

<u>Agenda Item/Subject</u>	<u>Information/Action/Presenter</u>
1. CALL TO ORDER	
A. Notation of Quorum	
B. Flag Salute	
2. ADOPTION OF MINUTES	Action
A. October 16, 2019 Regular Meeting	
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 ITEMS	Action
5. DISCUSSION/REPORTS	Information
A. Computer Science Presentation	Dr. McIrvine
B. Outreach Services Presentation	Director Covington
C. President	Dr. McCarthy
Goals: Collaborative Relationships Equity Finance & Growth Accreditation	
D. Administration/Finance	Vice President Rodriguez
1) Monthly Finance Report	
6. BOARD OF TRUSTEES	
A. Tenure Portfolios	Dr. Delaney
B. Additional Executive Session Date – March Tenure	
C. ACCT Conference Report Out and Presentation	Trustee Palmer
D. ACT/LAC Conference Report Out	
E. Board Mid-Year Retreat Discussion	
F. RTC Liaison Reports	Information
1) RTC Advisory Council	
2) RTC Foundation	
7. MEETINGS	Information
A. December 11, 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

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

Action

EVENT REMINDERS

- Celebrity Chef Dinner & Auction | January 28, 2020 | RTC Demonstration Kitchen
- ACT Winter Legislative Conference | February 17-18, 2020 | Olympia Hotel RL
- Student Success Breakfast | March 6, 2020 | RTC Cafeteria
- Scholar and Donor Reception | May 7, 2020 | RTC Library
- RTC Career Fair | May 13, 2020 | Renton Technical College | 3 to 6:00 p.m.
- RTC Commencement | June 24, 2020 | ShoWare Center, Kent, WA | 6:30 PM

2019-2020 BOARD GOALS

Equity Lens · Board Orientation · Campus Awareness

Renton Technical College
Board of Trustees Meeting
November 13, 2019

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 13, 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 October 16, 2019 regular meeting are attached for approval by the Board of Trustees.

RECOMMENDATION:

Approval as presented.



Board of Trustees – Regular Board Meeting
Roberts Campus Center, Board Room I-202

October 16, 2019
3:00 p.m.

MEETING MINUTES

1. CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Board Chair Frieda Takamura. A notation of quorum was made, and Trustee Page led the flag salute. Trustees Palmer and Unti were absent from the meeting.

2. ADOPTION OF MINUTES

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

September 18, 2019 - Regular Meeting/Board Retreat

Trustee Page introduced a motion to approve the meeting minutes for the regular meeting/Board retreat held on September 18, 2019 as presented. Trustee Entenman seconded, and the motion carried.

3. COMMUNICATIONS

- A. General Information/Introductions** Dr. McCarthy introduced Dr. Yasmin Ali as our new Dean of Nursing. Dr. Ali has come through faculty into this role. She has the long-term interest of the students and the program, and we are pleased to welcome her to this position.
- B. Correspondence** Correspondence was shared electronically with the Board prior to the meeting.
- C. Public Comments from the Audience** There were no public comments shared.
- D. Student Leadership** Director Supinski noted that written reports will be shared beginning next month. Student leaders introduced themselves: Connor Moore, Computer Science B.A.S., Ty Young, Medical Assistant, Margarita Esquivias, Medical Assistant, Meylin Marquez, Medical Assistant, Anna White Computer Networking, B.A.S., Isiah King, Accounting, Cheryl Lowe, Pharmacy Tech, and El Kearney, Contemporary Business Administration. Board Chair Takamura informed the students that they are welcome at every meeting. Dr. McCarthy thanked Anna White for being the time keeper at the Mayoral Forum. The turnout was great.
- E. Renton Federation of Teachers** RFT President Sheila May-Farley is happy to report that things are really going smoothly. RTC hosted a dinner for Advisory Committees members earlier this week. It was a nice event. Huge Kudos to Ty Somerville in the LRCC. He has been well received, and also relieves faculty tensions as they know students are in good hands. We have five new FT faculty this quarter.
- F. Written Communication Reports** There were no comments or questions about the written reports.

4. ACTION

A. ACT Transforming Lives – Student Award Selection

Five student applications were sent to the Board for consideration for the ACT Transforming Lives Scholarship. Trustees Palmer and Unti reviewed and submitted for Board consideration, essay number five (5) for consideration.

Trustee Page introduced a motion to advance essay number five (5) from the five applications received onto the ACT Transforming Lives committee for competing at the state level, for the Transforming Lives Scholarship. Trustee Entenman seconded and the motion carried. Application Essay number five (5) is from Alan Abdullah.

B. 2019 SBCTC System Vision Statement

Dr. McCarthy explained that the State Board is a nine (9) member Governor-appointed Board for the system. The Board members, and a system-wide Equity Vision Work Group developed this new vision statement. It has been voted on and is now an approved statement. This will be a topic of discussion at ACT Fall Conference. For the record, Dr. McCarthy read the vision statement. ***“Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.”*** This speaks to removing institutional barriers. It recognizes that our colleges transform lives. Dr. McCarthy believes that it is the students who are the subjects and it’s the students who transform their lives with our assistance. Trustee Takamura noted that it is our responsibility as an institution and rather than use the term Achievement Gap to discuss discrepancies in individual success, we are using Opportunity Gap to emphasize the broader systemic barriers to success. Trustee Page noted that students are part of the college, and we transform lives collectively. He is cautious about the reason we are capable of these endeavors; this is what we bring to the entire process. Trustee Entenman noted that these are wonderful statements, and knows we have wonderful leaders and instructors. One of the largest obstacles to institutional racism, she stated, is our educational system. It is important to have this goal, but if everyone doesn’t also have the same mission it will be impossible to achieve. We need to spread this mission across the system. We also need to understand that we need to change our educational system. As she looks at education policy Trustee Entenman sees very large obstacles to that. Dr. McCarthy added that our charge is to affect those we cross paths with. These statements are politically charged, and seen differently across the state.

Trustee Entenman introduced a motion to affirm the 2019 SBCTC System Vision Statement by the RTC Board of Trustees. Trustee Page seconded, and the motion carried.

5. DISCUSSION/REPORTS

A. Program Area of Study Presentation: Business Management

Dean Sarah Wakefield presented the Business Management area of study. Accounting Instructor John Newcome spoke about the Accounting program. This is a day program on campus. There was discussions about Direct Transfer Agreements (DTA’s) and how they work. He added that he has offered a free income tax service (in partnership with the IRS) to the community on campus for sixteen (16) years. Clients are mostly from the community. Construction Management is an

evening program. Instructor Jeff Pulliam was unable to attend. This program offers multiple (quarterly) entry points for students. Contemporary Business Instructor Steven McKinnon spoke about the program, which is also an evening program, running at 56 total students this quarter. Re-Entry Manager/DOC, Gerald Bradford shared kudos for Mr. McKinnon for assisting a student and providing resource support to that student. He works to be a positive role model and assist students, in a non-traditional way. Legal Assistant Instructor Corrine Hawkins was unavailable for the meeting, as this is also an evening program. This program offers multiple entry points, fall, winter or spring. Job placement is at eighty (80) percent upon graduation. Office Assistant Instructor Mitzi Philpott was not present. This class provides foundational training in math, writing and computer use, preparing students for other programs.

B. Veterans Services Presentation

Mr. Wade Parrott, Manager Veterans Services shared information from the Veterans Services area of the college. In his short tenure at the college he has seen four veteran students graduate. The Veteran's Services office is a unit of two. There is great collaboration between Enrollment Services and Veterans Services. Mr. Parrott also supervises and manages work study students, and provides opportunity for professional development. He is the coordinator for outreach events and the Veterans Day ceremony, which will be held on November 13 this year. Quarterly veteran lunches are held to help students understand upcoming deadlines. Attention to financial aid deadlines are a priority. Staff member Margo Izutzu assists in certifying VA benefits. King County Veterans have been an instrumental partner. Mr. Parrott recently attended a suicide prevention workshop, and hopes to have the speaker come to campus. They look to have on-campus workshops to provide best-practices when working with veterans, and how assist veterans find better ways to approach experiences and de-escalation strategies. Many don't know where to begin. Our veteran students are primarily males. Females are primarily spouses or children of vets. An intensive interview experience in the beginning takes away any surprises in the future. They also try pairing them with a student, another veteran if possible. Together they look at jobs, and what will make them successful in the job market. Veterans are encouraged to get to know their instructors. There are 147 veteran students enrolled at this time. Mr. Parrott has been invited to participate in discharge orientations at Joint Base Lewis McCord (JBLM). There has been a significant increase in the housing allowance (\$2,600) for King County, which benefits us for enrollment. About 20 to 25 new veterans enroll each quarter. Check-in times are set up for veteran students at the beginning, mid-quarter and before finals. All instructors at RTC are great at contacting Mr. Parrott if there are any concerns. Trustee Page noted that all things mentioned by Mr. Parrott cannot only benefit veterans, but all students generally. If our veteran population grows, we may be able to look at opportunities for Federal grants (TRIO).

C. President

Dr. McCarthy agreed that this has been a pleasant and great start to the year. When Dr. Ali was introduced, he neglected to say that we have also been hiring new nurses. RFT and the college worked well together to determine allocation of the new nursing funds. RFT leadership, Sheila May-Farley and Michele Lesmeister meet once or twice monthly with Dr. McCarthy and they also meet with Dr. Delaney. Our Fall Kick-off was held just after the September Board Retreat, which included a very active game of Bingo to meet new people, and collaborative Guided Pathways

(GP) work. As you may recall, Guided Pathways presented to the Board late last spring. This collaborative work continues. The Industry Connections dinner was held last night and was a great opportunity to honor our Advisory Board members. We look to continue this collaborative work within the community.

Equity – We have some new physical spaces on campus. A lactation room was created, with many thanks to our facilities team, and reflection space in the library. These are being well received. DEIC will start-up their meetings again next week. They will focus on revisiting the DEIC Strategic Plan, the make-up of council members, reengaging faculty participation, summer reading, and their goals. They further intend to revisit the BIRT (Bias Incident Response Team) draft.

Dr. Delaney and several deans attended a TILT (Transparency in Learning & Teaching) Conference at Everett Community College. This TILT project aims to improve higher education teaching and learning experiences for faculty and students through creating clear assignment descriptions and expectations. Dr. Delaney shared how we plan to use it on campus. Several studies show that students are more likely to complete and succeed with assignments that use the transparent assignment template, where faculty make small tweaks to clarify three areas: purpose, task, and criteria for success. The hope is that this will bubble up and trickle down. If this works for instruction, we see using it as we review policies, hoping this approach will be helpful. Board Chair Takamura asked Dr. Delaney to share the check-list with the Board.

Affinity groups are meeting. We have ten participants in the Faculty of Color Mentoring program. We have 19 participants attending the Annual Faculty and Staff of Color Conference at the end of October. Board Chair Takamura inquired if white faculty and staff were sensitive about the various affinity groups on campus. Dr. McCarthy noted that we are aware of varying opinions and that we look forward to further conversations.

Finance and Growth – We are rebranding the Strategic Enrollment Management (SEM) to Strategic Success Management (SSM). We observed the need to mix-up silos, and reimagine ways to better serve students, develop partnerships, and truly focus on the future. We look to present recommendations for a SSM plan by May 2020. We are meeting in large and small groups, in teams made up of different areas, and working on collaboration across campus. The idea is to give time for different work groups to sit with the problem for a while before we get creative about solutions. This will be helpful for our growth. Board Chair Takamura noted that it is nice to see people give props to others on campus. SSM people are working to figure out the better use of data. Together, the Business office, IR, Dean Jackson and cabinet are working to determine the crucial data points to help explain (transparency) and be illuminating. We will have a mid-year budget review that will include trends and projections. Example: there are good increases in prof-tech enrollment, yet FTE is down a bit. Several programs under scrutiny last year have seen great increases this year. We are getting younger students in classes (collaboration of outreach and retention). Nursing has been under review (currently only one cohort), so those numbers are down. Computer Science has had difficulty finding qualified instructors. We also reduced the number of credits in many programs to right-size them, as it is the ethical thing to do. This will also take some toll on FTE. We are down on revenue as well. We can reverse these things with some mid-year retention and a collaborative approach. Some of this is positive but some cause financial fragility. Our goal is to increase our reserves throughout this process. We would like a minimum of three (3) months expenditure throughout the year; ideally, \$9M would equal about

three months of reserves, and we would ultimately like to see an additional \$5M for cashflow.

Accreditation – We have a work group focusing on this. We worked with CIO Corigliano, and Webmaster and Online Services Administrator, Marzena Sasin for a SharePoint site. Dr. Delaney is working to become the Accreditation Liaison Officer (ALO) for the college. She will be networking with others across the state system. Instruction is the natural place for the ALO with the emphasis on student learning.

D. Administration/Finance

Vice President Rodriguez reported on the FY20 August Month-End Report. We started out the year with more cash in the bank than the previous year, and closed August with \$100,655 less in the bank than the previous August. This was due to later-than-usual student enrollments this year, and as a result, revenues started coming in a later. We received \$5,088,805 in operating revenues (including allocation, tuition, fees, Running Start, and enterprise accounts) and our operating expenditures totaled \$4,460,912 through the month of August, for a net \$627,892. An important consideration is that during July and August, the payroll expenditure is lower than it is through the rest of the fiscal year due to the timing of classes and faculty restarting for the Fall quarter.

6. BOARD OF TRUSTEES

A. Board of Trustees Scholarships

Board Chair Takamura shared a reminder to fellow Board members of the scholarship contributions for Transforming Lives, and Board Scholarships, and if not already done, please make their contributions.

B. RTC Liaison Reports

Advisory Council There was a small meeting (no quorum) prior to the Industry Connection dinner. There was discussion about industry trends. Ms. Suzanne Dale Estey will remain as Chair. Ms. Liz Nolan discussed partnerships with Valley Medical. More than one-third of the staff at a technical level were trained at RTC. We are not sure how Boeing issues will affect RTC. Some production decreases may be likely in Renton and increases at Everett, so many will be transferring. We are working with Mercedes Benz and Subaru on campus. We are also working with Honda for Auto body.

RTC Foundation Trustee Page noted that there is a new Financial Advisor: Badgley Phelps. There was a presentation on Fall scholarships, and we are on target to meet goals. There is always a questions of could we do more to raise money. The staff of two are tapped out. Executive Director Shaw is putting the heat on the Board for additional help. Some new members are fairly eager to help.

7. MEETINGS

- A. The next regular meeting of the Board of Trustees is scheduled on November 13, 2019. We will move meetings to the Culinaire Room, beginning with the December meeting.

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 Takamura to adjourn the Board of Trustees' meeting at 5:41pm. Motion carried.

FRIEDA TAKAMURA, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College

AGENDA ITEM: 3. 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.



Student Leadership

96% Attendance at Fall New Student Orientation

The week before Fall quarter began, 680 students attended New Student Orientations. Students met with their deans and instructors, received syllabi and book/supply lists, visited the RTC Bookstore, took a campus tour, and attended a one-hour student services presentation during lunch. They ended their day in the Learning Resource & Career Center, where student leaders helped them login to Canvas, RTC Student Email, RAVE Alert Campus Security and then they all smiled for their RTC Student IDs.

Student leaders supported every new student orientation, assisting with invitations, phone call reminders, signage, handouts, funding lunch, and leading tours.

Learning Resource & Career Center Continues to Serve More Students

The Learning Resource & Career Center (LRCC) continues to provide integral support services for students. Since the beginning of fall quarter, there have been **10,119 visits** to the LRCC recorded, which includes **2,385 unique students served**. Students are able to access tutoring services, support using computers, individual computer use, student ID card services, free computer repair services and software installation support, free printing, and group study space. Dedicated space and staffing for career services is now also in place.

The Calculator Loan Program has **doubled the number of available calculators for this academic year to 150!** Growing this collection was a partnership between ASG, math faculty, and a Perkins Mini-Grant.

The Laptop Loan Program will be in operation starting January 2020, with **28 laptops and 50 tablets available for students**. Most will be a quarter-long checkout, and a few will be reserved for a 72-hour checkout. Students will apply to the program and a committee will select the program participants. Priority will be given to students in online/hybrid programs. This program is funded through a grant from the RealNetworks Foundation, the RTC Foundation, and ASG. The CHIPS (Computer Help and Information Protection Services) student team working in the LRCC will provide support to the Laptop Loan Program participants.

Dedicated Space for Elijah's Pantry

Elijah's Pantry opened in the LRCC in Fall 2017, and continues to grow to address a very real need of food insecurity of RTC Students. The pantry provides healthy snacks, soups, and oatmeal for hungry students to eat during class times, and also provides non-perishable food items for students to take home to feed themselves and their families outside of class times.

As of early November, there have been more than 320 pantry visits. The pantry opened in a new space inside the LRCC, which was previously a small office. It now has a lockable door, shelves, and storage areas. A dedication ceremony for this space will take place in January 2020.

Thanksgiving Dinner for RTC Students, Faculty, and Staff

On Wednesday, November 27, ASG and the LRCC student leaders will co-host a free Thanksgiving-style dinner for the RTC campus community, in partnership with RTC Catering Services and a local vendor who will provide halal options. The event will be hosted in the LRCC as a time to share our gratitude for a warm meal, the opportunity for education, the beauty of human diversity, and the power of authentic connection with each other.

Recruiting for ASG Senate

The ASG Senate has begun their regular meetings for this academic year, and more than 25 ASG Senators have already been recruited to serve. The ASG Senate is the representative voice of the RTC Student Body and senators are responsible for representing student interests to the college administration. They facilitate the organization of a broad range of student committees that work to address issues and promote services that enhance the RTC student experience. Senate meetings are the 2nd and 4th Tuesdays of each month from 2:30pm – 3:45pm in C110, and ASG Senators are serving on RTC college-wide committees.

Business Office

The Business Office continues to work on financial statement preparation. We have begun preparing for the FY21 budget development process. We are sending out letters for compliance with the 1098T (tuition tax statement) process.

Food Services

The Catering department updated the Fall Catering menu with new menu items and updated pricing.

The Culinary Arts Holiday Buffet is scheduled for Dec. 6th in the Cafeteria. Pre-sale tickets and reservations are being taken starting on Nov. 1st by calling 425-235-2352 X 5730.

The rental agreement with King County Parks continues with additional room square footage completed. They requested additional rooms to include Annex 125, 113 and three offices for a 3-year lease agreement.

Facilities & Capital

Previous biennium minor capital repair projects – All projects for the previous biennium have been completed as of this date. Projects include:

- **Building J Roof Replacement** – Installation of a new metal standing-seam roof. Completed in December 2018. Repairs from the winter's storm and punch list items completed last month.
Update: Awaiting manufacturer's roof warranty before closing out.
- **South Campus Fire Alarm Upgrades** – Training has been received and are awaiting record drawings and other close-out documents.

Current capital unexpected repair funded (URF) projects:

- **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 has pledged to supply upgraded equipment at no charge and the college will have these installed to improve the performance of the wireless system. Installation to be funded under the state RMI Capital budget allocation. Parts have gone into production.
Update: Final shipment of parts have just arrived and pre-installation meeting with an electrical contractor being scheduled.
- **Building I Antennae Mount** – Cell phone repeater and associated antennae is being moved from Building J to Building I in order to improve connectivity. A building permit is required by City of Renton, including structural engineering calculations. An architect has been selected and is

submitting a fee proposal. Electrical permit issued and received. **Update:** Permit issued and contractor has completed the installation.

- **Stucco Repairs at Buildings H and J** – Completed except for an area which will be particularly disruptive to classes. That area will be done over winter break.
- **Lactation Room** – Completed and in use in building B (Allied Health).
- **Reflection Area** – Completed and in use in the Library area of the Technology Resource Center.

Minor capital program projects for current biennium (2019-2021) – Projects have been selected by the college and application to the state for funding has been submitted for the following projects to be constructed this biennium:

- Building A T.I.G. welding room expansion - (Summer 2019) – Land use application has been granted and submitting for building permits shortly.
- Multi-Cultural Center in building H - (Summer 2020)
- Building H 102, 103, 104 assembly rooms upgrades - (Summer 2020)
- Campus irrigation system repairs - (Summer 2020)

Minor capital repair projects for next biennium (2019-2021)

- Campus Center food service utility wall replacement – (Summer 2019) – Currently in construction with completion scheduled for September 20th. **Update:** Completed. Owner training received.
- Welding exhaust system replacement - (Summer 2020) – In planning
- 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 (2021-2023):

The Facilities Condition Survey was completed with the SBCTC chief architect. A list of candidate repair projects was compiled for submission and consideration for funding through the state capital funding process. Projects include a new Roof for the Annex, Stucco repairs to various campus buildings, and replacement of failed windows in C building.

Maintenance/Grounds/Custodial projects:

- Installation of 15 new ice-indicating signs throughout campus (ordered two additional signs for the annex)
- Installation of 6 new metal, locking cigarette butt cans
- Trimmed trees on Monroe street to a height of 10 feet to improve visibility

Maintenance/Grounds/Custodial staffing report - Maintenance, grounds, and custodial has two new hires and one open position.

New hires: Grounds Lead, Grounds Worker

Open positions: Facilities Specialist

Communications and Marketing and Institutional Research
Renton Technical College Board of Trustees
November 13, 2019

Marketing/Outreach

A marketing priority the past month was spreading the word about the RN Winter Cohort Application, including organic and paid social media campaigns and a targeted email. All leads generated by digital marketing in the past six months were sent to Nursing administrators for follow-up. Communications and Marketing created and sent an email to all those who had inquired. The response rate far exceeded expectations because it was sent to those who had already shown interest. More than half the recipients opened the email, and several submitted forms or called seeking more information.

Targeted campaigns to promote programs with Winter Quarter starts are scheduled to run from Nov. 6 through the end of the year. Priorities were set through collaboration between the Instruction group, Outreach, and Marketing.

October Social Media Highlights

- Total growth on all platforms was nearly 1%.
- Post reach on Facebook grew by 36% over the previous period.
- Page likes grew by 89% over the previous period.

News and Web

As part of our ongoing effort to tell stories of student success and raise the profile of the college, stories posted on the RTC website and shared include:

[Aspen again names RTC a Top 150 Community College](#)

[RTC thanks industry partners and advisory committees](#)

Publications

All recruiting brochures are being updated for publication later this fall.

Staff News

Executive Director Hedland Hansen was honored to accept three Medallion Awards on behalf of the Communications and Marketing Team at the District 7 Conference of the National Council for Marketing and Public Relations, including a gold award in the flyer category. Evyson Beasley assisted in the work. [Read more.](#)

Institutional Research

The Office of Institutional Research (IR) has continued its efforts in October to increase effectiveness and efficiency throughout the College by supporting programs, units, cabinet, and councils for their data informed decision making for student success.

- IR has completed the Institutional Characteristics Survey for IPEDS. This survey requires information about RTC programs, tuition, and student services. Results will be used by College Navigators, and external websites that provide information to potential students. In order to improve transparency, IR provided RTC stakeholders time to review non-technical surveys and submit the final survey successfully.
- IR administered the Real College Survey for the college. The survey is aimed at understanding college students' basic needs. RTC is one of the system colleges that participated in the survey. The Hope Center for College, Community, and Justice at Temple University will analyze the data and provide RTC an institution-level report in January 2020.
- IR updated 2018-19 demographics, 2018-19 enrollment by type, three-year completion rate, and persistence rate in the IR dashboards.
- IR provided faculty their assessment reflections/reports for improving their teaching and next annual assessment report. The reflections/reports were submitted by Qualtrics during faculty in-service and the report includes assessment faculty used and plan for using the learning outcomes assessment.



College Technology Services - Information Technology Report
Renton Technical College Board of Trustees
November 13, 2019

The Office of College Technology Services continues to provide secure, reliable, integrated and cost-effective technology solutions as we maintain and update our technology across campus. We are continually introducing new technologies and are creating standards and policies that are necessary to our success. We continue to build stronger relationships with all divisions and programs and are ensuring that each program and/or department is taking advantage of all of the services that we provide.

Focus over the last month has been placed on getting all new staff acclimated, and optimizing resources to prepare for the ctcLink ERP implementation at RTC.

INFRASTRUCTURE PROJECTS IN PROGRESS AND COMPLETED

- K20 upgraded our router to allow for increased internet speeds

TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS – No New Updates

COST SAVINGS INITIATIVES IN PROGRESS – No New Updates

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

PROJECTS IN PROCESS

- AIM – Disability Resources – Tracking System Replacement – on hold waiting for new DRS Director
- On Premise to Cloud Migration – File Services leveraging SharePoint, OneDrive, and Azure – Speaking with Consultants
- Adobe eSign – In Progress –Travel Documents, Purchasing Documents
- ctcLink – Statewide (ERP) – Project Timeline 2021 – All College Announcement – Initiation Phase
- Microsoft Office 2016 – Installation across campus – In progress – 95% complete
- Website Phase III – Drupal Platform Upgrade – Initiation Phase
- Intranet/SharePoint Site – Working on Structure – Soft Rollout of Sites
- Network Penetration Scan – Scan for Security Vulnerabilities – obtaining quotes from vendors
- Campus Hardware/Software and security standards - Ongoing
- PCI/FERPA/HIPAA Compliance – Ongoing
- Network cabling upgrades – Ongoing
- Develop an IT webpage for the RTC website – in progress
- SKYPE for Business Instant Messaging – Switching over to Microsoft Teams (Newer Technology)
- File Server – File Structure Rebuild – Planning in progress
- Administrative Domain Remediation – In progress
- NUAF – New User Authorization Form – Redesigning new form – Add Change Terminate (ACT) form
- Single Sign on – CANVAS – Active Directory Integration – Developing Communication Plan
- Server Room – Hardware Consolidation – Ongoing
- Accessibility Document Remediation and Education - ONGOING
- IT Written Policies – ON GOING
- Develop a catalog of services and Service Level Agreements
- Domain functional level upgrade – 2012
- Backup Infrastructure – Policy, Procedure, Offsite Backups
- Business Continuity / Disaster Recovery – Technology
- Wireless upgrades and remediation – Improve Coverage

- Partnering with LRCC for Laptop Loaner program for students – Creating internal structures/processes
- Darktrace Security – Demo in progress

UPCOMING PROJECTS

- IT Written Policies
- Develop a catalog of services and Service Level Agreements
- Domain functional level upgrade – 2012
- Disk Encryption – Laptops/Workstations
- Projector Replacements – ON HOLD – Pending funding
- Cafeteria Speaker Upgrade – ON HOLD – Pending Funding
- TV and Other Rental Equipment Upgrades – ON HOLD - Pending funding
- RFID (Radio Frequency Identification) – ON HOLD – Pending funding
- Digital Signage Phase III – Offsite Locations – ON HOLD – Pending Funding
- Auditorium Upgrades – ON HOLD – Pending funding
- Classroom Technology Standardization – ON HOLD – Pending funding
- VDI – Virtual Desktop cost reduction – Project plan development – On Hold

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

AFT	Effective Date	Position	Department
- Hires			
Leon Guerrero, Eric	10/21/2019	Grounds Worker	Facilities
Wilder, Jonathan	10/14/2019	Grounds Worker Lead	Facilities
-Separations			
De Maggio, Michael	10/29/2019	Facilities Specialist	Facilities
WFSE	Effective Date	Position	Department
- Hires			
Hawes, Brianne	10/16/2019	Library Paraprofessional	Library
-Separations			
Monerno-Romo, Ithzel	10/31/2019	Financial Aid Specialist	Financial Aid
Prof Tech	Effective Date	Position	Department
-Hires			
None			
-Separations			
None			
Exempt / Administrative	Effective Date	Position	Department
- Hires			
None			
-Separations			
Peschek, Shana	10/14/2019	Construction Center of Excellence Director	CCE
RFT	Effective Date	Position	Department
- Hires			
Keeton, Deann	10/28/2019	Part-time faculty	Dental Assistant
McKinney, Sherise	10/15/2019	Part-time faculty	LPN
Ngiam, Kee	10/25/2019	Part-time faculty	Mechatronics ACDC
Olson, Heidi	10/22/2019	Part-time faculty	College & Career Pathways
Stone, Patricia	10/28/2019	Part-time faculty	Massage Therapy
-Separations			

None

	Monthly Total Hires	% of Diverse Hires YTD
Full time	2	44%
Part time	6	13%

Instruction Report
Renton Technical College Board of Trustees
November 13, 2019

In this month's Video Board Report, you'll learn about the revitalization of our Nursing program and get an update on the recent successful State accreditation visit. You'll also get a chance to hear from a representative from NASA about a partnership with our Machining program, where students will make a part for the Space Station! You can see the November report and past reports [here](#).

RTC Foundation Report
Renton Technical College Board of Trustees
November 13, 2019

Emergency and Book & Equipment Grants

We are on track to award the highest number of Emergency and Book and Equipment grants (BES) for Fall quarter – 130 emergency and 30 BES grants. Foundation associate, Woods spends about 60% of her time doing student intake and tracking the grant disbursements during the early part of the quarter when student requests are highest. Students love her smiling face and warm presence!

2020 Winter and Spring Scholarship Cycle

The scholarship application cycle for winter and spring quarters has closed and we have 184 applicants! This is a 44% increase over the number of qualified Fall quarter applicants. This month the Scholarship Committee will start the review process and meet to make the awards. We have recently recruited two additional faculty members to serve on the committee. This is the first cycle combining two quarters of awards.

Development

Grants – This month decisions from PACCAR Foundation, CHI Foundation, and the State are expected. Combined grant totals represent \$160,000.00 and cover emergency grants, the campus food pantry, equipment for the mechatronics program, and healthcare scholarships.

Donations – Andy Rottler, President of Rottler Manufacturing, visited the Foundation to personally drop-off the annual \$10,000 his family provides for the Rottler Scholarship. He took an impromptu tour of the mechatronics program with Executive Dean, Jacob Jackson.

The Gene Haas Foundation awarded the RTCF \$10,000 to support scholarships in machining, manufacturing and engineering programs. Bravo to Batholomew Kimani, and newest faculty Foundation Board member, who secured the donation.

The family of Arnold Roduner, has renewed their annual scholarship donation after stopping in 2013. Mr. Roduner was a former Boeing Machinist who lived across the street from RTC and wanted to support students in machining, welding and aerospace training programs. He died in 2015 at age 95.

Events

Over 60 guests attended the Dedication Ceremony for the Andee Jorgensen Student Success Center. Many thanks to Trustee Kirby Unti for serving as the always-gracious emcee and to welding faculty Rick Geist and students for creating the artwork for the dedication display. The family of Rich Wagner, Andee's widower, expressed their deep appreciation for the event in Andee's honor. The Wagner family setup a memorial endowment for scholarships.

- **Tuesday, January 28** – SAVE the Date for the 2020 Celebrity Chef Dinner with NYC Chef Angie Mar owner of the famed Beatrice Inn in Manhattan. This year will include a larger meet & greet event to commemorate Chef Mar's new cookbook Butcher + Beast.

Operations

The Foundation is preparing for our annual independent audit and is in production for the 2018-19 Annual Report.



Student Services Report
Renton Technical College Board of Trustees
November 13, 2019

A. EDUCATIONAL SUPPORT SERVICES

Veterans Services hosted its annual Veterans Day ceremony this month. The department has also hired work-study to support administrative items and the annual unit goals for this academic year. We are welcoming the new Director of Disability and Testing Services, Jake Swanke, this month. Initial priorities, in addition to maintaining service to students, will be to continue implementation of the software platform purchased in the summer.

B. ENROLLMENT SERVICES

The Enrollment Services staff are in process of working through program waitlists to enroll new students for winter quarter. The office continues to process apprenticeship registrations for fall quarter, which has increased from the previous fall. The office is collaborating with the College and Career Pathways (CCP) division and the Business Office to streamline the registration of CCP students for winter quarter.

C. FINANCIAL AID

The director and assistant director attended the regional Washington Financial Aid Association as well as their quarterly statewide council meeting in the last month. They are bringing their learning back to the office in order to ensure that we are current in our application of state and federal policy. Both Rahel Weldu, Director of Financial Aid, and Vice President Student Services Jessica Gilmore English, are serving on a FAFSA/WASFA completion taskforce convened by SBCTC Executive Director Jan Yoshiwara, aligned to SBCTC and WSAC efforts. Washington State has amongst the lowest FAFSA completion rates in the country, despite having one of the best funded state entitlement programs taking effect next academic year. The taskforce will be looking at ways to increase capacity of staff to participate in FAFSA/WASFA completion outreach in our local communities.

D. CAMPUS SECURITY

The Health and Safety committee, with leadership from Campus Security Director Matt Vielbig, is starting an annual Daylight Savings Security Walk around campus with staff to see what improvements can be made to lighting and pathway visibility. The department has begun a process to replace their aging service vehicles. Additionally, new parking lot signage has been purchased to improve identification of the different lots as well as clearer messaging for staff/faculty lots. The signs will be installed this quarter.

E. STUDENT SUCCESS SERVICES

A number of staff from Student Services attended the annual Faculty and Staff of Color Conference. Outreach and Entry Services remains very busy during this quarter, facilitating numerous campus tours and visits. Marsha Dubuk, Student Success Specialist, was selected as the next Guided Pathways Project Co-Coordinator.

Renton Technical College
Board of Trustees Meeting
November 13, 2019

AGENDA ITEM: **4. ACTION ITEMS**

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

None.

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

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

A. Information Technology Area of Study Presentation

Led by Dr. Stefanie McIrvin, Associate Dean of Information Technology Studies, this presentation will provide the Board of Trustees with an overview of the programs within the IT Area of Study. In addition to the overview, the Board will have the opportunity to hear from program faculty, discover the new and innovative ways in which the IT department team is working together, and hear from students about their experiences. Various types of student projects will be highlighted and shared to create a fun and interactive presentation. Questions from the Board are encouraged and appreciated.

B. Outreach Services Presentation

The Outreach & Entry Services Team leads the campus-wide outreach efforts by connecting the community with the various opportunities at Renton Technical College (RTC). The Director of Outreach & Entry Services, Anthony Covington, will present an overview of the RTC's outreach efforts and new community partnerships including the on-campus collaborations between instruction, support services, and marketing.

C. President

President McCarthy will provide a report to the Board, subsequent to the October 16, 2019 Board meeting.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 13, 2019

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT: ADMINISTRATION/FINANCE

BOARD CONSIDERATION

X Information

Action

BACKGROUND

D. Monthly Finance Report

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

RECOMMENDATION:

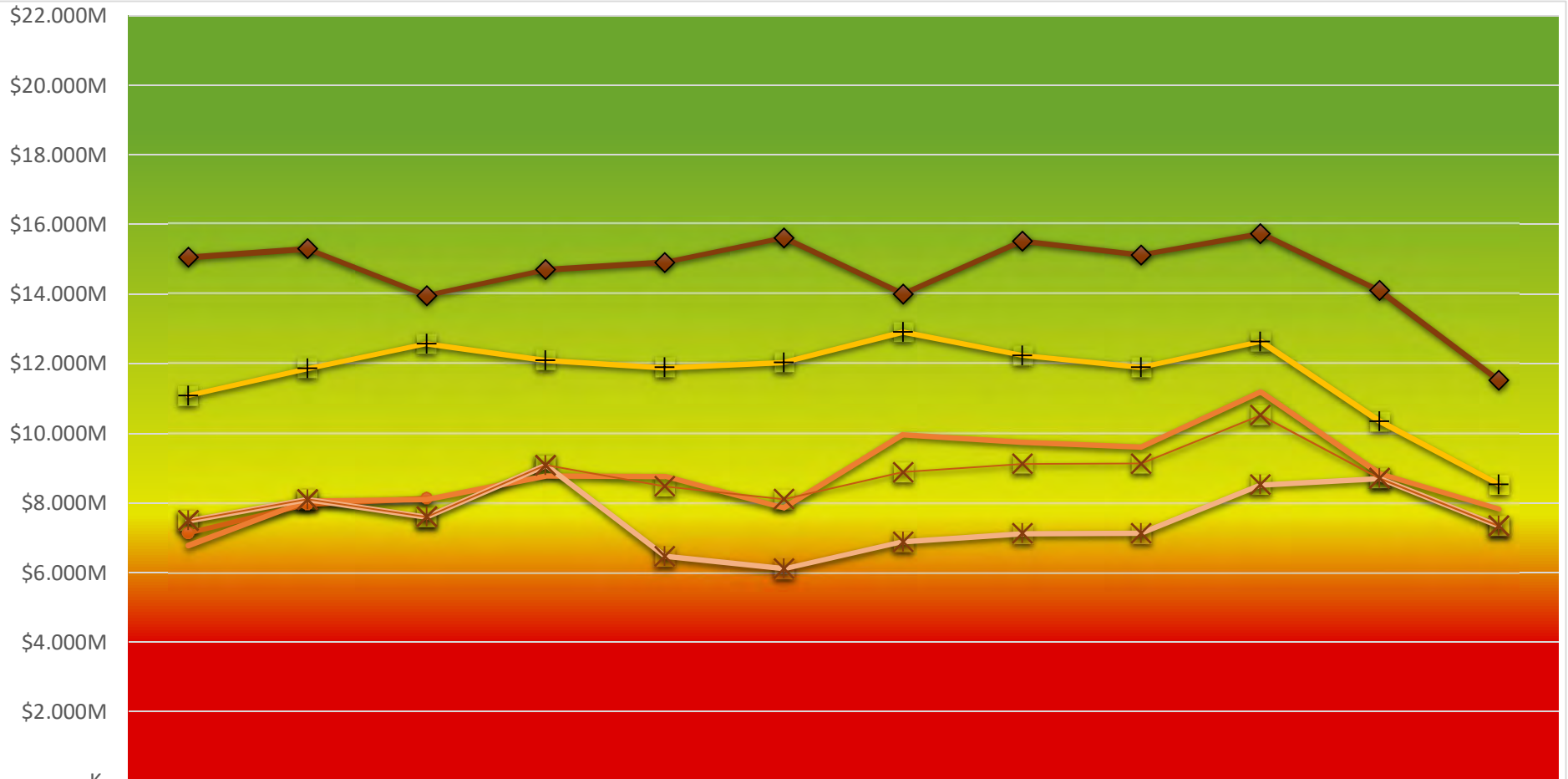
None.

RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2019-20
For the Month of September 2019

	September 2019 - Actual	Year to Date - September 2019 - Actual	Year to Date - September 2019 - Budgeted	Budget Variance - Favorable (Unfavorable)
Beginning Cash Balance	\$ 4,784,789	\$ 4,646,822		
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	\$ 1,323,624	\$ 2,797,139	\$ 2,443,882	\$ 353,257
Grants and Contracts	\$ 139,571	\$ 475,458	\$ 636,119	\$ (160,661)
Student Government	\$ 88,446	\$ 197,124	\$ 171,294	\$ 25,830
Bookstore	\$ 425	\$ 11,599	\$ -	\$ 11,599
Security/Parking	\$ 73,900	\$ 154,043	\$ 1,250	\$ 152,793
Culinary Arts - Food Services	\$ 197,652	\$ 372,333	\$ 342,814	\$ 29,520
Housing	\$ 11,880	\$ 11,880	\$ -	\$ 11,880
Interest Income	\$ 5,064	\$ 16,163	\$ -	\$ 16,163
Rental Income - Excluding Catering	\$ 16,692	\$ 56,202	\$ -	\$ 56,202
Scholarship and Student Loan Funds Received	\$ 888,376	\$ 1,676,966	\$ -	\$ 1,676,966
Net Operating Revenues	\$ 2,745,631	\$ 5,768,907	\$ 3,595,358	\$ 2,173,549
Add - State Allocation - Payroll & Benefits	\$ 1,841,366	\$ 4,984,164	\$ -	
State Allocation - VPA Expenses	\$ 39,503	\$ 253,852	\$ -	
Capital Allocation	\$ 42,552	\$ 43,542	\$ -	
Total State Funding (1)	\$ 1,923,421	\$ 5,281,558	\$ 5,685,229	\$ (403,671)
Total Revenues	\$ 4,669,052	\$ 11,050,465	\$ 9,280,587	\$ 1,769,878
Less - Expenses:				
Salaries - A	\$ 1,654,614	\$ 4,481,063	\$ 5,609,932	\$ 1,128,869
Benefits - B	\$ 557,016	\$ 1,563,633	\$ 1,846,008	\$ 282,375
Goods and Other Services- E	\$ 683,792	\$ 1,216,146	\$ 1,602,233	\$ 386,088
Cost of Goods Sold - F	\$ 19,312	\$ 92,185	\$ 78,750	\$ (13,435)
Travel - G	\$ 21,197	\$ 37,594	\$ 58,125	\$ 20,531
Equipment - J	\$ 9,340	\$ 103,876	\$ 72,175	\$ (31,701)
Computer Equipment - K	\$ 27,746	\$ 28,153	\$ 500	\$ (27,653)
Financial Aid - N	\$ 1,608,759	\$ 2,733,159	\$ 28,858	\$ (2,704,301)
Bad Debt - W	\$ (161)	\$ 1,751	\$ -	\$ (1,751)
Total Expenses	\$ 4,581,615	\$ 10,257,560	\$ 9,296,581	\$ (960,979)
Net Operating Surplus (Deficit)	\$ 87,437	\$ 792,905	\$ (15,994)	\$ 808,899
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	\$ 97,499	\$ (324,195)		
Decrease/ (Increase) in Investments & Bond Amortization	\$ (4,466)	\$ (13,812)		
Payment of Bldg. & Innovation Fee to State	\$ (17,499)	\$ (153,961)		
Total Other Sources (Applications) of Cash	\$ 75,535	\$ (491,967)		
Ending Cash Balance	\$ 4,947,760	\$ 4,947,760		
Add College Reserves:				
Local Government Investment Pool (LGIP)	\$ 973,384	\$ 973,384		
Investment Bonds held in trust by US Bank	\$ 2,204,386	\$ 2,204,386		
Total Reserves	\$ 3,177,770	\$ 3,177,770		
Total Cash and College Reserves	\$ 8,125,530	\$ 8,125,530		
	Actual %	Actual YTD	Budgeted YTD	Budgeted %
Total Current State Allocation	100.0%	\$ 22,573,350	\$ 22,417,016	100.0%
Allocation Used - Year to Date	23.2%	\$ 5,238,016	\$ 5,604,254	25.0%
Remaining State Allocation	76.8%	\$ 17,335,334	\$ 16,812,762	75.0%

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

RTC Month End Cash and Reserves Balances - FYR 1516 to 1920



K

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019-2020	\$7.135M	\$7.958M	\$8.126M									
2018-2019	\$6.772M	\$8.059M	\$8.096M	\$8.783M	\$8.768M	\$7.853M	\$9.965M	\$9.740M	\$9.611M	\$11.186M	\$8.833M	\$7.823M
2017-2018	\$7.490M	\$8.100M	\$7.599M	\$9.081M	\$6.473M	\$6.106M	\$6.887M	\$7.121M	\$7.129M	\$8.519M	\$8.708M	\$7.338M
2017-18 w COP	\$7.490M	\$8.100M	\$7.599M	\$9.081M	\$8.473M	\$8.106M	\$8.887M	\$9.121M	\$9.129M	\$10.519M	\$8.708M	\$7.338M
2016-2017	\$11.082M	\$11.857M	\$12.569M	\$12.093M	\$11.886M	\$12.037M	\$12.906M	\$12.231M	\$11.897M	\$12.636M	\$10.343M	\$8.531M
2015-2016	\$15.056M	\$15.298M	\$13.954M	\$14.700M	\$14.910M	\$15.611M	\$14.003M	\$15.524M	\$15.126M	\$15.739M	\$14.102M	\$11.526M

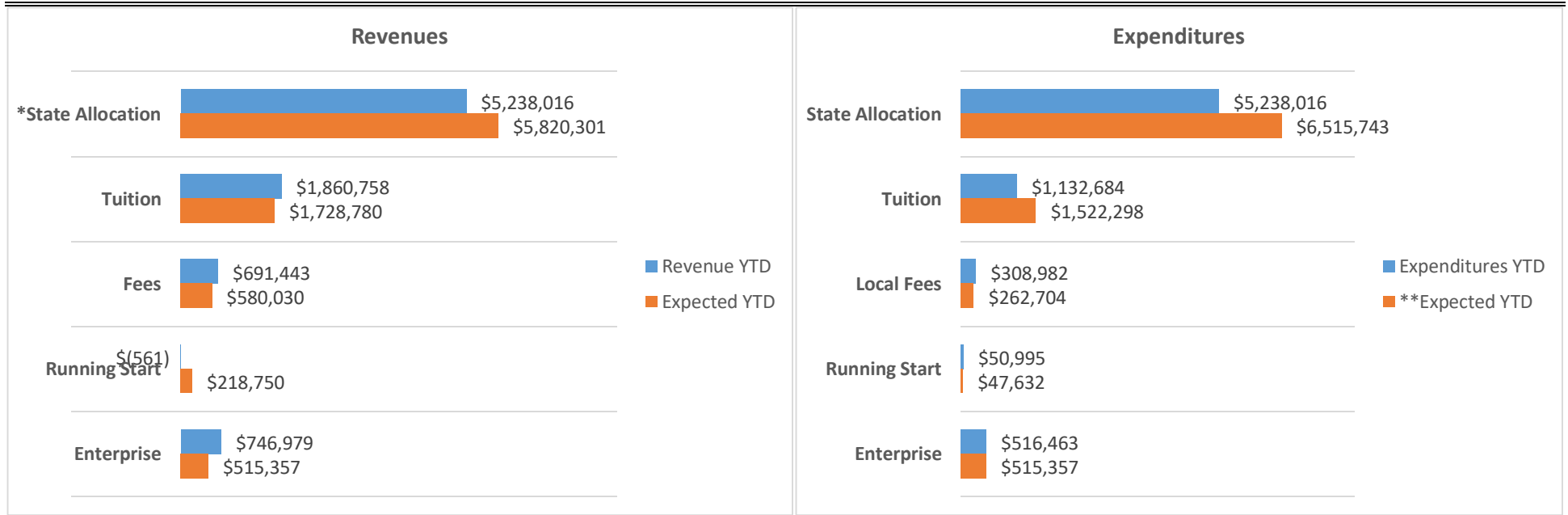
September FY20 Operating Revenue and Expenditure Report

Revenues	Forecast	Revenue YTD	Expected YTD	Balance	% Rev YTD	Notes:	% FYR:	25.0%
*State Allocation	\$ 23,281,204	\$ 5,238,016	\$ 5,820,301	\$ 18,043,188	22.5%	*Allocation #3 - Includes capital for operations.		
Tuition	\$ 6,915,119	\$ 1,860,758	\$ 1,728,780	\$ 5,054,361	26.9%			
Fees	\$ 2,320,120	\$ 691,443	\$ 580,030	\$ 1,628,677	29.8%			
Running Start	\$ 875,000	\$ (561)	\$ 218,750	\$ 875,561	-0.1%			
Enterprise	\$ 2,061,429	\$ 746,979	\$ 515,357	\$ 1,314,450	36.2%			
Total:	\$ 35,452,872	\$ 8,536,634	\$ 8,863,218	\$ 26,916,238	24.1%			

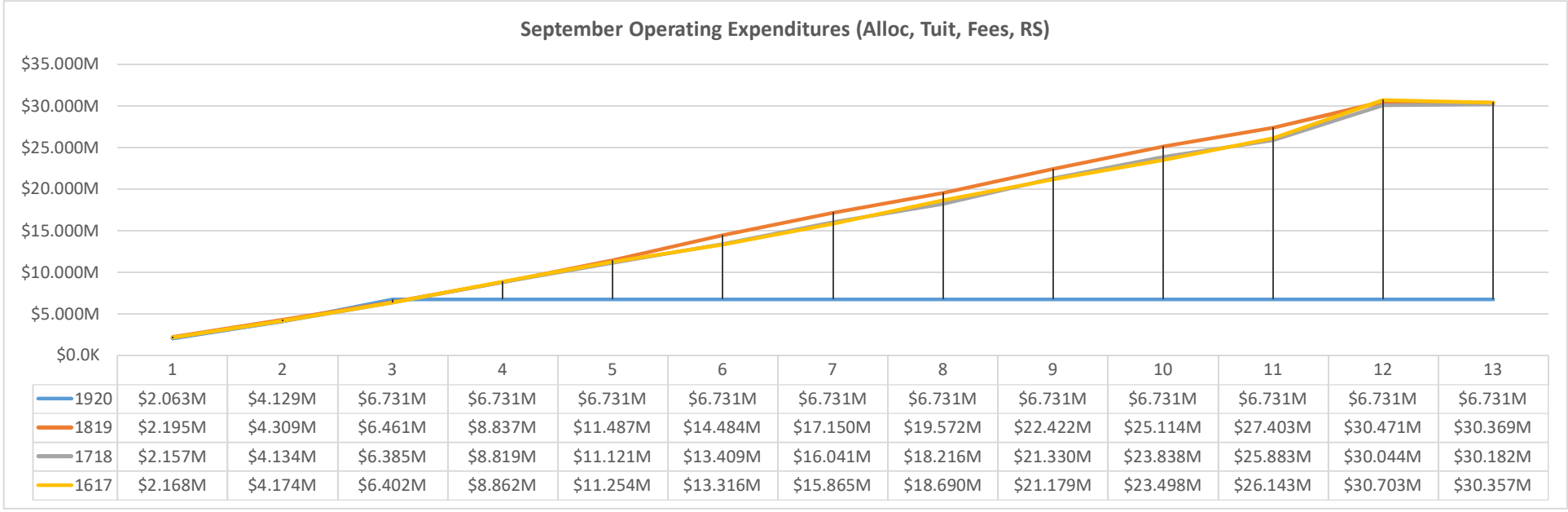
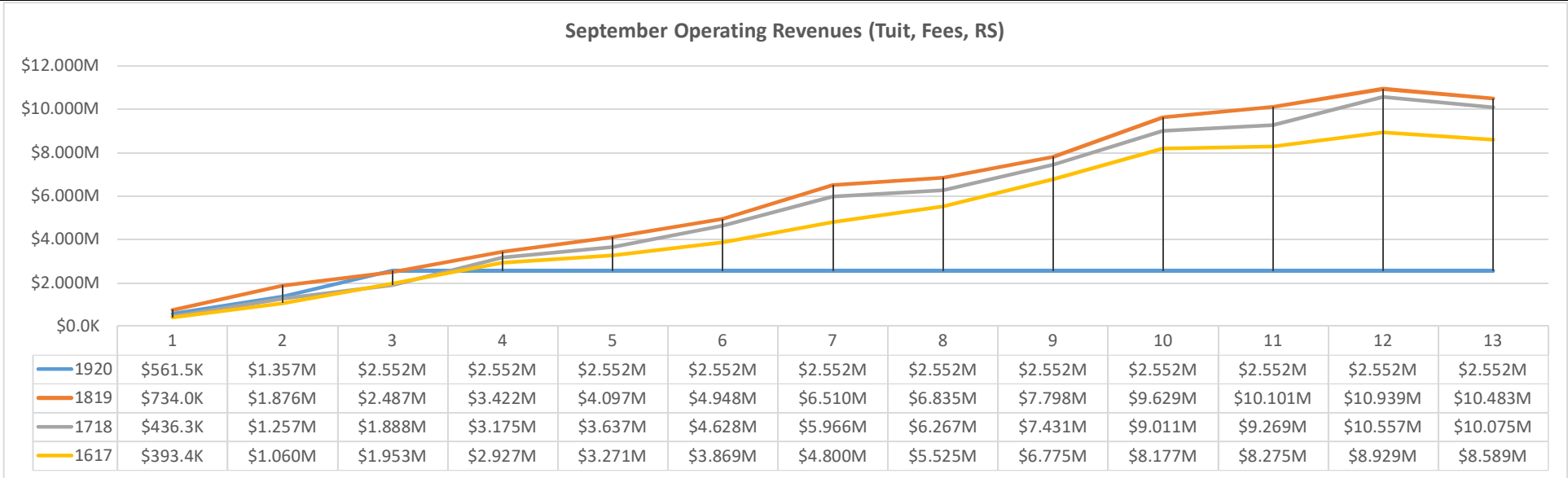
Expenditures	Budget	Expenditures YTD	**Expected YTD	Balance	% Exp/Bdgt
State Allocation	\$ 26,062,973	\$ 5,238,016	\$ 6,515,743	\$ 20,824,957	20.1%
Tuition	\$ 6,089,190	\$ 1,132,684	\$ 1,522,298	\$ 4,956,506	18.6%
Local Fees	\$ 1,050,817	\$ 308,982	\$ 262,704	\$ 741,835	29.4%
Running Start	\$ 190,528	\$ 50,995	\$ 47,632	\$ 139,533	26.8%
Enterprise	\$ 2,061,429	\$ 516,463	\$ 515,357	\$ 1,544,966	25.1%
Total:	\$ 35,454,937	\$ 7,247,140	\$ 8,863,734	\$ 28,207,797	20.4%

**Expected YTD based on even 12-month distribution

Net: \$ 1,289,494



September FY20 Operating Revenue and Expenditure Report



Renton Technical College
Board of Trustees Meeting
November 13, 2019

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

SUBJECT: **A. Board of Trustees**

BOARD CONSIDERATION

☒ Information

☐ Action

BACKGROUND

A. Tenure Portfolios

B. Additional Executive Session Date – March Tenure

Due to the large number of tenure advancements in March, we will need to schedule an additional date for executive session. Possibilities include the week prior (March 10, 11 or 12) to the regular meeting.

C. ACCT Conference Report

Trustee Palmer will report out and share the presentation she participated in at the conference in San Francisco, in October.

D. ACT/LAC Conference Report

E. Mid-Year Board Retreat

F. RTC Liaison Reports

- 1) RTC Foundation Liaison – Trustee Page
- 2) Advisory Committee Liaison – Trustee Palmer

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 13, 2019

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BACKGROUND:

The next regularly scheduled meeting of the Board of Trustees will be December 11, 2019.

BOARD CONSIDERATION

X Information

Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 13, 2019

AGENDA ITEM: **8. 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
November 13, 2019

AGENDA ITEM: 9. EXECUTIVE SESSION

SUBJECT: A. Action

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
November 13, 2019

AGENDA ITEM:

10. ADJOURNMENT

SUBJECT:

BOARD CONSIDERATION

Information

X Action

BACKGROUND:

RECOMMENDATION:

Motion required.