

Agenda Item/Subject

Information/Action/Presenter

SPECIAL MEETING – Roberts Campus Center Board Room (I-202) 1:30 P.M.

1. CALL TO ORDER

- A. Notation of Quorum

2. EXECUTIVE SESSION

- A. An Executive Session will be held to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30.110 or RCW 42.30.140).
- B. Announcement of time Executive Session will conclude.

REGULAR MEETING – Roberts Campus Center Board Room (I-202) 3:00 P.M.

PLEASE NOTE: Guests attending the regular meeting are welcome to go straight to the Technology Resource Center (TRC) C-101. The Board will convene the regular meeting in the Board Room and immediately take action to move the meeting to TRC, C-101 to accommodate the larger group of expected guests.

1. CALL TO ORDER

2. ADJOURNMENT To be reconvened in the Technology Resource Center (C-101)

REGULAR MEETING – Technology Resource Center (TRC) C-101 3:15 P.M.

1. CALL TO ORDER

- A. Notation of Quorum
- B. Flag Salute

2. ADOPTION OF MINUTES

Action

- A. February 20, 2019 Special and Regular Meetings

3. ACTION ITEM

Action

- A. Tenure Advancements

4. COMMUNICATIONS

Information

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

5. ACTION ITEM

Action

- A. Program Reduction

6. DISCUSSION/REPORTS

A. President

Dr. McCarthy

Goals: Equity | Advocacy | Trust | Finance

B. Administration/Finance

1. Monthly Finance Reports

Vice President Rodriguez

7. BOARD OF TRUSTEES

- A. ACT Board of Directors Nominations for Elections

Board Chair Entenman

B. Board Liaison Reports

1. RTC Foundation

Trustee Page

2. RTC Advisory Board

8. MEETINGS

Information

- A. April 17, 2019 – Regular Meeting

9. 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.

10. ACTION

Action

- A. Action items, if any, that may be necessary to be taken as a result of matters considered in the Executive Session.

11. ADJOURNMENT

Action

EVENT REMINDERS

- Nurse Pinning Ceremony | March 22, 2019 | 5:00 PM | RTC Cafeteria
- ACT Spring Conference | May 23-24, 2019 | Marcus Whitman Hotel | Walla Walla, WA
- Commencement | June 20, 2019 | 6:30 PM | ShoWare Center, Kent, WA

2018-2019 BOARD PRIORITIES

Budget Engagement · Tenure Process · Diversity & Inclusion

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: 2. EXECUTIVE SESSION

SUBJECT:

BOARD CONSIDERATION

X Information

 Action

BACKGROUND:

- A.** An Executive Session will be held to review the performance of a public employee, as allowed 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
March 20, 2019

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

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: 2. **ADJOURNMENT**

SUBJECT:

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

The regular meeting of the Board of Trustees will adjourn to a larger room to accommodate the size of the audience. The meeting will be reconvened at 3:15 p.m. in the Blencoe Auditorium, C-101.

RECOMMENDATION:

Motion required.

Renton Technical College
Board of Trustees Meeting
March 20, 2019

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

SUBJECT:

BOARD CONSIDERATION
X Information
Action

BACKGROUND:

Board Chair Entenman will carry out the Notation of Quorum, call the meeting to order, and lead the flag salute.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT: A.

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

BACKGROUND:

- A.** The meeting minutes from February 20, 2019 special and regular meetings are attached for approval by the Board of Trustees.

RECOMMENDATION:

Approval as presented.

BOARD STUDY SESSION:**1. FINANCIAL STATUS**

Vice President Rodriguez presented our current budget status during the Board study session. Here is a summary of main points:

Operating Revenue Budget

RTC's approved revenue budget for the 2018-19 year is \$30,648,408. A mid-year revenue forecast reduces the total revenue by \$686,257. The reduction is mostly a result of lower enrollments and tuition revenue for the year (\$1,073,305) because we did not meet FY18 targets and further weakening enrollment this year. Some of the reduction was offset by higher fees and Running Start revenues, though the latter increases are much smaller than neighbor comprehensive colleges are experiencing. The adjusted revenue forecast is \$29,962,151.

Operating Expenditure Budget

RTC's approved expenditure budget for the 2018-19 year is \$30,612,041. A mid-year expenditure budget forecast increased it by a total of \$582,417. The increase is due to increases in salaries and benefits due to COLAs, compensation in the new faculty contract, sick leave buyouts, and unbudgeted items. Total increases were offset with decreases in apprenticeship and current efforts to reduced goods and services budgets. The adjusted expenditure forecast is \$31,194,459. It is significant that the legislative policy to fund only 65 percent of COLAs since 2015 and leaving the remaining 35 percent to the College's local funds has a \$1,000,000 impact on our current payroll.

Revenues and Expenditures

The decrease in the revenue forecast and increase in the expenditure forecast creates a deficit for the 2018-19 fiscal year of \$1,232,308 if all budgets are spent down during the remainder of the year. We hope to realize further actual savings before the year closes.

Reserves

Per SBCTC's reserve calculation guidelines, RTC's reserve at the end of the 2017-18 fiscal year was \$1,528,008 above the \$5,000,000 required reserve for operational integrity. Based on the current operating budget forecasts, if RTC would remain in status quo (without increases in revenues, or decreases in expenditures), it would deplete its entire reserves within the next two years and become insolvent in the 2021-22 fiscal year. This reality constitutes a financial emergency that the College needs to address through significant cuts and significant growth.

REGULAR MEETING:

1. CALL TO ORDER

The meeting was called to order at 3:08 p.m. by Board Chair Entenman. A notation was made that a quorum was established, and Board Chair Entenman led the flag salute. Trustee Unti was absent from the meeting.

2. ADOPTION OF MINUTES

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

January 16, 2018 regular meeting

*Trustee Page introduced a motion to approve the meeting minutes for the regular meeting held on January 16, 2019 as presented. Trustee Palmer seconded, and the **motion carried**.*

3. COMMUNICATIONS

A. General Information/Introductions Dr. McCarthy thanked Jenna Pollock, Associate Dean for College and Career Pathways (CCP) for her years of service to the college. She is moving onto Clover Park Technical College to their Transitional Studies program. Ms. Pollock's commitment and dedication to the college and the CCP program will be greatly missed.

B. Correspondence All news stories and correspondence were shared with Board members electronically.

C. Comments from the Audience Students Angelina Onishenko and Anyes Kim from the June 2020 cohort of the Registered Nursing program spoke in support of the program and respective faculty members. They noted reasons the RTC program was chosen in lieu of other colleges, including distances from which students travel to participate in the program, and how well prepared they feel for the nursing field, thanks to the program faculty.

D. Student Leadership

All USA/Phi Theta Kappa Nominees Phi Theta Kappa fall scholarships were awarded to Ana de Souza Mendez, Michael Greer and Anna White. Students Ana de Souza and Michael Greer have also been selected to the All Washington Academic Team, which further extends other scholarship opportunities. Michael Greer is retired Navy, now enrolled in the Mechatronics program, and scheduled to graduate this year. He is grateful to RTC in assisting him with his transition from the military. Ana de Souza Mendez is a second year Computer Science student, and is also appreciative of the opportunities the scholarships provide. Anna White is a second quarter Computer Network Technology student and was previously honored by the Board of Trustees for the ACT Transforming Lives award.

E. Renton Federation of Teachers RFT President Sheila May Farley noted that the students are the backbone of why faculty are here. She described scenarios where faculty were asked a year ago to cut budgets, and make suggested changes to programs, for which most complied. The faculty was provided with a list of 17 programs that would be under review for revisions, reductions or elimination. There has been a lot of reflection, and need for faculty to call together advisory members for meetings. The faculty want the Board and community to know that they are not going away. She further noted that this didn't happen on their watch. They do want to be part of the solution, but informed the Board they are not the problem.

- F. **Written Communication Reports** There were no comments or questions.

4. ACTION ITEMS

As a result of the previous Board Study Session on the college's financial status, Trustee Page introduced a motion to declare a Financial Emergency via authorizing Resolution 19-02-13. Trustee Page read the resolution aloud for the audience. Trustee Takamura seconded, and the motion carried. Board Chair Entenman noted for the record that Trustee Unti was absent the meeting and the vote.

5. DISCUSSION/REPORTS

- A. **Operationalizing of the DEI Plan** Vice President Reyna spoke of the Diversity, Equity and Inclusion plan that was presented to the Board last June. Since that time, the council has been working towards fine-tuning and moving forward to operationalize the plan. There are five (5) Action Teams; each Action Team has a Lead. The Leads were introduced, and each shared their respective teams focus.

Huma Mohibullah spoke on behalf of the Instruction Action Team. The goal of this team is to immerse DEI work into curriculum and pedagogy. They will work with special projects to create and schedule trainings for development. Coordinators work to ensure that accreditation standards are met. This work assists in satisfying **Objective 3 of the plan: Diversity, Equity and Inclusion in Pedagogy and Curriculum.**

Evysen Beasley is the lead for the Special Projects Action Team. This team works to support the creation of affinity groups and goal setting on campus, as well as calendaring events, messaging, and resources. This work assists in satisfying **Objective 2 of the plan: Creation of Affinity Groups on Campus and Objective 5 of the plan: Continue intentional conversations/dialogues/workshops (cross-cultural dialogues).**

Jessica Gilmore English is the lead for the Research and Development Action Team. This teams focus is on **Objective 1 of the plan: 'Student Success' with emphasis on bullets 4, 6, and 7.** Priority activities have been developing research questions in order to further narrow the focus, guide research, and inform recommendations to the DEIC for action. This includes exploration of enhanced internal communication, supplemental instructional supports, and improved student services/resources to meet students where they are, without extra barriers.

Jessica Supinski is the lead of the Professional Development/Training Action Team. This team is responsible for expanding learning and shared understanding of diversity, equity, and inclusion. They will organize two mandatory all-staff trainings for faculty and staff that will continue to support learning opportunities to increase cross-cultural communication skills. Data from the Intercultural Development Inventory (IDI) will inform development of the trainings. Working together with Guided Pathways, coordinators will align outcomes.

Eugene Shen is the lead for the Fiscal Action Team. This team will support all other teams in the development of a budget for the DEI Council, as well as ensure fiscal equity and accountability in the budgeting process. They will look to advocate for the development of a multi-cultural center; designing and sustaining a space where students can feel comfortable. They will also be looking at the viability of a chief diversity or equity officer.

Trustee Takamura inquired about working with deeper disaggregated data, and shared her

pleasure about infusing and integrating the work into every facet of the college. She thanked Vice President Reyna for his work, along with the leads and the council members.

B. President

Goals – This year, Dr. McCarthy's goals are *Equity, Advocacy, Trust and Finance*. He thanked Representative (and Board Chair) Entenman for juggling her schedule to attend today's meeting. This is both a difficult time in the legislature and at the college.

Equity – Dr. McCarthy thanked the DEI Council leads and members for their work. It is great to see actionable things in place and gearing up. Faculty members Huma Mohibullah, Eugene Shen, Kayla Jang, Camille Pomeroy, Warren Takata, and Batholomew Kimani participated in the Cross-Institutional Faculty of Color Mentorship Program on January 25. The statewide Administrators of Color Leadership program is off to a great start this year, under the direction of Vice President Reyna. Director of Outreach, Anthony Covington participated in this program on January 24-25. A Lunar New Year celebration happened on campus during the lunch hour on February 7. The Faculty and Staff of Color Network Coffee Hour kicked off in January, with a second event held February 19. The Men and Women of Merit meetings continue. Both had rescheduled meetings this month due to snow.

Advocacy and Finance – This is the time where WACTC presidents schedule visits on the Capital Campus. Dr. McCarthy was scheduled for a full agenda in Olympia on February 11, but had to be adjusted due to weather conditions. Trustee Takamura and Dr. McCarthy were able to meet via phone with Senator Joe Nguyen, and Dr. McCarthy separately with Senator Mona Das. Dr. McCarthy was in Olympia again for the WACTC Presidents meeting on February 14. During this time he was able to meet with Representative Nicole Macri, Representative Tina Orwall, Representative Vandana Slatter, Senator Guy Polumbo, and Senator Mark Mullett. The latter three were collective meetings with Dr. Amy Morrison of Lake Washington Institute of Technology (LWTech). These relationships are important. When we approach the legislators as individuals, we have a system ask, as well as adding the local flavor from RTC. There are a lot of nuances as one of the five technical colleges in the state. RTC has the most legislative districts (11), so we have a lot of people to connect with. We have a big ask this year message: 1) Fully fund compensation increases – using RTC as an example - \$1M of our current payroll is due to the local-fund match of state monies and this cannot continue; 2) Guided Pathways – RTC is an example of why this is a good investment as our completion rates are the best in the state (yet more than one of three are not completing and this is not acceptable; 3) High demand funding – clearly a key to RTC; and 4) Capital – while there is no direct request, it is important to get through the list. The deeper one goes, the better; Senator Mullet was very receptive. Dr. McCarthy is meeting with Representative Tina Orwall and Representative Pat Sullivan on February 22, regarding Running Start in the Trades.

Trust – Dr. McCarthy noted that he depends on transparency and communication as keys to a foundation of trust, but reception is the key, so that is up to how others react. We have been providing updates with emails and listening sessions. We are meeting with Advisory Boards and will continue this format. Tremendous progress has been made on the reliability of numbers, and we have the ability to forecast in a manner that has not before been practiced. Much thanks to Vice President Rodriguez, Raavel Chea, Neal Parker, and Jacob Jackson

Finance – The study session held earlier with the Board provided a detailed look at the financial snapshot, adjustments throughout the year, and the process we have taken with reductions.

Other Advocacy Work: Trustee Page reported on College Promise work. This is a part of the legislative action agenda, which is well aligned with our system ask and funding for proper compensation for faculty and staff. Trustee Page participates on this group. Higher Education is a commitment by the state to achieve a more educated workforce for the economy's growth. This is a wise investment on the part of the state. We need this on all fronts over a period of time, which will hopefully reap rewards in the future. Representative Entenman is co-vice chair on the College and Workforce Development Committee, and is joined by others with CTC experience, so there is much more knowledge than from the system than in the past. The learning curve for a number of people is huge. They assume that staff and faculty get the same funding as the University of Washington. System work is extremely important. It is equally important for everyone in the legislature to hear from you as well. Representative Entenman urged everyone to contact your local representatives and talk to them about the impact community and technical colleges have. Rules, Appropriations and Educations committees are the ones that move the money. People have a false understanding that a CTC student is attending a CTC because they can't be selected for a University. Four-year colleges have full-time lobbyists to advocate for funding, and CTCs do not have that luxury. Funds appropriated from the legislature go to the entire system.

C. Administration/Finance

- 1) **Monthly Finance Report** Vice President Rodrigues shared that the expenditure budgets are higher this December than in previous years. Most of that increase is due to back pay as a result of the RFT contract, but they also include legislative COLA increases. Tuition revenue is down and fee revenue is up compared to last year at this time. Our latest mid-year revenue and expenditure budget forecasts show our operating budgets at a deficit of \$1.2 million, which includes a decrease in revenue of \$686,257 and increase in expenditure of \$582,417.

6. BOARD OF TRUSTEES

A. Board Liaison Reports

- 1) **ACT Winter Conference** Trustee Palmer shared her enthusiasm from the Transforming Lives Scholarship Dinner. As always, this is a highlight of the winter conference. The legislative conference was interesting, and included speaker Noah Purcell from the State Attorney General's office. He is a very sharp and smart individual. Lobbying is the key to this legislative session. The Governor's proposed budget is the largest ever in support of CTC's.
- 2) **RTC Foundation** Trustee Palmer indicated that 127 candidates were awarded scholarships from the Foundation for spring. The Student Success Breakfast had to be postponed to March 15, due to weather. Dr. McCarthy and Executive Director Shaw have been cultivating donors and strengthening partnerships. The Foundation has wrapped up their 2017-18 independent audit. The possible program reductions have caused some concerns from industry folks. We need to be sure to continue strengthening industry partnerships.
- 3) **RTC Advisory Board** Unfortunately, Trustee Palmer was unable to attend the meeting. Executive Dean Jackson shared out from the meeting. He indicated that attendance was light. There was a long conversation about what programs might be added to fit within our portfolio, including start-up costs. Data will follow at a future meeting. There is a general skills shortage, and incumbent needs. Suzanne Dale Estey will be the new chair for the Advisory Board. This will be great for RTC, as she is very well connected. Trustee Palmer will be unable to attend the next council meeting on April 3rd. Trustee Takamura offered to attend on her behalf.

7. **MEETINGS** A special meeting of the Board of Trustees will be scheduled on March 15, 2019, for an Executive Session. Further, on March 20, 2019 the Board of Trustees will hold a special session prior to their regular meeting, for the purposes of an Executive Session. Special meetings are scheduled for tenure candidate's sessions with the Board.
8. **EXECUTIVE SESSION** No executive session was held.
9. **EXECUTIVE SESSION ACTION** No action was taken.
10. **ADJOURNMENT**

There being no further business, *it was moved by Board Chair Entenman to adjourn the Board of Trustees' meeting at 5:06 pm. Motion carried.*

DEBRA ENTENMAN, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College

AGENDA ITEM: 3. ACTION ITEM

SUBJECT: Tenure Advancements

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

A. Faculty Advancements and Tenure

Action will be taken on the following faculty tenure advancements:

1. Advancing from Third Year Probation to Tenure:

- Elizabeth Demong – College & Career Pathways
- Warren Takata – Automotive Program
- Jessica Ganska – Band Instrument Repair Technology Program

2. Advancing from Second to Third Year of Probation:

- Lea Hoffman – Medical Assistant Program
- Batholomew Kimani – Precision Machining Technology Program
- James Klein – Mechatronics/Industrial Maintenance Program
- David Schoenmakers – Precision Machining Technology Program
- Travis Spaniel – Ford ASSET Program
- Ryan Hoaglin – Automotive Program
- Melvin Hortman – Engineering Design Technology Program

3. Advancing from First to Second Year of Probation:

- Nizar Ali – College & Career Pathways
- Colleen Day – Computer Network Technology Program
- Beatrice Favre – Early Childhood Education Program
- Megan Graham – Surgical Technologist Program
- Kayla Jang – Computer Science Technology Program
- Raquel Poteet – College & Career Pathways
- Michael Stokes – Welding Technology Program

RECOMMENDATION:

None.

AGENDA ITEM: 4. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

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

RECOMMENDATION:

None.

BUSINESS OFFICE

FY18 Financial Statement audit started on February 19th and is scheduled to be completed before the end of March, to meet the Northwest Commission on Colleges and University's deadline.

We're continuously working on budget related matters, and starting to work on FY20 budget development.

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. **Update:** RTC has resolved all accessibility items listed in the Office of Civil Rights ADA review and SBCTC has acknowledged completion.

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 – Installation of a new metal standing-seam roof. **Update:** Completed in December 2018. Project close-out including warranties, as-builts, and operations & maintenance manuals are being finalized.

Bldg. B HVAC controller replacement project – Bldg. B is receiving heating system replacement of controllers. **Update:** Completed. Some minor associated repairs are being pursued now as part of this project. The college is also assessing the possibility of adding HVAC controller replacement in buildings C, D, E, and F at this time.

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 first part of a two-part project continuing onto the other campus buildings next biennium. **Update:** Complete except for Building B fire alarm upgrade, which was added by bid alternate. Building B is expected to be completed by mid-April.

Campus exterior lighting upgrade – The college is pursuing replacement of wireless lighting controls for exterior lights that were installed several years ago but proved to be unreliable and erratic. The manufacturer is supplying replacements free of charge and the college will have these installed to improve the performance of the wireless system. The parts are expected in several weeks.

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 in Bldg. A

- H 102/103/104/105 (assembly room) upgrades
- Campus irrigation system repairs
- Campus fire alarm upgrades

Projects for the first year of the biennium (Summer 2019) have been selected:

- Welding shop relocation and expansion (Bldg. A)
- Food service utility wall replacement

Update: Design work for the T.I.G. welding room expansion and the food service utility wall replacement are ongoing. A project to replace the Campus Center chiller has been added to work and will be done in the fall/winter of this year.

FOOD & LEASE SERVICE

OSPI and DES rental agreements for the Annex unused rooms has been finalized and the new long-term tenants have moved into two separate office areas.

The Catering department is preparing for a full schedule of events this spring and summer. Fundraising events such as the local school's PTA booster clubs and non-profit events have filled almost every weekend in our cafeteria.

The RenCon event created a promotional video that showcases RTC very nicely.

<https://vimeo.com/307184902/af1a9c1a42> Continued conversation with Brian Morris, CEO of RenCon to include our automotive department is occurring. We are moving toward offering a "car show" on campus that special event weekend.

The Evergreen Motorcycle Safety organization is renewing their annual agreement to rent P2 parking lot for weekend training throughout the spring and summer.

The Bite of Apprenticeship has outgrown are cafeteria and has moved to the Bell Harbor Conference Center in Seattle. This year it will be held on April 8th. This large event supports our Culinary Arts Apprenticeship students and food service operations.

Mother's Day Brunch on May, 12th is getting started and marketing efforts with the Renton Reporter and RTC Marketing and Communications department is underway.

Catering completed a successful Open House on March 5th that showcased our menus, team and operations to over 50 guests. Upcoming Open House events are being scheduled for April 2nd and May 8th.

The following personnel actions occurred during February 2019 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires			
Arzola, Nicolas	2/6/2019	Grounds Worker	Facilities
-Separations			
None			
-Retired			
None			
WFSE	Effective Date	Position	Department
- Hires			
Reyna, Aric	2/19/2019	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			
Samson, Will	2/8/2019	Webmaster/ online Services Manager	IT
-Retired			
None			

RFT	Effective Date	Position	Department
- Hires			
None			
-Separations			
James, Arlen	2/14/2019	Part-time faculty	College & Career Pathways
-Retired			
None			

	Monthly Total Hires	% of Diverse Hires YTD
Full time	2	55%
Part time	0	53%



Communications and Marketing and Institutional Research
Renton Technical College Board of Trustees
March 20, 2019

Marketing

We conducted a number of digital marketing campaigns, including search, display, social media, and email, to advertise Spring registration dates. In the past 30 days those resulted in:

- 5,611 visits to the website
- 353 calls
- 60 inquires via the web submission form.

The director worked with Workforce Training to develop a new mailing to advertise Continuing Ed programs in an effort to grow revenue in this area. She continues to work with faculty regarding specific program marketing initiatives.

Social Media

We continue to see growth on all our social media channels. Facebook continues to be a place people sought information about snow closures. Posts with the greatest reach were:

- The photos of snow cleanup on campus: 3,407
- Black History Month and Bomba photos: 2,398.

News and Web

Communications and Marketing spearheaded an [online class schedule](#), which is searchable, shareable, accessible, and easily updated, as opposed to the time-consuming PDFs that had been posted in the past. Lia serves as the liaison between Instruction and C&M.

Stories posted on the RTC website and shared include

[New dual credit math class builds bridge to college](#)

[VPI Angel Reyna accepts presidency in California](#)

College Relations

The Communications and Marketing team prepared a presentation featuring a diversity of students for Dr. McCarthy's Eyes on Renton Event sponsored by Renton Chamber of Commerce. Also, Evyson Beasley created two videos for the Foundation Breakfast, as well as print collateral for the breakfast and the Reading Apprenticeship Conference.

Institutional Research

- The Office of Institutional Research (IR) supported the RTC Guided Pathways (GP) team to prepare for the College Spark grant evaluation visit on March 8th. IR provided the GP team a primer on targeted information and analysis based on the request of institutional stakeholders. The document helps participants understand when to contact IR, and provides an overview of current IR resources. The Director participated in the evaluator interview session for Pillar Four of GP, pertaining to

student learning outcomes and he provided the visiting evaluators with a summary of progress, methods, timeline, and data source of student learning outcomes.

- IR developed a learning assessment self/peer review form and an annual assessment report template for the fall faculty in-service to help faculty to complete their assessment plan and process including alignment of program learning outcomes with course and college level learning outcomes. The assessment form and report template will help faculty use and document the results of learning outcomes to improve student learning and achievement.
- The Director attended the NWCCU workshop for the Year Seven Accreditation on March 4th, and Accreditation Liaison Officer training on March 5th for the compliance of the Commission policies. He will share the information from the workshop and training with College Council members and the Instruction Team for student success and accreditation, at their meetings scheduled next week.



Instruction Report
Renton Technical College Board of Trustees
March 20, 2019

Workforce, Trades & Economic Development

- A second cohort of 30 students started Mechatronics coursework at the Amazon facility in Kent. This eight-quarter program will end with the students earning an AAS degree in Mechatronics.
- Professional Development – numerous faculty within WTED attended the Reading Apprenticeship conference held here at RTC. Michael Stokes attended a 40-hour training by the American Welding Society where he earned his Certified Welding Instructor certification. This certification will allow him to certify RTC students and outside individuals who meet AWS requirements.
- Automotive, Engineering Design, Commercial Building Engineering, and Mechatronics have all submitted program revisions. Curriculum revisions in Automotive shortened the program from a 7-quarter AAS degree to a 5-quarter AAS degree. Minor changes in the Engineering Design program were made to better align with entry requirements in mechanical engineering. Commercial Building Engineering and Mechatronics cross-walked their curriculum to provide more options for students.
- The WTED area has collaborated with AJAC to offer their Manufacturing Academy curriculum at their Kent facility.

Health and Human Services

- The Dental Assistant will perform a modification to the program. They will look at decreasing credits for the first quarter and will eliminate the dental pre-quarter.
- The Surgical Technologist program will perform a modification to the program. They will look at decreasing credits and evenly distributing credits throughout the program and will extend the program to six (6) quarters. The curriculum revision will also reflect the degree option that must be in place by 2020.
- The Ophthalmic Assistant program will perform a modification to the program and will focus on strategic enrollment. The program will eliminate the degree option and continue to teach the certificate.
- The Certified Nursing Assistant will continue to be taught with a focus on strategic enrollment and a focus on the NAC bridge to other Allied Health programs such as Medical Assistant. The second bridge would be Home Health Aide to NAC.
- A Strategic Enrollment plan will be provided for all Allied Health programs to engage healthy, consistent enrollment; this enrollment plan will consist of working with community organizations, area school districts and the CCP department.

- A Partnership has been formed with Valley Medical to offer the Health Care Coach as a permanent program offered at RTC. The program will be a standalone or a stackable certificate within several Allied Health programs.
- The Dental Assistant program will have their CODA accreditation visit on April 25-26, 2019.
- The Dean met with Renton School District CTE director to discuss a partnership for dual credit and Renton High School students filtering into Allied Health programs.
- The Dean met with Federal Way School District CTE director to discuss a partnership for dual credit and Federal Way High School students filtering into Allied Health programs.
- Allied Health Department new employees: Erika Vieira (Clinical Placement Coordinator), Victorien Bonshe (Anesthesia Technologist program), and Megan Graham (Surgical Technologist).
- The Allied Health department is applying for a HEET Grant in partnership with Valley Medical to identify training needs for incumbent workers.
- Allied Health Day 2019 featured HR managers and administration from Pacific Medical Centers; Pac Med is looking to hire Allied Health students.
- RN NCLEX pass rates exceeded 80 percent.
- The Allied Health department is working with the Math department to create an Allied Health Math course.
- Community events where the Allied Health department will be in attendance and will present our program in order to increase enrollment: Federal Way High School STEM event 2019, Tacoma/South Seattle NAACP/Urban League.
- The Dean will be meeting with the Mayor of Covington to discuss a partnership for distant learning opportunities.
- We continue work on Guided Pathways to develop a common core for Allied Health.
- In 2018-19 the Allied Health programs have awarded 208 certificates and degrees.



Meylin Rauda-Marquez and Alan Abdullah Nominated for the President's Civic Leadership Award

Two students were nominated for the President's Civic Leadership Award, sponsored by Washington Campus Compact: Meylin Rauda-Marquez, a member of the ASG and a pre-nursing student and Alan Abdullah, an LRCC tutor and a student in the Computer Network Technology program. The awards recognize the top student civic leaders at Washington Campus Compact member institutions who have demonstrated exceptional leadership and commitment to addressing critical issues on their campus or in the community. Meylin and Alan will be honored at a ceremony on Friday, April 19 at the Museum of Flight.

Six Students to Attend Phi Theta Kappa International Convention in Orlando, FL

Next month, six RTC student leaders and two staff are attending the Phi Theta Kappa Annual Convention in Orlando, FL! This is Phi Theta Kappa's 101st year, and our students are joining more than 4,000 other community/technical college students for three days of educational sessions, inspiring keynote speakers, and opportunities to speak directly with college and university transfer recruiters. This year's keynote speakers include Jeff Henderson, celebrity chef and star of *Flip my food with Chef Jeff* and TEDx star, Mel Robbins, author of the book *The 5 Second Rule*.

Bomba Workshop at RTC as part of RTC's recognition of Black History Month

Last month, ASG hosted a Bomba workshop in conjunction with the RTC Staff and Faculty potluck to recognize Black History Month. Bomba celebrates Afro-Caribbean music, dance, and history, and this traditional Puerto Rican Bomba workshop was led by Maestro Ángel Luis Reyes Romero, Puerto Rican Bomba master percussionist, dancer, and cultural icon. Maestro Ángel will share background information about the historical contexts under which Bomba Music was created in Puerto Rico during the times of slavery on the sugar plantations as well as its African, Indigenous, and Spanish roots. Students, staff, and faculty learned to dance and drum during their lunchtime.

RTC Hosts the Renton Career Fair on May 1

Student Leadership, the LRCC, and the RTC Outreach Department are collaborating, working hard to organize this year's career fair, which continues to include more employers each year. Again this year, we have partnered with the City of Renton, the Renton Chamber of Commerce and Renton WorkSource to host the 2019 Renton Career Fair on Wednesday, May 1 from 3-6pm. RTC students and members of our community will be connected to open employment opportunities from more than 75 local employers.



Student Services Report
Renton Technical College Board of Trustees
March 20, 2019

A. EDUCATIONAL SUPPORT SERVICES

Disability Resource Services already has nearly 100 active students for spring quarter. Service numbers for this resource continue to grow. Veterans Services has been very busy with spring registration and helping students navigate mapping program completion. Gerald Bradford, our Re-Entry Services Manager, continues to host the Second Monday Potlucks, which have been a great opportunity to build community across campus. March's potluck featured table talk around the topic of student retention, with staff from across campus generating ideas to increase retention.

B. ENROLLMENT & ENROLLMENT SERVICES

Enrollments overall continue to be down, though we have had a modest increase in general education. Enrollment Services staff are actively working program waitlists for spring quarter. The College participated in both college fairs hosted for students from the Art Institute of Seattle. We are ready to support students who want to transfer to our Culinary Arts program. Students from AI's bachelor in software development may have potential to transfer to one of our BAS degrees, however, a more thorough credit analysis will be necessary to affirm alignment of courses and learning outcomes.

C. FINANCIAL AID

The Financial Aid staff continue to do outstanding work in processing aid. They are completely caught up with spring. Additionally, we just received notice from the DOE that our default rate is down again. We partner with an organization that does outreach to students nearing or in default to help them set up payment plans. We have experienced declining default rates since utilizing this personalized service.

D. CAMPUS SECURITY

Security is working on the replacement of the last 4 remaining security systems on campus that are in need of an upgrade (they are 20+ years old). Additionally, staff are repairing the radio repeater which was damaged from the snow storms. It will be moved to the roof of the I Building and be installed at a higher elevation than it is currently, which should expand our radio range to the Annex and hopefully King County Office of Emergency Management.

E. STUDENT SUCCESS SERVICES

This month the office has had very collaborative and productive meetings with Allied Health faculty on program revisions. We are officially in outreach season and it has been very busy. To date in March, we've hosted over nine (9) on-campus events. We hosted dozens of Renton School District high school students on campus taking advantage of the new dual-credit math course. We'll be hosting 300 more students in April from the Issaquah School District who are also completing this math course.

F. STUDENT PROGRAMS & ENGAGEMENT – See Student Leadership Report

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM:

5. ACTION ITEMS

SUBJECT:

Program Reduction

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

A. Program Reduction

Dr. McCarthy will summarize the financial emergency and net effect of his decisions for reductions.

A recommendation will be made to reduce the Accounting Program by one full-time tenured faculty.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: 6. **DISCUSSION/REPORTS**

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

A. President

President McCarthy will provide a report to the Board, subsequent to the February 20, 2019 Board meeting.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: 6. DISCUSSION/REPORTS

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND

B. Monthly Finance Report

Vice President Rodriguez will provide an update to Trustees on the monthly operating reports for January, 2019.

RECOMMENDATION:

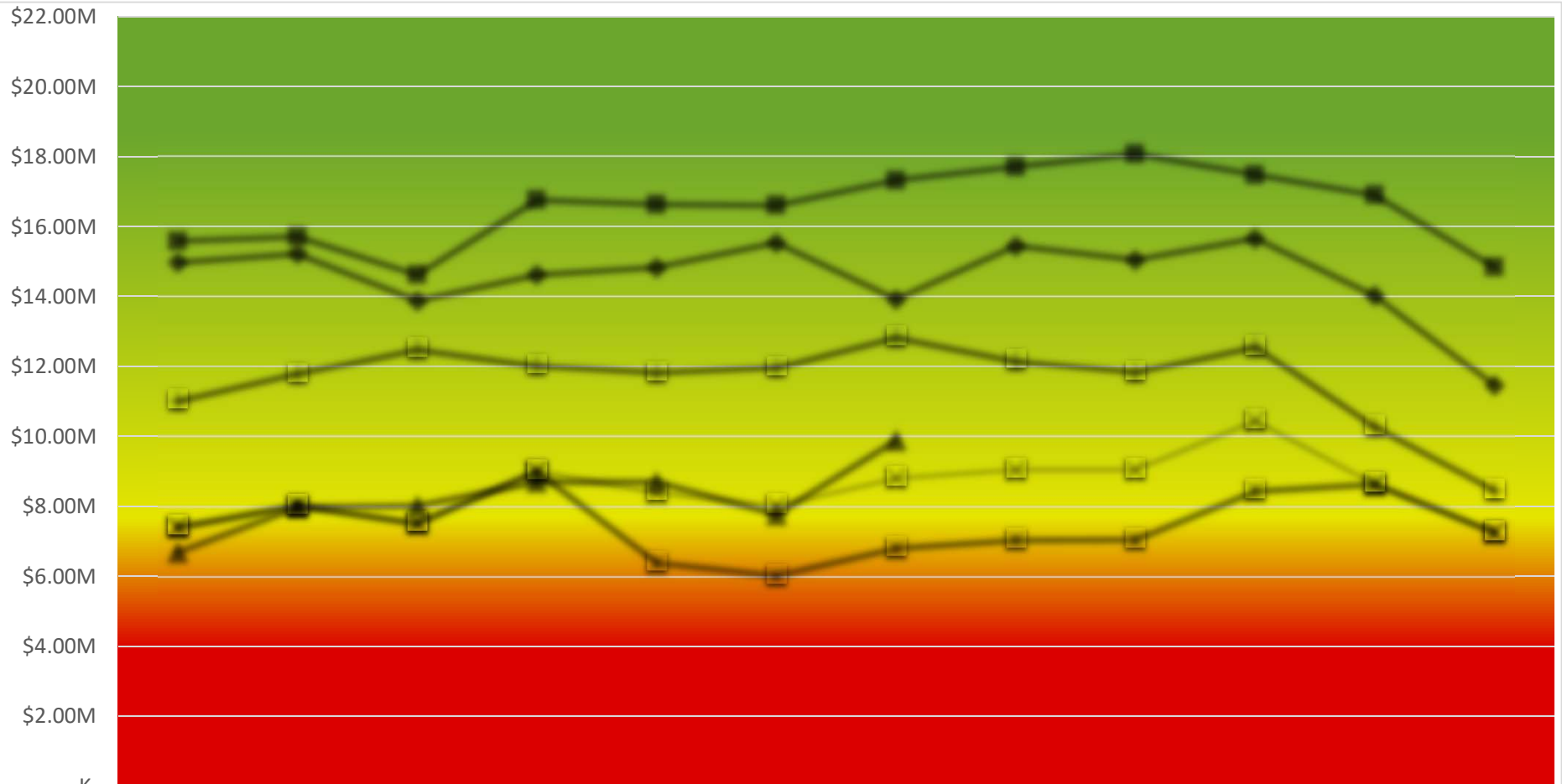
None.

RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2018-19
For the Month of January 2019

	January 2019 - Actual	Year to Date - January 2019 - Actual	Year to Date - January 2019 - Budgeted	Budget Variance - Favorable (Unfavorable)
Beginning Cash Balance	\$ 4,667,244	\$ 4,212,016		
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	\$ 1,448,120	\$ 6,866,476	\$ 5,541,667	\$ 1,324,809
Grants and Contracts	\$ 577,102	\$ 1,656,721	\$ 1,541,002	\$ 115,719
Student Government	\$ 98,438	\$ 466,892	\$ 331,533	\$ 135,359
Bookstore	\$ 17,598	\$ 268,523	\$ 470,824	\$ (202,301)
Security/Parking	\$ 86,719	\$ 400,372	\$ 3,500	\$ 396,872
Culinary Arts - Food Services	\$ 106,719	\$ 826,169	\$ 739,997	\$ 86,171
Interest Income	\$ (30,330)	\$ 35,742	\$ -	\$ 35,742
Rental Income - Excluding Catering	\$ 12,985	\$ 115,428	\$ -	\$ 115,428
Scholarship and Student Loan Funds Received	\$ 1,613,874	\$ 5,333,333	\$ -	\$ 5,333,333
Budgeted From Fund Balance/Reserves	\$ -	\$ -	\$ -	\$ -
Net Operating Revenues	\$ 3,931,225	\$ 15,969,656	\$ 8,628,523	\$ 7,341,133
Add - State Allocation - Payroll & Benefits	\$ 2,003,233	\$ 12,945,241	\$ -	
State Allocation - VPA Expense	\$ 29,933	\$ 640,134	\$ -	
Capital Allocation	\$ 81,465	\$ 1,617,316	\$ -	
Total State Funding (1)	\$ 2,114,631	\$ 15,202,691	\$ 11,663,720	\$ 3,538,971
Total Revenues	\$ 6,045,857	\$ 31,172,347	\$ 20,292,243	\$ 10,880,104
Less - Expenses:				
Salaries - A	\$ 1,801,010	\$ 11,515,857	\$ 11,914,612	\$ 398,754
Benefits - B	\$ 638,220	\$ 4,014,159	\$ 4,026,659	\$ 12,500
Goods and Other Services- E	\$ 728,631	\$ 4,616,111	\$ 3,752,107	\$ (864,004)
Cost of Goods Sold - F	\$ (69,436)	\$ 301,153	\$ 475,417	\$ 174,264
Travel - G	\$ 11,011	\$ 137,875	\$ 140,426	\$ 2,550
Equipment - J	\$ 52,432	\$ 273,366	\$ 178,617	\$ (94,749)
Computer Equipment - K	\$ 1,669	\$ 156,303	\$ 1,167	\$ (155,136)
Financial Aid - N	\$ 1,224,343	\$ 6,350,523	\$ -	\$ (6,350,523)
Debt Service Payment - P	\$ -	\$ 55,825	\$ 150,000	\$ 94,175
Bad Debt - W	\$ (54)	\$ 7,121	\$ -	\$ (7,121)
Total Expenses	\$ 4,387,551	\$ 27,428,294	\$ 20,639,004	\$ (6,789,290)
Net Operating Surplus (Deficit)	\$ 1,658,306	\$ 3,744,054	\$ (346,761)	\$ 4,090,814
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	\$ 474,881	\$ (657,624)		
Decrease/ (Increase) in Investments & Bond Amortization	\$ 30,957	\$ (28,335)		
Payment of Bldg. & Innovation Fee to State	\$ (21,099)	\$ (459,822)		
Land Purchase	\$ -	\$ -		
Total Other Sources (Applications) of Cash	\$ 484,739	\$ (1,145,780)		
Ending Cash Balance	\$ 6,810,289	\$ 6,810,289		
Add College Reserves:				
Local Government Investment Pool (LGIP)	\$ 957,769	\$ 957,769		
Investment Bonds held in trust by US Bank	\$ 2,196,687	\$ 2,196,687		
Total Reserves	\$ 3,154,456	\$ 3,154,456		
Total Cash and College Reserves	\$ 9,964,746	\$ 9,964,746		
	Actual %	Actual	Budgeted	Budget vs Actual %
Total Current State Allocation	100.0%	\$ 19,527,189	\$ 19,671,049	99.3%
Allocation Used - Year to Date	69.6%	\$ 13,585,375	\$ 11,474,779	118.4%
Remaining State Allocation	30.4%	\$ 5,941,814	\$ 8,196,270	72.5%

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

RTC Month End Cash and Reserves Balances - FYR 1415 to 1819



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2014-2015	\$15.66M	\$15.78M	\$14.70M	\$16.83M	\$16.70M	\$16.68M	\$17.39M	\$17.77M	\$18.14M	\$17.55M	\$16.97M	\$14.92M
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
2017-18 w COP	\$7.49M	\$8.10M	\$7.60M	\$9.08M	\$8.47M	\$8.11M	\$8.89M	\$9.12M	\$9.13M	\$10.52M	\$8.71M	\$7.34M
2018-2019	\$6.77M	\$8.06M	\$8.10M	\$8.78M	\$8.77M	\$7.85M	\$9.96M					

FY1819 OPERATING FUNDS VARIANCE REPORT

January Month-End

% of Fiscal YR: 58.3%

3/1/2019

By FUND					EXP/BDGT	EXP/REV	REV/BDGT
State Allocation 101,PS0,3E0,BD1,BG1,BK1,CE1,123 *	101	BDGT	\$23,677,902.00	<div><div></div></div>	57.35%	69.55%	82.47%
		EXP	\$13,580,440.38	<div><div></div></div>			
		REV (Alloc)	\$19,527,189.00	<div><div></div></div>			
Local Fees	148	BDGT	\$806,635.00	<div><div></div></div>	74.91%	29.63%	252.86%
		EXP	\$604,270.38	<div><div></div></div>			
		REV	\$2,039,625.67	<div><div></div></div>			
Local Tuition	149	BDGT	\$6,696,162.00	<div><div></div></div>	43.85%	69.42%	63.17%
		EXP	\$2,936,386.80	<div><div></div></div>			
		REV	\$4,230,180.40	<div><div></div></div>			
Running Start	145	BDGT	\$202,520.00	<div><div></div></div>	34.22%	23.68%	144.53%
		EXP	\$69,304.71	<div><div></div></div>			
		REV	\$292,699.07	<div><div></div></div>			
TOTALS **		BDGT	\$31,383,219.00		54.78%	65.89%	83.13%
		EXP	\$17,190,402.27				
		REV	\$26,089,694.14				

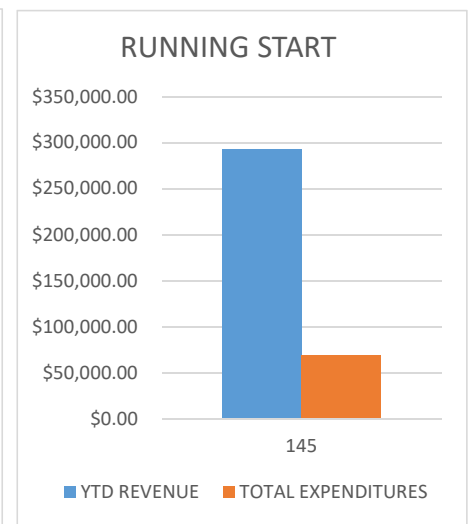
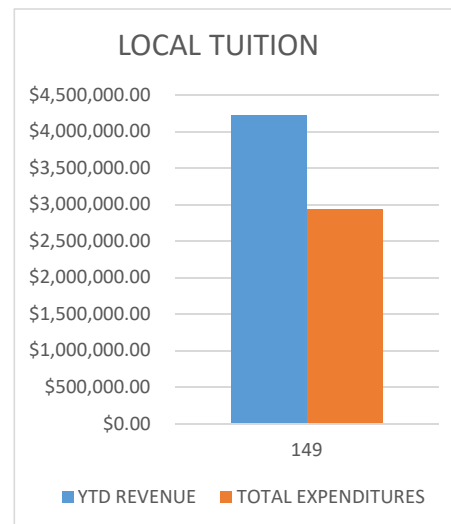
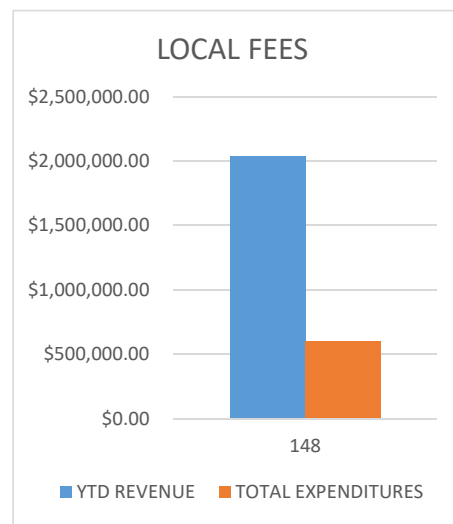
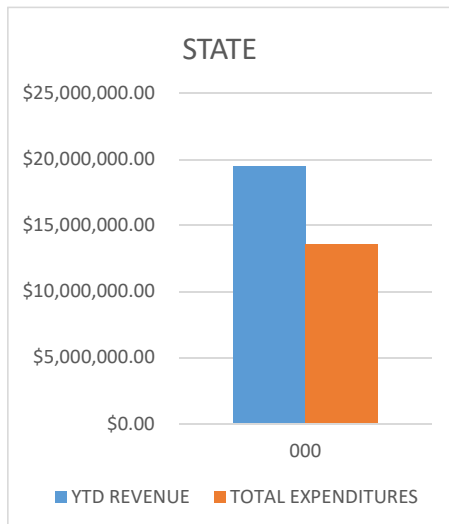
BY OBJ, ALL FUNDS COMBINED		BDGT	EXP	EXP/BDGT	NOTES
SALARIES	A	\$18,355,586.00	\$10,076,319.75	54.90%	* Per allocation #3
BENEFITS	B	\$6,141,751.00	\$3,557,339.89	57.92%	
PERSONAL SERVICES CONTRACTS	C	\$0.00	\$0.00	0.00%	** Includes entire state allocation amount.
GOODS & SERVICES	E	\$6,065,799.00	\$2,467,376.47	40.68%	
COST OF GOODS SOLD	F	\$65,000.00	\$0.00	0.00%	
TRAVEL	G	\$166,291.00	\$79,956.43	48.08%	
CAPITAL OUTLAYS & SOFTWARE	J,K	\$438,792.00	\$387,556.99	88.32%	
GRANTS BENEFITS & CLIENT SVCS	N	\$0.00	\$31,648.32	0.00%	
DEBT SERVICE	P	\$150,000.00	\$55,825.00	37.22%	
INTERAGENCY REIMBURSEMENTS	S	Revenue Bdgt	\$0.00	0.00%	
INTRAAGENCY REIMBURSEMENTS	T	Revenue Bdgt	\$534,379.42	0.00%	
DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	0.00%	
		\$31,383,219.00	\$17,190,402.27	54.78%	

FY 1819 OPERATING P&L REPORT

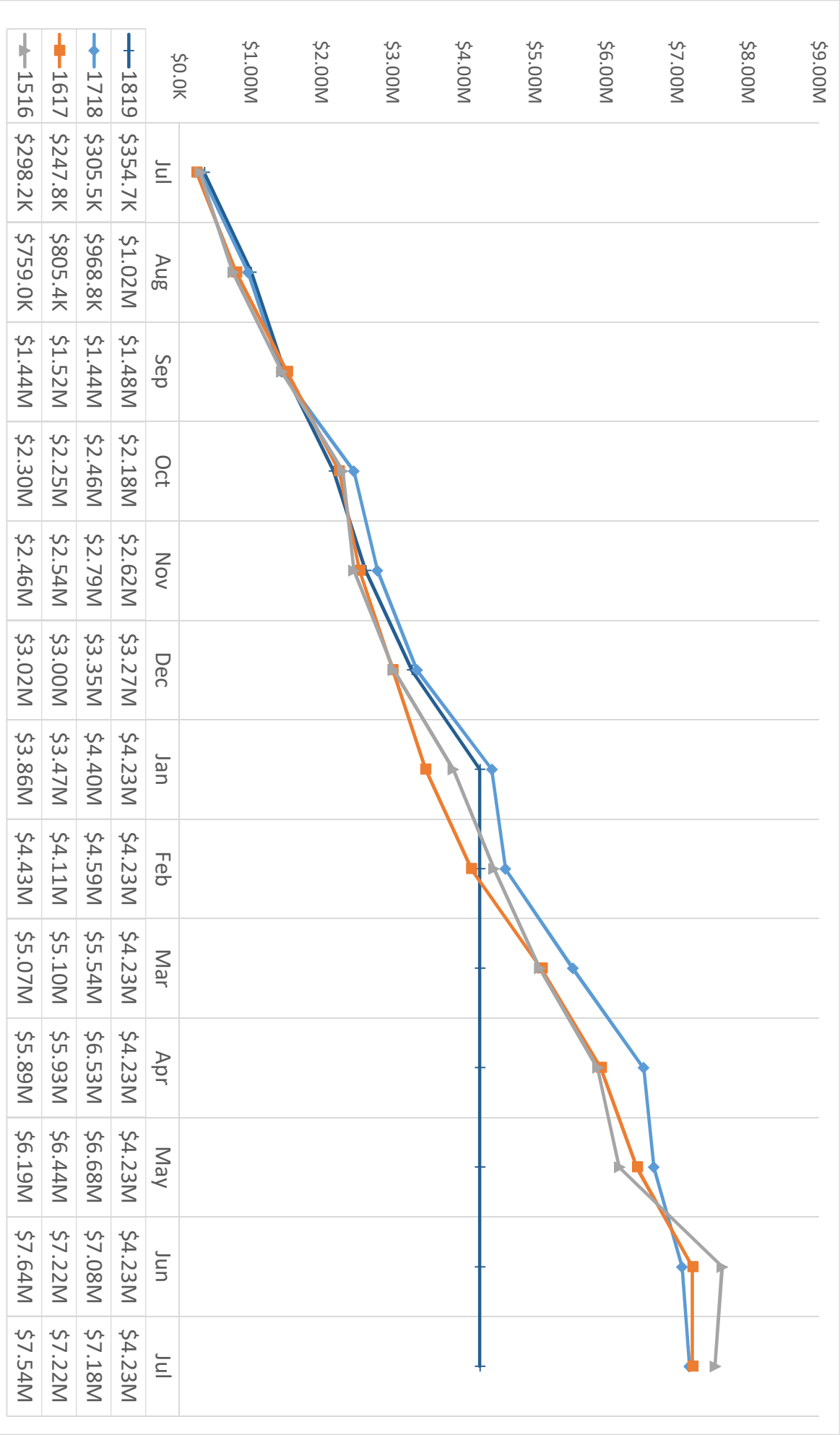
January Month-End

3/1/2019

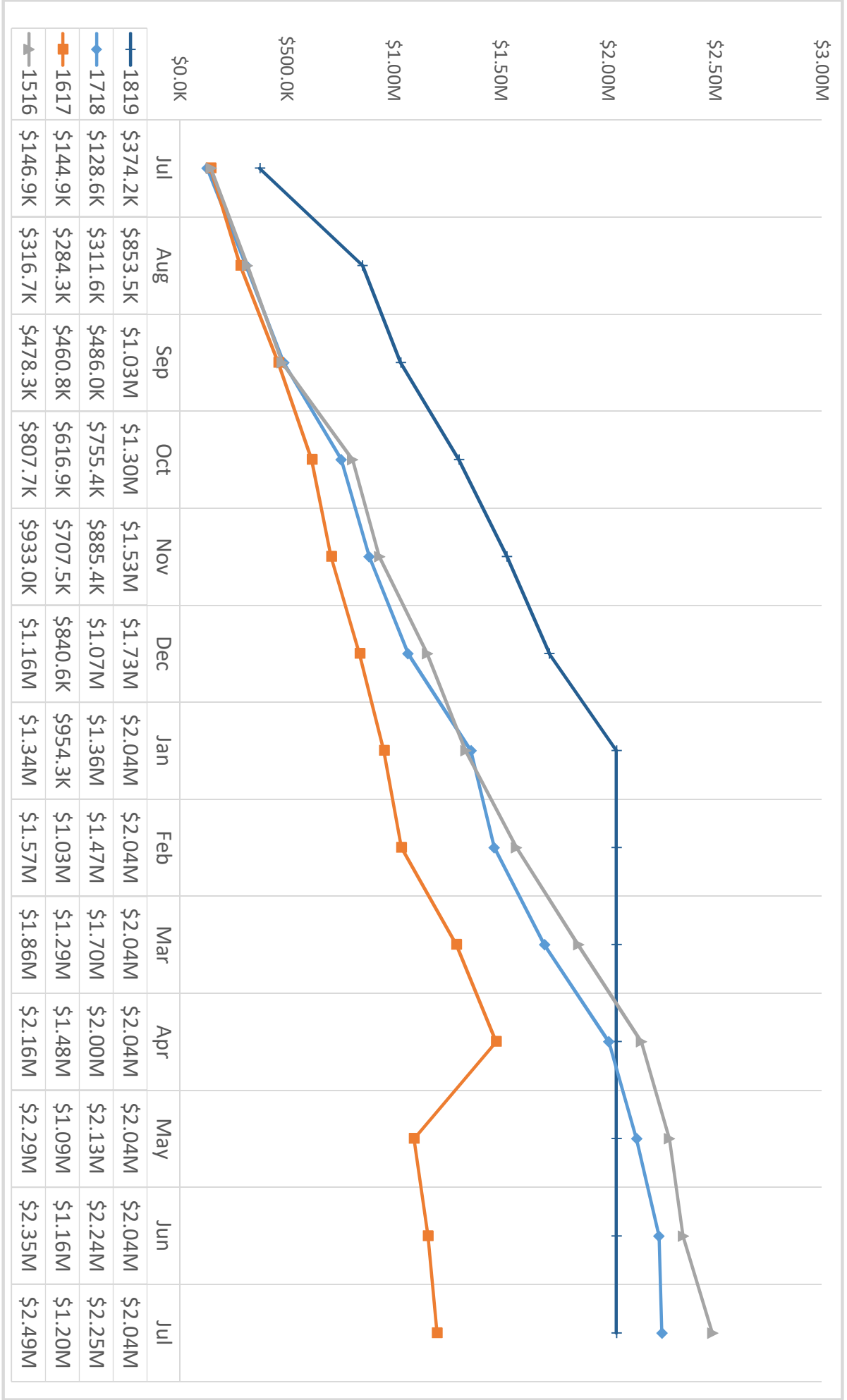
			STATE	LOCAL FEES	LOCAL TUITION	RUNNING START	
			101	148	149	145	TOTAL
YTD REVENUE			\$19,527,189.00	\$2,039,625.67	\$4,230,180.40	\$292,699.07	\$26,089,694.14
YTD EXPENDITURES	SALARIES & WAGES	A	\$9,634,734.86	\$169,483.82	\$221,134.48	\$50,966.59	\$10,025,353.16
	BENEFITS	B	\$3,152,054.55	\$48,887.34	\$341,836.70	\$14,561.30	\$3,542,778.59
	PERSONAL SERVICES CONTRACTS	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	GOODS & SERVICES	E	\$107,602.85	\$212,231.78	\$2,144,762.99	\$2,778.85	\$2,464,597.62
	COST OF GOODS SOLD	F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TRAVEL	G	\$17,969.74	\$2,041.99	\$58,946.73	\$997.97	\$78,958.46
	CAPITAL OUTLAYS	J	\$133,698.96	\$48,775.85	\$50,766.76	\$0.00	\$233,241.57
	SOFTWARE	K	\$0.00	\$91,201.28	\$63,114.14	\$0.00	\$154,315.42
	GRANTS BENEFITS & CLIENT SVCS	N	\$0.00	\$31,648.32	\$0.00	\$0.00	\$31,648.32
	DEBT SERVICES	P	\$0.00	\$0.00	\$55,825.00	\$0.00	\$55,825.00
	INTERAGENCY REIMBURSEMENTS	S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	INTRAAGENCY REIMBURSEMENTS	T	\$534,379.42	\$0.00	\$0.00	\$0.00	\$534,379.42
	DEPRECIATION, AMORTIZATION, BAD DEBT	W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES			\$13,580,440.38	\$604,270.38	\$2,936,386.80	\$69,304.71	\$17,190,402.27
NET OPERATING RESOURCES			\$5,946,748.62	\$1,435,355.29	\$1,293,793.60	\$223,394.36	\$8,899,291.87



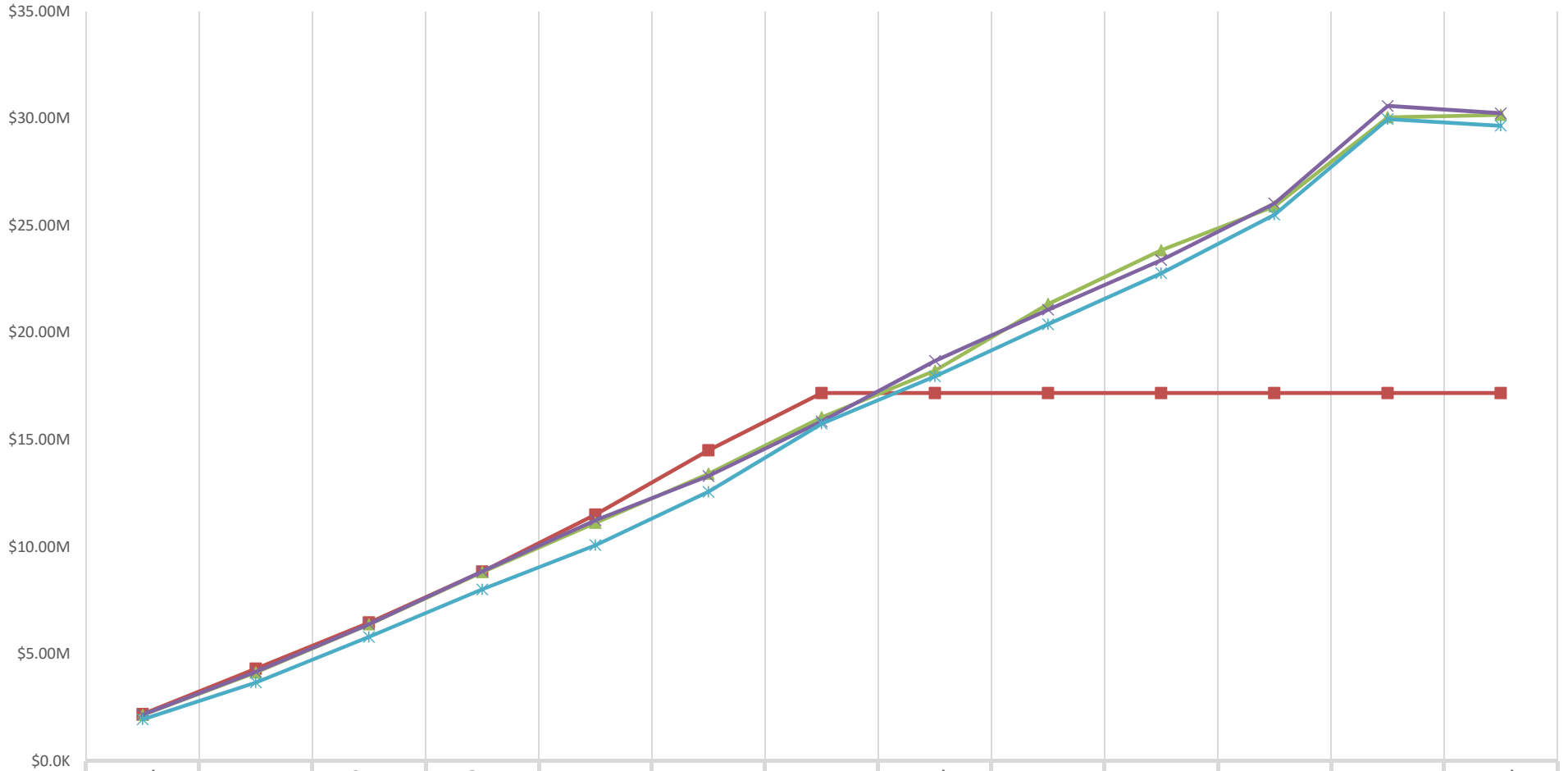
149 TUITION REVENUE RUNNING TOTALS (JANUARY MONTH-END)



148 LOCAL FEE REVENUE RUNNING TOTALS (JANUARY MONTH-END)



OPERATING EXPENTITURE TREND GRAPH (JANUARY MONTH-END)



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1819	\$2.20M	\$4.32M	\$6.47M	\$8.85M	\$11.51M	\$14.52M	\$17.19M	\$17.19M	\$17.19M	\$17.19M	\$17.19M	\$17.19M	\$17.19M
1718	\$2.16M	\$4.14M	\$6.39M	\$8.82M	\$11.13M	\$13.42M	\$16.06M	\$18.23M	\$21.35M	\$23.85M	\$25.91M	\$30.06M	\$30.17M
1617	\$2.17M	\$4.17M	\$6.40M	\$8.86M	\$11.25M	\$13.32M	\$15.86M	\$18.69M	\$21.08M	\$23.40M	\$26.04M	\$30.60M	\$30.25M
1516	\$1.95M	\$3.67M	\$5.81M	\$8.02M	\$10.09M	\$12.58M	\$15.76M	\$17.97M	\$20.40M	\$22.78M	\$25.52M	\$29.98M	\$29.67M

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: **7. DISCUSSION/REPORTS**

SUBJECT: **A. Board of Trustees**

BOARD CONSIDERATION
X Information
 Action

BACKGROUND

A. ACT Board of Directors Nominations for Elections

See following letter from ACT President Elect Carl Zapora and respective nomination form.

B. Board Liaison Reports

1. RTC Foundation – Trustee Page will report out.
2. RTC Advisory Board – The next meeting will be held on April 3, 2019. Trustee Unti will attend the meeting.

RECOMMENDATION:

None.

February 28, 2019

Dear Washington State Community & Technical College Board Chair:

On behalf of the ACT membership I ask that you consider adding the discussion of the nomination process for the 2018-19 ACT Board of Directors to your next upcoming College Board meeting. Please share this letter and the attached nomination materials with your trustee board.

One of our priorities of ACT is to advance diversity, equity and inclusion in our community and technical colleges including the diversity of the Board of Directors. To assure ACT continues to have capable, effective leadership, we need your active participation in the nominations process. We welcome new as well as more experienced trustees to consider becoming a candidate for an office, or if you know of another trustee who is interested, we are eager to hear from you.

ACT's current officers are:

President	Jim Page, Olympic College
President-Elect	Carl Zapora, Edmonds Community College (Automatically assumes position of President)
Secretary	Bob Ryan, Tacoma Community College (Eligible for re-election for Secretary)
Treasurer	Kedrich Jackson, Columbia Basin College (Not eligible for re-election for Treasurer)
Members-at-Large	Greg Dietzel, Bellevue College John Pedlow, Whatcom Community College
LAC Co-Chairs	Heather Mansy, Lower Columbia College (appointed by ACT president) Beth Thew, Community Colleges of Spokane (appointed by ACT president)

The ACT Nominating Committee is seeking nominations from ACT's membership to fill the positions of **President-Elect, Secretary, Treasurer** and **two Member-at-Large positions**. A description of the responsibilities for these offices is listed below.

Member-at-Large Positions: Nominations for two Member At-Large positions will be accepted by the Nominating Committee and also solicited from the floor at the annual business meeting. The two nominees with the most votes by the full membership will be appointed to the Board of Directors. Trustees from the same district may not serve as Members At-Large at the same time. Members At-

Large shall take office upon adjournment of the annual business meeting and serve through adjournment of the following year's annual business meeting.

Legislative Action Committee Chairs: The Legislative Action Committee (LAC) policy and advocacy co-chairs are appointed by the ACT president. The term of office shall be from adjournment of the annual business meeting through adjournment of the following year's annual business meeting. The LAC co-chairs serve on the ACT Board of Directors as leads for legislative and advocacy matters.

If you have any questions about this process, please call Kim Tanaka at (360) 704-4307 or email at Ktanaka@sbctc.edu

Thank-you,

Carl

Carl Zapora
ACT President-elect and Edmonds Community College Trustee

REQUEST FOR NOMINATIONS

Three officers (***President-Elect, Secretary*** and ***Treasurer***) and two ***Member-at-Large*** positions are elected each year by the general membership at the annual business meeting. The term of office for each position is one year. The President-Elect, Secretary and Treasurer may not serve more than two consecutive terms in the same position.

The Nominating Committee requests nominations for the positions appearing below. Please submit your nomination(s) by filling in the blanks.

	<u>Candidate's Name</u>	<u>College</u>
President-Elect	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Member-at-Large	_____	_____
Member-at-Large	_____	_____

Please return this form no later than April 12, 2019, to:

James Curtis, Chair
ACT Nominating Committee
PO Box 42495
Olympia, WA 98504-2495

or

Fax: 360-704-4415

or

Email ACT Administrative Assistant Linda Graham at lgraham@sbctc.edu

Questions?

Email or call ACT Director Kim Tanaka at ktanaka@sbctc.edu 360-704-4307

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: 8. MEETINGS

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

The next regularly scheduled meeting of the Board of Trustees will be April 17, 2019.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: 9. **EXECUTIVE SESSION**

SUBJECT:

BOARD CONSIDERATION

X Information

Action

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
March 20, 2019

AGENDA ITEM: 10. EXECUTIVE SESSION

SUBJECT: A. Action

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 20, 2019

AGENDA ITEM: **11. ADJOURNMENT**

SUBJECT:

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

RECOMMENDATION:

Motion required.