Board of Trustees Meeting
Roberts Campus Center Board Room (I-202)

Agenda Item/Subject | Information/Action/Presenter
--- | ---
1. CALL TO ORDER | 
A. Notation of Quorum | 
B. Flag Salute | 
2. ADOPTION OF MINUTES | Action | 
A. March 15, 2019 Special Meeting | 
B. March 20, 2019 Special and Regular Meetings | 
3. 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 | 
4. ACTION ITEM | Action | 
A. Appointment of Hearing Officer | 
5. DISCUSSION/REPORTS | Information | 
A. Guided Pathways | Camille Pomeroy and Laura Knight | 
B. President | Dr. McCarthy | 
Goals: Equity | Advocacy | Trust | Finance | 
C. Administration/Finance | 
1) Monthly Finance Reports | 
6. BOARD OF TRUSTEES | Information | 
A. Board Liaison Reports | 
1) RTC Foundation | Trustee Page | 
2) RTC Advisory Board | Trustee Takamura | 
7. MEETINGS | Information | 
A. May 15, 2019 – Regular Meeting | 
8. 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.
9. ACTION

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

10. ADJOURNMENT

EVENT REMINDERS

- ACT Spring Conference | May 23-24, 2019 | Marcus Whitman Hotel | Walla Walla, WA
- Open House/Ribbon RTC Downtown | May 29, 2019 | 5 – 7:00PM
- Tenure Celebration | June 5, 2019 | RTC Culinaire Room | 3 – 4:30PM
- Commencement | June 20, 2019 | ShoWare Center, Kent, WA | 6:30 PM

2018-2019 BOARD PRIORITIES
Budget Engagement · Tenure Process · Diversity & Inclusion

Students Succeed at RTC
Renton Technical College
Board of Trustees Meeting
April 17, 2019

AGENDA ITEM:  1.  CALL TO ORDER

BACKGROUND:

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

RECOMMENDATION:

None.
AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT: A.

BACKGROUND:

A. The meeting minutes from March 15 and March 20, 2019 special and regular meetings are attached for approval by the Board of Trustees.

RECOMMENDATION:

Approval as presented.
MINUTES

SPECIAL MEETING – Roberts Campus Center, Board Room I-202

1. CALL TO ORDER

   A. The meeting was called to order at 1:30 p.m. by Board Vice Chair Takamura. A notation was made that a quorum was established.

   B. Comments from the Audience There were no comments.

2. EXECUTIVE SESSION

   A. An Executive Session was 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). The executive session was called for three (3) hours and 15 minutes.

   B. The Executive Session ended at 4:15 p.m.

3. ADJOURNMENT

   There being no further business, it was moved by Board Vice Chair Takamura to adjourn the Board of Trustees’ meeting at 4:15 p.m. Motion carried.

______________________________  ________________________________
FRIEDA TAKAMURA, Board Vice Chair  KEVIN D. MCCARTHY, President
Board of Trustees  Renton Technical College
MINUTES

SPECIAL MEETING – ROBERTS CAMPUS CENTER BOARD ROOM (I-202) 1:30 P.M.

1. CALL TO ORDER

The meeting was called to order at 1:33 p.m.

2. EXECUTIVE SESSION

Board Chair Entenman called for the executive session to review the performance of a public employee, to begin at 1:35 p.m., for 1 hour and 25 minutes. The Executive Session ended at 3:00 p.m.

REGULAR MEETING – ROBERTS CAMPUS CENTER BOARD ROOM (I-202) 3:00 P.M.

1. CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Board Chair Entenman.

2. ADJOURNMENT

The meeting was immediately adjourned at 3:03 p.m. to be reconvened in the Technology Resource Center (C-101) at 3:15 p.m. to accommodate the larger expected audience.

REGULAR MEETING – TECHNOLOGY RESOURCE CENTER (TRC) C-101 3:15 P.M.

1. CALL TO ORDER

The meeting was called to order at 3:15 p.m. by Board Chair Entenman. A notation of quorum was made, and Trustee Page led the flag salute.

2. ADOPTION OF MINUTES

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

   February 20, 2018 regular meeting
   
   Trustee Palmer introduced a motion to approve the meeting minutes for the regular meeting held on February 20, 2019 as presented. Trustee Unti seconded, and the motion carried.
3. ACTION ITEM

A. Tenure Candidate Advancements and Tenure:

1. Candidates Advancing from Third Year to Tenure:

   After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Elizabeth Demong** be awarded tenure. Trustee Page seconded, and the **motion carried**.

   After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Warren Takata** be awarded tenure. Trustee Palmer seconded, and the **motion carried**.

   After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Jessica Ganska** be awarded tenure. Trustee Unti seconded, and the **motion carried**.

2. Candidates Advancing from Second to Third Year:

   After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, Trustee Takamura moved that **Ryan Hoaglin, Lea Hoffman, Melvin Hortman, Batholomew Kimani, James Klein, and David Schoenmakers** be promoted from the second to the third year of candidate status. Trustee Unti seconded, and the **motion carried**.

3. Candidates Advancing from First to Second Year:

   After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, Trustee Unti moved that **Nizar Ali, Colleen Day, Beatrice Favre, Megan Graham, Kayla Jang, Raquel Poteet, and Michael Stokes** be promoted from the first to the second year of candidate status. Trustee Palmer seconded, and the **motion carried**.

RFT President May-Farley shared her pleasure, and thanked the board for the approval of the three tenured candidates and the advancements of the first and second year candidates. Trustee Unti added his thanks to the candidates and committee members for their effort in the strenuous tenure process.

4. COMMUNICATIONS

A. General Information/Introductions

   There were no introductions.

B. Correspondence

   News stories and correspondence were shared electronically.

C. Public Comments from the Audience

   Brenda Hartman, former student, shared her concerns about fewer instructors. If students don’t get a good education, she is worried the school will fail. One instructor cannot teach 30 credits by themselves. Students will move to another college before sitting on a waiting list. Please do not cut support instructors from programs. Ms. Hartman graduated from RTC in 2014 with an AAS in Medical Coding.
Accounting Instructor Martha Chamberlain shared handouts. She noted that she is the only tenured faculty being eliminated in the current cuts. She does not understand that since the accounting department is profitable and has good viability, why that isn’t good enough. She has submitted multiple proposals for program changes, which have been denied. With FTE up, and allocation up, how is the college still losing money? Realizing that much of our overspending is salary costs, she is of the understanding that over one half is due to administrators, and most came from the over 45 percent increase in administrative positions. She asked that if these are not the correct numbers, what are they and where is the money going? The college is in the same position as we were before, affecting our staff, students and community at large.

Several students voiced their concerns about an Instructor, the teaching style and classroom practices.

D. Student Leadership

Student leader Connor Moore shared information about student projects on campus. They are organizing the Spring Unity Festival and also an HIV testing day for the end of May. They are working on the ASG budget and new student orientation on April fool’s day.

E. Renton Federation of Teachers

RFT President Sheila May-Farley thanked the Board for their support to our community. It’s been tumultuous the last few months. She stated that she did not want to taint the day of celebration for tenure, but in the vein of celebration they need to make sure that the faculty voice is heard for students and programs. The last few months have been difficult in dividing attentions. They find it difficult to make sure they are taking care of the future changes being asked, while cuts are happening to support adjuncts and counselors. The actions of the Board affect their daily lives and those of students. The financials are not a part of the faculty’s responsibility, the checkbook is held by the administrators. She thanked the Board as they go forward with their decisions.

F. Written Communication Reports

There were no comments or questions. The Board expressed their appreciation for the work that goes into these.

5. ACTION ITEMS

A. Program Reductions

Dr. McCarthy reminded everyone of the resolution approved last month to declare a Financial Emergency. The presentation that follows will lay out the information that led to our financial status and proposed solutions. There has been a significant change to revenue projections to discuss.

Vice President Rodriguez shared a presentation which included a recap of the mid-year FY19 budget adjustments, along with a summary overview of next year’s baseline budget. The baseline budget is based on revenue forecasts, proposed reductions, projected impacts from COLAs, contracts, buyouts, and other budgetary factors.

The mid-year recap included a $143,860 reduction in allocation, a $1,073,305 reduction in tuition revenue, a $455,908 increase in fee revenue, and an increase of $75,000 in Running Start revenue for a net decrease in revenues of $686,257. The mid-year recap also included $872,830 of additional or unbudgeted payroll expenditures and a reduction of $268,073 in goods and services budgets for a net increase in expenditures of $604,757. The revenue and expenditure changes create a deficit of $1,254,648 for FY19.
The FY20 baseline budget included a potential $657,393 in additional allocation, a decrease of $476,368 in tuition revenue, a $135,788 decrease in fee revenue, a $86,829 increase in State grant revenue, and a $100,000 increase in Running Start revenue for a net revenue increase of $232,066. It also included a net reduction in salaries and benefits of $1,083,363 and a net reduction in goods and services of $30,520 for a total net reduction in expenditures of $1,113,883. The revenue and expenditure forecasts create a surplus of $91,302 for FY20.

A chart projecting the surpluses and deficits for the next five years was also presented. Remaining in status quo with revenues and expenditures will eventually lead us to deficits. Assumptions that were made for the chart were that revenues and expenditures would remain the same, and that reductions in allocation due to lower FTE would begin in FY21.

Dr. McCarthy expanded the explanation of the $657,393 in new state allocation based on numbers from the SBCTC sent on February 19, just before the last board meeting. The increase is a consequence of the implementation of the current allocation model that began in FY16. At that time, the system determined to place compensation increases (salary and benefits) into “safe harbor” for four years and distribute those dollars under the old model as a percentage of payroll rather than through the new—and now current—model which privileged weighted enrollments. These salary and benefit dollars will start to roll out of safe harbor and be distributed by the new formula in FY20—to RTC’s benefit because of our weighted CCP and high demand workforce FTEs. In addition, the four-year “stop loss/gain” period ends, again to the benefit of the College. The additional allocation funds confirmed during the last four weeks had significant impact on the College’s decisions, allowing fewer position reductions.

Nevertheless, Dr. McCarthy noted that the reductions still amount to a big number, $1.65M and twenty one (21) positions, or 5.3 percent of our operating budget. The net reductions, however, will only be about a $1.1M change in salaries and benefits, in part because of the bow wave of changes in the faculty contract. Most clearly, these reductions affect those people losing positions. Indirect effects are significant as well, affecting co-worker’s duties and morale in an already lean institution.

Dr. McCarthy also referred back to VP Rodriguez’s graph projecting future surpluses/deficits assuming status quo revenues and expenditure. The current allocation model is designed to redistribute FTE allocation dollars from colleges not meeting their targets to colleges exceeding theirs over time. The College’s loss of apprenticeship FTE when the pipefitters moved to Bates Technical College, along with FTE reductions that follow from program reductions, will theoretically start taking effect in FY22 and we are planning accordingly. At this point, however, most colleges are not meeting target because of the strong economy, so a reallocation might be delayed. Growth will be required to offset those reductions. A guiding principal in our decision making has been to walk the fine line so as not to cut so far that we hurt the infrastructure that we need to grow. This is why we are looking at reducing versus closing programs. Growth will be our collective challenge.

With this financial background, Dr. McCarthy explained the Board’s role regarding budget reductions. Though the Board will need to approve the FY20 budget when formally presented, its role today is to take action on a more limited scope. Following from its authority to award tenure status to faculty members, the Board is also the authority to take away that status in the case of a reduction in force. In this case, it is an Accounting position. Personnel decisions of others that are
not tenured/tenure-track faculty are the president’s responsibility. Article 14 of the RFT contract lays out the specific process to follow and Dr. McCarthy reviewed the details and the process the College has followed up to this date, including notifying all employees affected by the reductions on March 6. Dr. McCarthy also mentioned three instructional programs needing further investigation and why it was prudent to continue review. Additional advisory board meetings have been scheduled. Dr. McCarthy will make recommendations for further reductions if necessary. We have tried to make reductions by using vacant positions first. Not all vacancies can be left unfilled, however, as that might be counterproductive to fulfilling the College’s mission. All prof-tech instructional programs were involved in program viability process starting in late fall quarter. Many of these programs have similar situations as accounting: declining enrollments, low fill-rates, completion rates, placement rates, cost per FTE, and low wages coming out of the program. In all, the College identified seven instructional programs for reduction at this time. For all programs, we cannot be complacent. Changes must occur so that programs are efficient, relevant, and serve our students. Some of our past practices have not been efficient. We work with our students so they can adapt to the future. We have to take our own teaching. How do we become the technical college of the future that will thrive?

Trustee Palmer inquired about the source of the change from FY19 adopted to FY19 adjusted. Dr. McCarthy restated some of the main points. Trustee Palmer noted that as a Board they have looked at the declining reserve and attempts to manage that. Some spending was intentional to improve programs and the college. She added that the Board has been keeping their eyes on the reserves for many years, even before Dr. McCarthy’s arrival. She asked Dr. McCarthy if there is any possibility that this can limp along for the remainder of this fiscal year. Dr. McCarthy responded that we have to keep the $5M minimum in reserves. Last month we were down to $6.5M, and if we kept the same budget rolled into next year, then we begin to risk not making payroll, and keeping the college afloat. If we were gambling, we could likely survive going down to $4M, but that would make the matter worse. We will continue to hope there will be changes in the legislature, and the state won’t reallocate funding for not reaching target.

Trustee Entenman introduced a motion to accept the recommendation by Dr. McCarthy to reduce the Accounting program by one full-time tenured faculty. Trustee Unti seconded and the motion carried.

6. DISCUSSION/REPORTS

A. 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 – The Men of Merit leadership team met on Saturday, February 23 to develop a framework that is in alignment with the Mission, and Strategic Plan of DEIC. DEIC met on March 11 and discussed funding, Guided Pathway alignment and end of year celebration. The Faculty and Staff of Color Network coffee hour was held March 19. Women of Merit met on March 13 and Men of Merit met on March 19. We all know now that Vice President Reyna has been selected as the new president elect at Madera Community College Center. We will post the position of Vice President of Instruction. An important part of Vice President Reyna’s time at RTC has been his leadership of DEIC. With his departure, Aaron Reader, Dean of Student Success will take over the leadership of
the council. He has been deeply involved in this work at RTC and in his career. He is currently serving as a “Change Facilitator” at the Guided Pathways statewide convening’s. We are fortunate to have Aaron step into this role as a worthy successor.

**Advocacy and Finance** – Dr. McCarthy went to Olympia on February 22. He met with Representatives Sullivan and Orwell about potential for Running Start in the trades. He was again in Olympia on March 4. He was not able to schedule appointments due to voting and caucuses. He met with Arlen Harris and several members of the House in the hallway (Representatives Bergquist, Leavitt, Paul, and Pettigrew) regarding 100% funded compensation. Will be in Olympia again at the end of this week. PSTAA funds from taxes on light rail projects are earmarked to go to education. They are looking at a generation of about $550M. Looking for $380M to go to King County and Dr. McCarthy and others are advocating for a King County Promise program that emphasizes student support. Dr. McCarthy also met with Council members Balducci and Dunn this past week regarding the PSTAA funds. The WACTC presidents meet every month. One major committee is the legislative committee to promote legislative items and Dr. McCarthy was asked to chair this for two-years, but declined so as to be on campus more.

**Trust** – Clearly this has been a trying time. There have been questions about the cuts: are they enough and why were there not more cuts? Dr. McCarthy reiterated that 5.3 percent is a very large cut and we need to balance that with having the infrastructure necessary for future growth. A process that includes voice and participation is also important. We continue to meet with advisory boards, send emails, make phone calls, schedule meetings and listening sessions, including two sessions for students, and an additional meeting with the student executive board.

**Finance** – Looking forward, cuts are only part of the long-term solution. We cannot continue to cut our way to success; we need to have growth. Macro-economic trends have an effect. How can we work with industry to collaborate in more of a partnership? A clear way for growth is to retain the students we do have. Programs have been doing great work to re envision. How do we adapt ourselves from where we are to have continuous improvement? Grow in communities that we haven’t served well in the past? We have a structural barrier to Running Start, having no transfer degrees; comprehensive colleges have a better track. The high schools say they don’t want to lose students to Running Start as they lose FTE. If we want to bring in more, we have to keep our mind on success. New growth and retention is our focus. We will be scheduling Strategic Growth forums on campus on April 10. We will have about five different opportunities for participation in the day and evening to build on work we have started. We will run this as we did the strategic planning forums. The work is happening and is collaborative, but we need to keep working on it. In some ways we have had to jump into FY20 budget process to forecast. We will begin the standard process to prepare a budget for approval for FY20. Trustee Page noted that in all of this, ultimately the Board has to believe that the institution has the brains to do this stuff. The Board’s job is to watch from above and to keep the heat on moving forward. He feels confident that when you do the numbers, there has to be change. When 80 percent of our budget is people, of course people will take a hit. Now we have a space where we are grounded in reality and not making assumptions. The Board has great confidence in the president to move forward.

**B. Administration/Finance**

Board Chair Entenman called for a shortened financial report from Vice President Rodriguez. He indicated there are some positives and we are on the right path for the future. The auditors are about to wrap up the audit, with an exit meeting scheduled April 1.
7. BOARD OF TRUSTEES

A. ACT Board of Directors Nominators for Elections
   Trustee Page noted that this is an important part of our connection to the state system, and encourages anyone interested to nominate themselves to the committee.

B. Board Liaison Reports
   1) RTC Foundation
      Attendance at the Student Success Breakfast was light, but was a wonderful event. An early indication shows we are closing in on $100,000.00
   2) RTC Advisory Board
      Trustee Takamura will attend the April 3rd meeting. Need to send information to her.

8. MEETINGS
   The next regular meeting of the Board of Trustees will be scheduled on April 17, 2019.

   Trustee Palmer noted her appreciation for everyone who spoke at today’s meeting. She is from labor and believes in labor, and it does weigh heavily on members of the Board when these decisions have to be made.

9. EXECUTIVE SESSION
   No executive session was held.

10. EXECUTIVE SESSION ACTION
    No action was taken.

11. ADJOURNMENT
    There being no further business, it was moved by Board Chair Entenman to adjourn the Board of Trustees’ meeting at 5:29 p.m. Motion carried.

__________________________________________
DEBRA ENTENMAN, Board Chair
Board of Trustees

__________________________________________
KEVIN D. MCCARTHY, President
Renton Technical College
AGENDA ITEM:  3.  COMMUNICATIONS

SUBJECT:

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.
Seven Students Attend Phi Theta Kappa International Convention in Orlando

Last week, seven RTC student leaders attended the Phi Theta Kappa Annual Convention in Orlando! Our students are joined nearly 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 TV personality and author Chef Jeff Henderson, and Mel Robbins, author of the 5 Second Rule.

During the convention, Jessica Supinski, Director of Student Engagement, addressed 200 college presidents and chancellors during the Phi Theta Kappa President’s Luncheon. She was part of a panel discussion of how Phi Theta Kappa chapters are uniquely designed to respond to the needs of diverse colleges. She described RTC’s successful model of integrating the mission of Phi Theta Kappa at a technical college, and how RTC student leaders intentionally reframed the definition of honor to be more inclusive and responsive to our students.

12 Students Registered to Attend the WA State Students of Color Conference

On April 18-20, twelve student leaders will attend the 29th Annual WA State Students of Color Conference in Yakima, WA. Students will be introduced to concepts and structures that strengthen their racial, ethnic and cultural identity, and will have opportunities to gain more awareness of identity groups different than their own. They will also have opportunities to learn skills needed to increase their cultural competency and work for social justice, and will be encouraged to return to RTC to share what they learned to act as agents of change.

RTC Women of Merit and Men of Merit Programs are Strong!

Last year, RTC launched the Women of Merit and Men of Merit Programs. These programs provide support and community for students of color, and are led by RTC faculty and staff of color. Each group meets at least once a month, and they share a meal, engage in conversation. Often, outside guest speakers and presenters join the group. Student attendees have the opportunity to share stories about their own experiences on campus and in their classrooms, and make meaningful connections with faculty and staff.

RTC Hosts the Renton Career Fair on May 1

Student Leadership, the LRCC, and the RTC Outreach Department are collaborating, working hard to organize next month’s career fair on Wednesday, May 1st from 3-6pm. RTC students and members of our community will be connected to open employment opportunities from more than 70 local employers. We will have employers both inside the cafeteria and under tents in the courtyard! Again this year, we have partnered with the City of Renton, the Renton Chamber of Commerce and Renton WorkSource to host the event. And new this year, we are using a new mobile phone app, “Simplicity Jobs and Careers.” This app will allow students and employers to view participant information, check their profile, and live chat with participants during the event!
Business Office

Onsite audit work for FY18 financial statements is finished. The exit conference took place on April 1.

Raavel Chea is working on the FY20 budget development.

Fixed Asset inventory finished on 3/26/19 – record time of 2 days. Reconciliation to follow.

Jessica Briggs has moved to her new position as Accounts Receivable Specialist after her former position Fiscal Specialist was eliminated in budget adjustment work. The Business Office staff is adjusting workload to accommodate the loss of a position.

Facilities & Capital

Current biennium minor capital repair & RMI projects – all projects for the current biennium are underway and expected to be finished by July 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 and maintenance manuals are being finalized. Repairs resulting from the record February snowfalls are underway.

- Bldg. B HVAC controller replacement project – Bldg. B has received heating system replacement of controllers. **Update:** Some minor associated repairs and improvements are being pursued now as part of this project. The college is also adding HVAC controller replacement in buildings, D, E, and F using capital RMI funds 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 complete by mid-April. In progress.

- 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 at no charge and the college will have these installed to improve the performance of the wireless system. The parts are expected in several weeks. Installation to be funded under the state RMI capital budget allocation.

Minor capital program projects for next biennium (2019–21) – 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 pending funding approval from the state legislature:

- Bldg. A T.I.G. welding room expansion - (Summer 2019)
• Bldg. H Multi-Cultural Center - (Summer 2020)
• Bldg. H 102, 103, 104 (assembly rooms) upgrades - (Summer 2020)
• Campus irrigation system repairs - (Summer 2020)
• Campus fire alarm upgrades - (Summer 2020)

Minor capital repair projects for next biennium (2019–21)

• Campus Center food service utility wall replacement – (Summer 2019)
• Campus Center building chiller replacement – (Winter 2019)
• Welding exhaust system replacement - (Summer 2020)
• Fire alarm upgrades campus wide (phase 2) – (Summer 2020)
• Repair hollow metal doors and window frames, campus - (Summer 2020)

Minor Capital Repair Projects for subsequent biennium (2021–23)

The Facilities Condition Survey has been scheduled for June 3rd and 4th with SBCTC’s chief architect. A list of candidate repair projects are being compiled for submission and consideration for funding through the state capital funding process.

Food & Lease Service

Food Service is working with the Facilities department on a quote to replace the main walk-in floor. The existing floor is failing and needs to be replaced.

The Catering department is taking reservations for the Mother’s Day Brunch on May 12th.

The Bite of Apprenticeship event was hosted at the Bell Harbor Conference Center in Seattle on April 8th. This large event supports are Culinary Arts Apprenticeship students and food service operations.

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

Lindsay Tanzi, Catering Operations manager returned from the National Catering “CaterSource” Conference with some new great exciting ideas. To include; drop off food service, increased revenue concepts and new industry trend menu ideas.

The art partnership with the City of Renton Municipal Arts Commission continues with a new artist, Beryl Gorbman in the Culinaire Room. The Commission is hosting an Art Opening on April 9th (open to the public) to showcase that rooms potential to future artist and recognize Beryl’s Culinary Arts student photography exhibit.

The Culinary Arts program is hosting the Chaine des Rotisseurs organization with the Western Regional Jeune Commis (Junior Chef) competition on April 7th. We are hopeful that our RTC Graduate competitor will be honored with this prestigious award and move onto the National Championship!
The following personnel actions occurred during March 2019 and are presented for the Board of Trustees' information.

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<td></td>
</tr>
<tr>
<td>Pollock, Jenna</td>
<td>3/11/2019</td>
<td>Associate Dean of College &amp; Career Pathways</td>
<td>College &amp; Career Pathways</td>
</tr>
<tr>
<td>Wagenhals, Eric</td>
<td>3/11/2019</td>
<td>Systems Administrator</td>
<td>Information Technology</td>
</tr>
</tbody>
</table>
### Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knox, Anthony</td>
<td>3/25/2019</td>
<td>Adjunct faculty</td>
<td>Allied Health</td>
</tr>
</tbody>
</table>

### Separations

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blodgett, David</td>
<td>3/21/2019</td>
<td>Full-time faculty</td>
<td>BAS Program</td>
</tr>
<tr>
<td>Robinson, Stephanie</td>
<td>3/22/2019</td>
<td>Adjunct Faculty</td>
<td>General Education</td>
</tr>
<tr>
<td>Snyder, Diane</td>
<td>3/22/2019</td>
<td>Full-time faculty</td>
<td>Nursing</td>
</tr>
</tbody>
</table>

### Retired

None

<table>
<thead>
<tr>
<th>Monthly Total Hires</th>
<th>% of Diverse Hires YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>1</td>
</tr>
<tr>
<td>Part time</td>
<td>1</td>
</tr>
</tbody>
</table>
Communications and Marketing and Institutional Research
Renton Technical College Board of Trustees
April 17, 2019

Marketing/Outreach

Communications and Marketing, with the help of Institutional Research, sent a survey to prospective students who submitted inquiries generated by digital marketing campaigns. The goal was to gauge both marketing’s effect on enrollment and what factors influence students to enroll. Results will be distributed at a meeting later this month.

This is part of the department’s strategy to focus on campaigns and platforms with trackable, measurable data. The survey takes a look beyond web analytics and campaign hits. Results will have an influence on upcoming marketing initiatives, as well as next year’s Strategic Communications and Marketing Plan.

Social Media and Video

Evyson Beasley created two compelling videos featuring student stories for the Foundation Breakfast. These are posted on YouTube and the Foundation web page and shared through social media.

  Ronnie Larry
  Anna White

Highlights: Instagram, 205% increase in engagement
LinkedIn: 154% increase in engagement

News and Web

Stories posted on the RTC website and shared include:

  Foundation raises over $100,000 for scholarships
  Two students honored for their academics and service

Institutional Research

The Office of Institutional Research (IR) has continued its efforts in March to increase effectiveness and efficiency throughout the College by supporting programs, units and councils to use electronic surveys and IR dashboards for their data informed decision making.

  • IR provided College Council a data workshop on April 12, 2019 to support members for monitoring the RTC Strategic Plan implementation and preparing the Year Seven Accreditation by NWCCU. IR will schedule customized data training for five groups in the Council to meet their needs based on feedback from the data workshop.

  • IR prepared data analysis on wages and job placement for RTC Advisory Council and presented the IR dashboard to the Council on April 3, 2019. In the presentation, the members were able to track the most updated wages and placement rates data by program and other sub-categories including gender, students of color, age, veteran and race/ethnicity.
• IR prepared and processed the application for the substantial change of reducing credit hours for Automotive Technology and received the approval for the change on March 22, 2019 by the NWCCU.

• IR worked with the Dental Assistant Program to create an employer satisfaction survey. This survey is part of the program’s accreditation, and replaces a more labor intensive paper process. Also, IR worked with Library to deploy a utilization/satisfaction survey and the unit will use it to support for its 2019-20 planning process.

• IR built intake/application forms for Surgical Technologist program. These forms replace a paper process, and provide students with more equitable access to the admission process.

• IR deployed a dashboard to track submission of course evaluations as they are administered. The dashboard boosted response rates. In Fall 2018 the College received 2,283 instructor evaluations compared to 2,644 in Winter 2019. IR also deployed a dashboard to track preliminary College and Career Pathways WABERS level compared to when they enrolled in a professional technical program.
Business, Information Technology, and General Education

1. Enrollments
   - More than 20 students were admitted to Cohort 2 for the BAS in Network Architecture.
     - 18 have enrolled for the spring 2019 start.
     - 5 are women (28%).
   - The fall 2018 cohort for the BAS in Application Development is back at 100% capacity.
     - We were able to enroll two transfer students directly into third quarter, replacing two
       students who have left the program.
   - Winter and spring 2019 enrollments in natural science general education classes (biology,
     chemistry, nutrition, and geology) are up more than 15% compared to 2018.

2. Classes and Curricula
   - CSI 120 changed its coding language from C# to Java this quarter under the instruction of Dimpy
     Gill.
     - This will facilitate dual credit and transfer.
   - Computer Science (CSI) and Computer Network Technology (CNT) will offer a common first
     quarter starting in fall 2019.
     - All students will take COL 101, CSI 120 Computer Programming I, CNT 156 CompTIA A+
       Core I, and a general education class.
   - CNT also received approval for a 5-quarter certificate starting in fall 2019, thanks to the hard
     work of Colleen Day, Bill Sanderson, and Ren Tarvin.
   - Accounting (ACCT) and Medical Office Programs (MAP) are in the approval process for revised
     curricula to start in summer and fall 2019.
     - Both programs want to add national certification preparation classes, for bookkeeping
       and medical coding respectively.
     - John Newcome, Donna Maher, and Sheila May-Farley are excited about the changes.
   - In Contemporary Business Administration (BUS) with Steven McKinnon, students are focusing on
     workplace diversity in their Office Procedures class.
   - ART&100 Art Appreciation is being offered for the first time this quarter with adjunct Hasaan
     Kirkland.
     - It serves as a humanities class and gives Running Start students an on-campus option to
       earn their required fine arts credit for high school graduation.
   - New financial algebra classes, AMATH 175 and AMATH 190, are running as a spring 2019 pilot
     with Marty Cooksey (mathematics) and Elizabeth Demong (CCP).
     - Students in Open Doors and High School 21 are co-enrolled.
     - These classes serve as direct prerequisites for transfer math classes MATH&107 and
       MATH&146.
     - Marty and Elizabeth are among the 10 finalists for the Renton Chamber of Commerce
       2019 Ahead of the Class Award, with winners to be announced on April 18.

3. Other News
   - The Voluntary Income Tax Assistance (VITA) program run by John Newcome and accounting
     students has a goal of 100 accepted tax returns this year. As of April 4, 90 were filed successfully
     on behalf of community members.
Professional Development Activities for faculty:

- Monitored courses/stipends to meet RTC Faculty Expectations, as well as various PD offerings. All can be found at rtc.edu/teachwithintent.
- New this year: Canvas 102: An Equity Teaching Tool. This course directly supports RTC's Mission, Vision and Values. It incorporates UDL and examples from RTC's excellent teaching faculty in aligning our campus-wide teaching platform, Canvas, with our mission, vision and values.
- Fall and winter quarters: Facilitated Teaching Essentials https://rtc.edu/teaching-essentials four-course series of teaching basics resulting in short-term certificate; offered statewide. Enrollment: 13 participants; 5 from other colleges. All but one of RTC's 2018 fall start tenure track candidates completed the series. Their course reflections will be in their tenure ePortfolios.
- Winter and spring quarters: 2019 Certificate in eLearning and Design Program courses: start-up, facilitation and overview.
- New MOU with South Seattle: Renton Technical College is pleased to announce a new partnership with South Seattle College. People who complete RTC’s Teaching Essentials series will be credited as valuable internship and workforce practicum credits for the Professional Technical Education and Instructional Design BAS offered by South Seattle.
- MOU with City University now provides 15% tuition discount for all RTC employees, in addition to our agreement: Renton Technical College’s Certificate in eLearning Design & Development has forged a partnership with City University of Seattle that allows eLearning Certificate graduates to transfer the courses as direct equivalencies of graduate-level coursework in the M.Ed. in Adult Education or the Ed.D. in Leadership.
- Upcoming Spring Quarter - 5 Fridays on Teaching: Lunchtime series for faculty; online option also provided.

Related:

- Update: All fifty 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. All of them are enrolled in the Online Teaching @ RTC Faculty Forum.
- Update: 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 61 people have completed it (+30 from the last report.) Hoping to get more push and participation from all admin, as accessibility is the law.

2. eLearning/Canvas

- Moved from pilot course of fall’s “I Will Succeed at RTC” to renamed “Campus Resources and Canvas Basics” course with new section of program vocabulary study sets, contributed by RTC faculty. All new incoming students automatically enrolled in this resources course; it also includes a Canvas basics course with badge for completion. Being automatically enrolled means that students see the course on their dashboard, without having to find it.
- Fall quarter: 627 students, Winter quarter: 282 students, Spring Quarter: So far, 202 students
- CCP students have a copy of this course that they use for Student Orientation.

Related:

- Working on creating an RTC Canvas template: pilot in Summer, implement in Fall, 2019
- Administrator for ALLY accessibility tool; Information on this is included in the new Access for All workshop.
- Caption Hub administrator in Canvas – getting our videos compliant with captions via a reduced rate in SBCTC. To date we have captioned 134 (up from 92 videos at last report) for faculty.
A. EDUCATIONAL SUPPORT SERVICES

The Veterans Services office, in collaboration with Financial Aid, and Student Success counseling staff leveraged the winter quarter veterans’ luncheon to get student veterans enrolled for spring quarter. Our Disability Resource Services staff has worked with the statewide disability services council to improve student privacy in our student management system. Updates have been made to coding and access to this coding to promote more confidentiality and privacy.

B. ENROLLMENT & ENROLLMENT SERVICES

Spring quarter’s enrollment trend continues from winter, with general education enrollments up, while other categories continue to be down. The Enrollment Services office has welcomed a new staff member, Shanteal Valteau, who will be providing important support and service to the registration window. Staff are preparing for processing of graduation applications, which will be ramping up in the coming weeks.

C. FINANCIAL AID

New spring students who had complete files by March 1st were packaged on time for spring quarter. The office’s turnaround time is 2 – 4 weeks, which is outstanding. Coming into spring quarter, staff had to revise or cancel awards for students who were not attending full time. This was observed primarily with general education students. There was also an unusually high number of students who were packaged for spring quarter, but not registered. Staff are monitoring their status to complete awards for late enrollees.

D. CAMPUS SECURITY

Security is testing for the Alertus Mobile Application for emergency notification and have received positive feedback on how it’s working. IT is working with Security to create an email distribution list so the College can use Alertus to push emergency email communications. Once this is complete, the office will complete a system test and follow up with an emergency drill for spring quarter. Infrastructure work continues for installation of the new radio repeater.

E. STUDENT SUCCESS SERVICES

In cross-collaboration between our transfer faculty counselor and the Student Engagement office, new general education/transfer students were included in new student orientation for spring. The office is excited to continue building services around this student population, and especially as Guided Pathway work continues.

F. STUDENT PROGRAMS & ENGAGEMENT – See Student Leadership Report
Scholarships
Spring Quarter Scholarships – largest number and amount for a single quarter in Foundation history! The Scholarship Committee met on Feb. 22nd and awarded 101 scholarships representing 33 RTC programs and over $73,100 in support. It would have been higher, but there were scholarships with too few applicants or only one. Two new committee members have joined – one faculty member and a community leader, and an RTC alumnus has expressed a desire to serve. The committee has discussed making changes to the application process to prevent students from accidentally disqualifying themselves.

Swedish Medical Center – plans to renew their scholarship support. Carrie will meet with Sherry Williams, Regional Director for Community Health in early April to discuss the scholarship renewal.

Ric Deputy MART Scholarship – A surprise $3,000 gift from Judd & Black Appliances from the Student Success Breakfast has renewed the Ric Deputy Memorial scholarship which was named for the RTC former instructor. Additional funds have also come into this scholarship and will be dispersed for fall quarter in Ric’s name.

Chaine des Rotisseurs Seattle Chapter – announced their desire to create a locally supported scholarship at RTC and eventually setup an endowment.

Events
The March 15th Student Success Breakfast to-date has brought in just under $102,000.00. Overall, we maintained the 2018 fundraising levels. The average donation went up and gift mode split between $200 and $500, even though the number of donors, 117 (- 30%), and actual attendees, 258 (- 14%), went down.

Interesting note. We had 320 people registered two days before the breakfast. Postponing the event and having it on a Friday, are important questions for discussion. We’ve kept our expenses at 11% which is an excellent number. The goal is always to keep expenses as a percentage of revenue at 15% or less.

Development
PEMCO CEO Stan McNaughton, Harris Clarke, VP Operations and Paul Barry, VP Claims joined President McCarthy, Warren Takata, automotive faculty member and board president Stan Kawamoto for a tour of the automotive complex. The skills gap and technician shortage is impacting insurance rates.

Ross Wolf, president of the American Financial Education Alliance met with the Finance Committee to discuss his role in launching the Foundation’s Legacy Campaign. Ross will be presenting to the Board at the April board meeting as part of Stage I of the campaign.

Phillip Bing from Unico Properties, who is also an alumnus, presented in the Commercial Building Engineering programs. Unico sponsors a scholarship for CBE and increased the amount to $1,500 per student, per quarter.

RealNetworks invited the RTC Foundation to submit a $10,000 grant request to support diversity in the computer science program. Carrie has worked with LRCC interim director and computer science faculty to draft a proposal in support of the CHIPS program. Contractor Bell Fundraising is preparing a $40,000 equipment request for the PACCAR Foundation for RTC’s mechatronics program.
AGENDA ITEM: 4. ACTION ITEMS

SUBJECT:

BACKGROUND:

The college received a request for a dismissal review hearing. The Board will take action as required under the Administrative Review Act.

RECOMMENDATION:

None.
AGENDA ITEM:  5. DISCUSSION/REPORTS

X Information

SUBJECT:

BACKGROUND:

A. Guided Pathways

Guided Pathway Coordinators, Camille Pomeroy, and Laura Knight will provide an overview of what Guided Pathways is, an introduction to the frameworks and pillar planning, and an overview of the events and activities that took place during winter quarter 2019.

B. President

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

RECOMMENDATION:

None.
AGENDA ITEM:  5. DISCUSSION/REPORTS

SUBJECT:  ADMINISTRATION/FINANCE

BACKGROUND

C. Monthly Finance Report

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

RECOMMENDATION:

None.
<table>
<thead>
<tr>
<th>Description</th>
<th>February 2019 - Actual</th>
<th>Year to Date - February 2019 - Actual</th>
<th>Year to Date - February 2019 - Budgeted</th>
<th>Budget Variance - Favorable (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Cash Balance</td>
<td>$6,810,289</td>
<td>$4,212,016</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Add - Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees - Funds 060 148 149 561</td>
<td>$350,024</td>
<td>$7,227,165</td>
<td>$6,333,333</td>
<td>$893,832</td>
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<tr>
<td>Grants and Contracts</td>
<td>$258,854</td>
<td>$1,915,575</td>
<td>$1,761,145</td>
<td>$154,430</td>
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<tr>
<td>Student Government</td>
<td>$35,865</td>
<td>$502,757</td>
<td>$378,895</td>
<td>$123,862</td>
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<tr>
<td>Bookstore</td>
<td>$(536)</td>
<td>$267,987</td>
<td>$538,084</td>
<td>$(270,097)</td>
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<tr>
<td>Security/Parking</td>
<td>$25,966</td>
<td>$426,338</td>
<td>4,000</td>
<td>$422,338</td>
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<tr>
<td>Culinary Arts - Food Services</td>
<td>$63,239</td>
<td>$889,408</td>
<td>$845,711</td>
<td>$43,697</td>
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<tr>
<td>Interest Income</td>
<td>$14,719</td>
<td>$52,358</td>
<td>-</td>
<td>$52,358</td>
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<tr>
<td>Rental Income - Excluding Catering</td>
<td>$12,835</td>
<td>$115,701</td>
<td>-</td>
<td>$115,701</td>
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<tr>
<td>Scholarship and Student Loan Funds Received</td>
<td>$133,237</td>
<td>$5,466,570</td>
<td>-</td>
<td>$5,466,570</td>
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<tr>
<td>Budgeted From Fund Balance/Reserves</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Operating Revenues</strong></td>
<td>$894,204</td>
<td>$16,863,860</td>
<td>$9,861,169</td>
<td>$7,002,691</td>
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<tr>
<td><strong>Add - State Allocation - Payroll &amp; Benefits</strong></td>
<td>$1,965,356</td>
<td>$14,910,597</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>State Allocation - VPA Expenses</td>
<td>$(13,517)</td>
<td>$626,617</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Allocation</td>
<td>$26,839</td>
<td>$1,644,156</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total State Funding (1)</strong></td>
<td>$1,978,679</td>
<td>$17,181,370</td>
<td>$13,632,272</td>
<td>$3,549,098</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$2,872,883</td>
<td>$34,045,230</td>
<td>$23,493,441</td>
<td>$10,551,789</td>
</tr>
<tr>
<td><strong>Less - Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries - A</td>
<td>$1,756,673</td>
<td>$13,272,531</td>
<td>$13,616,699</td>
<td>$344,168</td>
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<tr>
<td>Benefits - B</td>
<td>$578,018</td>
<td>$4,592,177</td>
<td>$4,601,896</td>
<td>$9,719</td>
</tr>
<tr>
<td>Goods and Other Services - E</td>
<td>$407,589</td>
<td>$5,023,700</td>
<td>$4,288,123</td>
<td>$(735,577)</td>
</tr>
<tr>
<td>Cost of Goods Sold - F</td>
<td>$28,811</td>
<td>$329,964</td>
<td>$543,333</td>
<td>$213,369</td>
</tr>
<tr>
<td>Travel - G</td>
<td>$12,795</td>
<td>$150,670</td>
<td>$160,487</td>
<td>$9,816</td>
</tr>
<tr>
<td>Equipment - J</td>
<td>$2,492</td>
<td>$275,857</td>
<td>$204,133</td>
<td>$(71,724)</td>
</tr>
<tr>
<td>Computer Equipment - K</td>
<td>-</td>
<td>$156,303</td>
<td>$1,333</td>
<td>$(154,970)</td>
</tr>
<tr>
<td>Financial Aid - N</td>
<td>$264,401</td>
<td>$6,614,924</td>
<td>-</td>
<td>$(6,614,924)</td>
</tr>
<tr>
<td>Debt Service Payment - P</td>
<td>-</td>
<td>$55,825</td>
<td>$150,000</td>
<td>$94,175</td>
</tr>
<tr>
<td>Bad Debt - W</td>
<td>$(26)</td>
<td>$7,095</td>
<td>-</td>
<td>$(7,095)</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$3,050,753</td>
<td>$30,479,046</td>
<td>$23,566,004</td>
<td>$(6,913,042)</td>
</tr>
<tr>
<td><strong>Net Operating Surplus (Deficit)</strong></td>
<td>$(177,870)</td>
<td>$3,566,184</td>
<td>$(72,563)</td>
<td>$(3,638,747)</td>
</tr>
<tr>
<td><strong>Other Sources (Applications) of Cash:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in Petty Cash; Accts. Receivable &amp; Accts. Payable; Inventory</td>
<td>$191,219</td>
<td>$(466,405)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease/ Increase in Investments &amp; Bond Amortization</td>
<td>$(4,128)</td>
<td>$(32,462)</td>
<td></td>
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</tr>
<tr>
<td>Payment of Bldg. &amp; Innovation Fee to State</td>
<td>$(238,334)</td>
<td>$(698,155)</td>
<td></td>
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</tr>
<tr>
<td>Land Purchase</td>
<td>-</td>
<td>$7,095</td>
<td>-</td>
<td>$(7,095)</td>
</tr>
<tr>
<td><strong>Total Other Sources (Applications) of Cash:</strong></td>
<td>$(51,242)</td>
<td>$(1,197,023)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Cash Balance</strong></td>
<td>$6,581,177</td>
<td>$6,581,177</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Add College Reserves:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Government Investment Pool (LGIP)</td>
<td>$959,615</td>
<td>$959,615</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Bonds held in trust by US Bank</td>
<td>$2,198,969</td>
<td>$2,198,969</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td>$3,158,584</td>
<td>$3,158,584</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash and College Reserves</strong></td>
<td>$9,739,761</td>
<td>$9,739,761</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actual %</th>
<th>Actual</th>
<th>Budgeted</th>
<th>Budget vs Actual %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Current State Allocation</td>
<td>100.0%</td>
<td>$19,545,134</td>
<td>$19,671,049</td>
</tr>
<tr>
<td>Allocation Used - Year to Date</td>
<td>79.5%</td>
<td>$15,537,215</td>
<td>$13,114,033</td>
</tr>
<tr>
<td>Remaining State Allocation</td>
<td>20.5%</td>
<td>$4,007,919</td>
<td>$6,557,016</td>
</tr>
</tbody>
</table>

(1) YTD spending should match budgeted - if greater than budgeted then spending too fast
## FY1819 OPERATING FUNDS VARIANCE REPORT

### February Month-End

#### By Fund

<table>
<thead>
<tr>
<th>State Allocation</th>
<th>BDGT</th>
<th>EXP</th>
<th>REV (Alloc)</th>
<th>% of Bdgt Exp</th>
<th>% of Rev Exp</th>
<th>% of Bdgt Rev</th>
</tr>
</thead>
<tbody>
<tr>
<td>101, P50, 3E0, BD1, BG1, BK1, CE1, 123</td>
<td>$23,677,902.00</td>
<td>$15,532,279.97</td>
<td>$19,527,189.00</td>
<td>65.60%</td>
<td>79.54%</td>
<td>82.47%</td>
</tr>
<tr>
<td>Local Fees</td>
<td>$806,635.00</td>
<td>$657,403.89</td>
<td>$2,169,029.27</td>
<td>81.50%</td>
<td>30.31%</td>
<td>268.90%</td>
</tr>
<tr>
<td>Local Tuition</td>
<td>$6,696,162.00</td>
<td>$3,340,869.66</td>
<td>$4,425,213.33</td>
<td>49.89%</td>
<td>75.50%</td>
<td>66.09%</td>
</tr>
<tr>
<td>Running Start</td>
<td>$202,520.00</td>
<td>$86,363.92</td>
<td>$292,699.07</td>
<td>42.64%</td>
<td>29.51%</td>
<td>144.53%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$31,383,219.00</td>
<td>$19,616,917.44</td>
<td>$26,414,130.67</td>
<td>62.51%</td>
<td>74.27%</td>
<td>84.17%</td>
</tr>
</tbody>
</table>

#### By Obj, All Funds Combined

<table>
<thead>
<tr>
<th>Item</th>
<th>BDGT</th>
<th>EXP</th>
<th>EXP/BDGT</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>$18,355,586.00</td>
<td>$11,634,731.64</td>
<td>63.39%</td>
<td>* Per allocation #3</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$6,141,751.00</td>
<td>$4,074,642.84</td>
<td>66.34%</td>
<td>** Includes entire state allocation amount.</td>
</tr>
<tr>
<td>PERSONAL SERVICES CONTRACTS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>GOODS &amp; SERVICES</td>
<td>$6,065,799.00</td>
<td>$2,809,675.31</td>
<td>46.32%</td>
<td></td>
</tr>
<tr>
<td>COST OF GOODS SOLD</td>
<td>$65,000.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>TRAVEL</td>
<td>$166,291.00</td>
<td>$83,486.00</td>
<td>50.20%</td>
<td></td>
</tr>
<tr>
<td>CAPITAL OUTLAYS &amp; SOFTWARE</td>
<td>$438,792.00</td>
<td>$387,556.99</td>
<td>88.32%</td>
<td></td>
</tr>
<tr>
<td>GRANTS BENEFITS &amp; CLIENT SVCS</td>
<td>$0.00</td>
<td>$31,648.32</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE</td>
<td>$150,000.00</td>
<td>$55,825.00</td>
<td>37.22%</td>
<td></td>
</tr>
<tr>
<td>INTERAGENCY REIMBURSEMENTS</td>
<td>Revenue Bdgt</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>INTRAAGENCY REIMBURSEMENTS</td>
<td>Revenue Bdgt</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>DEPRECIATION, AMORTIZATION, BAD DEBT</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$31,383,219.00</td>
<td>$19,616,917.44</td>
<td>62.51%</td>
<td></td>
</tr>
</tbody>
</table>
## FY 1819 OPERATING P&L REPORT

February Month-End

<table>
<thead>
<tr>
<th></th>
<th>STATE</th>
<th>LOCAL FEES</th>
<th>LOCAL TUITION</th>
<th>RUNNING START</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YTD REVENUE</strong></td>
<td>101 $19,527,189.00</td>
<td>148 $2,169,029.27</td>
<td>149 $4,425,213.33</td>
<td>145 $292,699.07</td>
<td>TOTAL $26,414,130.67</td>
</tr>
<tr>
<td><strong>YTD EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages A</td>
<td>$11,108,139.01</td>
<td>$200,875.59</td>
<td>$261,538.64</td>
<td>$64,178.40</td>
<td>$11,570,553.24</td>
</tr>
<tr>
<td>Benefits B</td>
<td>$3,619,432.50</td>
<td>$56,594.80</td>
<td>$380,232.93</td>
<td>$18,382.61</td>
<td>$4,056,260.23</td>
</tr>
<tr>
<td>Personal Services C</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Goods &amp; Services E</td>
<td>$111,499.27</td>
<td>$226,266.06</td>
<td>$2,469,105.04</td>
<td>$2,804.94</td>
<td>$2,806,870.37</td>
</tr>
<tr>
<td>Cost of Goods Sold F</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel G</td>
<td>$19,158.89</td>
<td>$2,041.99</td>
<td>$61,287.15</td>
<td>$997.97</td>
<td>$82,488.03</td>
</tr>
<tr>
<td>Capital Outlays J</td>
<td>$134,698.96</td>
<td>$48,775.85</td>
<td>$49,766.76</td>
<td>$0.00</td>
<td>$233,241.57</td>
</tr>
<tr>
<td>Software K</td>
<td>$0.00</td>
<td>$91,201.28</td>
<td>$63,114.14</td>
<td>$0.00</td>
<td>$154,315.42</td>
</tr>
<tr>
<td>Grants Benefits N</td>
<td>$0.00</td>
<td>$31,648.32</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$31,648.32</td>
</tr>
<tr>
<td>Debt Services P</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$55,825.00</td>
<td>$0.00</td>
<td>$55,825.00</td>
</tr>
<tr>
<td>Interagency Reimburse S</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Intraagency Reimburse T</td>
<td>$539,351.34</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$539,351.34</td>
</tr>
<tr>
<td>Depreciation, Amortization, Bad Debt W</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$19,616,917.44</td>
</tr>
<tr>
<td><strong>NET OPERATING RESOURCES</strong></td>
<td>$3,994,909.03</td>
<td>$1,511,625.38</td>
<td>$1,084,343.67</td>
<td>$206,335.15</td>
<td>$6,797,213.23</td>
</tr>
</tbody>
</table>
### 149 Tuition Revenue Running Totals (February Month-End)

<table>
<thead>
<tr>
<th>Year</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>$354.7K</td>
<td>$1.02M</td>
<td>$1.48M</td>
<td>$2.18M</td>
<td>$2.62M</td>
<td>$3.27M</td>
<td>$4.23M</td>
<td>$4.43M</td>
<td>$4.43M</td>
<td>$4.43M</td>
<td>$4.43M</td>
<td>$4.43M</td>
</tr>
<tr>
<td>2017</td>
<td>$305.5K</td>
<td>$968.8K</td>
<td>$1.44M</td>
<td>$2.46M</td>
<td>$2.79M</td>
<td>$3.35M</td>
<td>$4.40M</td>
<td>$4.59M</td>
<td>$5.54M</td>
<td>$6.53M</td>
<td>$6.68M</td>
<td>$7.08M</td>
</tr>
<tr>
<td>2018</td>
<td>$247.8K</td>
<td>$805.4K</td>
<td>$1.52M</td>
<td>$2.25M</td>
<td>$2.54M</td>
<td>$3.00M</td>
<td>$3.47M</td>
<td>$4.11M</td>
<td>$5.10M</td>
<td>$5.93M</td>
<td>$6.44M</td>
<td>$7.22M</td>
</tr>
<tr>
<td>2019</td>
<td>$298.2K</td>
<td>$759.0K</td>
<td>$1.44M</td>
<td>$2.30M</td>
<td>$2.46M</td>
<td>$3.02M</td>
<td>$3.86M</td>
<td>$4.43M</td>
<td>$5.07M</td>
<td>$5.89M</td>
<td>$6.19M</td>
<td>$7.64M</td>
</tr>
</tbody>
</table>

### Diagram

The diagram above illustrates the tuition revenue running totals from January to June for the years 2016 to 2019. The data shows a consistent increase in revenue over the months, with notable peaks in June of each year.
<table>
<thead>
<tr>
<th>Year</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>1516</td>
<td>$0.0K</td>
<td>$146.9K</td>
<td>$284.3K</td>
<td>$460.8K</td>
<td>$616.9K</td>
<td>$707.5K</td>
<td>$807.7K</td>
<td>$933.0K</td>
<td>$1.30M</td>
<td>$1.53M</td>
<td>$1.73M</td>
<td>$2.04M</td>
</tr>
<tr>
<td>1617</td>
<td>$128.6K</td>
<td>$311.6K</td>
<td>$486.0K</td>
<td>$755.4K</td>
<td>$885.4K</td>
<td>$1.07M</td>
<td>$1.36M</td>
<td>$1.47M</td>
<td>$1.70M</td>
<td>$2.00M</td>
<td>$2.13M</td>
<td>$2.24M</td>
</tr>
<tr>
<td>1718</td>
<td>$144.9K</td>
<td>$284.3K</td>
<td>$460.8K</td>
<td>$616.9K</td>
<td>$707.5K</td>
<td>$840.6K</td>
<td>$954.3K</td>
<td>$1.03M</td>
<td>$1.29M</td>
<td>$1.48M</td>
<td>$1.09M</td>
<td>$1.16M</td>
</tr>
<tr>
<td>1819</td>
<td>$146.9K</td>
<td>$316.7K</td>
<td>$478.3K</td>
<td>$807.7K</td>
<td>$933.0K</td>
<td>$1.16M</td>
<td>$1.34M</td>
<td>$1.57M</td>
<td>$1.86M</td>
<td>$2.16M</td>
<td>$2.29M</td>
<td>$2.35M</td>
</tr>
</tbody>
</table>

**148 Local Fee Revenue Running Totals (February Month-End)**
AGENDA ITEM: 6. BOARD OF TRUSTEES

BACKGROUND

A. Board Liaison Reports
   1. RTC Foundation – Trustee Page will report out.
   2. RTC Advisory Board – Trustee Takamura will report out.

RECOMMENDATION:

None.
AGENDA ITEM: 7. MEETINGS

SUBJECT:

BACKGROUND:

The next regularly scheduled meeting of the Board of Trustees will be May 15, 2019.

RECOMMENDATION:

None.
AGENDA ITEM: 8. EXECUTIVE SESSION

SUBJECT:

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.
AGENDA ITEM: 9. EXECUTIVE SESSION

SUBJECT: A. Action

BACKGROUND:

RECOMMENDATION:

None.
AGENDA ITEM: 10. ADJOURNMENT

SUBJECT:

BACKGROUND:

RECOMMENDATION:

Motion required.