

<u>Agenda Item/Subject</u>	<u>Information/Action/Presenter</u>
REGULAR MEETING:	
1. CALL TO ORDER	
A. Notation of Quorum	
B. Flag Salute	
2. ADOPTION OF MINUTES	ACTION
A. January 15, 2019 Regular Meeting	
3. COMMUNICATIONS	Information
A. General Information/Introductions	
B. Correspondence	
C. Comments from the Audience	
D. Student Leadership	
E. Renton Federation of Teachers	
F. Written Communication Reports	
4. ACTION ITEMS	ACTION
5. DISCUSSION/REPORTS	
A. Strategic Success Management (SSM)	SSM Team
B. Program Area of Study - Nursing	Dr. Yasmin Ali
C. President	Dr. McCarthy
Goals: Collaborative Relationships Equity Finance & Growth Accreditation	
D. Administration/Finance	
1) Monthly Finance Reports	Vice President Rodriguez
2) Mid-Year Finance Update	
6. BOARD OF TRUSTEES	
A. ACT Winter Legislative Conference	
B. Board Liaison Reports	
1) RTC Foundation	Trustee Palmer
2) RTC Advisory Board	Trustee Palmer

7. MEETINGS

Information

- A. March 12, 2020 – Special Meeting
- B. March 18, 2020 – 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:

- Student Success Breakfast | May 6, 2020 | RTC Cafeteria
- RTC Career Fair | May 13, 2020 | Renton Technical College | 3 to 6:00 p.m.
- RTC Commencement | June 24, 2020 | ShoWare Center, Kent, WA | 6:00 PM

2019-2020 BOARD GOALS

Equity Lens · Board Orientation · Campus Awareness

Renton Technical College
Board of Trustees Meeting
February 19, 2020

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
February 19, 2020

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

SUBJECT: **A.**

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

- A.** The meeting minutes from January 15, 2020 regular meeting are attached for approval by the Board of Trustees.

RECOMMENDATION:

Approval as presented.



Board of Trustees – Regular Board Meeting
Roberts Campus Center, Culinaire Room I-108

January 15, 2020
3:00 p.m.

MEETING MINUTES

REGULAR MEETING

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. Trustee Entenman was absent from the meeting.

2. ADOPTION OF MINUTES

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

December 11, 2019 – Special and Regular Meetings

Trustee Unti introduced a motion to approve the meeting minutes for the special and regular meetings held on December 11, 2019 as presented. Trustee Page seconded, and the motion carried. Trustee Palmer abstained from the vote, as she was not present at the December meeting.

3. COMMUNICATIONS

A. General Information/Introductions

Vice President Gilmore English introduced our new Director of Enrollment Services/Registrar, Morineka Jacobs. Director Jacobs comes to RTC from Bates where she served as their Registrar. Prior to that, she was the Associate Director of International Programs at Seattle Central College, and the Associate Dean of Enrollment Services at Bellevue College, as well as the Registrar at Le Cordon Bleu. Director Jacobs brings a wealth of professional expertise to this role.

Dean Reader introduced one of two new Behavioral Health Counselors recently hired. Makinie Soverall, has seven years of experience working in Mental Health Services. She comes to RTC most recently from the Department of Social and Health Services doing Vocational Counseling with the Division of Vocational Rehabilitation, and SSI Facilitation with the Economic Services Division. Prior to that, she held a Case Management position with the Community Psychiatric Clinic, and Senior Counselor position with Youth Villages.

CIO Corigliano introduced our new Database and Applications Administrator, Sanjana Gaddam. Ms. Gaddam holds a Bachelor's of Engineering in Electronics and Communications from Sir M.V.I.T., Bangalore University, is a Certified Project Management Professional (PMP) and brings a wealth of experience to RTC. Dr. McCarthy is pleased to welcome these new individuals and their talents to the college.

Dr. McCarthy shared the sad news of the passing of Denise Yochum, long-time president of Pierce College/Ft. Steilacoom. Services have yet to be announced.

B. Correspondence

The monthly news clips and correspondence were sent

electronically.

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

D. Student Leadership Michelle Iko, Student Leadership Program Manager informed the Board that this month students would be sharing information on Clubs. Josh Emery from the Computer Science program and president of the Coding Challenge Club shared his hope for this club to find solutions to the anxiety of the job search. The goal is to get experience working through complex algorithms in public and networking for the interview. They are using a book, *Cracking the Coding Interview* and working with LinkedIn professionals. EL'ona Kearney represents the Veterans Club. During Black History month there is a scheduled scavenger hunt, and a Black History program on February 22. They present a One Unity movement – we rise together as “one,” as many people helped in the movement to get to where we are today. Isiah King reported that the LGBTQ Club plans to build on last year’s National Coming Out day. Good things are being planned for this year; HIV testing and a club fair next Wednesday so people can come through the cafeteria to see club offerings. There are a total of seventeen (17) clubs on campus, which are all student run, but do have faculty advisors. Trustee Page noted that this is a great way to engage students to help make the most of the college experience.

E. Renton Federation of Teachers RFT President Sheila May-Farley welcomed everyone back to a New Year, and talked about the scurry of the new quarter. Several Tenure Committees were changed. The process was interesting, and the faculty that were on one committee were less than pleased with the way this went. Non-negotiable items were included, which cannot be grieved so should not be in the contract. Along the way there were some very strong emotions. The Tenure Steering Committee document outlines the processes. This is faculty driven, and they want it to be positive. She also shared concerns for students who travel from many distant areas, and were already in route when the weather related notice was received about the college closure on Tuesday. The 5:00 a.m. call of the closure was not early enough for many.

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

4. ACTION ITEMS There were no action items.

5. DISCUSSION/REPORTS

A. Marketing Presentation Executive Director Hedland Hansen shared a presentation from Communications and Marketing on college marketing efforts, telling success stories, and public relations. RTC’s social media has grown greatly. Trustee Page shared his curiosity about marketing growth of other colleges compared to ours. Executive Director Hedland Hanson responded positively that colleges share best practices with each other at commission meetings and often monitor social media of others. Welding Instructor, Rick Geist complimented the services of the Communications and Marketing Team – student enrollments in Welding have grown because of collaborative efforts. Trustee Palmer complimented the talents of the Communications and Marketing group. Trustee Unti believes other staff and faculty are taking advantage of all the services offered from Communications and Marketing, to grow their programs.

- B. Early Childhood Education and Legal Assistant Program** Dean Doug Medbury shared a presentation on Early Childhood Education. The program offers both on-line and hybrid models. Certificates are stackable, with rotating course work to build on each certificate. Highlights included a program outline of certificates, information on course options, and financial support options. An Advisory Board member stays abreast on the Early Achievers (EA) Grant from both the college and employer perspectives. Trustee Page inquired about practicums. Dean Medbury noted that we are very flexible with practicum opportunities.

Legal Assistant Program – Dean Medbury continued, by sharing information on the Legal Assistant Program. The program is a hybrid model, and is near capacity. Students work in legal offices. The Advisory Board informs us that legal assistants are the most needed field in the industry. Students attend class two nights per week, with assessments on campus every other Saturday. The certificate leads them to an AAS degree. The program is 78 credits; 14 courses, over 5 quarters. Trustee Takamura noted that this was very enlightening.

- C. Legislative Advocacy** Dr. McCarthy informed Board members that we are collaborating with RFT in our advocacy in Olympia. Sheila May-Farley, Rick Geist and Dr. McCarthy exchanged conversation regarding our approach. It is a short session this year, but we will want to set up for the next biennium.

Welding Instructor, and RFT Legislative representative Rick Geist informed the Board that Carolyn Brotherton is AFT's new chief lobbyist. HB 2158 high demand funding is one of the items carrying forward from last year. The Freedom Foundation is asking for a lot of personal information via public records requests. RFT is planning a lobby day on February 17. Mr. Geist noted they will be pushing capital budgets for the next session. He intends to meet with his Senator and Legislative Representatives this session. Ms. May-Farley noted her appreciation of the collaboration with administration, and informed the Board that all faculty union presidents meet regularly with AFT Washington. Students are encouraged to join them on their visits to Olympia. They work well with WEA, and the WA State Labor Council. Trustee Unti affirmed the importance of student voice in Olympia.

Dr. McCarthy is looking forward to visits in Olympia. He will identify date(s) and encouraged Board members that are available to join him. He would like for legislators to be annoyed that we are there so often. As mentioned by Mr. Geist, there is new high demand funding coming out, which still needs some clarification. Guided Pathways work and funding will be enhanced and accelerated this year. We want to thank legislators for HB 2158 votes last year, highlighting successes with nursing salaries and Guided Pathways work. We want to push for assistance in apprenticeships costs and capital funding. We need to get through a huge backlog of capital projects, including RTC's, which won't be done until 2035 as things are going. Colleges are deeply concerned about a proposal from OSPI - a universal solution for Running Start (RS) students that would require us to collectively spend \$15-17M each year on books and fees for all RS students. This is against the principle behind the new WA College Grant which targets aid to families who need it the most, and not free college for all. Dr. McCarthy wrote to Steve Bergquist this morning to oppose this. Vice President Gilmore English added that we already waive most fees for students on free and reduced-price lunch and tuition is waived in the summer for any RS student in a prof-tech program who otherwise would be thrown off their cohort. Board Chair Takamura noted that K12 or OSPI do not appear to be working with

higher ed. Ms. May-Farley commented that there is a true disconnect between K12 and higher ed, and a complete disservice to parents and students. Trustee Unti thanked Dr. McCarthy and RFT leadership for their continued leadership in Olympia and the collaborative approach. He thanked Dr. McCarthy for his developed and valued relationship in Olympia which is much appreciated on behalf of the college and within the state. Trustee Palmer asked about the Emergency Food Grant application that we were denied. Dr. McCarthy stated that he will be having a phone call with SBCTC next week.

D. President

Collaborative Relationships – Dr. McCarthy noted we have discussed this a lot today, and now find out about some rough spots. The Tenure Committee has made tremendous advancements, and the fore mentioned information appears to be an outlier. We continue to work on this. Financial Aid and the Business office are working well together. Our 19-20 academic year is leading by far (timeline, number of records, and amount requested), and we still have another disbursement on January 30. All is processed quickly and the staff is on the ball. Vice President Gilmore English set-up “Ask Me” locations for students the first two days of the quarter. It was a helpful addition. The hiring of two-behavioral health counselors was very much a collaborative effort. Communications and Marketing is a great model of collaboration.

Equity – We have looked at the BIRT policy, and it has been further discussed at DEIC. Dr. McCarthy will be revisiting the policy this next month with the DEIC team. The Multi-cultural center is under discussion, and will receive further study.

Finance and Growth – We are looking at about \$80K more in tuition this year. Some areas of concern include gen ed enrollments that are generally flat or down, most significantly in Math. Computer Science, Precision Machining, Legal Assistant, Automotive, and Registered Nursing are also down.

Accreditation – We continue the work on Accreditation, with the scheduled visit in April 2021. The best thing that can come out of accreditation is the process of improvement. It all must have intrinsic value, all in our own interest.

- E. Administration/Finance** Vice President Rodriguez reported that we are scheduled to begin our financial statement audit around the first week of February. We will be looking for a Board member to participate, and will send an invitation as that draws closer. We will also be conducting a mid-year budget analysis and presenting it at the February Board meeting.

Revenues and expenditures this year appear to be on track through November. If we generate the same amount of revenue between the end of November and the end of the fiscal year as last year, we will exceed the revenue forecast by approximately \$100,000. That is contingent on winter, spring, and summer enrollments being at about the same level as last year. Expenditures are about one percent lower than they were last year through the end of November. That is good, considering that we have a larger budget this year.

6. BOARD OF TRUSTEES

A. RTC Liaison Reports

RTC Advisory Council No information was available on the next scheduled meeting date. There were questions about the success of this Council. Trustee Page noted that he believes that statutorily this Council is required.

RTC Foundation Trustee Page noted that there were still four (4) tickets left for the Butcher & Beast Celebrity Chef dinner and several for the Bash/reception. Trustee Page will be out of town for the next Foundation Board meeting, and asked Trustee Palmer to report from the Foundation meeting at the February meeting on his behalf. Trustee Page noted he had completed reading Dr. McCarthy’s loaned book ***Originals – How Non-Conformists Move the World***, by Adam Grant. He very much enjoyed the book and further recommended this to all other board members.

7. MEETINGS

A. The next regular meeting of the Board of Trustees is scheduled on February 19, 2020.

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 4:53 pm. Motion carried.

FRIEDA TAKAMURA, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College

Renton Technical College
Board of Trustees Meeting
February 19, 2020

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

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

RECOMMENDATION:

None.



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Student Leadership Report for Board of Trustees February 19, 2020

Student Leadership

40 Employers at the First Annual RTC Winter Career Fair

The LRCC hosted the first ever RTC Winter Career Fair last month on Wednesday, January 29. RTC students and community members had the chance to connect with 40 regional employers. Providing multiple career fairs each academic year is a priority for the growing career services that the LRCC offers.

Black History Month Events at RTC

ASG, the RTC Multicultural Club and RTC Library are hosting a Black History Month-themed Scavenger Hunt through February 28 that is open to all RTC students. This scavenger hunt celebrates the contributions and rich history of Black Americans in the United States, and a lot of the answers can be found in the Library. A Black History Month Celebration will take place on campus Saturday, Feb. 22 at 3:30pm in the RTC Cafeteria also hosted by the ASG and the RTC Multicultural Club.

RTC Club Life is Active!

Three new clubs have recently formed including the Aerospace Club, the Multicultural Club, and the re-formed RTC Veterans Club (again for another year). The Land Surveying club has received funding to attend the WA State Land Surveying Association Conference later this month in Tulalip, WA and the Horn Health Club is making travel plans to attend the annual National Band Instrument Repair Technical Annual Conference in Sacramento, CA. Both of these conference are important events to help students find jobs in their fields of study.

**Administration and Finance Report
Renton Technical College Board of Trustees
February 19, 2020**

Business Office

We have completed writing the financial statements. The State Auditor's office has rescheduled their first on-site visit to February 18th. We kicked off the budget development process and have conducted two meetings with key staff to discuss and develop our initial FY21 revenue forecast. Budget planning sheets have been distributed to budget managers for review and revisions.

Food Services

The Food Service department invited Sidney Richards, HR Manager of Talent Development to speak on the numerous online professional development activities offered. Sidney did a great job taking employees through the steps to access the EverFi online training materials.

Catering sales in December exceeded our goal with over \$100K in catering holiday sales.

Food service is launching a preorder "Take Out" system for the Culinaire Room in early February.

The partnership with City of Renton Municipal Art Commission is working well. The Commission helped place artist Olga Bolgar in the Culinaire Room and artist Kate Buike at the RTC Downtown property for Winter Quarter.

Conversation with Brian Morris to host RenCon (new name KingCon) at RTC the summer of 2020 is being scheduled now. It was a success last summer and will attempt to build on those successes for another large event hosted at RTC.

Catering Open Houses are being scheduled now for upcoming special events. Potential guests have the opportunity to meet the catering team and dine on preselected menus. Tickets are available by calling the catering office for the upcoming Feb. 6, March 3 and April 7th Open House events. Hours are 6 PM-8 PM.

Facilities & Capital

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 supplied 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. **Update:** An electrical contractor has been hired to install parts and work is set to begin this month.
- **New Mixed Air HVAC Units in Fast Foods and the Bakery of Campus Center Building** – (Summer, 2020)

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 2020) –**Update:** Permit issued. Project is open to bidding.
- Building H 102, 103, 104 assembly room upgrades (Summer 2020). **Update:** Project Request issued with SBCTC to initiate. Initial walk through with architect done and a design proposal has been received and is being processed.
- Campus irrigation system repairs (Summer 2020). This project is subject to available funding after priority projects (T.I.G welding room, H102-104)

Minor Capital Repair Projects for Current Biennium (2019-2021):

- Welding exhaust system replacement (Summer 2020) – Combined with T.I.G. Welding Room Expansion project.
- Fire alarm upgrades campus wide (phase 2 – Summer 2020). Subject to funding availability after priority projects.
- Repair hollow metal doors and window frames, campus (Summer 2020). Subject to funding availability after priority projects.
- New Gas Furnaces for automotive shops in Buildings K1 and K2 (Summer 2020) – In design phase.

Minor Capital Repair Projects for Subsequent Biennium (2021-2023):

The Facilities Condition Survey has been finalized and submitted to the State Legislature for approval. The college is positioned to receive funds in excess of the current biennium including funding for a resurfaced roof at the Annex, a new HVAC Boiler in Allied Health, new flooring in the Dental Lab of Allied Health, and new Mixed Air HVAC units for the Campus Center Building, amongst others.



Communications and Marketing and Institutional Research
Renton Technical College Board of Trustees
February 19, 2020

SOCIAL MEDIA HIGHLIGHTS

RTC’s social media continues to outperform other community and technical colleges in growth and reach. Our fan growth was 2.7 percent in January, much higher than “competitor” schools and the average percentage change of .85 percent. Engagement with RTC’s Facebook page outpaces colleges with much larger audiences and more posts.



Stats by Page

Facebook Page	Published Posts	Received Messages	Post Breakdown	Public Engagements	Public Engagements per Post
Competitor Average	27.25	0.25	8.75 A 17 📧 1.5 🗣️	303	11.22
Renton Technical College Business Page	15	5	3 A 11 📧 1 🗣️	1,309	87.27
Bates Technical College Business Page	23	0	5 A 17 📧 1 🗣️	223	9.7
Bellevue College Business Page	47	0	19 A 25 📧 3 🗣️	262	5.57
Green River College Business Page	15	1	3 A 11 📧 1 🗣️	447	29.8
Highline College Business Page	24	0	8 A 15 📧 1 🗣️	280	11.67

Our 15 posts had more than 1,300 engagements (likes, shares, comments) compared with 47 posts by Bellevue College that generated 262 engagements. Even our weather-related messages had much greater reach. We attribute our success to strategic and compelling posts that keep our audience continually engaged and Evyson’s creative graphics and great social media planning.

Communications and Marketing and Institutional Research
 Renton Technical College Board of Trustees
 February 19, 2020

RTC Facebook vs. Green River (for comparison)

Facebook Page Published Posts Received Messages Post Breakdown Public Engagements Public Enga

RTC **Renton Technical College** Business Page 15 5 3 A
 11 1,309
 1

RTC **Renton Technical Coll...**
 Thu 1/2/2020 10:49 pm UTC

"I love teaching. As a nurse, I could make a difference to five people on my floor or one patient in the

New dean revitalizes Regist...

Total Engagements	804
Reactions	553
Comments	236
Shares	15

RTC **Renton Technical Coll...**
 Mon 1/13/2020 8:25 pm UTC

There's not much snow on campus, but someone made the most of it. We continue to monitor conditions

Total Engagements	171
Reactions	157
Comments	9
Shares	5

RTC **Renton Te**
 Tue 1/14/2020 1:21

RTC is closed today due to ice and snow. Classes and operations are canceled. Do not attempt to come to campus.

Total Engagements	
Reactions	
Comments	
Shares	

Facebook Page Published Posts Received Messages Post Breakdown Public Engagements Public Engagements per Post

Green River College Business Page 15 1 3 A
 11 447 29.8 ✓
 1

Green River Coll..
 Tue 1/14/2020 3:20 pm UTC

Campus operations are suspended at all GRC locations for Tues., Jan. 14. All

Total Engagements	65
Reactions	51
Comments	2
Shares	12

Green River Coll..
 Mon 1/13/2020 11:00 pm UTC

We had a lovely snowfall on campus earlier this morning, and it may not be over yet

Total Engagements	56
Reactions	43
Comments	4
Shares	9

Green River Coll..
 Tue 1/21/2020 5:56 pm UTC

A brisk but beautiful morning! We hope you enjoyed the long weekend and here's to the

Total Engagements	35
Reactions	34
Comments	0
Shares	1

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:

[President named Aspen fellow](#)

[Angie Mar impresses guests as Celebrity Chef](#)

PUBLIC RELATIONS

At the request of NCMPR, Executive Director Hedland Hansen wrote an entry for the website's [Story Wall](#) about the organization's value.

INSTITUTIONAL RESEARCH

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

- IR submitted the data required for the Integrated Postsecondary Education Data System (IPEDS). IPEDS is a system of interrelated surveys conducted annually by the National Center for Education Statistics (NCES), a part of the Institute for Education Sciences within the United States Department of Education. IPEDS winter surveys collect data on student financial aid, graduation rates, admissions, and outcome measures.
- IR briefed on the progress of assessment of student learning outcomes made during 2017-2019 to Vice President of Instruction and interim chair of Assessment Committee and discussed on the next phase for improving student learning outcomes (i.e. focus areas and goals). Director of IR summarized the progress of assessment of student learning outcomes by four areas:
(1) Developing culture of assessment; (2) building structure of learning outcomes and process; (3) documenting and analyzing learning outcomes with other student achievement outcomes; and (4) creating annual assessment cycle and using the results for continuous improvement.



College Technology Services - Information Technology Report
Renton Technical College Board of Trustees
February 19, 2020

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.

The accessibility advisory committee and technology council meetings have started again with a focus on revisiting the accessibility plan and developing a 3-5 year technology plan for RTC.

INFRASTRUCTURE PROJECTS IN PROGRESS AND COMPLETED

- Darktrace – Intrusion detection and remediation – procurement and implementation
- Symantec Antivirus – Infrastructure Rebuilt
- ctcLink – Statewide (ERP) – Project Timeline 2022 –Initiation Phase – 2nd Steering Committee Meeting
- Cellular Coverage – Agnostic carrier antennas in test phase – N building – Complete – See below for next phase

TECHNOLOGIES IMPLEMENTED AND COMPLETED PROJECTS

- Server Room – Hardware Consolidation – Reduction of 3 physical servers

COST SAVINGS INITIATIVES IN PROGRESS

- Papercut Release Station – LRCC – to reduce printing costs – in implementation phase
- Papercut- Next steps – Library Utilization – Replacing EnvisionWare – Coin Operated Technology
- Printer Consolidation – Utilizing Copiers and Reducing Desktop Printing – Reduction of 5 Desktop Printers

PROJECTS IN PROCESS

- Budget Planning Cycle – 2020-2021
- Guided Pathways Technology Implementation – Demonstrations – Completed
- Network Penetration Scan – Scan for Security Vulnerabilities – Scheduling
- Intranet/SharePoint Site – Soft rollout of sites – training departments 1-1
- Develop a CTS public webpage for the RTC website – in progress
- AIM – Disability Resources – Tracking System Replacement – working with new DRS Director
- On Premise to Cloud Migration – File Services leveraging SharePoint, OneDrive, and Azure –Microsoft Grant funding for a consultant.
- Partnering with LRCC for Laptop Loaner program for students – Laptops ordered – Finalizing program
- Adobe eSign – In Progress –Travel Documents, Purchasing Documents – Resuming this month
- Microsoft Office 2016 – Installation across campus – In progress – 95% complete
- Windows 7 Reaches end of life – Reimaging of all Windows 7 Machines
- Website Phase III – Drupal Platform Upgrade – Initiation Phase
- Microsoft Teams (Replacing SKYPE) – Testing in progress
- File Server – File Structure Rebuild – Planning in progress

- Administrative Domain Remediation – Cleanup
- On-Boarding / Off-boarding process - New User Authorization Form – Working with all key areas on campus
- Single Sign on – CANVAS – Active Directory Integration
- 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
- Cellular Coverage – Agnostic carrier antennas in test phase – N building – I Building next
- Hardware Inventory – Reconciliation and Auditing
- Disk Encryption – Laptops/Workstations
- VDI – Virtual Desktop cost reduction – Initiation Phase
- Projector Replacements - – Inventory will determine replacements
- Board Room Technology Upgrades – Developing Timeline and Funding Source

ON-GOING INITIATIVES

- IT Written Policies – ON-GOING
- Server Room – Hardware Consolidation – ON-GOING
- Accessibility Document Remediation and Education – ON-GOING
- Campus Hardware/Software and security standards – ON-GOING
- PCI/FERPA/HIPAA Compliance – ON-GOING
- Network cabling upgrades – ON-GOING

UPCOMING PROJECTS or PROJECTS ON HOLD

- 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

The following personnel actions occurred during January 2020 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires			
Hickonbottom, Anthony	1/27/2020	Facilities Specialist	Facilities
Neidigh, Drew	1/6/2020	Grounds Worker	Facilities & Grounds
-Separations			
None			
WFSE	Effective Date	Position	Department
- Hires			
Betita, Andre	1/13/2020	Enrollment Services Generalist	Enrollment Services
Saucedo, Cindy	1/2/2020	Financial Aid Specialist	Financial Aid
-Separations			
Betita, Andre	1/12/2020	Bookstore Clerk	Bookstore
Carroll, Roy	1/12/2020	Copy Center Mailroom Clerk	Business Office
Prof Tech	Effective Date	Position	Department
-Hires			
None			
-Separations			
None			
Exempt / Administrative	Effective Date	Position	Department
- Hires			
Carroll, Roy	1/13/2020	BAS Program Coordinator	BAS / WTED
Grassman, Kristina	1/27/2020	Construction Center of Excellence Director	CCE
Jacobs, Morenika	1/2/2020	Director of Enrollment Services / Registrar	Enrollment Services
Watanabe, Faye	1/23/2019	CTE Dual Credit Coordinator	Workforce Education
-Separations			
Supinski, Jessica	1/2/2020	Student Programs / Engagement Director	Student Success
RFT	Effective Date	Position	Department
- Hires			
Arce, Amy	1/6/2020	Part-time faculty / Surgical Technology	Allied Health

Breece, Danny	1/31/2020	Part-time faculty / Welding	WTED
Fullwood, Virginia	1/6/2020	Part-time faculty / Property Maintenance Assistant	WTED
Hazelton, Nicholas	1/22/2020	Part-time faculty / Survey Engineering	WTED
Hoaglin, Sarah	1/22/2020	Behavioral Health / Academic Counselor	Student Success
Linden, Mark	1/23/2020	Culinary Arts	Culinary Arts
Mitchel, Monty	1/6/2020	Part-time faculty / Property Maintenance Assistant	WTED
Natividad, Angela Roncalli	1/6/2020	Part-time faculty / CAN	Allied Health
Soverall, Makinie	1/13/2020	Behavioral Health / Academic Counselor	Student Success
Xie, Fang	1/6/2020	General Education	General Education & Transfer
-Separations			
Chamberlin, Martha	1/24/2020	Full-time faculty / Accounting	General Education & Transfer
Price, Larry	1/1/2020	Part-time faculty / Property Maintenance	WTED

	Monthly Total Hires	% of Diverse Hires YTD
Full time	12	51%
Part time	6	27%



RTC Foundation Report Renton Technical College Board of Trustees February 19, 2020

Development

A guest who attended the Celebrity Chef Dinner presented a \$25, 000.00 unrestricted gift! Donor cultivation is one of the most important outcomes from this event. Each year 40-50% of the guests are new donors and become MAJOR donors to the Foundation. The gift will be directed to the Book & Equipment Grant, culinary scholarships and the Emergency Grant funds.

Comcast has approached the Foundation to do an Internet Essentials partnership which provides low-cost internet access and laptop purchases for students. A proposal was submitted with the goal of making an announcement at the breakfast to engage Comcast with the Foundation's Emergency Fund program.

Grants are being prepared to submit to Windermere Foundation and the Jernigan Foundations. A progress report is due at the end of February to RealNetworks Foundation for the CHIPS and Laptop Loan program.

Board Development and Operations

Lori Inman, Director of Marketing for Microsoft's Xbox has joined the Board. She is a Renton resident and her son graduated from RTC's massage therapy program. Lori is passionate about the college's mission and open access approach to career training. She wants to engage more businesses and individuals in the work of the Foundation – we are honored and excited to have Lori's talents and passion on the Board!

The Foundation has started the process of migrating over to a new database system and CRM service called Bloomerang. Teresa and Carrie are learning the new database system to supplement our online forms and donations for the Student Success Breakfast. Final migration is expected later in the year.

Spring quarter scholarship awards are scheduled for later in February with students notified March 2nd. There are 164 qualified applicants. The Scholarship Committee meets February 24th.

Events

Student Success Breakfast March 6th: We are at \$41,500.00 and just over half of our goal of \$80,000.00 in sponsorship support. Student video presentations feature Mustafa Musa, a computer science BAS student with an amazing story. He and his family fled the Sudan; and recent aerospace manufacturing grad Whitney Dillon, who came to RTC with the dream of working for Boeing – and she did it all on her own.

Celebrity Chef Dinner and Butcher + Beast Bash: We raised over \$44,000 (gross) from the event, and guest feedback has been very positive. Angie Mar shared, "your chefs and students are amazing," and our lead sponsor, Hobart Services, called it a "fabulous event." Here is fun coverage of the event in the 425 Magazine https://425magazine.com/celebrity-chef-angie-mar-visits-renton/?mc_cid=e0b70217bb&mc_eid=aeb23b4aaf



Student Services Report
Renton Technical College Board of Trustees
February 19, 2020

EDUCATIONAL SUPPORT SERVICES

RTC Veterans Services has been awarded a \$5,000 unrestricted grant to support veteran students who have demonstrated financial/emergency needs. Additionally, RTC Veterans Services has been awarded an additional \$1,000 in unrestricted funds by the Sammamish Rotary Club to offer scholarships and emergency assistance to veteran students. Disability Resource Services is actively engaged with over 100 students winter quarter, providing a variety of accommodations to support students including 35 books in alternative format, numerous pieces of ergonomic furniture, and course materials in Braille.

ENROLLMENT SERVICES

Our Enrollment Technology Specialist, Joyce Nicholas, co-facilitated a training on Signal Vine, our texting software platform. We are working towards more offices utilizing text messaging for communication, along with cohesion in how we use the system to ensure we are not overwhelming students with messaging.

FINANCIAL AID

Staff participated in Train the Trainer sessions as part of the SBCTC's effort to increase FAFSA/WASFA completion. This month, they are beginning training of RTC staff, and then will expand this training to external partners. As our staff receive this training, it will include facilitated discussion on unconscious bias and how biases can show up in conversations with students who are completing financial aid forms. Our goal is to equip many staff with the capacity to guide students through filing completion in a very student-centered and supportive way.

CAMPUS SECURITY

Security and IT coordinated installing a 4GLTE repeater antenna in the first floor of building N to help push cellular signal through the building in the event of an emergency. The system works well and we will look to improve the signal in other areas of campus where there are dead spots. The Renton Police Department's 'Run, Hide, Fight' presentation went well, with approximately 30-40 people attendees. We are looking to try and make the presentation available via video on canvas if possible. Director Vielbig will be meeting with a rep from ALERTUS at the end of the month to see if there are any other ways we can improve our mass notification system by adding more services. We will look to hold an emergency shelter in place drill for winter quarter as a way to continually test our systems and keep the campus informed on what to do in this type of emergency.

STUDENT SUCCESS SERVICES

Many members of the team attended demonstrations for software tools to enhance how we work with students and their records. Feedback on these tools from advising staff is critical, as they will be heavy users of the technology and it will have significant impact to how they serve their advisees.

Renton Technical College
Board of Trustees Meeting
February 19, 2020

AGENDA ITEM: **4. ACTION ITEMS**

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION	
Information	
X	Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 19, 2020

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

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. Strategic Success Management (SSM)

Members of the Strategic Success Management Committee will report on the status of their work and discuss with the Board its role and interests in this part of the College’s strategic direction.

B. Program Area of Study - Nursing

Dr. Yasmin Ali will share information on the Nursing program. The RN program is 6 quarters - 116 credit program. The program has conditional approval from the Washington State Nurse Care Quality Assurance Commission. The RN program has 87.1% NCLEX pass rates for 2019. Dr. Yasmin Ali accepted the position of Dean of Nursing in September of 2019 and is working with the Nursing Commission and consultant to start the process of national accreditation. There was faculty turnover and RTC has worked to find qualified instructors that can also assist with the national accreditation. We took in new students in Winter 2020 and will take in the next cohort in Fall of 2020. Our plan of correction has been accepted by the Nursing Commission and we have a plan moving forward to fix any deficiencies.

C. President

President McCarthy will provide a report to the Board, subsequent to the January 15, 2020 Board meeting.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 19, 2020

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

D. Administration and Finance

- 1) Monthly Finance Reports
- 2) Mid-Year Finance Update

RECOMMENDATION:

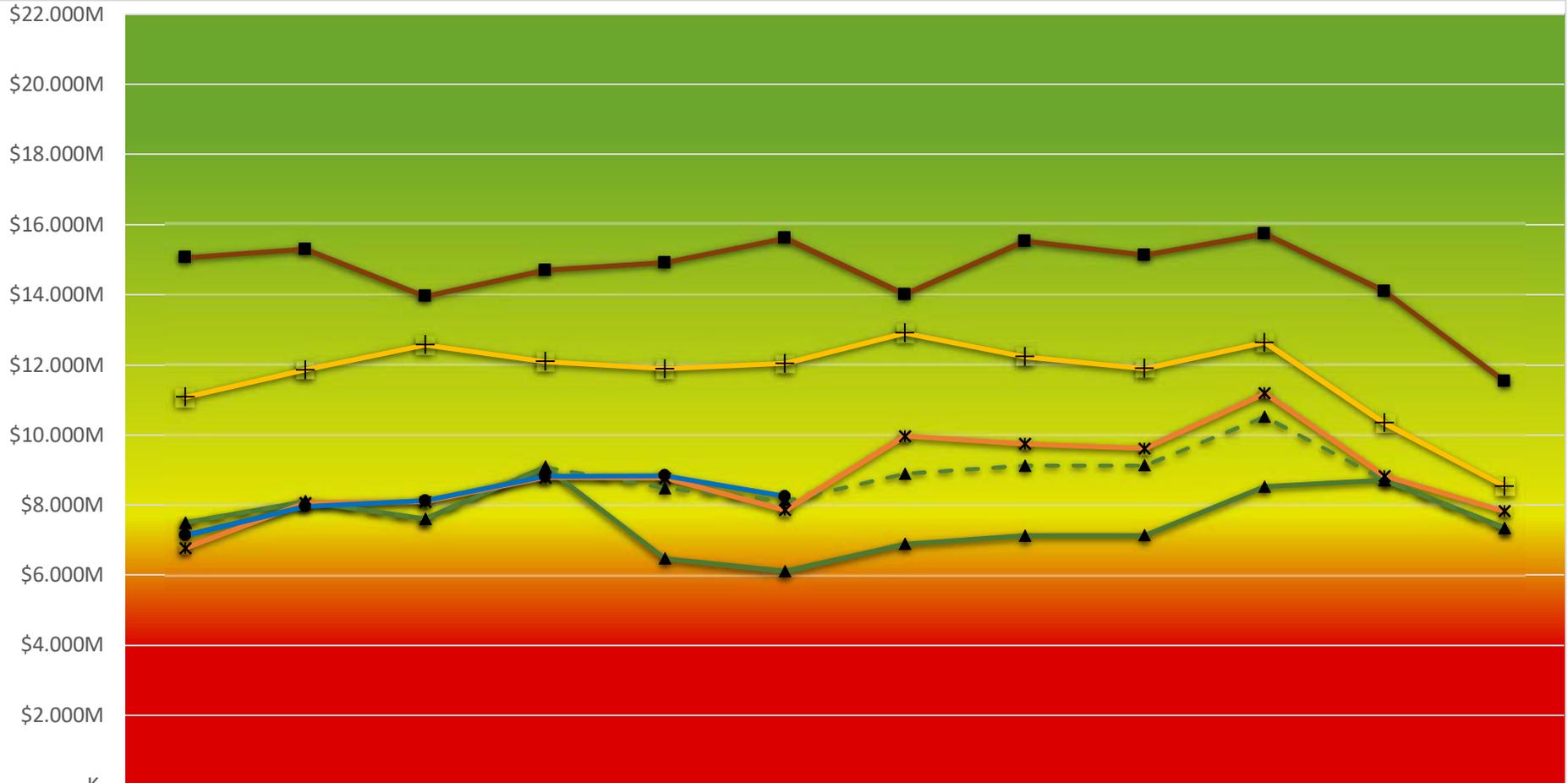
None.

BOARD CONSIDERATION	
X	Information
	Action

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

	December 2019 - Actual	Year to Date - December 2019 - Actual	Prior Year to Date - December 2018 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	\$ 5,647,644	\$ 4,646,822	\$ 4,212,016	\$ 434,806
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	\$ 880,840	\$ 5,068,469	\$ 5,429,021	\$ (360,551)
Grants and Contracts	\$ 245,470	\$ 1,218,979	\$ 1,079,618	\$ 139,361
Student Government	\$ 52,621	\$ 352,245	\$ 368,454	\$ (16,209)
Bookstore	\$ 9,949	\$ 21,584	\$ 250,925	\$ (229,342)
Security/Parking	\$ 18,582	\$ 114,855	\$ 313,652	\$ (198,798)
Culinary Arts - Food Services	\$ 131,802	\$ 771,633	\$ 719,450	\$ 52,184
Housing	\$ 7,786	\$ 26,162	\$ -	\$ 26,162
Interest Income	\$ 5,086	\$ 38,971	\$ 67,969	\$ (28,999)
Rental Income - Excluding Catering	\$ 13,365	\$ 97,938	\$ 89,882	\$ 8,057
Scholarship and Student Loan Funds Received	\$ 214,686	\$ 3,270,437	\$ 3,719,459	\$ (449,022)
Net Operating Revenues	\$ 1,580,187	\$ 10,981,273	\$ 12,038,431	\$ (1,057,157)
Add - State Allocation - Payroll & Benefits	\$ 1,877,460	\$ 11,020,017	\$ 10,942,008	\$ 78,009
State Allocation - VPA Expenses	\$ 115,155	\$ 432,868	\$ 610,201	\$ (177,332)
Capital Allocation	\$ 118,417	\$ 257,036	\$ 1,535,851	\$ (1,278,815)
Total State Funding	\$ 2,111,032	\$ 11,709,922	\$ 13,088,060	\$ (1,378,138)
Total Revenues	\$ 3,691,219	\$ 22,691,195	\$ 25,126,490	\$ (2,435,296)
Less - Expenses:				
Salaries - A	\$ 1,665,262	\$ 9,894,061	\$ 9,714,847	\$ 179,214
Benefits - B	\$ 575,028	\$ 3,342,920	\$ 3,375,939	\$ (33,019)
Goods and Other Services- E	\$ 594,380	\$ 2,560,891	\$ 3,887,480	\$ (1,326,589)
Cost of Goods Sold - F	\$ 45,874	\$ 216,241	\$ 370,589	\$ (154,348)
Travel - G	\$ 8,947	\$ 81,969	\$ 126,865	\$ (44,895)
Equipment - J	\$ 17,827	\$ 161,087	\$ 220,934	\$ (59,847)
Computer Equipment - K	\$ 8,497	\$ 40,408	\$ 154,634	\$ (114,226)
Financial Aid - N	\$ 1,010,019	\$ 4,717,725	\$ 5,126,180	\$ (408,455)
Debt Service - P	\$ -	\$ 42,500	\$ 55,825	\$ (13,325)
Bad Debt - W	\$ (159)	\$ 2,741	\$ 7,175	\$ (4,434)
Total Expenses	\$ 3,925,675	\$ 21,060,542	\$ 23,040,743	\$ (1,980,201)
Net Operating Surplus (Deficit)	\$ (234,456)	\$ 1,630,653	\$ 2,085,748	\$ (455,094)
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	\$ (331,639)	\$ (10,340)	\$ (1,132,505)	\$ 1,122,165
Decrease/ (Increase) in Investments & Bond Amortization	\$ (4,184)	\$ (14,124)	\$ (59,292)	\$ 45,168
Payment of Bldg. & Innovation Fee to State	\$ (22,660)	\$ (769,095)	\$ (438,723)	\$ (330,373)
Total Other Sources (Applications) of Cash	\$ (358,483)	\$ (1,222,771)	\$ (1,630,520)	\$ 407,749
Ending Cash Balance	\$ 5,054,705	\$ 5,054,705	\$ 4,667,244	\$ 387,461
Add College Reserves:				
Local Government Investment Pool (LGIP)	\$ 978,020	\$ 978,020	\$ 955,746	\$ 22,274
Investment Bonds held in trust by US Bank	\$ 2,212,524	\$ 2,212,524	\$ 2,229,668	\$ (17,143)
Total Reserves	\$ 3,190,545	\$ 3,190,545	\$ 3,185,414	\$ 5,131
Total Cash and College Reserves	\$ 8,245,249	\$ 8,245,249	\$ 7,852,658	\$ 392,592
	Actual %	Year to Date - November 2019 -	Prior Year to Date - November 2018	Variance
Total Current State Allocation	100.0%	\$ 22,733,350	\$ 19,527,189	3,206,161.00
Allocation Used - Year to Date	50.4%	\$ 11,452,886	\$ 11,552,209	(99,323.26)
Remaining State Allocation	49.6%	\$ 11,280,464	\$ 7,974,980	3,305,484.26

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



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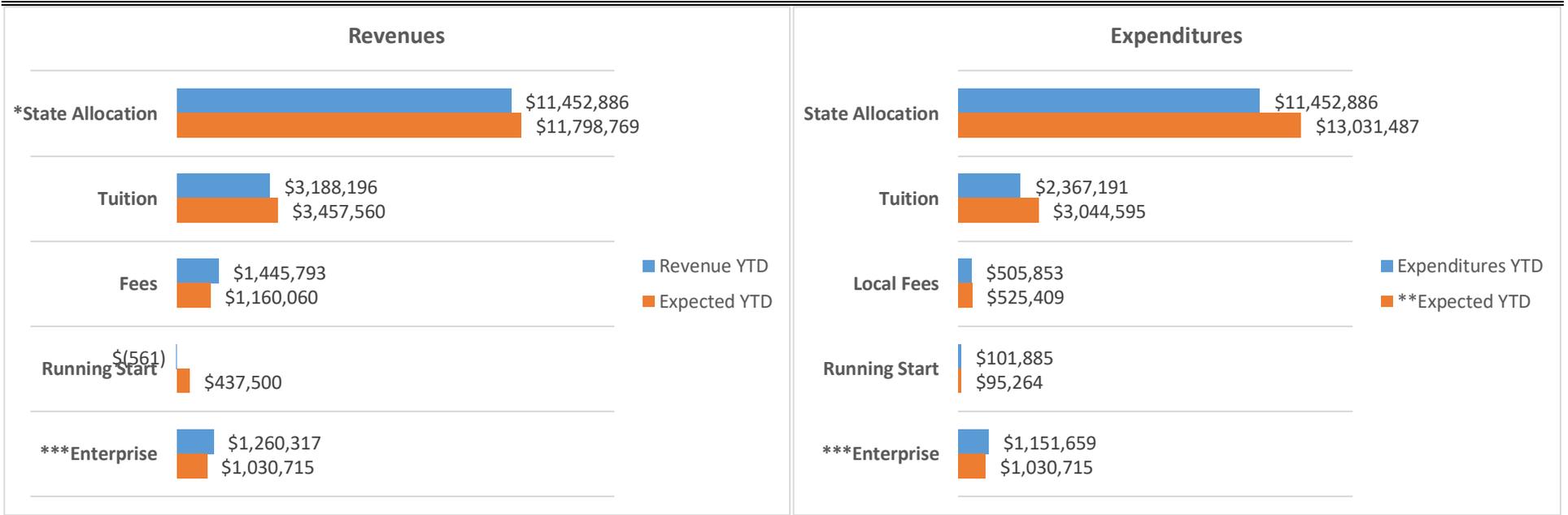
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ 2015-2016	\$15.056M	\$15.298M	\$13.954M	\$14.700M	\$14.910M	\$15.611M	\$14.003M	\$15.524M	\$15.126M	\$15.739M	\$14.102M	\$11.526M
+ 2016-2017	\$11.082M	\$11.857M	\$12.569M	\$12.093M	\$11.886M	\$12.037M	\$12.906M	\$12.231M	\$11.897M	\$12.636M	\$10.343M	\$8.531M
▲ 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
* 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
● 2019-2020	\$7.135M	\$7.958M	\$8.126M	\$8.817M	\$8.834M	\$8.245M						

December FY20 Operating Revenue and Expenditure Report

Revenues	Forecast	Revenue YTD	Expected YTD	Balance	% Rev YTD	Notes:	% FYR:	50.0%
*State Allocation	\$ 23,597,538	\$ 11,452,886	\$ 11,798,769	\$ 12,144,652	48.5%	*Allocation #3 - Includes capital for operations.		
Tuition	\$ 6,915,119	\$ 3,188,196	\$ 3,457,560	\$ 3,726,923	46.1%			
Fees	\$ 2,320,120	\$ 1,445,793	\$ 1,160,060	\$ 874,327	62.3%		\$ 12,171,668	
Running Start	\$ 875,000	\$ (561)	\$ 437,500	\$ 875,561	-0.1%		\$ 5,893,745	48%
***Enterprise	\$ 2,061,429	\$ 1,260,317	\$ 1,030,715	\$ 801,112	61.1%		\$ 6,277,923	18%
Total:	\$ 35,769,206	\$ 17,346,631	\$ 17,884,603	\$ 18,422,575	48.5%			

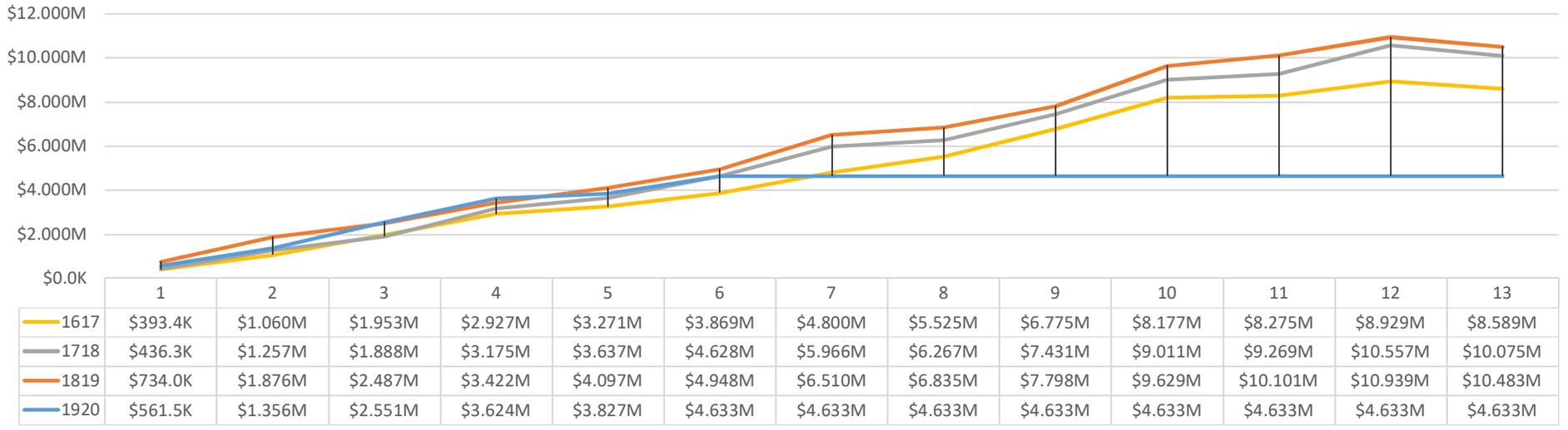
Expenditures	Budget	Expenditures YTD	**Expected YTD	Balance	% Exp/Bdgt	
State Allocation	\$ 26,062,973	\$ 11,452,886	\$ 13,031,487	\$ 14,610,087	43.9%	
Tuition	\$ 6,089,190	\$ 2,367,191	\$ 3,044,595	\$ 3,721,999	38.9%	
Local Fees	\$ 1,050,817	\$ 505,853	\$ 525,409	\$ 544,964	48.1%	\$ 15,579,474
Running Start	\$ 190,528	\$ 101,885	\$ 95,264	\$ 88,643	53.5%	
***Enterprise	\$ 2,061,429	\$ 1,151,659	\$ 1,030,715	\$ 909,770	55.9%	**Expected YTD based on even 12-month distribution
Total:	\$ 35,454,937	\$ 15,579,474	\$ 17,727,469	\$ 19,875,463	43.9%	***Excludes building fee and housing funds

Net:	\$ 1,767,157
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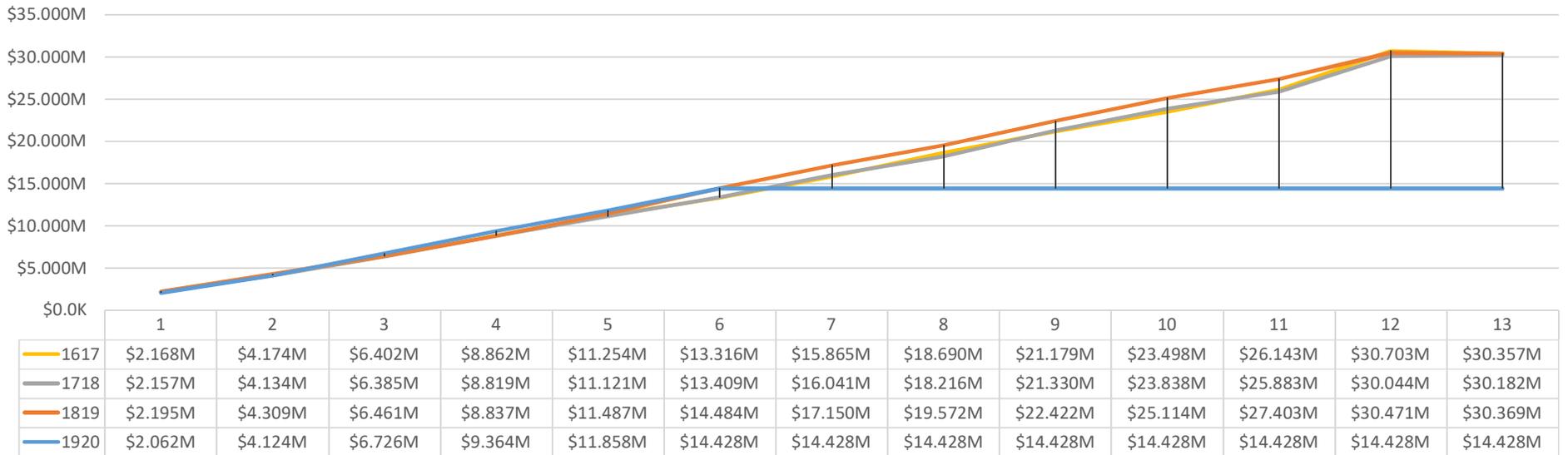


December FY20 Operating Revenue and Expenditure Report

December Operating Revenues (Tuit, Fees, RS)



December Operating Expenditures (Alloc, Tuit, Fees, RS)



Renton Technical College
Board of Trustees Meeting
February 19, 2020

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

SUBJECT: Board of Trustees

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND

A. ACT Winter Legislative Conference

B. RTC Liaison Reports

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 19, 2020

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The Board of Trustees will hold a special meeting on March 12, 2020 at 1:15 p.m. A special meeting will also be held prior to the regular meeting on March 18, 2020 beginning at 2:00 p.m. The regular meeting on March 18, 2020 will begin at 3:00 p.m.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 19, 2020

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
February 19, 2020

AGENDA ITEM: 9. EXECUTIVE SESSION

SUBJECT: A. Action

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

RECOMMENDATION:

None.

**Renton Technical College
Board of Trustees Meeting
February 19, 2020**

AGENDA ITEM: 10. ADJOURNMENT

SUBJECT:

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

RECOMMENDATION:

Motion required.