fans increased 1.6%)

RECENT MEDIA COVERAGE

News coverage

- Renton Reporter-Feb 1, 2017 -- **Mayor, RTC president respond to Trump executive orders**
- Truth-Out-Jan 10, 2017 -- **Tiny Houses Are a Big Help for Homeless People in Seattle**
- Renton Reporter-Feb. 9, 2017 -- **RTC hosts forum following Trump’s immigration ban**

Advertising (January)

Print: Renton Reporter, La Raza del Noroeste

Display: Arena signs at ShoWare Center; posters at Kentlake, Hazen and Lindberg high schools

TV: Comcast, CW11, KIRO, KCPQ

Radio: KJAQ and KMPS

Digital: Comcast, CW11, 425 Business, CBS radio, KCPQ, KIRO

Summary

The new television ad is airing on several networks and has been boosted on Facebook, targeting potential students in South Seattle, Renton and South King County. The video ads include banners, pre-roll video and interstitial ads – ads that expand to cover a cell or tablet screen. The results have been significant, with considerable new traffic coming to the targeted landing page (career programs). One ad in particular running in KCPQ sites is driving lots of traffic:



The Renton Reporter is also working a larger feature/news story about the struggles of international and immigrant students following the Trump administration’s executive action on immigration and travel restrictions. The Director of College Relations and Marketing is working with President McCarthy on an op-ed piece to pitch to local and regional media.

B. INSTITUTIONAL RESEARCH

- The IR staff are currently working on the 2016-17 Mid-Year Monitoring Report, which will be discussed at the March College Council meeting. Per the last council meeting, we are

researching how other schools monitor their Key Performance Indicators (KPIs) to determine if we should implement a weighting procedure.

- The 2015-16 Enrollment Report and 2013-16 Basic Studies Report have been completed and are available on the IR webpage.
- The IR Office will no longer publish a Fact Book. Instead, we are working on smaller fact sheets that will be distributed more widely across campus. Facts sheets will be completed and distributed in spring quarter.
- Seven people have taken the online data dashboard training course and now have access to RTC's restricted dashboards.
- Outreach to individual departments has not been successful. As such, we are working on other training solutions to increase engagement with data on campus.
- IR staff have been working with the Program Review and Assessment Committee on various aspects of the new program review process. Four of the five pilot programs have completed their Year One reviews, and Cohort A programs have been sent their data templates. Cohort A programs will have until March 10th to review the data and complete their portion of the template. IR has scheduled several office hour days to assist deans and faculty with any data related questions.

C. GRANT DEVELOPMENT

- RTC's Computer Network Architecture BAS was approved by the State Board and will begin in winter 2018, pending NWCCU approval. The full proposal for a \$50,000 College Spark planning grant was submitted to develop Pathways for College English Engagement and Success. The grant would fund faculty training in best practices in writing instruction; faculty collaboration in the standardization of learning outcomes, assignment load and grading rubric; and contextualized curriculum development based on those standards. In addition, an LOI was submitted to the Seattle-King County Workforce Development Council (WDC) to be considered as a project idea for the State Workforce Board's Upskill-Backfill Initiative. The proposed project focuses on training building engineers who operate and maintain mechanical and performance systems in buildings. If approved, \$250,000 would be shared between the WDC and RTC.
- The groundwork has been laid for an SBCTC Hospital Employee Education & Training grant with Allied Health; a WSDOT Pre-Apprenticeship and Support Services grant with construction; and the Adult Basic Education and Integrated English Literacy and Civics Education grant with Basic Studies. Early conversations have begun about a second NSF ATE grant with Workforce.
- Continuing efforts to strengthen post-award support, Marta conducted a training on Time & Effort reporting and began work on the creation of a policy linking financial and performance data for grants as required by federal Uniform Guidance. Lastly, a Grant Development 101 workshop was conducted for faculty and staff interested in learning more about grants and identifying funding for their programs.

D. ACCREDITATION, STRATEGIC INITIATIVES, COLLEGE PLANNING

- The NWCCU held its commission meeting on January 31st, at which time, RTC's Mid-Cycle Self-Evaluation Site Visit Summary was reviewed. RTC should receive word in the coming month regarding the outcome, as well as receive a final copy of the evaluators' written report.
- Strategic plan development continues as scheduled. RTC will host two external stakeholder forums in March (14 and 21) to gain feedback from various partners and community members. The College will also hold an internal forum for faculty and staff sometime in April.
- The guided pathways steering committee met last month to discuss progress on the implementation of the College's guided pathways action plan. Work is moving forward as scheduled.



Instruction Report
Renton Technical College Board of Trustees
February 15, 2017

General Education & Transfer

- Of the two new cohorts that started in Computer Science in Fall 2016, 95% of the students who finished quarter 1 are still enrolled at RTC this quarter. Close to 87% remain in the Applications Developer program; several switched to Computer Networking Technology.
- The BAS in Computer Network Architecture received approval from the State Board on January 19. Marketing efforts are starting in earnest to recruit our first cohort for Winter 2018.
- In the last two weeks, over 50 applications have been received for the tenure-track faculty opening in Social Sciences / Cultural Studies, which replaces Donovan Bigelow's position in General education. The posting intentionally calls out issues of diversity, equity, and inclusion.
- Jim Drinkwine, faculty in Administrative Office Management, left for another job, and recruitment will focus on dynamic, business-savvy individuals interested in moving the business programs to an evening hybrid model. This will provide additional program options for working adults and Basic Studies students currently attending classes at night.
- General education instructors are working on a comprehensive assessment approach.

Innovative Teaching & Learning

- Professional Development Activities
 - Started PD Committee fall quarter to help with planning and ideas
 - As results of PD Committee recommendation as #1 project, put together a one-stop webpage, Center for Innovative Teaching and Learning, a one-stop warehouse of information to meet all Faculty Development Needs: rtc.edu/citl.
 - Met with leads from other PD initiatives to make sure we are not duplicating ourselves and can support each other
 - Worked with HR dept., Lesley Hogan, to design and pilot "Adjunct Passport to RTC" (Jan. 7th) and "Tenure-Track Passport to RTC" (Jan 13th and 27th). Working to better meet faculty needs and facilitate an inclusive learning community.
- Teaching Activities
 - Worked with Sarah Wakefield to put together and start of pilot new short-term certificate, Teaching Essentials: Skills for the 21st Century; a series of four 3-credit courses offered online to help newer teachers from the field be classroom ready. Current session has 9 faculty participants.
 - eLearning Certificate program, yearly startup in January; 14 students in W001, 10 in W002. This is a drop from previous years, and we are considering for next year: 1) changing start date to one week later in new year and 2) shortening sessions from 8 weeks to six.
 - Current "Intentional Teaching" online workshops for RTC faculty have 45 faculty participants for winter quarter. Topics: Reading Apprenticeship, Universal Design for Learning, Hybrid Teaching, Online Teaching, Rubrics, and ELA curriculum.

- eLearning/Canvas
 - New “Policies and Resources” tab created in Canvas courses, for faculty and students to have easy access to important information.
 - New 8-letter sign-in rolled out in January with surprisingly low confusion.
 - Rolled out “Canvas Street of Dreams” – a faculty-based space for other faculty to explore ideas on using Canvas.
 - Lockdown Browser and Resondus Monitor subscription started; in conjunction with IT dept., students can take proctored tests from anywhere.

- Ongoing Challenges
 - Funding for PD activities
 - Shifting the campus culture to find new ways to incorporate and value Professional Development



Student Services Report
Renton Technical College Board of Trustees
February 15, 2017

A. STUDENT SERVICES

Our division will have five staff attending the Achieving the Dream conference this month, as part of the RTC contingency. The focus for the staff attending will be how they can bring back ideas and practical applications to their work through an equity and inclusion lens, and share what they gained from the conference division-wide.

B. ENROLLMENT & ENROLLMENT SERVICES

The Enrollment Services office is undergoing a thorough review its web presence and access to forms. The office has updated the enrollment verification process so that students now have two ways to request enrollment verifications through a purely online format. Enrollment Services also continues to examine how to remove barriers to registration. The office is planning to incorporate tablets with translation software to enable easier communication with English Language Acquisition students who are coming to the counter to register for Orientation. Staff is also reviewing forms for readability and inclusiveness, and plan to translate several forms into Spanish.

C. FINANCIAL AID

The Financial Aid office will undergo a review of workflow processes and structure to enhance our awarding and packaging of aid. The new staff are integrating into the team.

STUDENT PROGRAMS AND ENGAGEMENT – see Student Leadership Report

D. STUDENT SUCCESS SERVICES

Student Success Services is currently reorganizing service delivery to enhance how Disability Resource Services are administered, and move towards developing capacity to offer behavioral health programming to our student population.

Renton Technical College
Board of Trustees Meeting
February 15, 2017

AGENDA ITEM: 4. **ACTION ITEMS**

SUBJECT:

BOARD CONSIDERATION	
Information	
X	Action

BACKGROUND:

A. None

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 15, 2017

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 18, 2017 Board meeting.

Goals: Strategic Planning • Diversity, Equity and Inclusion Plan • College Advocacy

- 1) Board members will be advised about the access to review Tenure Portfolios prior to scheduled action at the March Board meeting.
- 2) President McCarthy and Executive Director Institutional Advancement, Michelle Campbell will provide an update on the progress of the Strategic Plan.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 15, 2017

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

SUBJECT: B. Trustees

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

Board Chair Unti will lead Board members in conversation regarding the following topics:

- 1) This year's ACCT Leadership Congress will be held in Las Vegas, NV; September 25-28, 2017.
- 2) Board Liaison Reports
 - a) RTC Foundation
 - b) RTC Advisory Board

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 15, 2017

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: C. Administration/Finance

BOARD CONSIDERATION

X Information

Action

BACKGROUND

- 1) Vice President Merrell will update trustees on the operating funds budget status for the period ending December 31, 2016.
- 2) Property Acquisition

Vice President Merrell and Dr. McCarthy will provide a status update on the progress of the property acquisition.

RECOMMENDATION:

None.

Renton Technical College
2015-2016 Operating Funds Budget Status Report
for the 6 months ending December 31, 2016

	2016-2017			2015-2016		
	2016-17 Budget	Actual YTD 16-17 12/31/2016	YTD % of Budget	Annual 2015-16 Actual	Actual YTD 15-16 12/31/2015	YTD % of Annual Actual
Revenues Reported by Source						
State Allocation	17,390,735	10,440,152	60.0%	16,796,023	9,783,914	58.3%
Tuition	7,345,827	2,961,187	40.3%	6,893,650	3,097,300	44.9%
Local Dedicated Funds	1,621,280	794,231	49.0%	2,136,295	979,281	45.8%
Grants & Contracts	3,290,617	1,636,388	49.7%	2,687,586	1,303,809	48.5%
Financial Aid/Scholarships	9,351,508	3,565,952	38.1% A	8,741,141	3,614,263	41.3%
Enterprise Operations	3,126,995	1,474,022	47.1%	3,267,838	1,638,384	50.1%
Interest Income	20,000	11,510	57.5%	29,264	6,903	23.6%
Total Revenue by Source	\$ 42,146,962	\$ 20,883,441	49.5%	\$ 40,551,798	\$ 20,423,855	50.4%
Expenditures by Object						
Salaries	18,161,469	9,309,991	51.3%	17,598,344	8,859,861	50.3%
Benefits	6,535,140	3,256,394	49.8%	5,898,762	3,049,884	51.7%
Goods & Services	7,242,028	2,751,199	38.0% B	8,738,490	3,019,722	34.6%
Travel	290,450	138,477	47.7%	274,765	127,041	46.2%
Equipment, other	538,300	384,747	71.5% C	1,139,099	258,863	22.7%
Financial Aid/Scholarships	9,283,500	4,448,642	47.9%	9,178,624	4,539,127	49.5%
Total Expenditures by Object	\$ 42,050,887	\$ 20,289,450	48.2%	\$ 42,828,083	\$ 19,854,498	46.4%
Contribution to (Depletion of) Reserve	\$ 96,075	\$ 593,990		\$ (2,276,286)	\$ 569,356	
	2016-17 Budget	Actual YTD 16-17 12/31/2016	YTD % of Budget	Annual 2015-16 Actual	Actual YTD 15-16 12/31/2015	YTD % of Annual Actual
Expenditures by Program						
Instruction	16,201,252	7,534,828	46.5%	16,503,804	7,493,112	45.4%
Academic Support	2,501,486	1,367,687	54.7%	2,725,544	1,091,739	40.1%
Financial Aid/Scholarship	8,911,331	4,070,936	45.7%	8,547,503	4,091,663	47.9%
Student Services	3,194,782	1,682,626	52.7%	3,089,686	1,718,506	55.6%
Institutional Support	5,216,587	2,395,814	45.9%	5,320,433	2,241,994	42.1%
Plant Operations & Maintenance	3,113,454	1,745,253	56.1%	3,255,501	1,744,515	53.6%
Enterprise Operations	2,911,995	1,492,305	51.2%	3,385,612	1,472,970	43.5%
Total Expenditures by Program	\$ 42,050,887	\$ 20,289,450	48.2%	\$ 42,828,083	\$ 19,854,498	46.4%

Renton Technical College
Board of Trustees Meeting
February 15, 2017

AGENDA ITEM: 6. **MEETINGS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The next regular meeting of the Board of Trustees will be held on March 22, 2017.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 15, 2017

AGENDA ITEM: 7. EXECUTIVE SESSION

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A) An Executive Session may be held for reason allowable under the Open Public Meetings Act; RCW 42.30.110.
- B) Announcement of time Executive Session will conclude.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 15, 2017

AGENDA ITEM: **8. EXECUTIVE SESSION**

SUBJECT: A. Action

BACKGROUND:

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 15, 2017

AGENDA ITEM: 9. **ADJOURNMENT**

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

RECOMMENDATION:

Motion required.