

<u>Agenda Item/Subject</u>	<u>Information/Action/Presenter</u>
<b>1. CALL TO ORDER</b> A. Notation of Quorum B. Flag Salute	
<b>2. ADOPTION OF MINUTES</b> A. September 19, 2018 Special Meeting/Retreat	<b>Action</b>
<b>3. COMMUNICATIONS</b> A. General Information/Introductions B. Correspondence C. Comments from the Audience D. Student Leadership E. Renton Federation of Teachers F. Written Communication Reports:	Information
<b>4. ACTION ITEMS</b> A. ACT Transforming Lives - Student Award Selection	<b>Action</b> Dr. McCarthy
<b>5. DISCUSSION/REPORTS</b> A. <b>President</b> <div>Goals: Equity • Advocacy • Trust • Finance</div> B. <b>Strategic Plan Monitoring Report</b> C. <b>Administration/Finance</b> 1) Monthly Finance Report D. <b>Board of Trustees</b> 1) Equity Minded Leadership Follow-up Discussion 2) Board of Trustees Scholarships 3) ACCT Voting Delegate 4) Board Liaison Reports a) RTC Foundation b) RTC Advisory Board	Dr. McCarthy  Dr. Kim/Dr. McCarthy  Vice President Rodriguez  Trustee Page Trustee Palmer
<b>6. MEETINGS</b> A. November 14, 2018	Information

**7. EXECUTIVE SESSION**

- A.** An Executive Session may be called for any reason allowed under the Open Public Meetings Act (RCW 42.30.110 or RCW 42.30.140).
- 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:**

- ACCT Leadership Congress | October 24-27, 2018 | New York City
- ACT Legislative Action Committee Retreat | November 8, 2018 | Double Tree by Hilton SeaTac
- ACT Fall Conference | November 9, 2018 | Double Tree by Hilton SeaTac
- RTCF Celebrity Chef Event | November 15, 2018
- ACT Winter Legislative Conference | January 21-22, 2019
- RTCF Student Success Breakfast | February 13, 2019

**2018-2019 BOARD PRIORITIES**

**Budget Engagement · Tenure Process · Diversity & Inclusion**

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

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

**SUBJECT:**

**BOARD CONSIDERATION**

Information

Action

**BACKGROUND:**

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

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

**AGENDA ITEM:**           **2. ADOPTION OF MINUTES**

**SUBJECT:**                **A.**

<p><b>BOARD CONSIDERATION</b></p> <p>Information</p> <p><b>X    Action</b></p>
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**BACKGROUND:**

A. The meeting minutes from September 19, 2018 are attached for approval by the Board of Trustees.

**RECOMMENDATION:**

Approval as presented.

**BOARD OF TRUSTEES MEETING****Board Room (I-202) / Professional Development****Technology Resource Center (C-111) / Special Board Meeting****September 19, 2019****9:00 A.M.****12:45 P.M.****BOARD RETREAT – Roberts Campus Center, Board Room I-202****I. BOARD PROFESSIONAL DEVELOPMENT**

The Board of Trustees engaged with Dr. McCarthy and Dr. Yvonne Terrell-Powell in a session on Equity-Mindedness Leadership: Trustees Enhancing Relationships and Advancing Equity and Inclusive Excellence.

**II. SPECIAL BOARD MEETING****1. CALL TO ORDER**

The special meeting of the Board of Trustees was called to order at 12:49 p.m. by Board Chair Entenman. A notation was made that a quorum was established, and Board Chair Entenman led the flag salute.

**2. ADOPTION OF MINUTES**

Board Chair Entenman asked for corrections and/or additions to the following minutes:

**July 24, 2018 special meeting**

*Trustee Page introduced a motion to approve the meeting minutes for the special meeting held on July 24, 2018 as presented. Trustee Palmer seconded, and the **motion carried**.*

**3. COMMUNICATIONS**

**A. General Information/Introductions** Dr. McCarthy introduced Dr. Yvonne Terrell-Powell from Edmonds Community College, who led the earlier professional development session with Board members. Dr. McCarthy also introduced three members of the current RFT e-Board: Rick Geist, legislative representative; Martha Chamberlin, personnel representative; and Sheila May-Farley, president and thanked them for their leadership.

**B. Correspondence** Board Chair Entenman shared local news highlights, with the Board. *Washington Monthly's* annual college Guide and Rankings were released naming RTC as one of the best two-year colleges in the country! RTC's Medical Assistant Program ranked number one, and Medical Coding ranked number two, with an overall ranking of number two. The 2018 College Guide and Rankings can be found here: <https://washingtonmonthly.com/2018college-guide?ranking=best-colleges-for-adult-learners-two-year>.

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

**D. Student Leadership** Director Supinski informed the Board that a full report would be included from Student Leadership in October. The Transforming Lives scholarship application memo will go out to students today and will follow the timeline established and included with Board materials.

- E. Renton Federation of Teachers** RFT President Sheila May Farley, also chief negotiator at the negotiations table. Negotiations have not yet concluded, but they are still at the table with administration. This has been pretty difficult, and movement is slow. From RFT's standpoint it is not as positive as it could be. There is hope to finalize within the next two weeks, which will allow a smooth transition to the Fall quarter.
- F. Written Communication Reports** It was noted that Board members do read and appreciate the written reports provided, and find them very valuable.

#### **4. DISCUSSION/REPORTS**

- A. Budget Update** Vice President Rodriguez informed the Board that we closed FY18 with a net loss of \$677,233, including all funds. Our operating funds loss was \$938,654 excluding Running Start revenues and \$297,569 including Running Start revenues. Other expenditures and factors that contributed to the net loss were \$129,059 for the completion of the automotive complex, \$167K net loss in Bookstore operations, \$205,662 for the purchase of the new property, \$242K to make up the partially-funded COLA mandated by the Legislature, and lower tuition revenue than projected.

In FY19 it is still too early to tell how much lower or higher we are in terms of revenues and expenditures compared to previous years. We are expecting lower FTE levels this year than last, which will affect revenues. We are currently exploring ideas on how to reduce expenditures and increase revenue. Dr. McCarthy advocated for the legislature to keep the Running Start funding with the student, yet we as a technical college cannot capitalize on standard Running Start students like our neighboring comprehensive colleges. Instructor Rick Geist added that we are underfunded system-wide by about \$300M. We need to be addressing the underfunding, by educating those in the legislature. Dr. McCarthy noted that though we have some of the highest Running Start numbers amongst the five technical colleges, it is a small fraction of total Running Start enrollment. All five technical colleges combined have less than two (2) percent of system Running Start enrollments. (We will make a note to bring these numbers to the October Board meeting). We also have a unique model of block scheduling that somewhat prevents the Running Start student access. We need to keep outcomes of our curriculum, but shift it a bit to a different approach. Running Start is necessary to come closer to balancing the budget, but is not yet creating a surplus.

The Bookstore loss is believed to be because salaries and benefits for staffing was too heavy in relationship to overall sales. Support and resources can become expensive. We had a resignation from a buyer, so now have a manager, a clerk and a buyer. In the spring we had conversations with Follett and Barnes & Noble. Barnes & Noble is not interested in pursuing a contract. Follett is planning to submit a proposal to sublet the Bookstore. We have looked at other colleges and their bookstore programs. There are fifteen (15) total colleges in the system who have contracted with an outside entity. We expect to remove the operating loss and hope to make a profit. Follett provides some upfront funding and they purchase all the inventory on hand. Contracts usually have an associated scale; typically expecting to profit between seven (7) and ten (10) percent. Sales could increase with better marketing. They allow the college to retain their staff of represented employees, but with natural attrition, the positions would be filled by Follett staff. We are working with collective bargaining units. Notice has been provided to the

Prof-Tech and WFSE bargaining units; permissions to move forward have been received by both. Establishing good relationships is important. RFT president Sheila May Farley noted their biggest concern is the students, and how the book vouchers might work or not. She has always encouraged students to purchase their books at the cheapest outlet they can find, and that has not historically been consistently RTC; so this could be a good thing. A committee has been formed of constituents from across campus to begin a well-rounded conversation. We don't want to hurt anyone, but do want to improve the services. Follett has also worked with LWTech and other technical colleges in Idaho. They are also attuned to packaging materials for our educational environment. Follett is the largest bookstore provider in the U.S.

**B. President**

Dr. McCarthy informed the Board that this is the first week of Fall quarter classes. Although we are busy most of the year, since the majority of our programs run through the summer, opening week of Fall Quarter brings new life to campus. Last week we had opening week when faculty returned to campus. A Faculty in-service was held on Monday; "Teaching with Intent, 2018-19." The keynote was "Harambee—All Pull Together," Dr. Debra Jenkins (tenured faculty, Early Childhood Education and Department Chair, Clark College). Other sessions included: 1) "Take the Dry Topic Challenge!" Jim Robinson and Elizabeth Flanagan; 2) "Curricular Transformations," Debra Jenkins; 3) "Drive Students to Success: Low Stakes Assessments with Cool Tools," Warren Takata and Travis Spaniel. 4) "Equity in Transitions," Alma Meza and Zefire Skoczen. Dr. McCarthy also met with the new faculty to discuss tenure; there are eight new faculty, plus three new counselors on one-year contracts.

The Fall Kick-Off Breakfast and All-Staff/Faculty in-service was held on Wednesday. Dr. McCarthy's remarks and intended tone of our in-service were centered on *Students Succeed at RTC*. We want to speak with students as subjects and not objects. The agenda included sharing from the Scholarship of Teaching and Learning participants in the program; Intercultural Development Inventory (IDI), presented by the IDI leadership team; Accessibility, led by Marisa Hackett and Agnes Figueroa; and Mapping the Student Experience, led by Aaron Reader and Jenna Pollock. The focus was on student success and is the College ready for the students that arrive here versus are they ready for college. The in-services are a good way to start and get ready for the new year, but sometimes can be overwhelming for faculty preparing for classes. On the opposite end of the spectrum, one can feel they want to learn more.

We have a large group of new faculty this year. There was discussion about a light opening day attendance, without an RFT contract. RFT President, Sheila May Farley indicated that it is difficult to not feel valued. Dr. McCarthy noted that right now all employee groups feel outpaced by other colleges in the ability to increase compensation. Other colleges in the area have been directly using the Running Start funds they've received to balance inequities, but they have almost twenty times the number of Running Start Students. There have also been huge increases recently to salaries in K-12, which will top out at double what our median faculty salary is. However, according to the *Seattle Times*, most of those K-12 contracts will not be sustainable after this year.

Enrollment is a big concern this year. We ended last year at ninety-nine (99) percent, with the system average of ninety-two (92) percent. Right now we are looking to be at ninety to ninety-two (90-92) percent of target. Enrollments are down in most areas;

lower College and Career Pathways (CCP) numbers suggest the effect of the current political climate around immigrant students. Some classes are full, but we are tracking first week no shows; making phone calls and personal outreach, yet numbers are down. We lost the Plumbers and Pipefitters Apprenticeship, although the largest apprenticeship contract is with Carpenters. The Carpenters have a new campus being developed in DuPont and at least one-third (1/3) of our students will move to DuPont. They will be running the training themselves but work through RTC for credits, and classes. Dr. McCarthy and Vice President Reyna attended the ground-breaking last week. Retaining the students we have is crucial. We will talk about enrollments and where we are each month. At the ten-day count we will look at juggling the budget with numbers that seem more realistic. Trustee Page questioned how much of what we are doing in the fall is locked in. Director Brown responded, roughly forty (40) percent. Typical enrollment percentages are fifty (50) percent Fall; thirty (30) percent Winter; and twenty (20) percent Spring. The key for us is to be better at converting College and Career Pathway students into programs. Some of our programs are long, yet we have been making some progress at restricting credits and hours. Some courses were seven (7) credits, including two (2) optional lab credits. These were reduced to five (5) credits, which also reduces FTE and revenue. Advocacy with the state is important. The RTC hosted Business-Legislative Roundtable was great. We have had a campus visit from Senator Murray's office and on Citizenship Day, representatives were present from Congressman Smith's office as well as Senator Murray's office. Federal advocacy is also important. Trustee Unti noted that last year we knew we needed to stop the downward spending; now revenue is down, FTE's are down, so what is the current plan? Dr. McCarthy responded that expenses have to be brought in-line. How that will affect travel, goods and services, and personnel is yet to be seen, but it is likely all areas will play a role. We are looking at options. It will be a problematic year. We have a complicated financial system and he thanked Vice President Rodriguez and his team for their work.

## **5. BOARD RETREAT (Continued)**

### **A. 2017-18 Board Self-Evaluation**

Board members reviewed and discussed the 2017-18 Board Self-Evaluation. Suggestions were made to better support faculty and staff, as well as student success.

A study session with the tenure steering committee was suggested, to include a broader base of folks.

The Board is interested in making sure people feel heard. Morale and trust are clearly a concern. Trustees are called upon to be fully engaged, and to be real advocates of what the college deserves – in Olympia and in the community. Add voices so they know we are doing it.

### **B. 2018-19 Board Goals/Activities/Priorities**

The Board continues to feel strongly about the goals and priorities established in 2017-18, and will continue with those same three goals and priorities this year. They are ***Advocacy, Tenure, and Equity & Inclusion.***



#### **C. 2018-19 President's Draft Goals**

Dr. McCarthy noted that his goals last year aligned with the strategic plan. He could also align this year the same or call them out as *Equity, Advocacy, Trust, and Finance*.

Board members commented on the concerns of employee morale. The culture has been disrupted, yet has not yet fully reset. Transparency is important and enunciating trust and vision, consistent with what we want to accomplish will be a good plan for Dr. McCarthy. We want to create a long-term vision that people can use as a confidence measure. The Institution should be able to provide that to them; contracts can sometimes make that difficult, but we want people to believe that we can keep the institution alive and well.

#### **D. Board Meeting Format Discussion**

There was discussion of the continuation of the Pledge of Allegiance. Some wanted to discontinue it, some articulate that the board is a resource for a public institution (symbolically) which advocates for the very place we live; a city in America. Some people define the flag as complicated; some believe in standing for the veterans of this college. The pledge will continue to be included on the agenda, with Trustee Page volunteering to lead it.

Correspondence included each month has been requested electronically, and will be sent to Board members each month as requested.

The Board suggested occasional presentations from various departments. Study Sessions are helpful and will include Strategic Plan Monitoring report, Equity goals in DEIC plan, among others that will be named throughout the year.

Engagement with audience members during board meetings was discussed. The Board operates from the Carver Model of Policy Governance, adopted in 2010. Reviewing these guidelines is important so that Board members understand their position at the college. Good order is important. Some want a softer set of guidelines during Board meetings, for interaction with those present. Sometimes people use rules of order to intimidate or exclude. We need to organically work on these things. Following a line of questioning is not a problem, but direction to anyone other than the president is not within Board policy. A study session to review Board policy may be appropriate, to refresh and assess any change that may be necessary.

#### **E. 2019 Board Meeting Calendar Modification/November 2019**

The Thanksgiving Holiday in November 2019 is calendared for November 28-29. Therefore, no adjustment to the November meeting date is necessary. The date will remain as previously approved; November 20, 2019.

#### **F. ACT Fall Conference/LAC Retreat**

Trustees Page, Palmer, Takamura and Entenman noted their availability to attend the ACT Fall Conference on November 9, 2019. Trustee Page will attend the ACT Legislative Action Retreat on November 8<sup>th</sup> as the secondary LAC representative. Registrations will

be completed appropriately.

Dr. McCarthy called attention to the opportunity to tour one of the largest Workforce Development Training Centers while in New York for the ACCT Conference in October. Marlena Sessions, former Chief Executive Officer for Seattle-King County WDC, now works in NY. She would welcome a time to share a tour for the Board members that will be visiting NY. Dr. McCarthy will work to schedule something on Wednesday, October 24.

#### **G. Transforming Lives – Application Review Committee**

Trustees Page and Entenman will comprise the application review committee for student applications. The timeline established will provide electronic applications by October 10, 2018. The selection committee will provide recommendations to the Board for action at the October 17 Board meeting.

### **6. EXECUTIVE SESSION**

- A. 4:33 pm** - An Executive Session was called, for eight (8) minutes to review the performance of a public employee (RCW 32.30.110).

### **7. EXECUTIVE SESSION ACTION**

- A.** The Board **returned to regular session at 4:41 p.m.**

Dr. McCarthy's contract extension was presented, extending his contract through June 30, 2021, and approving the two-percent cost-of-living increase approved by the legislature effective July 1, 2018. The president shall also receive any additional cost-of-living adjustments during the contract period that are enacted by the legislature for administrative exempt employees in the Washington community and technical college system. A motion to approve was moved and seconded, and the motion carried.

### **8. MEETINGS**

- A.** The next regular meeting of the Board of Trustees is scheduled for October 17, 2018.

### **9. ADJOURNMENT**

There being no further business, *it was moved by Board Chair Entenman to adjourn the Board of Trustees' meeting at 4:50 p.m. Motion carried.*

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DEBRA ENTENMAN, Board Chair  
Board of Trustees

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KEVIN D. MCCARTHY, President  
Renton Technical College

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

**AGENDA ITEM:**           **3. COMMUNICATIONS**

**SUBJECT:**

**BACKGROUND:**

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

BOARD CONSIDERATION	
X	Information
	Action

**RECOMMENDATION:**

None.



RENTON  
TECHNICAL  
COLLEGE

Student Leadership

## Student Leadership Report for Board of Trustees October 17, 2018

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### **2017-2018 Student Leaders Trained and Prepared**

RTC Student Leaders have been working hard throughout the summer to prepare to lead as the academic year begins. The first week of September, five student leaders attended the CUSP Student Leadership Conference in Olympia, WA, joining 500 WACTC student leaders and advisors for 3 days of leadership development trainings and presentations. This year's Student Leadership Executive Team:

Ana Carolina De-Sousa-Mendes, Computer Science  
Margarita Esquivias, Certified Nursing Assistant  
Isiah King, Accounting Programs

Connor Moore, BAS Application Development  
Meylin Rauda-Marquez, Pre-Nursing

### **370 Students Attended New Student Orientation**

The week before fall quarter began, 370 students attended New Student Orientations. Students met with their instructors, received syllabi and book/supply lists, visited the RTC Bookstore, took a campus tour, attended a one-hour student services presentation during lunch. They ended their day in the Learning Resource & Career Center, where student leaders helped them log in to Canvas, RTC Student Email, RAVE Alert Campus Security and then they all smiled for their RTC Student IDs.

RTC Student Leaders supported every new student orientation, assist invitations, phone call reminders, signage, handouts, funding lunch leading tours and delivering testimonials about their experiences as student leaders. The week was a success!



## Business Office

State auditors continue to work in the business office. They estimate to have the audits for FY16 and FY17 completed on October 26<sup>th</sup>. We hold weekly status update meetings. There will be an exit meeting at the end, similar to the entrance meeting that was held on September 24<sup>th</sup>.

We are holding 2<sup>nd</sup> interviews on for the purchasing agent position. Perry Culwell, our current purchasing agent will be retiring at the end of November.

## Food Services

Food Trucks on campus has not been as well received as hoped. The truck vendors need a minimum of 60 sales per evening and we have only achieved this one time this quarter. Continued marketing to our evening students will occur. The Chamber of Commerce was posting the additional food offering in the Highlands area to hopefully add sales.

## Facilities & Capital

**Campus ADA Review** – Required modifications and accommodations resulting from the campus-wide review of ADA accommodations by the Office of Civil Rights. Modifications required to restrooms, parking stalls, pathways, and some campus furnishings. The college has one year to complete the necessary modifications. All work has been completed except that which was dependent on the legislature appropriation of capital funding, including a twenty foot section of sidewalk west of Bldg. H having been replaced to make it a compliant ADA Accessible pathway complete with signage, in addition to a host of other modifications. **Update:** *The project has been awarded to the low bidder, Regency Construction, as the college's Capital Minor Program Project for this biennium. Construction of the remaining items, which consist largely of converting at least one pair of restrooms in each building to an ADA accessible restroom, is in progress with expected completion next month.*

**Burnett Ave. South Lease for new WorkSource Renton Center** – **Update:** *Remodeling is underway. An unexpected construction delay will result in a delay to the completion of the remodeling by about 4 weeks.*

**Current Capital Repair Projects** – All projects for the current biennium are underway and expected to be finished by July of 2019. Projects include:

- **Bldg. J Roof Replacement** –Capital repair project to replace the cement-tile roof with a new metal standing-seam roof similar to adjacent buildings on campus. **Update:** *In progress. Demolition of the cement tile roof is complete. New roof installation is expected to be complete by mid- November.*
- **Bldgs. B HVAC controller replacement project** – Bldg. B will receive heating system replacement of controllers. **Update:** *In Progress. Work is expected to be complete in the coming weeks.*

- **Fire Alarm Upgrade to South Campus Buildings** – Upgrade the fire alarm systems for buildings A, D, E, F, and G. The current systems have reached the end of their useful life and require replacement. This is the 1<sup>st</sup> part of a two part project continuing onto the other campus buildings next biennium. **Update:** *Contract has been awarded. Contractor to mobilize by November 1<sup>st</sup>. Work is to be scheduled on off hours so as to not disrupt instruction. Contractor expects completion during Winter Break and prior to return of students for Winter Quarter.*
- **Boiler Replacement at Campus Center, Bldg. I** - The Boiler has experienced a critical failure and is no longer fully functional. The cost to repair and replace the damaged components of the boilers would be nearly as much as the cost to replace the entire boiler with a new, upgraded model, and since it is at the end of its useful life, doing so would not be a prudent investment. A Declaration of Emergency has been granted for immediate replacement to the Building I Boiler and a contract with a mechanical contractor has been initiated. Replacement will occur at the end of this heating season heating season and a new, more efficient boiler will be installed. **Update:** *installation completed and boiler is operating.*

**Minor Capital Program Projects for next biennium** – Projects have been selected by the college and application to the state for funding has been submitted for the following projects to be constructed next biennium: Multi-Cultural Center in Building ‘H’, T.I.G. Welding shop Relocation and expansion (Bldg. A), ‘H’ 102/103/104/105 (Assembly Room) Upgrades, and Campus Irrigation System Repairs, Campus Fire Alarm Upgrades.

## **Bookstore**

RTC is in contract negotiations with Follett. We have held one meeting with the Bookstore Transition Team (composed of representatives from various areas of our college) and a Follett representative to discuss logistics of a potential transition. Our Bookstore Director will be retiring on November 2, 2018. His last day at work is October 19<sup>th</sup>. We are evaluating options to hire an interim director.

The following personnel actions occurred during September 2018 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires			
Crandle, Javan	9/11/2018	Custodian	Custodial
Garcia, Vincent	9/10/2018	Cook / Full - time 12 month position	Food Service
Hiu, John	9/11/2018	Custodian	Custodial
-Separations			
None			
-Retired			
None			
WFSE	Effective Date	Position	Department
- Hires			
Moreno-Romo, Ithzel	9/4/2018	Financial Aid Specialist	Financial Aid
-Separations			
None			
-Retired			
None			
Prof Tech	Effective Date	Position	Department
- Hires			
None			
-Separations			
None			
-Retired			
None			
Exempt / Administrative	Effective Date	Position	Department
- Hires			
None			
-Separations			
Lipscomb, LaShonda	9/4/2018	Student Success Specialist Transitions	Student Success
-Retired			
None			
RFT	Effective Date	Position	Department
- Hires			
Ali, Nizar	9/10/2018	College & Career Pathways Instructor Full-time Faculty	College & Career Pathways
Blocker, Heidi	9/10/2018	General Education Adjunct Faculty	General Education & Transfer
Day, Colleen	9/10/2018	Computer Network Technician Full-time Faculty	General Education & Transfer
Duncan, Phillip	9/21/2018	Computer Science Adjunct Faculty	General Education & Transfer
Favre, Beatrice	9/10/2018	Early Childhood Careers Education Full-time Faculty	Early Childhood Careers
Graham, Megan	9/10/2018	Surgical Technology Full-time Faculty	Allied Health
Heitkamper, Jason	9/18/2018	Surgical Technology Adjunct Faculty	Allied Health
Jackson, James	9/21/2018	Boiler Operator Adjunct Faculty	WTED
Jang, Young-Suk (Kayla)	9/10/2018	Computer Science Full-time Faculty	General Education & Transfer
Stokes, Michael	9/10/2018	Welding Full-time Faculty	Welding
Tarvin, Ren	9/17/2018	Computer Networking Full-time Faculty	General Education & Transfer
-Separations			
Thompson JR, Terrence	9/17/2018	College & Career Pathways Adjunct Faculty	College & Career Pathways
-Retired			
None			

	Monthly Total Hires	% of Diverse Hires YTD
Full time	11	55%
Part time	5	0%



College Technology Services - Information Technology Report  
Renton Technical College Board of Trustees  
October 17, 2018

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The Office of College Technology Services continues to provide secure, reliable, integrated and cost-effective technology solutions as we maintain and 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. This month has been spent working with the faculty, staff, and students ensuring all needs are met for the beginning of fall quarter.

#### **INFRASTRUCTURE PROJECTS IN PROGRESS AND COMPLETED**

- Mechatronics Lab Buildout Complete

#### **TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS**

- Adobe eSign – In Progress – Faculty Contracts Complete
- New Badging System – Active Directory Integration

#### **COST SAVINGS INITIATIVES IN PROGRESS**

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

#### **PROJECTS IN PROCESS**

- Adobe eSign – In Progress –Travel Documents
- New Badging System –testing during fall quarter
- Microsoft Office 2016 – Installation across campus – In progress – 90% complete
- Downtown Burnett Location – Infrastructure / Internet Connectivity and Connectivity back to main campus-
- Replacement of Guest Wireless – Internet Service Provider
- Intranet/SharePoint Site – Working on Structure – Data Migration in progress
- Security Access Control System – Wireless Locks – Last item
- Cafeteria Speaker Upgrade – New Quote – Scheduled for Fall quarter
- Campus Hardware/Software and security standards - Ongoing
- PCI/FERPA/HIPAA Compliance - Ongoing
- Network cabling upgrades - Ongoing
- Develop an IT webpage for the RTC website – In progress
- SKYPE for Business Instant Messaging – continuing rollout of software
- VDI – Virtual Desktop cost reduction – Vendor changed platforms- obtaining replacement software
- File Server – File Structure Rebuild – Planning in progress
- ctcLink – Statewide Enterprise Resource Planning (ERP) - Remediation in Progress – Workflow Workshops continue – Project Timeline Extended to 2021
- IP Sub-netting – Changing IP scheme to align with SBCTC assigned IP addresses – In Progress
- Website Phase III – Implementation in Progress
- Administrative Domain Remediation
- NUAF – New User Authorization Form – Redesigning new form – Add Change Terminate (ACT) form
- Single Sign on – CANVAS – Active Directory Integration – Developing Communication Plan
- Upgrade IT internal systems – Service Desk – Testing
- Server Room – Hardware Consolidation
- AIM – Disability Resources – Tracking System Replacement
- Accessibility Document Remediation and Education



## **UPCOMING PROJECTS**

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



Communications and Marketing  
Renton Technical College Board of Trustees  
October 17, 2018

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## **A. COMMUNICATIONS AND MARKETING**

### **Advertising**

Communications and Marketing started marketing Winter Quarter registration with a variety of new ads using our SUCCEED AT RTC marketing and messaging campaign:

- A series of digital ads.
- A targeted email campaign.
- Print ads in Spanish.
- A year-long digital marketing plan that includes a search campaign, social media, and targeted display and social media advertising.

View samples of [the fall campaign](#) at [www.rtc.edu/2018-fall-enrollment-campaign](http://www.rtc.edu/2018-fall-enrollment-campaign).

### **Social Media Highlights**

Our social media engagement audiences and engagement continue to grow as we focus on the quality and share-ability of posts. Key stats from September on all our channels:

- Total followers rose 1.3 percent
- Total impressions increased 48 percent
- Instagram engagement up 20 percent
- Facebook Engagement up 34 percent

## **B. INSTITUTIONAL RESEARCH**

- IR office administered the closeout survey for the 2017-18 unit plans and provided an opportunity to unit leaders to reflect on their experiences in the first year of our strategic plan. In addition to reporting progress for each activity, the survey helped unit leaders to document their experiences and plan for continuous improvement on their activities.
- IR office prepared 2017-18 Annual Status Report to submit to the Washington State Board for Community and Technical Colleges (SBCTC) to comply with Washington State Quality Awards (WSQA) standards.
- IR office submitted the Gainful Employment data successfully for the College and the National Student Loan Data System (NSLDS) has accepted the data.



Instruction Report  
Renton Technical College Board of Trustees  
October 17, 2018

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### **Business, Information Technology, and General Education**

#### New Classes and Curricula:

- Accounting started a more streamlined curriculum in summer quarter. It allows for a predictable class rotation and makes it easier for students to complete both their Accounting and Business DTA/MRP credentials.
- The BAS in Application Development launched a revised curriculum, developed by David Blodgett in part through the AppConnect NW consortium grant. The fall cohort had a waitlist for the first time, too.
- In Contemporary Business Administration (formerly Administrative Office Management / AOM), students will be able to finish a certificate in 4 quarters instead of 5 as well as an AAS degree with more transferable general education.
- Cheryl Stover and Sarah Redd (natural sciences) are developing BIOL&100: Survey of Biology. This will provide a lab science option for students who are not going into nursing or allied health fields.
- Under a College Spark grant, Marty Cooksey (mathematics) and Elizabeth Demong (CCP) are working on new applied math classes that will move students to MATH&107: Math in Society, or MATH&146: Introduction to Statistics, in no more than 3 quarters. New MOUs with the Renton and Issaquah School Districts award college credit for high school classes.

### **Office of Innovative Teaching and Learning**

#### Recent Professional Development Activities for Faculty:

- Sept. 10th faculty In-Service: *Harambee: All Pull Together*. Keynote Speaker: Debra Jenkins. See related booklet with this year's PD workshops offered.
- Sept. 13th: *Welcome to RTC: New Faculty Orientation* – for new tenure-track faculty, in conjunction with HR. Updated: *Welcome to RTC Learning Community* booklet for new faculty.
- Oct. 1st: Rolled out new course, *Canvas 102: An Equity Teaching Tool*. This course directly supports RTC's Mission, Vision and Values. It incorporates UDL c and examples from RTC's excellent teaching faculty in aligning our campus-wide teaching platform, Canvas, with our mission, vision and values

#### Ongoing/Continuing:

- Facilitating 2018-19 Teaching Essentials <https://rtc.edu/teaching-essentials> four-course series of teaching basics resulting in short-term certificate; offered statewide. Enrollment: 17 participants; 5 from other colleges. All RTC first-year tenure track candidates are participating. Their course reflections will be in their tenure ePortfolios.  
New: Bryce Battisti from Bates will co-facilitate two courses.

- Fifteen online/hybrid faculty have completed *Faculty Presence in Online Learning* in order to meet Department of Education “Regular and Substantive Interaction” financial aid requirements for online courses.
- *Access for All* course is running with email reminders to faculty and staff to sign-up, as well as recognition of those who have completed it. So far, 30 people have completed it. Expectation and hope: Everyone on campus becomes an Access Advocate by Spring 2019.

#### Main Committee Work:

- Tenure Steering Committee: Continuing to work with intensity to improve the process with updated tenure process materials and more communication.
- Assessment Committee – Created Assessment @ RTC webpage: [rtc.edu/assessment](http://rtc.edu/assessment). Ongoing support for Program Learning Outcomes project led by Michele Lesmeister; working with Jichul Kim on assessment updates as well as ideas for moving forward.
- Accessibility Committee – Instructional Materials lead
- Curriculum Committee Member
- PD Alliance group member
- Technology Committee Member

#### eLearning/Canvas:

- Pilot: *I Will Succeed at RTC*: All new incoming students automatically enrolled in this resources course; it also includes an optional Canvas basics course. Currently, 627 students are in the course; a little over 100 have chosen to accomplish the “Canvas Confident” badge on their own. (Moving forward, this badge could become part of 3-2-1 Start! activities in online/hybrid courses.) Being automatically enrolled means that students see the course on their dashboard, without having to find it.
- Created first edition of *eLearning Handbook*, to comply with Dept. of Education. Distributed to all faculty.
- Caption Hub administrator in Canvas – getting our videos compliant with captions via a reduced rate in SBCTC. To date we have captioned 92 videos for faculty.
- *Administrator for ALLY* accessibility tool; Information on this is included in the new *Access for All* workshop.
- Quizlet subscription for faculty use; they can use Quizlet Live in their classrooms, as well as embedding it into Canvas as a study tool. This as an equity tool that will help our many students for whom English is not their native language



Student Services Report  
Renton Technical College Board of Trustees  
October 17, 2018

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**A. EDUCATIONAL SUPPORT SERVICES**

Veterans Services will be hosting their monthly luncheon. The office is also in the early stages of building an ambassador program for student veterans. The Disability Resource Services office is working with a collaborative group of staff from IT, Student Programs & Engagement, Financial Aid, and faculty to create a laptop loan program in order to promote access to technology and resources for students.

**B. ENROLLMENT & ENROLLMENT SERVICES**

Fall enrollment remains down. While registrations for CCP and apprenticeships will continue for the next several weeks, our enrollment overall is not on par with last year. The Enrollment Services staff are gearing up for winter quarter registration, which begins at the end of this month. The department is also working on updating registration forms to make them less complicated and less redundant.

**C. FINANCIAL AID**

The Financial Aid office did amazing work leading up to the beginning of fall quarter to stay on top of packaging student files. The office is also increasing its engagement with area high schools to support awareness of FAFSA and WASFA earlier.

**D. CAMPUS SECURITY**

Campus Security has completed and submitted the annual Campus Security Report. The data collection and report is required by the Jeanne Clery Act. The department will also complete testing of campus mass notification systems prior to the great Washington shakeout (earthquake Drill) on October 18th.

**E. STUDENT SUCCESS SERVICES**

Outreach has been very busy fall quarter, already participating or facilitating in more than 30 on and off campus events and tours. The office is in planning stages for a co-hosted event with Green River College to facilitate a College Bound scholarship day for high school seniors. Advising and Counseling looks forward to onboarding a new Running Start counselor this quarter. Once we have welcomed the new staff, we will complete an audit of how we administer the program at RTC with the goal of promoting access and creating new efficiencies.

**F. STUDENT PROGRAMS & ENGAGEMENT – See Student Leadership Report**

RTC Foundation Report  
Renton Technical College Board of Trustees  
October 17, 2018

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### ***Scholarships***

New automotive scholarship was announced by the family of Warren Secord who served for several terms on the state CTE board and in the Kent School District. A big believer in promoting the trades, Warren passed away last month and his family plans to setup a memorial scholarship for RTC automotive students that will cover a full year of tuition costs.

The National Chaine des Rotisseurs Foundation was on campus for a culinary tour and presented the Foundation with a \$5,000 gift for the culinary program. Carrie made additional connections with members who expressed an interest in the emergency grant program.

- Rottler Manufacturing has renewed their annual scholarship for Precision Machining students at \$10,000.
- The Watt family has renewed their annual scholarship for students of color in the aerospace programs at \$10,000.
- The Ford Motor Company renewed their \$5,000 for Ford ASSET scholarships.

### ***EVENTS***

#### ***Exceptional Employee and Giving Awards Sept. 13***

This is the annual Fall Kick-Off for staff and faculty hosted by the Foundation. Board president Stan Kawamoto presented the Exceptional Giving awards (EEG) and President Kevin McCarthy presented the Exceptional Employee Awards (EEA). The giving recognition includes total gifts and length of giving. This year's recipients represented over \$45,000 in donations to the Foundation. The following staff and faculty were recognized:

- EEA 2018: Michelle Canzano, Ali Cohen, Camille Pomeroy, Patrick Brown, Lauri Roede, Mark Daniels
- Exceptional Givers: Di Beers, De Etta Burrell, Terri Calnan, Martha Chamberlin, Tyler Page, Tami Rable

#### ***Annual Scholar & Donor Reception, Sept. 27th***

Best response – over 100 people attended the annual reception including 30 student scholars. Presentations were done by Swedish, Associated Builders & Contractors, Rich Wagner and faculty members Michele Lesmeister and Martha Chamberlin.

### ***DEVELOPMENT***

#### ***Payroll Giving Super Star Campaign***

At the Fall Kick-Off we launched the Super Star Giving Campaign to increase payroll gifts. We had 33 new people sign up to start supporting the Foundation through monthly payroll giving and seven people pledged to increase their giving per paycheck! As of Oct., monthly giving increases to \$2,000 – the highest ever!

#### ***Grants***

The United Way of King County has renewed and increased their grant to \$22,000 up from \$15,000 to support emergency mini-grants to students in the Open Doors High School completion program.

A proposal was sent to CHI Franciscan Foundation to increase the Franciscan endowment (total \$30,000) in support of Allied Healthcare student scholarships. CHI is one of the College's top recipients of clinical placements for students.

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

**AGENDA ITEM:           4.   ACTION ITEMS**

**SUBJECT:**

**BOARD CONSIDERATION**

X       Information

Action

**BACKGROUND:**

A.    ACT Transforming Lives – Student Award Selection

Following review of ten student applications for this award, Board Chair Entenman and Trustee Page will present recommendations to fellow Trustees for a vote.

**RECOMMENDATION:**

None.

# Transforming Lives 2019 Nomination Criteria

## Description

The ACT Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. The ACT Awards Committee will select five keynote speakers from the nominations submitted by the Washington community and technical colleges.

All nominees will be invited to attend, at ACT's expense, the ACT Legislative Contact Conference (January 21, 2019, at the RL Hotel in Olympia), where they will be honored during the Transforming Lives Awards Dinner. Award winners will be the keynote speakers, and each recipient will receive a \$500 cash award from ACT.

Every nominee will have his or her story and picture included in an awards booklet that will be shared with legislators, the higher education community, and posted on the ACT website.

## Awards criteria

Nominations must come from the student's board of trustees, based on the following criteria:

- The nominee may be:
  - a current or former Washington community or technical college student **(within 3 years of completing a degree, certificate or transfer)**
  - Or a current student who is making significant progress toward completing a degree or certificate that is helping him or her prepare for success in his or her future endeavors.
- The nominee must share in written format **(maximum 600 words)** about overcoming barriers to achieve higher education goals and how the education and support received at his/her community or technical college was life transforming. **The following questions must be answered in order for the nomination to be eligible for consideration:**
  - ✓ **What compelled you to attend a community or technical college? And most importantly was there an individual(s) or program at the college you feel contributed to your success? What was it about that individual(s) or program that made the difference in transforming your life? Please explain.**
  - ✓ **Were there any barriers or obstacles that originally prevented you from attending a community or technical college?**
    - **If so, please identify those barriers or obstacles and tell us what you did to overcome those barriers or obstacles?**
  - ✓ **What is next for you and what are your goals for your future?**
  - ✓ **If you could share one piece of advice for other students or for those who are unsure about their ability to attend a community or technical college, what would that be?**

Each college may develop its own process for soliciting and selecting nominations. One student from each college may be nominated by the local board of trustees. Multi-campus districts provide one nominate from each college in the district.



Nominations must include the completed nomination form, the student's statement, a letter of support from the board of trustees outlining why the student's story was selected, and a head and shoulder photograph (300 DPI or higher) of the student. Materials must be sent electronically. The student's statement (600 word maximum) must be in a Word document.

**Deadlines:**

*Nominations must be received by ACT by **Friday, November 2, 2018***

**ATTN: Linda Graham** [lgraham@sbctc.edu](mailto:lgraham@sbctc.edu)

**\*\*Previous nominations submitted within the last 3 years are eligible to be resubmitted and reconsidered\*\***  
(Students previously chosen as ACT's keynote speakers are not eligible)

*Awardees will be notified in early December.*

***\*\* Please note: all student stories and pictures will be published in the Transforming Lives Booklet.  
The booklet is widely distributed to Legislators, CTC Stakeholders and the Public. \*\****

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

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

**SUBJECT:**               A.   President

<b>BOARD CONSIDERATION</b>	
X	Information
	Action

**BACKGROUND:**

A.    President's Report

President McCarthy will provide a report to the Board, subsequent to the September 19, 2018 Board meeting.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

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

**SUBJECT:**                B. Strategic Plan

**BOARD CONSIDERATION**

X       Information

Action

**BACKGROUND:**

B. Strategic Plan Monitoring Report

Dr. Jichul Kim will present an executive summary and data from the Strategic Plan Monitoring Report.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

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

**SUBJECT:**                **C. Administration/Finance**

BOARD CONSIDERATION

X Information

Action

**BACKGROUND**

1) Monthly Finance Report

Vice President Rodriguez will provide an update to trustees on the monthly operating reports for August, 2018.

**RECOMMENDATION:**

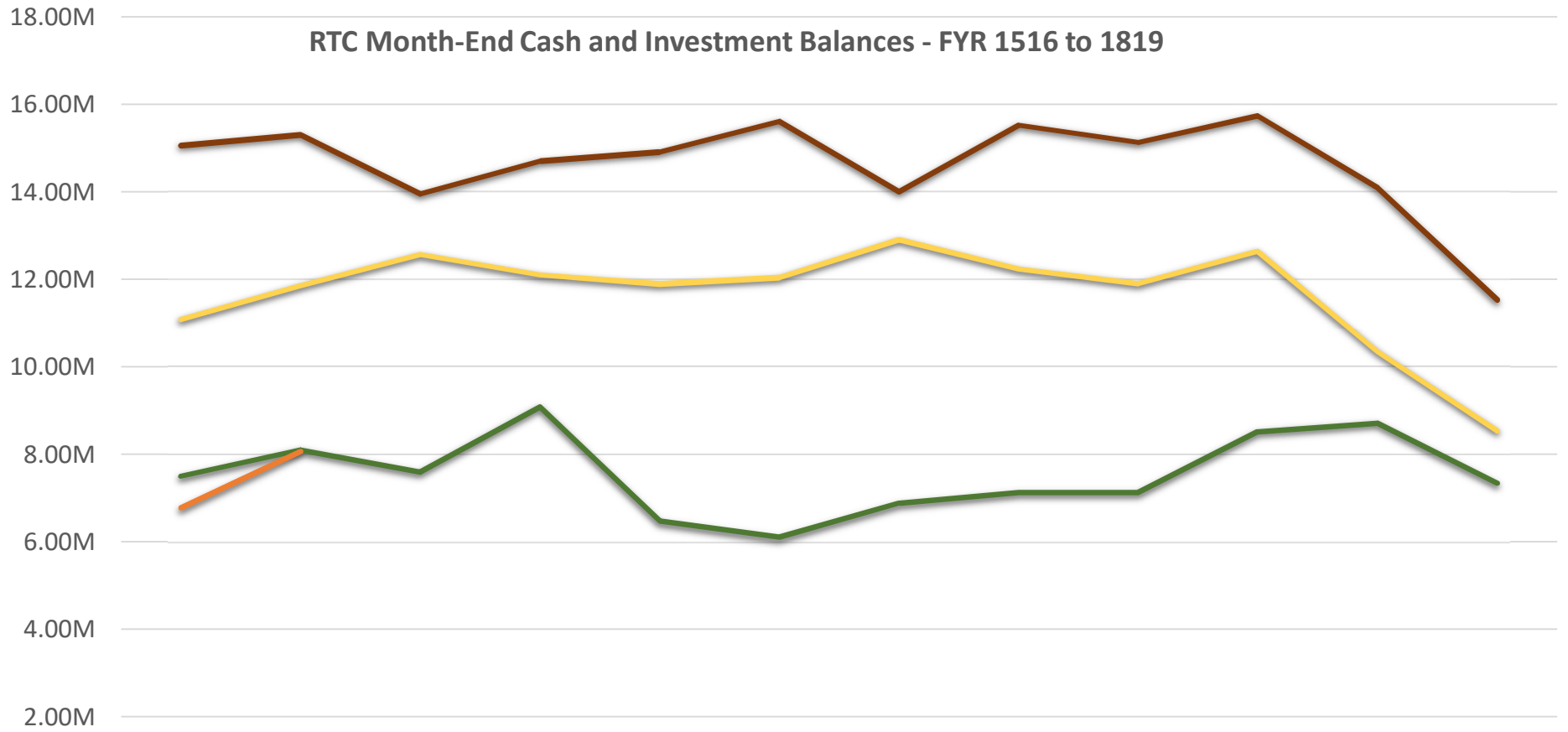
None.

**RENTON TECHNICAL COLLEGE**  
**MONTHLY OPERATIONS REPORT**  
**FISCAL 2018-19**  
**For the Month of August 2018**

	August 2018 - Actual	Year to Date - August 2018 - Actual	Year to Date - August 2018 - Budgeted	Budget Variance - Favorable (Unfavorable)
<b>Beginning Cash Balance</b>	\$ 3,644,178	\$ 4,212,016		
<b>Add - Revenues:</b>				
Tuition & Fees - Funds 060 148 149 561	\$ 1,243,382	\$ 2,047,149	\$ 1,583,333	\$ 463,815
Grants and Contracts	\$ 168,726	\$ 227,474	\$ 440,286	\$ (212,812)
Student Government	\$ 73,983	\$ 127,792	\$ 94,724	\$ 33,068
Bookstore	\$ 21,336	\$ 59,728	\$ 134,521	\$ (74,794)
Security/Parking	\$ 64,478	\$ 109,924	\$ 1,000	\$ 108,924
Culinary Arts - Food Services	\$ 155,764	\$ 239,457	\$ 211,428	\$ 28,029
Interest Income	\$ 2,217	\$ 4,434	\$ -	\$ 4,434
Rental Income - Excluding Catering	\$ 25,397	\$ 50,794	\$ -	\$ 50,794
Scholarship and Student Loan Funds Received	\$ 877,859	\$ 1,050,830	\$ 75,577	\$ 975,254
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ -	\$ -
<b>Net Operating Revenues</b>	<b>\$ 2,633,143</b>	<b>\$ 3,917,582</b>	<b>\$ 2,540,869</b>	<b>\$ 1,376,714</b>
Add - State Allocation - Payroll & Benefits	\$ 1,488,320	\$ 3,251,736	\$ -	
State Allocation - VPA Expense:	\$ 158,294	\$ 297,904	\$ -	
Capital Allocation	\$ 11,713	\$ 44,477	\$ -	
<b>Total State Funding (1)</b>	<b>\$ 1,658,327</b>	<b>\$ 3,594,116</b>	<b>\$ 3,332,492</b>	<b>\$ 261,625</b>
<b>Total Revenues</b>	<b>\$ 4,291,470</b>	<b>\$ 7,511,699</b>	<b>\$ 5,873,360</b>	<b>\$ 1,638,338</b>
<b>Less - Expenses:</b>				
Salaries - A	\$ 1,322,718	\$ 2,903,573	\$ 3,404,175	\$ 500,602
Benefits - B	\$ 502,469	\$ 1,052,473	\$ 1,150,474	\$ 98,001
Goods and Other Services- E	\$ 430,381	\$ 596,181	\$ 1,072,031	\$ 475,850
Cost of Goods Sold - F	\$ 53,917	\$ 71,919	\$ 135,833	\$ 63,914
Travel - G	\$ 25,392	\$ 30,530	\$ 40,122	\$ 9,592
Equipment - J	\$ 24,226	\$ 56,990	\$ 51,033	\$ (5,956)
Computer Equipment - K	\$ 15,375	\$ 73,593	\$ 333	\$ (73,259)
Financial Aid - N	\$ 633,879	\$ 1,611,795	\$ -	\$ (1,611,795)
Bad Debt - W	\$ (267)	\$ (591)	\$ -	\$ 591
<b>Total Expenses</b>	<b>\$ 3,008,205</b>	<b>\$ 6,396,736</b>	<b>\$ 5,854,001</b>	<b>\$ (542,735)</b>
<b>Net Operating Surplus (Deficit)</b>	<b>\$ 1,283,264</b>	<b>\$ 1,114,962</b>	<b>\$ 19,359</b>	<b>\$ 1,095,603</b>
<b>Other Sources (Applications) of Cash:</b>				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	\$ 130,431	\$ (244,810)		
Decrease/ (Increase) in Investments & Bond Amortization	\$ (329)	\$ (1,923)		
Payment of Bldg. & Innovation Fee to State	\$ (126,842)	\$ (149,542)		
Land Purchase	\$ -	\$ -		
<b>Total Other Sources (Applications) of Cash</b>	<b>\$ 3,260</b>	<b>\$ (396,275)</b>		
<b>Ending Cash Balance</b>	<b>\$ 4,930,703</b>	<b>\$ 4,930,703</b>		
<b>Add College Reserves:</b>				
Local Government Investment Pool (LGIP)	\$ 948,624	\$ 948,624		
Investment Bonds held in trust by US Bank	\$ 2,179,421	\$ 2,179,421		
<b>Total Reserves</b>	<b>\$ 3,128,045</b>	<b>\$ 3,128,045</b>		
<b>Total Cash and College Reserves</b>	<b>\$ 8,058,748</b>	<b>\$ 8,058,748</b>		
	<b>Actual %</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Budget vs Actual %</b>
<b>Total Current State Allocation</b>	<b>100.0%</b>	<b>\$ 19,513,689</b>	<b>\$ 19,671,049</b>	<b>100.8%</b>
<b>Allocation Used - Year to Date</b>	<b>18.2%</b>	<b>\$ 3,549,640</b>	<b>\$ 3,278,508</b>	<b>92.4%</b>
<b>Remaining State Allocation</b>	<b>81.8%</b>	<b>\$ 15,964,049</b>	<b>\$ 16,392,541</b>	<b>102.7%</b>

(1) YTD spending should match budgeted - If greater than budgeted then spending too fast

**RTC Month-End Cash and Investment Balances - FYR 1516 to 1819**



K

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2015-2016	15.06M	15.30M	13.95M	14.70M	14.91M	15.61M	14.00M	15.52M	15.13M	15.74M	14.10M	11.53M
2016-2017	11.08M	11.86M	12.57M	12.09M	11.89M	12.04M	12.91M	12.23M	11.90M	12.64M	10.34M	8.53M
2017-2018	7.49M	8.10M	7.60M	9.08M	6.47M	6.11M	6.89M	7.12M	7.13M	8.52M	8.71M	7.34M
2018-2019	6.77M	8.06M										

# FY1819 OPERATING FUNDS VARIANCE REPORT

August Month-End

% of Fiscal YR: 16.7%

10/9/2018

By FUND					EXP/BDGT	EXP/REV	REV/BDGT
State Allocation 101,PS0,3E0,BD1,BG1,BK1,CE1,123 *	101	BDGT	\$23,667,902.00	<div><div></div></div>	14.98%	18.15%	82.50%
		EXP	\$3,544,715.00	<div><div></div></div>			
		REV (Alloc)	\$19,527,189.00	<div><div></div></div>			
Local Fees **	148	BDGT	\$801,635.00	<div><div></div></div>	24.48%	23.00%	106.47%
		EXP	\$196,275.27	<div><div></div></div>			
		REV	\$853,508.48	<div><div></div></div>			
Local Tuition	149	BDGT	\$6,671,162.00	<div><div></div></div>	8.44%	55.44%	15.23%
		EXP	\$563,142.00	<div><div></div></div>			
		REV	\$1,015,713.16	<div><div></div></div>			
Running Start	145	BDGT	\$202,520.00	<div><div></div></div>	8.64%	0.00%	0.00%
		EXP	\$17,494.12	<div><div></div></div>			
		REV	\$0.00	<div><div></div></div>			
TOTALS ***		BDGT	\$31,343,219.00		13.79%	20.20%	68.26%
		EXP	\$4,321,626.39				
		REV	\$21,396,410.64				

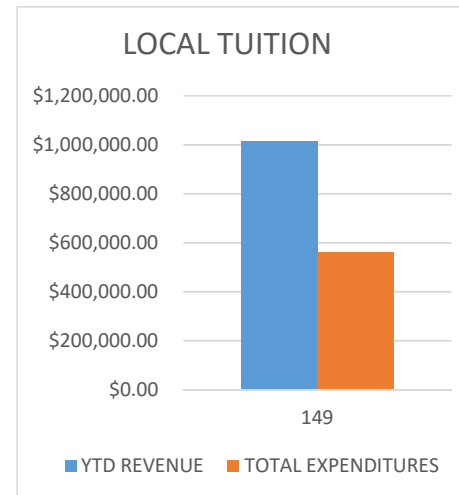
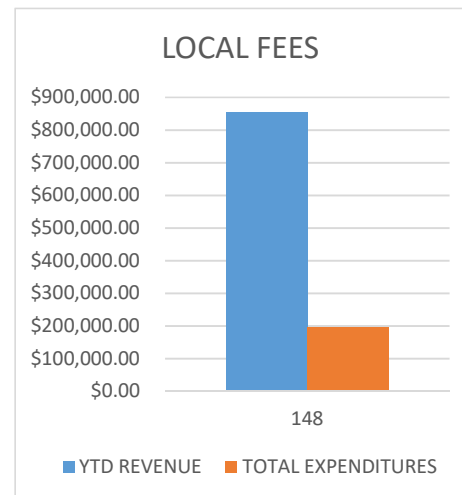
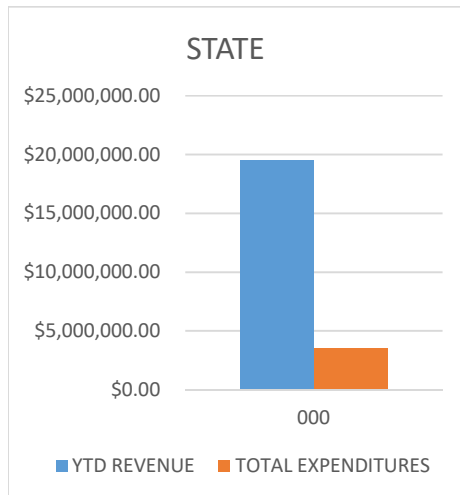
BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES
SALARIES	A	\$18,355,586.00	\$2,494,284.01	13.59%	* Per allocation #2
BENEFITS	B	\$6,141,751.00	\$924,172.05	15.05%	
PERSONAL SERVICES CONTRACTS	C	\$0.00	\$274.84	0.00%	
GOODS & SERVICES	E	\$6,025,799.00	\$498,416.79	8.27%	** 148 revenue includes: \$148,686 mechatronics donation \$38,232 income from property
COST OF GOODS SOLD	F	\$65,000.00	\$0.00	0.00%	
TRAVEL	G	\$166,291.00	\$19,111.46	11.49%	
CAPITAL OUTLAYS & SOFTWARE	J,K	\$438,792.00	\$85,786.79	19.55%	*** Includes entire state allocation amount.
GRANTS BENEFITS & CLIENT SVCS	N	\$0.00	\$0.00	0.00%	
DEBT SERVICE	P	\$150,000.00	\$0.00	0.00%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt \$0.00	\$0.00	0.00%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt \$0.00	\$299,580.45	0.00%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		\$31,343,219.00	\$4,321,626.39	13.79%	

# FY 1819 OPERATING P&L REPORT

August Month-End

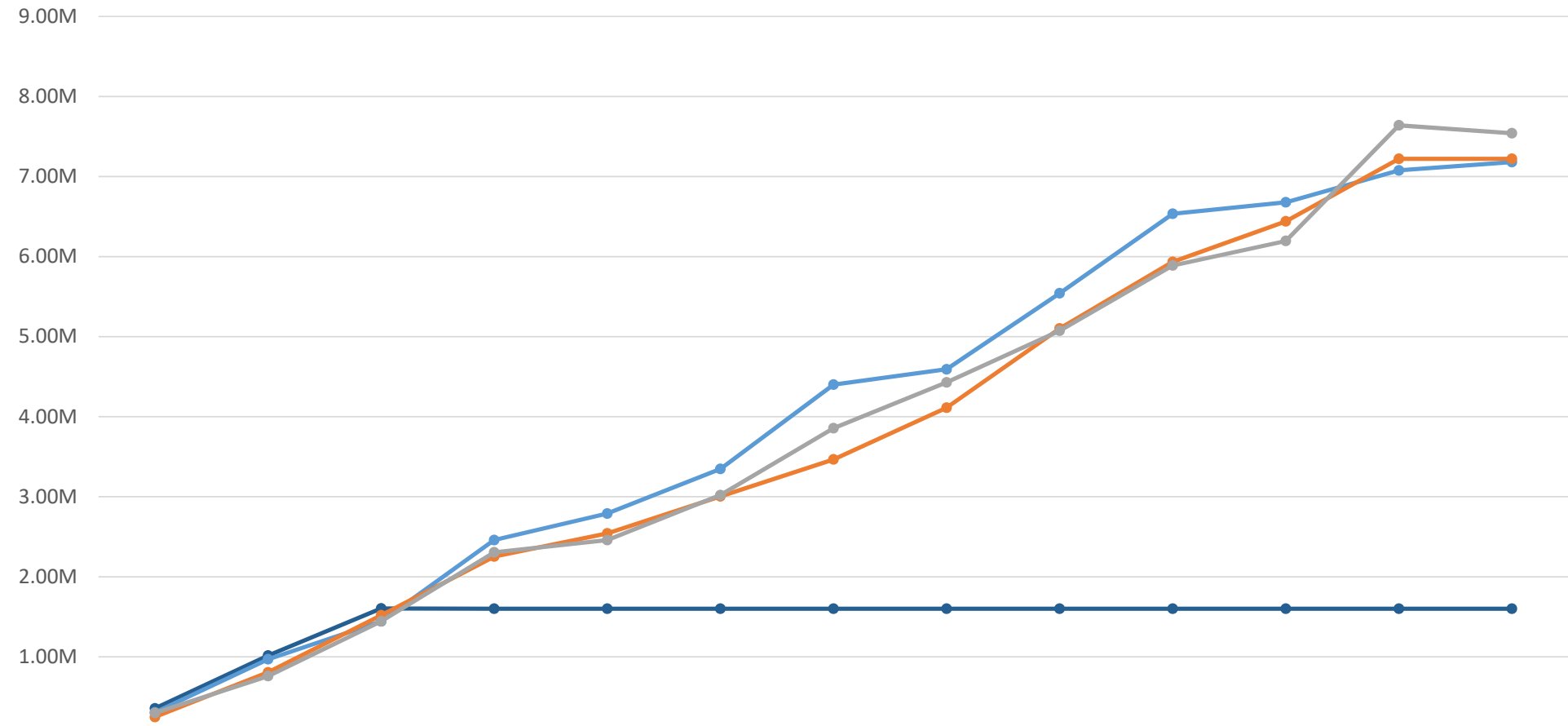
10/9/2018

			STATE	LOCAL FEES	LOCAL TUITION	RUNNING START	
			101	148	149	145	TOTAL
<b>YTD REVENUE</b>			\$19,527,189.00	\$853,508.48	\$1,015,713.16	\$0.00	<b>\$21,396,410.64</b>
<b>YTD EXPENDITURES</b>	<b>SALARIES &amp; WAGES</b>	<b>A</b>	\$2,370,882.21	\$57,292.76	\$55,059.04	\$11,050.00	<b>\$2,483,234.01</b>
	<b>BENEFITS</b>	<b>B</b>	\$844,674.43	\$15,531.97	\$60,594.79	\$3,370.86	<b>\$920,801.19</b>
	<b>PERSONAL SERVICES CONTRACTS</b>	<b>C</b>	\$0.00	\$0.00	\$274.84	\$0.00	<b>\$274.84</b>
	<b>GOODS &amp; SERVICES</b>	<b>E</b>	\$22,509.54	\$64,290.66	\$408,837.74	\$2,778.85	<b>\$495,637.94</b>
	<b>COST OF GOODS SOLD</b>	<b>F</b>	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>TRAVEL</b>	<b>G</b>	\$7,068.37	\$942.38	\$10,806.30	\$294.41	<b>\$18,817.05</b>
	<b>CAPITAL OUTLAYS</b>	<b>J</b>	\$0.00	\$0.00	\$12,512.85	\$0.00	<b>\$12,512.85</b>
	<b>SOFTWARE</b>	<b>K</b>	\$0.00	\$58,217.50	\$15,056.44	\$0.00	<b>\$73,273.94</b>
	<b>GRANTS BENEFITS &amp; CLIENT SVCS</b>	<b>N</b>	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>DEBT SERVICES</b>	<b>P</b>	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>INTERAGENCY REIMBURSEMENTS</b>	<b>S</b>	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>INTRAAGENCY REIMBURSEMENTS</b>	<b>T</b>	\$299,580.45	\$0.00	\$0.00	\$0.00	<b>\$299,580.45</b>
	<b>DEPRECIATION, AMORTIZATION, BAD DEBT</b>	<b>W</b>	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>			\$3,544,715.00	\$196,275.27	\$563,142.00	\$17,494.12	<b>\$4,321,626.39</b>
<b>NET OPERATING RESOURCES</b>			\$15,982,474.00	\$657,233.21	\$452,571.16	<b>(\$17,494.12)</b>	<b>\$17,074,784.25</b>



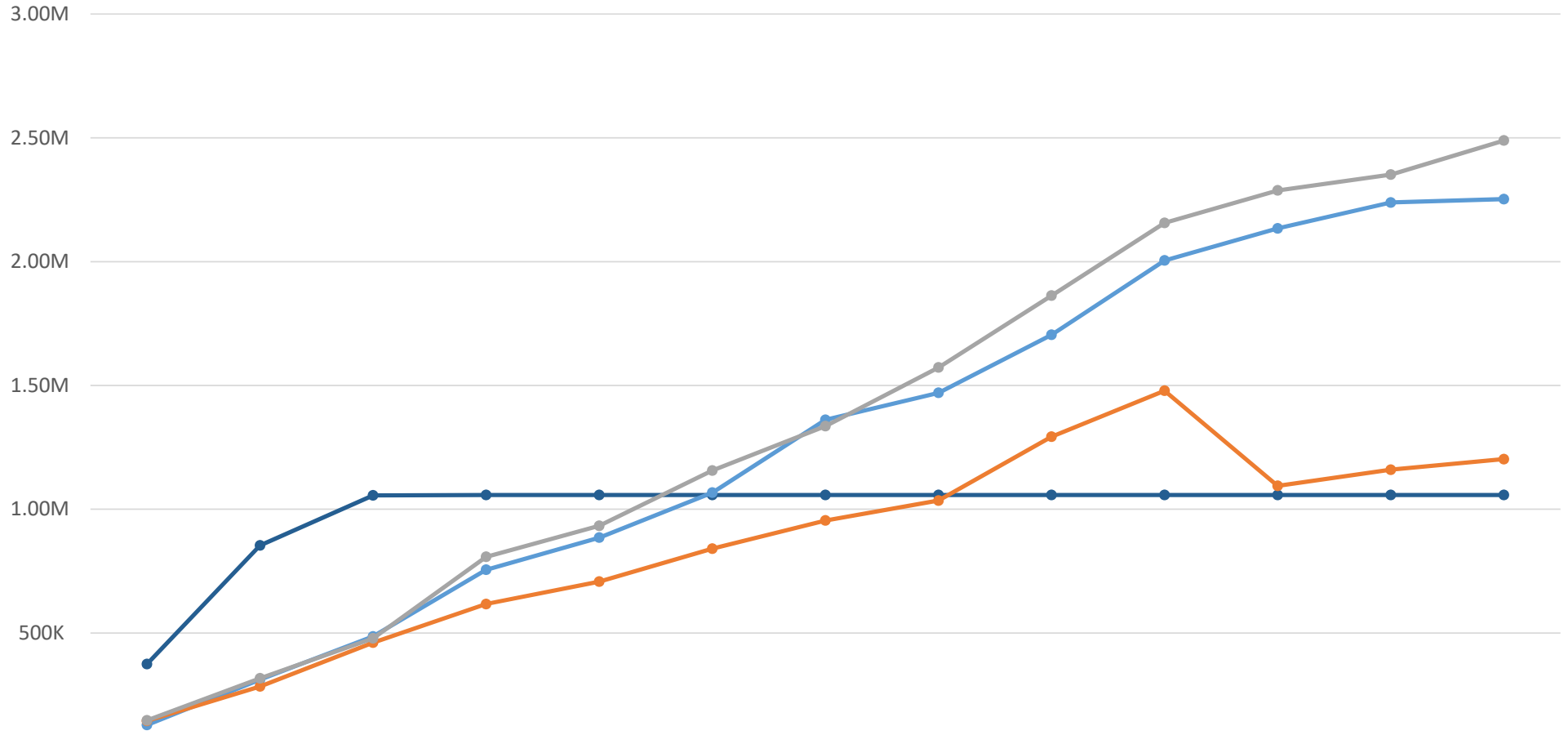


149 TUITION REVENUE RUNNING TOTALS



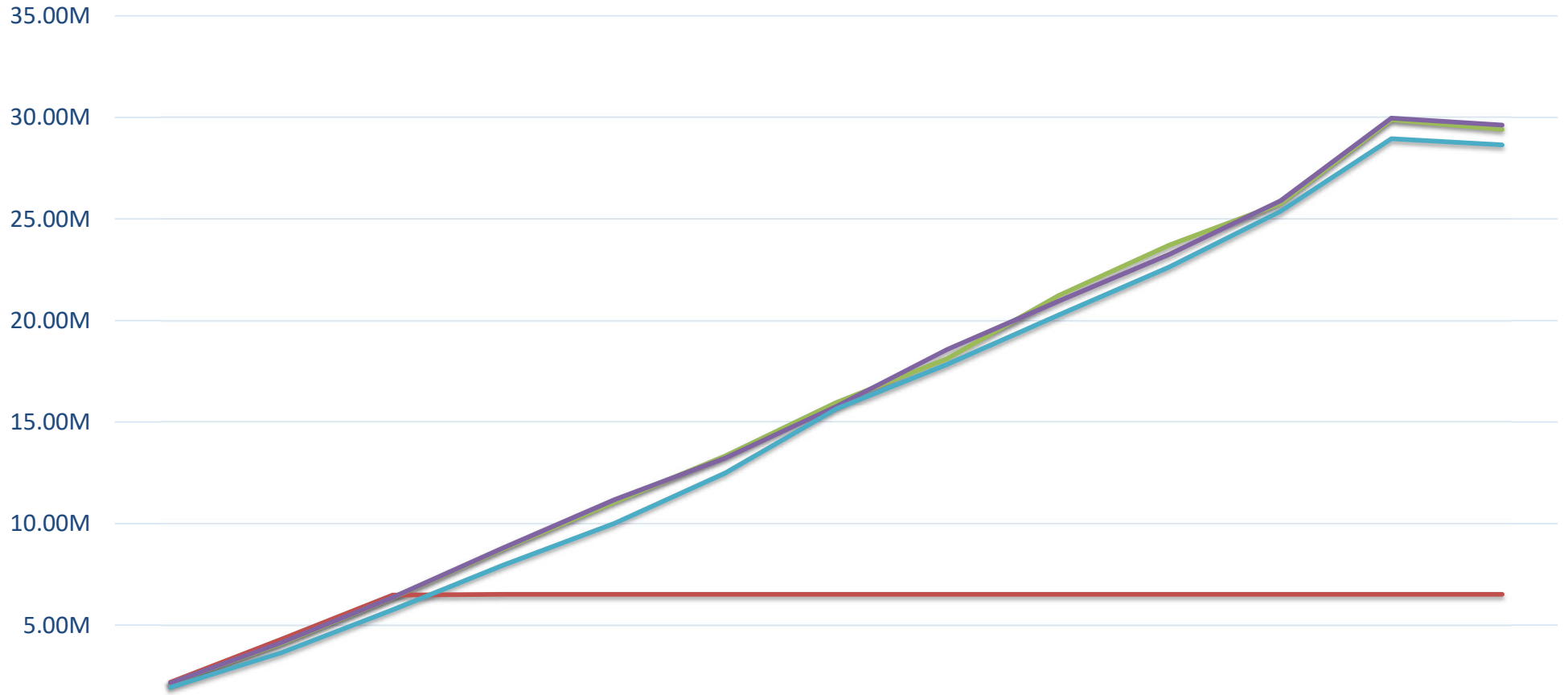
K	1	2	3	4	5	6	7	8	9	10	11	12	13
1819	355K	1.02M	1.60M	1.60M	1.60M	1.60M	1.60M	1.60M	1.60M	1.60M	1.60M	1.60M	1.60M
1718	305K	969K	1.44M	2.46M	2.79M	3.35M	4.40M	4.59M	5.54M	6.53M	6.68M	7.08M	7.18M
1617	248K	805K	1.52M	2.25M	2.54M	3.00M	3.47M	4.11M	5.10M	5.93M	6.44M	7.22M	7.22M
1516	298K	759K	1.44M	2.30M	2.46M	3.02M	3.86M	4.43M	5.07M	5.89M	6.19M	7.64M	7.54M

### 148 LOCAL FEE REVENUE RUNNING TOTALS



K	1	2	3	4	5	6	7	8	9	10	11	12	13
1819	374K	854K	1.06M	1.06M	1.06M	1.06M	1.06M	1.06M	1.06M	1.06M	1.06M	1.06M	1.06M
1718	129K	312K	486K	755K	885K	1.07M	1.36M	1.47M	1.70M	2.00M	2.13M	2.24M	2.25M
1617	145K	284K	461K	617K	707K	841K	954K	1.03M	1.29M	1.48M	1.09M	1.16M	1.20M
1516	147K	317K	478K	808K	933K	1.16M	1.34M	1.57M	1.86M	2.16M	2.29M	2.35M	2.49M

YTD OPERATING EXPENTITURE TREND GRAPH



K

	1	2	3	4	5	6	7	8	9	10	11	12	13
1819	2.19M	4.30M	6.47M	6.52M	6.52M	6.52M	6.52M	6.52M	6.52M	6.52M	6.52M	6.52M	6.52M
1718	2.14M	4.10M	6.34M	8.76M	11.05M	13.33M	15.95M	18.12M	21.22M	23.71M	25.75M	29.88M	29.39M
1617	2.15M	4.15M	6.36M	8.80M	11.18M	13.23M	15.76M	18.57M	20.94M	23.25M	25.88M	29.96M	29.62M
1516	1.93M	3.65M	5.75M	7.96M	10.01M	12.49M	15.65M	17.84M	20.26M	22.63M	25.35M	28.94M	28.64M

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

**SUBJECT:**               **D. Board of Trustees**

BOARD CONSIDERATION

Information

**X      Action**

**BACKGROUND**

1) Equity Minded Leadership

Board members will participate in a discussion/follow-up to the September leadership training.

2) Board of Trustees Scholarships

The Board of Trustees support two scholarships via the RTC Foundation:

- The ***Transforming Lives*** annual scholarship awards \$250 to RTC's selected student honoree, moving to the ACT State competition level. Each Board members contributes \$50 toward this scholarship.
- The ***General Board Scholarship*** is funded by annual contributions per Board member, in the minimum amount of \$500. The Trustee's scholarship is awarded to one student for \$1,000 based on merit and leadership, and is awarded in winter and spring quarters.
- If you have not already made your annual contribution(s), your donation can conveniently be made via this link: <http://rtc.edu/scholarship-donation> or by personal check.

3) ACCT Leadership Voting Delegate

A voting delegate and alternate need to be determined of the Trustees that are attending the ACCT Leadership Congress in New York. The ACCT Voting Delegate Notification is attached for information.

4) Board Liaison Reports

- a) RTC Foundation – Trustee Page will provide an update from the RTC Foundation.
- b) RTC Advisory Board – Trustee Palmer will provide an update from the RTC Advisory Board.

**RECOMMENDATION:**

None.

**DATE:** September 17, 2018

**TO:** Renton Technical College  
ACCT Voting Member Board Chair

**FROM:** J. Noah Brown, ACCT President and CEO

**SUBJECT: VOTING DELEGATE NOTIFICATION FOR THE ACCT LEADERSHIP CONGRESS**

According to our records, the board of Renton Technical College is entitled to **1 vote(s)** during the Annual ACCT Leadership Congress, October 24-27, 2018 at the New York Marriott Marquis Hotel.

**Your college should determine the voting delegate(s) and the alternate(s) for your institution.**

**Eligibility requirements for voting delegate(s) include:**

- ✓ Fiscal year 2019 ACCT membership dues MUST have been received and verified at the time of Congress registration. Please disregard if you have remitted your dues renewal payment.
- ✓ Only voting members of governing boards may serve as voting delegates (i.e. student trustees, and "trustee emeritus" are typically non-voting trustees, and therefore may not serve as voting delegates).
- ✓ Voting delegates must sign in and receive their voting delegate credentials at the ACCT Voting Delegate Desk, which will be located near the Congress Registration Desk on the following days:
  - Wednesday, October 24<sup>th</sup>, between 7:30 a.m. and 6:00 p.m.
  - Thursday, October 25<sup>th</sup>, between 7:00 a.m. and 5:00 p.m.
  - Friday, October 26<sup>th</sup>, between 8:30 a.m. and 10:30 a.m. (Note: Voting Delegate Desk will be in the Senate Room only on this day).

Please Note the Following:

- **Ballots will be distributed only to registered voting delegates during the Regional Caucuses and Senate Meeting.**
- **Voting Delegate(s) will need to be determined by your Board Chair before approaching the Voting Delegate desk to register. ACCT staff can NOT be involved in the selection of ANY Voting Delegate(s.)**

Enclosed is the 2018 Fall *Advisor*, which contains information on the Regional Caucuses and Meetings and the Senate Meeting. The *Advisor* also lists the candidates for Regional Directors, Directors-at-Large, and the Diversity Committee.

Finally, if you have not had the opportunity to register for this year's Congress, I hope you will take the time to do so. Please register online at [www.acct.org](http://www.acct.org) or contact ACCT's office at (866) 895-2228 for registration information.

Thank you for your attention to this important matter. I look forward to seeing you in New York!

Enclosure  
cc: Chancellor/President

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

**AGENDA ITEM:**        **6.   MEETINGS**

**SUBJECT:**

**BOARD CONSIDERATION**

X      Information

Action

**BACKGROUND:**

The next regular meeting of the Board of Trustees will be held on November 14, 2018 at 3:00 p.m.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

**AGENDA ITEM:           7.   EXECUTIVE SESSION**

**SUBJECT:**

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

**BACKGROUND:**

- A) An Executive Session may be held for any reason allowable under the Open Public Meetings Act; RCW 42.30.110 or RCW 42.30.140(4).
- B) Announcement of time Executive Session will conclude.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

**AGENDA ITEM:**           **8.   EXECUTIVE SESSION**

**SUBJECT:**               A.   Action

**BACKGROUND:**

BOARD CONSIDERATION

Information

**X**     Action

**RECOMMENDATION:**

None.



Renton Technical College  
Board of Trustees Meeting  
**October 17, 2018**

**AGENDA ITEM:**            9.    **ADJOURNMENT**

**SUBJECT:**

BOARD CONSIDERATION

Information

**X    Action**

**BACKGROUND:**

**RECOMMENDATION:**

Motion required.