

## Regular Meeting Agenda Items

## Information/Action/Presenter

### 1. CALL TO ORDER

3:00 P.M.

- A. Notation of Quorum and RTC Land Acknowledgment

### 2. ADOPTION OF MINUTES

**ACTION**

- A. February 16, 2022 Regular Meeting

### 3. TENURE ADVANCEMENT

**ACTION**

### 4. COMMUNICATIONS

Information

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

### 5. DISCUSSION/REPORTS

Information

- A. LRCC Presentation
- B. ctcLink Update
- C. Presidential Search
- D. Administrative/Finance
  - 1) Monthly Finance Reports
- E. President

LRCC Director Sandoval  
Project Manager Homeister  
Vice President Hogan  
Vice President Jackson

**GOALS:** Collaborative Relationships | Equity | Succession Planning | Financial Stewardship

Dr. McCarthy

### 6. BOARD OF TRUSTEES

**ACTION**

- A. Board Policy Revisions, Section 3
- B. ACT Trustee Tuesday, March 8
- C. Foundation Liaison Report
- D. Trustee Recruitment/Succession
- E. Board Meeting Survey

Board Chair Unti  
Trustee Page  
Board Chair Unti  
Board Members

### 7. MEETINGS

- A. Regular Board Meeting: April 20, 2022

### 8. EXECUTIVE SESSION

- A. An Executive Session will be held to evaluate the qualifications of an applicant (Presidential Candidates) for public employment in accordance with the Open Public Meetings-Act (RCW 42.30.110).

### 9. ADJOURNMENT

**EVENT REMINDER:** ACT Spring Conference | May 19-20, 2022 | The Silver Cloud Inn, Point Ruston Waterfront

**2021-2022 BOARD GOALS**

*Succession · Onboarding · Create Board Dashboard*

*Students Succeed at RTC*

Renton Technical College  
Board of Trustees Meeting  
March 16, 2022

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

**SUBJECT:**

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

**BACKGROUND:**

Board Chair Unti will carry out the Notation of Quorum, call the meeting to order.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**March 16, 2022**

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

**SUBJECT:**

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

**BACKGROUND:**

The following meeting minutes are attached for approval by the Board of Trustees.

- A. February 16, 2022 – Regular Meeting**

**RECOMMENDATION:**

Approval as presented.



**Board of Trustees – Regular Board Meeting**  
**Culiniare Room (I-108)/Hybrid Zoom**

**February 16, 2022**  
**3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/85438098304>

## **MEETING MINUTES**

### **REGULAR BOARD MEETING**

#### **1. CALL TO ORDER**

Board Chair Kirby Unti called the meeting to order at 3:00 p.m. Absent from the meeting were Trustees Shaunie Wheeler-James and Debra Entenman. A notation of quorum was made. Board Chair Unti read the RTC Land Acknowledgment.

Trustee Takamura also recognized February as Black History month and February 1 as the start of the Chinese New Year.

#### **2. ADOPTION OF MINUTES**

Board Chair Unti asked for correction and/or additions to the following minutes:

##### **A. January 19, 2022 – Regular Meeting**

***Trustee Tyler Page made a motion to approve the minutes for the regular meeting held on January 19, 2022. Trustee Frieda Takamura seconded and the motion carried.***

#### **3. COMMUNICATIONS**

##### **A. General Information/Introductions**

Vice President Jessica Gilmore English introduced Abi Bae, new Outreach and Recruitment Director at RTC. Director Bae most recently comes from Pierce College where she served as the District Outreach Manager. The Trustees welcomed Ms. Bae to Renton Technical College.

##### **B. Public Comments from The Audience**

There were no public comments.

##### **C. Correspondence was included in the Communications and Marketing report.**

##### **D. Associated Student Government**

Wade Parrott, Associate Dean of Student Engagement and Retention presented RTC's two All Washington Scholars nominees for 2022: Elmi Abdulla, the Workforce nominee from the Commercial Building and Engineering Program, and Johnathan Kersey, the Transfer nominee from the Associate of Applied Science program for Computer Science. Both nominees joined the meeting via Zoom.

Mr. Abdulla thanked RTC for the nomination and expressed pride in his RTC program which is helping hone his professional skills.

Mr. Kersey expressed gratitude for his nomination and the opportunity to earn a 2-year degree in Computer Science at RTC before transfer to university and a career in the private sector.

Associate Dean Parrot introduced Gabriella Cotogna, a 2<sup>nd</sup> year Land Surveying student selected by RTC Trustees to receive the Transforming Lives Award conferred by ACT. Chair Unti presented the award to Ms. Cotogna who expressed her thanks for the scholarship, the Land Surveying program and opportunities it provided. Program instructor, Martin Paquette, received the award on behalf of Ms. Cotogna who was in attendance via Zoom.

Chair Unti wished the best to all three students in pursuit of their future endeavors and careers.

**Board of Trustees – Regular Board Meeting  
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**E. Renton Federation of Teachers**

RFT President Donna Maher shared the union’s pleasure regarding the decrease in COVID-19 and the good news that there are no campus cases. RFT is watching the ctLink migration this month and concerned about Fall and Summer enrollment impacts, although President Maher has not heard of impacts from other technical colleges thus far. President Maher informed the Trustees that she will meet with legislators on Monday, February 21, AFT Lobby Day.

**F. Written Communication Reports**

Board Chair Unti thanked everyone who contributed communication reports with special thanks for the video reports which are lively and informative.

A discussion ensued about the enrollment downturn in the Ford ASSET program, prompted by a question from Trustee Takamura. Vice President of Instruction, Dr. Stephanie Delaney explained that high schools are not pushing student’s involvement in the Ford program. Interim Dean of Workforce, Warren Takata pointed out that dealers are interested in hiring students but do not want to release their employees to attend school and instead are starting in-house training with dealer mentors. Interim Dean Takata also reported that only 6 of 25 area dealers have currently committed to sending students to the Ford ASSET program. Other colleges are also feeling the impacts of this shift, citing the program shutdown at Clover Park Technical College as an example. Dr. McCarthy noted the enormous national focus on apprenticeships and expressed interest in how this may unfold in the future.

**4. DISCUSSION/REPORTS**

**A. ctLink Update**

ctLink Project Manager Lia Homeister updated the Board on the ctLink migration. The statewide ctLink Project Steering Committee approved RTC’s migration at their February 15 meeting. Ms. Homeister emphasized the importance of employee involvement on March 1 with timesheet submission deadline occurring the day after migration.

Trustee Page and Chair Unti thanked Ms. Homeister and the ctLink team for their commitment and patience for their work during COVID and leaning into positive energy to do so.

**B. President Search Update**

Vice President Hogan provided a monthly update to the Board on the Presidential Search. The President Search Committee met February 7 to review and screen applications and will meet again February 21 to further consider the candidate group.

Interview dates for RTC President candidates have moved to March in order to remain competitive with other colleges conducting president searches. The interview process will be viewed through a diversity and equity lens, be inclusive of key stakeholders on campus (students, faculty and staff) and the greater Renton Community. The Board should give consideration to their interview questions as well as who may perform due diligence on the finalist(s). Specific interview times will be solidified with Trustees by Board Secretary Alanna Malone.

Trustee Page and Chair Unti thanked VP Hogan for her professional approach and work and understanding the highly competitive nature of the President search.

**C. Administration/Finance**

**1) Mid-year Budget Analysis**

Vice President Jackson shared the mid-year financial summary.

Approved budgeted revenue compared to RTC’s actual collections

- Revenues are trending below collections for this time of year.

**Board of Trustees – Regular Board Meeting  
February 16, 2022**

- State allocation increased due to GEER funding and the Center of Excellence grant.
- Tuition, fees, and enterprise are down from budget: 2 percent, 1 percent, and 7 percent respectively. These three will be closely watched for changes.
- Running start reimbursement will be booked in January.

Projected revenue; based on current revenues through month 6 and FY21 months 7-12 revenues

- Allocation will be completely collected.
- Tuition and Running Start should trend slightly ahead of budget; fees and enterprise will likely be well below budget.
- Fees are likely down because more students are taking fewer credits. The previous academic year's average credit load per student was 13.24. Current year is trending at 11.99 credits per student.
- Overall anticipated revenues will be down about \$566k.

Expenditures through December

- RTC is at 45 percent and trending in a positive direction.
- Labor is trending positively, mainly due to unfilled positions like the Executive Director of DEI, Administrative Support for DEI, and 3 GP navigators.
- Equipment is well above budget at 227 percent, due in part to starting FLEX lab and the purchase of new student/staff laptops and monitors.
- Client Services will be above what was budgeted due to increases in Worker Retraining and the Student Assistance grant allocation.
- Goods, services and equipment are trending toward overspending.

Projected Expenditures; current expenditures through month 6 and FY21 months 7-12 expenditures

- Overspending is just under \$24K due to previously noted salary savings from unfilled positions.
- Goods, services and equipment are expected to be overspent based on spending trends.
- Client Services will be over budget as per previously noted retraining and grant allocation.

Budget overage overall: \$356K

- This was a planned overspend this year for the hiring of additional ctclink and HEERF staff; temporary positions with varying termination dates. Salary savings from unfilled positions this year offset this overspend which would have been larger without these savings.

## **2) Monthly Finance Report**

Vice President Jackson shared financial information through the month ending December 2021.

Grants and Contract revenue is up \$300k this year compared to last year, attributed to the work done by Ali Cohen in her programs. Food Services revenue is also up by \$134k compared to last year, but Food Services is \$595K lower now than before the pandemic for the same time period.

\$1.3M more in financial aid has been distributed this year compared to this time last year. Salaries are less than budgeted, but it should be noted they are \$1.2M more than last year at this time.

Total cash and college reserves, less the Scott/Jewett donation and loss HEERF revenue, were approximately \$10.4M. RTC has claimed all HEERF funding which had a May 2022 expiration date.

Enrollment for Winter quarter is about 99 percent of last year overall and 95 percent of tuition paying. Overall enrollment for Winter quarter will increase as apprenticeship students are registered.

Spring quarter enrollment is about 74 percent of our internal target for all students and 84 percent for tuition paying students. Faculty and staff have done a fabulous job of registering students early. As noted, we currently are not able to register new/additional students until March 14.

**D. President’s Report**

Dr. McCarthy provided a presidential report on his goals for the year.

**Collaborative Relationships**

Dr. McCarthy expressed his appreciation for the reports offered today at the Board meeting, including Ms. Homeister’s ctcLink report and her work with the State’s ctcLink Project Steering Committee, as well as her collaboration with VP Jacob Jackson and groups across the college. Dr. McCarthy stressed the importance of RTC continuing to extend a learning space for the migration as it unfolds, and further emphasized the importance of employee participation on March 1 with timesheet submissions. Dr. McCarthy affirmed that the Board has been doing a great job of checking in, asking questions and providing support for the ctcLink migration process all along the path.

Dr. McCarthy recognized the slowing of COVID cases which while also sharing his anticipation that more changes may lie ahead requiring our flexibility. Dr. McCarthy commended all of RTC for keeping people safe and maintaining operations during the pandemic.

Legislative advocacy continues. Six additional meetings have occurred since the January 19 Board meeting. Dr. McCarthy reported he is also helping with email campaigns to further the advocacy efforts and noted RTC’s good fortune in having much of their legislative representation on key committees where bills are up for consideration: 10 of RTC legislators sit on the House Appropriation Committee, 6 on Senate Rules and RTC Trustee and legislator, Debra Entenman is a member of the College and Workforce Development Committee where Dr. McCarthy will testify Thursday, February 17. Dr. McCarthy reaffirmed his recommendation that all should support the Governor’s budget, especially with such a positive revenue forecast.

The college had recent meetings with both Valley Medical and Fred Hutch to explore greater collaboration. The Allied Health Building project will be presented by architects at the Sunset Area Transformation Resource Council on March 3, as well as opportunities for student participation and input. The Nursing Commission extended suspension of admissions to the RTC Nursing program at a minimum through the Spring quarter 2022. The Nursing Director from Tacoma Community College will be working closely with RTC and a program manager has been hired to further assist with Nursing Commission reporting requirements. Dr. McCarthy informed the Board that he is collaborating with other colleges for data and that his current research shows RTC’s program produces the highest percentage of diverse nurses. Dr. McCarthy will keep the Board posted on all development.

The 2022 Achieving the Dream conference is in session February 14-17, with 9 RTC participants joining remotely. As announced at the conference, RTC’s national leader status has been reinstated, recognizing RTC as a college that has consistently made improvements. RTC has had great success with Veteran 4-year completion rates which increased from 60-80 percent, and students with dependent children credit completion rates increased from 74 percent to 83 percent in 2020 during COVID. Per Dr. McCarthy, these specific increases likely helped RTC’s leader status reinstatement.

**Equity**

Dr. McCarthy informed the Board that RTC held two sessions with equity facilitator Erin Jones since the January 19 Board meeting: approximately 119 people attended the January 21<sup>st</sup> session addressing the Three Phases of Equity, and 125 participants attended the Equity in Grading session which generated much future session interest. Discussion has been opened and will continue with the DEIC regarding the use of funds for the Multicultural Center on the RTC campus and DEI compliance with SB 5194 requirement of strategic equity plans by modifying our current 5-year plan.

### **Succession Planning**

Dr. McCarthy informed the Board that the New Trustee orientation offered by ACT on January 24 went smoothly, was well attended and included many Presidents and many new faces from across the state including new RTC Trustee Shaunie Wheeler-James, new Board Secretary Alanna Malone and himself. Dr. McCarthy asserted the importance of these succession training for colleges and boards.

### **Financial Stewardship**

Dr. McCarthy thanked VP Jackson for his reporting today and reminded the Board that the first mid-year budget report occurred in 2019 as a reactive measure, but reports have continued as a means for RTC to plan proactively. RTC now has a multi-year budget process, forecasted through FY 2025 with the current forecast showing strong patterns but also indicators that elements could be less strong if attention is not paid. Dr. McCarthy offered the examples of decreasing enrollments providing a decrease in local funds, basic inflation and supply chain issues forcing increasing materials costs, and the need for local funds to assist with legislated general wage increases that are only funded at 85% by the State. Dr. McCarthy noted that RTC will need to be very strategic going forward with regards to state funds, the variance budget, reserves, and the Scott/Jewett funds.

Dr. McCarthy informed the Board that we will be collecting more campus input on uses of the Scott-Jewett funds online through “Padlet” (in addition to what input faculty gave earlier in the year and general resource need discussions) and the Resource & Planning Council will engage our governance structure. These meetings are open to the campus community. The hope is that a wide audience attend the meeting for a broad and deep discussion around the use of the Scott-Jewett funds.

Board Chair Unti thanked Dr. McCarthy for his report and his work in situating the college in a remarkable place, acknowledging that times ahead will likely be tested. Chair Unti also recognized Dr. McCarthy for strongly positioning RTC for a new President.

## **5. TRUSTEES**

### **A. Board Policy Revisions, Section 3 – First Read**

#### **1) Section 3, GP-4**

Continuing to GP-4, suggested changes were shared related to Board structure and elections and discussed by Trustees. The changes discussed in the meeting will be added to Section 3, GP-4 for review by Trustees prior to the March Board meeting wherein action will be taken to amend and/or uphold the policy. Board Secretary Malone will distribute changes to Section 3 to Trustees in a timely following the February 16 Board meeting.

### **B. ACCT National Legislative Summit Report**

Trustee Page offered additional comments to his submitted written report. Per Trustee Page, downsizing RTC’s participation in Washington, D.C. this year was appropriate due to Congress’ limited time. Trustee Page reported that he concentrated on formal summit opportunities including the initial session offering the [National Student Clearinghouse Center](#) video presentation that posited community colleges being on a downward trajectory prior to the pandemic which continues now. Trustee Page affirmed the view presented by the NSCC presenter that RTC must be agile and affirmed the need for RTC to discover what can work now to renew and build into the future. Chair Unti recommended that ACT Trustees convene a study session to view the NSCC presentation together. Trustee Takamura suggested the presentation be viewed at the August RTC Board Retreat.

### **C. ACT Winter Conference Report**

Board Chair Unti noted that Dr. McCarthy previously reported on this year’s Winter conference. Secretary Malone offered her thoughts on participation of the New Trustee orientation and was thankful to have been included.



**Board of Trustees – Regular Board Meeting  
February 16, 2022**

**D. ACT Awards**

Chair Unti informed the Board that the ACT Awards are now open for nominations and he would very much like to see an RTC faculty member again receive this award. Dr. McCarthy concurred and offered that RTC could be very competitive with its current faculty. Chair Unti suggested the Board Secretary assist with this year’s application. All ACT nominations from the college are submitted via the Board Secretary to ACT.

Chair Unti also suggested submitting a nomination for the Equity Award this year. Per Dr. McCarthy, this award is bestowed collectively to a Board, not individual trustees or the college. He will be in touch with further details regarding ideas for the nomination for this award.

**E. Foundation Board Liaison Report**

Trustee Page provided a positive update from the RTC Foundation Board meeting occurring at the end of January. He thanked RTC Foundation Director Shaw for her good work in recognizing longtime RTC donor and Foundation Trustee, Harry Blencoe’s 98<sup>th</sup> birthday. Chair Unti echoed Trustee Page’s thanks to Director Shaw.

**F. Monthly Board Meeting Survey**

Board Chair Unti noted there was not 100 percent participation and polled members regarding the value of the survey and its continuance. Trustee Page expressed interest in continuing the survey. Chair Unti thanked Secretary Malone for compiling and distributing to all.

**6. MEETINGS**

- A. The next regular Board meeting is scheduled for March 16, 2022.
- B. An executive session of the Board of Trustees will be scheduled for March 16, 2022, beginning at 1:00 p.m. for the purpose of reviewing Faculty Tenure candidates.

**7. ADJOURNMENT**

***There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 5:05 p.m. Motion carried.***

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KIRBY UNTI, Board Chair  
Board of Trustees

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KEVIN D. MCCARTHY, President  
Renton Technical College

**AGENDA ITEM:        3.    TENURE ADVANCEMENT**

**SUBJECT:**

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

**BACKGROUND:**

**A. Faculty Tenure Advancements**

Action will be taken on the following faculty tenure advancements:

- 1. Advancing from Third Year to Tenure:**
  - Aaron Barquet, College and Career Pathways/ELA
  - David Uryash, Automotive Technology
  
- 2. Advancing from Second to Third Year:**
  - Hussein Al Kinani, Mechatronics
  - Elisa Stuart, Welding
  
- 3. Advancing from First to Second Year:**
  - Josh Emery, Computer Science
  - Scarlet Kendrick, Dental Assistant
  - David Wynne, Culinary Arts

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**March 16, 2022**

**AGENDA ITEM:        4.        COMMUNICATIONS**

**SUBJECT:**

BOARD CONSIDERATION

X    Information

      Action

**BACKGROUND:**

- A. General Information/Introductions
- B. Correspondence
- C. Public Comments from the Audience
- D. Associated Student Government
- E. Renton Federation of Teachers
- F. Written (and video) Communication Reports

**RECOMMENDATION:**

None.

**Administration and Finance Report  
Renton Technical College Board of Trustees  
March 16, 2022**

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## Financial Report

Total revenues to date for month ending January 2022 were \$40.30M. This includes the \$5M donation from the Scott/Jewett Foundation as well as \$7.33M claimed in loss revenue and student grants from HEERF. Without the donation, revenues for month ending January 2022 were \$35.03M which is \$13.89M more than month ending January 2021. This increase was largely due to an increase in HEERF funding of \$8.53M, Financial Aid which was \$1.14M more than last year. Tuition and fee collection through January 2022 was \$5.91M compared to \$4.79M in January 2021. Tuition paying FTE is trending slightly down compared to last year. Current enrollments and enrollment projections continue to be substantially lower than they were prior to the pandemic.

Total expenditures year to date for month ending January 2022 amounted to \$29.56M. This was \$6.93M more than January 2021. The largest increase continues to be in salaries, \$3.21M and Financial Aid, \$3.25M. For the month ending January 2022, decreases were observed in Good and Other Services, \$609K.

For month ending January 2022, sells were \$201K compared to \$61.3K for month ending January 2021. However, food services revenues pre-pandemic through January averaged closer to \$830K.

For month ending in November, we had \$3.21M in investments (reserves), for a total cash and reserves balance of \$22.42M.

## Business Office

- The business office has been very busy since the go live with ctclink on February 28, 2022.
- Payroll processed and budgets posted in the production environment.
- We have processed some general ledger transactions in production as well.
- We are also testing purchasing transactions in the test environment to ensure they are affecting the general ledger as we would expect and with hopes of putting some through production soon.

## Food Services & Rentals

- Completed Weight Watchers agreement for room rental at the Annex on a weekly basis.
- Working on agreements for long-term rentals with Community Based Organizations at the Annex.
- Catering is increasing with numerous inquiries; business looks promising for Spring and Summer.

## Facilities & Capital

### **Minor Capital Program Projects for Current Biennium (2021-2023):**

Projects in this category are more discretionary in nature and are not restricted to repairs.

- **Sound System Enhancement in Cafeteria** – This project has just been approved, and the IT department will be exploring options for project delivery. The project will be funded using Capital Funds.
- **Campus Irrigation System Upgrades** –*Status: Completed included As-Built Drawing submission and owner training.*
- **Computer Network Technology Remodel**- The north end of the First Floor of Bldg. J will be remodeled for appearance and efficiency. The campus architect has received a walk-through in order to initiate a proposal to the college for design, permitting, and contract administration and bid out and execute the first phase of the project this biennium. The second phase will occur next biennium.

### **Minor Capital Repair Projects for Current Biennium (2021-2023):**

- **Dental Floor Replacement Project** – The college requested a proposal from a Job Order Contracting (JOC) contractor through the DES procurement system. The JOC Contractor submitted their proposal which was to the high end of the expected range, and the college initiated an inquiry with a flooring contractor who is on the state approved vendor list. That flooring contractor has submitted a bid which is considerably less than that of the JOC Contractor. The college is assessing all options and considerations before awarding the contract to the flooring contractor on the state-approved vendor list. Additionally, testing for hazardous materials in the mastic of the floor tile and moisture testing of the underlying slab are occurring over Winter Break has come back and, in both cases, are negative. *Status Update: flooring has been selected and we are awaiting implantation of the new ctLink purchasing software to enter the purchase order.* Floor replacement is planned for Summer 2022.
- **Resurfacing Roof at the Annex** – The roof and parapets are past the useful life and prone to leakage. Our Campus architect conducted tests on the roof with a roofing consultant and found that the condition of the roof was worse than the level for which it was funded. The college contacted our SBCTC state Architect and was able to request the additional funds necessary to upgrade the repair from a re-surfacing to a full roof replacement and the funds necessary to complete the project were added into the Facilities Condition Request for the 2023 – '25 biennium just prior to the deadline. The college is directed to proceed with replacing the roof in two phases such that the first phase shall occur this biennium, and the second phase shall occur next biennium so as to complete the portion which was underfunded for the current biennium. *Status: Design for replacement of the upper roof section and parapet is in progress.* Permit submission to City of Renton Building Dept. to occur Monday, March 7<sup>th</sup>. **Construction is planned for Spring 2022.**
- **Miscellaneous Mechanical Projects** – Two projects are being combined in order to minimize costs through increased efficiency in the project delivery, including replacing the HVAC boilers in Building B and the gas-fired shop furnaces in Buildings K1 and K2. Rolluda Architects and Bogart engineers submitted cost estimates and preliminary schedule. Bidding documents are scheduled to be ready by the end of this month.

Construction is scheduled for summer break 2022 with completion of the K1/K2 Heating units prior to the return of students for Fall Quarter, and B Bldg. Boilers prior to heat being turned on in the Fall. *Status: City of Renton Building Dept. permit was issued March 4<sup>th</sup>. The Dept. or Engineering Services is to review the bid documents and release for bidding on the week of March 14<sup>th</sup>.*

**Minor Capital Repair Projects for Next Biennium (July 2023 - June 2025):**

- The Facilities Condition Survey (FCS) for the 2023-25 biennium occurred in mid-June of this year. Support material and cost estimates were submitted in December to support and justify our request and to ensure an allocation of a funding level sufficient to execute the projects. *Status: The SBCTC has finalized the FCS and circulated to colleges.*

**Major Capital Growth Projects in Pre-Design/Design Phases for Current Biennium (2021 - 2023):**

- The pre-design and design portions of a new Health Sciences Center have been approved by the state legislature. The architectural firm of Schreiber, Starling, and Whitehead Architects, together with a core committee from the college are working on programming, planning, and conceptual design services necessary for executing and documenting the OFM predesign process. This includes Project Analysis, Program Analysis, Site analysis, Budget Analysis, Master Plan Analysis, Facility Operations Analysis, and coordination of various subconsultants and studies as warranted to complete the predesign for the Health Sciences Center. Predesign is slated for completion in early 2022, and upon approval by SBCTC, the design portion will follow and be completed by the end of the current biennium, June 30, 2023. Pre-design is ongoing. *Update: An online meeting with the Sunset Area Transformation Resource Council occurred on Thursday evening, March 3<sup>rd</sup>, and the project was presented to the council for considerations and comment by our architect, college President, and others in the steering committee.*

**Infrastructure Projects for Current Biennium (2021 - 2023):**

The college has received funding for the following project and the DES on behalf of the college is contacting the state on-call civil engineering firm to start investigation and design.

- **Replace aging storm water system on campus** – Some storm system jetting of lines has been completed to determine if the drain lines were merely clogged or in need of repair/replacement. Fortunately, the jetting successfully cleared the blocked lines. Camera work is being planned for the storm water lines in the middle portion of campus to determine their condition and assess the need for replacement. The college has received a proposal from the Civil Engineer to oversee the investigation and to incorporate the findings into design document, cost proposals, and a schedule. Camera work of existing lines in order to determine condition has been expanded to include additional storm lines that run along the western edge of campus has been performed, the college has been supplied with maps and videos of the storm drain systems and advised of its condition in a debriefing meeting. The results have been turned over to the Director of Maintenance and Grounds, who participated in the debriefing session.
- **Replace and Repair Aging Communication System including Fiber-Optic backbone-**

We are investigating the possibility of repurposing allocation to this purpose with the intent of pursuing the funded storm water system replacement next biennium. Our Information Technology Dept. has conducted a survey of existing system and is quantifying work needed to update it. *Status: awaiting project reports and proposals from RTC IT dept., who had the surveys and oversaw the estimates.*

#### **Capital Funding requests:**

- The College is submitting a funding request for a Replacement Project in the upcoming budget cycle. RTC is working with Schreiber, Starling, and Whitehead (SSW) Architects to submit a Project Request Report (PRR) for a proposed Trades and Industries Building. The proposed building would house Welding, Aerospace, Commercial Building Engineering, Mechatronics, and Machining. We have met with each program intended to occupy the replacement building to determine their needs and the architects Mary Jo Lux and Ross Whitehead of SSW are establishing the necessary parameters of the proposed facility to accommodate those needs. *Status: The PRR was graded and ranked among the projects submitted statewide and the RTC application was ranked second among approximately twenty (20) submissions.*

#### **Other Projects:**

- **Energize Eastside** – The Puget Sound Energy project to replace the high-power electrical distribution poles and lines that run north and south across the student parking lots on campus has begun and the first phase is complete. *Status: Work by PSE is completed until spring when the last of the old poles will be removed. The new poles are erected, and awaiting the installation of the new high-voltage conductors.*
- **COVID HVAC and Air Filtration Mitigation Project** – Funding has been approved to increase air ventilation and to upgrade the HVAC filters to higher MERV rated filters in selected campus buildings. MERV 11 filters have been ordered by the maintenance department, and are responsible for implementing their installation in mechanical units that are equipped to receive them. A controls contractor on a service agreement with the college has had their contract expanded to include modifying mechanical ventilation settings and schedules, and buildings which are suitable for increasing ventilation rates have been increased at this time. *Status: HVAC control settings for various buildings have been finalized and implemented at this time by our Controls Contractor via a service agreement. Air Filters have been received and installed for those buildings which will accommodate filters with a higher MERV rating.*
- **Machine Technology Grant for new CNC machines** – planning has begun and an initial walk-through conducted to apply for an equipment grant for three (3) new CNC lathes to replace older CNC machines. A large window assembly separating the CNC Lab from the larger MTech lab will be removed and made into a passageway to improve access, sight lines, and occupant flow between the shops.

**All Student Government  
Renton Technical College Board of Trustees  
March 16, 2022**

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**1. Student Engagement & Feedback in the Presidential Search Process:**

ASG staff will invite RTC Students, Faculty and Renton Community members to participate in public forums for each candidate during the following dates/times:

- March 17 – **Dr. Eric Heiser**, 2:30 pm-4:00 pm
- March 21 – **Dr. Yoshiko Harden**, 2:30 pm-4:00 pm
- March 22 – **Dr. Suzanne Ames**, 2:30 pm-4:00 pm
- March 24 – **Dr. Rolita Ezeonu**, 2:30 pm-4:00 pm

**2. Winter Qtr. Events & Activities:**

- Lunar New Year Celebration & Dumpling's
- CTC Link Implementation Support
- ASG/Library Mural Collaboration
- Gentle Yoga Tuesday's from 2:30pm – 3:30pm  
<https://us02web.zoom.us/j/86985883810>

**3. New Hire:** Welcome Walter Lutsch, Director of Leadership & Programs





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Communications and Marketing  
Renton Technical College Board of Trustees  
March 16, 2022

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## ctcLink Communications

Our focus the last month continues to be [ctcLink](#) communications, including daily messaging for employees and students, which are incorporated into a [blog](#), numerous web updates to current pages and URLs, and multiple new informational and training pages for employees and students.

## NEWS AND WEB

[College announces presidential finalists](#)

[Celebrating Black History Month at RTC](#)

[Instructional Designer wins e-learning award](#)

[Student Success Celebration](#)

## MARKETING

Because students cannot register after Feb. 11, we have paused other campaigns and will resume March 14. We are collecting student data on this [online form](#) for advising and marketing outreach when registration resumes.

## SOCIAL MEDIA HIGHLIGHTS

1. Facebook and YouTube contributed to an increase of more than 104 percent in audience engagement. Adding video also contributes to the engagement and reach.
2. Audiences growth continues across all platforms.

## DEPARTMENT NEWS

Executive Director Katherine Hansen has assumed the presidency of the SBCTC Public Information Commission.

**ctcLink Report**  
**Renton Technical College Board of Trustees**  
**March 16, 2022**

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## ctcLink

### Go Live Activities

- RTC had a successful go-live weekend February 25-27 and was officially approved to go-live Monday, February 28<sup>th</sup>. All three DG6A colleges went live within this time frame.
- The past two weeks have been spent completing manual entries, data cleanup and preparing for all employees and students to access the system.
- RTC completed the first ctcLink payroll on a condensed timeline after go-live.
- Students began accessing ctcLink on Monday, March 14<sup>th</sup>.

### Post Go Live Expectations

The first two weeks in ctcLink have proven challenging. SMEs work tirelessly to complete all of activities. Staff continue to learn new processes daily. As SMEs get everything set in their areas, they will provide training and support to the rest of the college.

Business processes are being refined and will continue optimization. Many RTC old business processes are manual and some are out of compliance. ctcLink will cause changes to best business practices, but many processes require updates/improvements aside from ctcLink.

For those working on the project, they continuously deliver under relentless circumstances. It is critical that those removed from the project continue to collaborate with colleagues and be flexible as this large-scale implementation brings more change to RTC over the next year.

We are looking forward to closing out Winter quarter and beginning Spring quarter in ctcLink as the entire college learns much in the next few months.



RENTON  
TECHNICAL  
COLLEGE

**College Technology Services - Information Technology Report**  
**Renton Technical College Board of Trustees**  
**March 16, 2022**

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CTS has some staff updates to share. 2 new team members joined CTS on March 8<sup>th</sup>. Tim Lee is our new End User Systems Engineer and his main focus will be on premise workstations, automated deployment tools, and managing the on-premise datacenter. Ralf Case, an RTC alumni and a graduate with his bachelor's degree from Central Washington University in Cybersecurity, was hired to fill Kevin Mitchell's vacancy from December. In addition, we have an accepted offer for the Associate Director of IT position that has been vacant since July last year. The gentleman that has accepted the position had to give significant notice to his current employer in Olympia (SBCTC) and will join RTC April 1<sup>st</sup>. Brian Smotherman, our Enterprise Systems Engineer, has resigned after 3 years and will be missed. His position has been posted we are pursuing talent leads that may be interested in joining the CTS team here at RTC.

Our End User team has been continuing to distribute technology resources to students. We are still looking for a new location in or near the C building to continue this important work for the campus community. CTS is working with other departments in the C building and we are waiting to hear back on possible suggestions for alternative locations.

Our Laptop Device Equity Committee, co-chaired by the Executive Director for CTS, and the Dean for Information Technology Instruction. The focus for this group is to determine the viability of a laptop loaner program for the entire college, or maybe just certain departments that this type of program may benefit or encourage incoming students. We have received the documentation and research that other colleges in the SBCTC have been working on. Our first meeting to work on our charter, set objectives and deliverables, and start the process of reviewing documents will be Monday, March 14<sup>th</sup>. We are striving to have representation from stakeholders across the campus community.

CTS has made significant process on provisioning and deploying laptops and mobile devices to Faculty and Staff since our last report. We completed rollout to Student Services and faculty members that self-identified that they were utilizing personal devices for instruction. There is still much work to do as these devices are replacing hardware that is sometimes 5 to 10 years past end of life. We have completed and provisioned about half the replacement devices purchased with the HERFF dollars. There will be a need to purchase at least one more set of devices to complete the uplift of the functional level of devices for the campus community. We are gauging when to place this order to coordinate receipt with deployment.

Teams phone upgrade is progressing. All classroom phones have been delivered, and we have met with Microsoft to discuss changes in our licensing to include calling plans. We have ported all unused DID's (Telephone Numbers) that the college owns to Microsoft in preparation for this upgrade. Due to ctcLink we have not met any additional organizational units since our last report. We are actively pursuing meetings with the others as we get closer to the scheduled rollover date on Memorial Day Weekend.

The following personnel actions occurred during February 2022 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Nguyen, Hoa	2/14/2022	Custodian I	Custodial
<b>-Separations</b>			
Paltep, Frankie	2/23/2022	Custodial	Custodial
Snider, Gregory	2/28/2022	Maintenance Lead	Facilities & Grounds
WFSE	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Kimmie, Susan	2/14/2022	Cashier II / Business Office	Business Office
<b>-Separations</b>			
None			
Prof Tech	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
None			
<b>-Separations</b>			
Watkins, Elizabeth	2/15/2022	Financial Aid Program Coordinator	Financial Aid
Exempt / Administrative	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Shultz, Jackson	2/14/2022	Director of Grants	Workforce Education
<b>-Separations</b>			
None			
RFT	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Mellon, James	2/2/2022	Adjunct faculty / Automotive	Automotive
<b>-Separations</b>			
Longoria, Carlos	2/1/2022	Adjunct faculty / Anesthesia Technology	Allied Health

	Monthly Total Hires	% of Diverse Hires YTD
Full time	2	46%
Part time	1	31%



**Instruction Board Report**  
**Renton Technical College Board of Trustees**  
**March 16, 2022**

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[This month's report](#) includes the quarterly summary from the whole Instruction Team, including our wonderful new deans. Here are some links to things referenced in the update:

- EmPower Conference: March 11<sup>th</sup> . Register here: <https://constructioncenterofexcellence.com/empower>
- Work Session in House higher ed/workforce committees: [1/31: Kristi Grassman \(COE Construction\), WA Assn. of Concrete and Aggregates, Nolan and Carolyn](#)

**Communications and Marketing and Institutional Research**  
**Renton Technical College Board of Trustees**  
**March 16, 2022**

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## Institutional Research

The Office of Institutional Research (IR) has continued its efforts to improve institutional effectiveness by supporting programs, units, cabinet, and committees for their planning, assessment, and data-informed decision makings 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 team supported data validation for ctLink transition including cycle 4, cycle 5, and go-live validation on February 27, 2022. Also, the team worked with Business System Analysts to build a financial dashboard. The dishoard will replace FMS Query in the Legacy system.
- The Director of IR attended the Achieving the Dream (ATD) conference from February 15 to 18, 2022. The conference was focused on exchanging ideas about evidence-based reform strategies for student achievement and success. The RTC team attended the conference and shared ideas during the conference. The IR Director plan to share the knowledge and ideas he learned as well as his plans to use them with IR members and the participated ATD team. ATD recognized RTC as one of [the 2021 ATD Leader Colleges](#) during the conference. The total number of the recognized Leader Colleges are 20 nationally in the network.
- The IR team worked with Instruction Group and other campus units for on-demand or routine weekly or monthly data requests and survey supports. Those requests and reports include weekly enrollment reports, student evaluation surveys, diversity data for DEIC, student data for Financial Aid, and new student orientation list.



**RTC Foundation Report**  
**Renton Technical College Board of Trustees**  
**March 16, 2022**

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## Scholarships and Events

**Spring Quarter Scholarships:** The Scholarship Committee met on March 4<sup>th</sup> and awarded 107 scholarships for a total of \$108,600 to students in 33 programs. The total number of scholarships is down due to the increase in students who received more than one scholarship and larger awards. Examples of this were with program-specific scholarships in machining and culinary where there were fewer applicants than previous in quarters.

**Exceptional Employee Awards March 18<sup>th</sup>:** The Selection Committee met to make the 2021 awards to three staff and three faculty members. Portions of the program have been pre-taped and everyone got into the “Masked Awardee” fun! Special recognition of payroll and special giving by staff will be part of the March 18<sup>th</sup> program. Gift and acknowledgement cards have been mailed out to all existing payroll givers.

**May 14<sup>th</sup> – Car Cruise-In & Student Success Celebration:** 1-Day 2-Events. Planning and marketing production continues for the spring event that will serve as a community/campus open-house and the Foundation’s main fundraising event to replace the Student Success Breakfast. The Dick’s Drive-Ins food truck has been secured. The Event Landing page is now live. To-date, **\$39,000** has been raised in sponsorship donations toward the **\$80,000** goal. Top sponsors include; Unico Properties, IAM 751, Urban Renaissance Group, Associate Builders & Contractors, Renton Housing Authority, Lakeshore – Era Living, and South Hill Collision & Repair with more in the works.

### Harborview Community Event

The RTC Massage Therapy class is providing respite for staff at Harborview Medical Center on April 28<sup>th</sup>. The Foundation is providing support with transportation and stipends for the massage therapy students.

**Grants:** The Foundation’s emergency grant has a new name – Life Essentials Grant (LEG). Students were confused by the Financial Aid emergency grant and the Foundation emergency grant being called the same thing. The focus is now on providing gas and grocery gift cards. To-date, the Foundation has awarded 178 emergency grants (LEGs). Compared to the 20-21 academic year’s total of 140. The greatest increase by program has been with College & Career Pathways students.

Equipment grants are being prepared for machining in coordination with the Dean of Advanced Manufacturing, Shannon Matson. The grants will be submitted to PACCAR and Norcliffe Foundations.

**Major Gifts and Donor Stewardship:** For Valentine’s Day, special treats were prepared by the RTC bakery and delivered to major donors. The Pacific Cascade Mustang Club has made a \$6,400 donation to support Ford Asset students beginning Spring quarter.

**Scholarship Renewals:** The Society of Professional Engineering Employees in Aerospace (SPEEA) has increased their scholarship donation to \$5,000 per quarter starting Spring 2022.



## **Guided Pathways future planning**

During March, both Student Services and Instruction are participating in writing our Guided Pathways work plan for 2022-2023. It is due to the State Board and College Spark the first of April. The Student Experience essential practice we have selected as priority is 'program monitoring'. We determined that next year is timely to focus on this practice, as we will be best positioned to use newly implemented tools to accomplish this work. This began with a collaborative workgroup of student services staff and instructional faculty who revised the College's Academic Progress policy, which took effect this academic year. This revised policy, working in concert with ctclink and EAB Navigate, provides us both the framework and technology to monitor student progress in consistent, meaningful ways. This essential practice provides us key items to focus our work, and how we incorporate data to inform it.

## **Around the division news...**

We are thrilled to welcome a new Director of Student Leadership and Programs to RTC. Walter Lutsch joined our team earlier this month. Walter has extensive experience in Student Life. He most recently served in the Student Life office at Pierce College, Ft. Steilacoom. We are also excited to hire Megan Phillips to a permanent role as a Student Success Specialist. Megan has been doing outstanding work in that role in a temporary capacity. We're thrilled to retain her talents. Gerald Bradford has been providing leadership to a grant focused on substance abuse recovery. This week, he and other staff are participating in a collaborative event called "Take a deep breath, help is on the way!" teaming with Behavioral Health and the UWKC Benefits Hub.

## **ctclink update**

Staff are attending numerous trainings through the first two weeks of ctclink deployment to begin relearning how to do their jobs. We are addressing system security settings as quickly as possible, as staff find they need access to something they don't have. Staff in Enrollment Services are using their new learnings toward professional development as well, each taking on different elements of learning ctclink, and turning around and training their colleagues. The advising staff continue to redesign the intake process, as they learn how ctclink influences this. And Financial Aid has commenced "dual processing" (having to package and award in both the Legacy system and ctclink), and are working through complexities associated with that. Staff are experiencing a range of emotions: there have been tears, laughter, anxiety, excitement – you name it. We treating this as a marathon, not a sprint. The team has done amazing work.



Renton Technical College  
Board of Trustees Meeting  
**March 16, 2022**

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

**SUBJECT:**

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

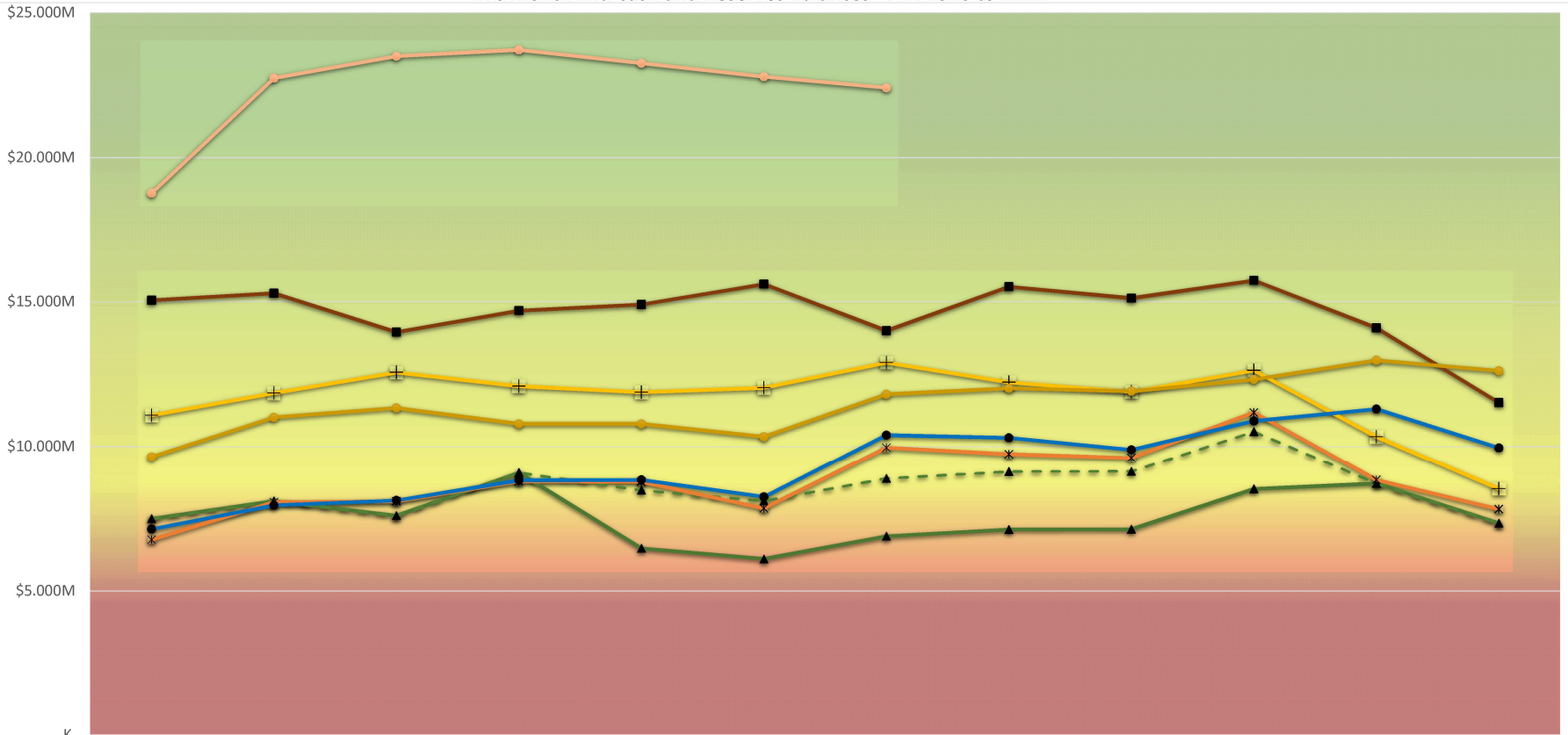
**BACKGROUND:**

- A. LRCC**  
LRCC Director, Linda Sandoval and Career Services Manager, Bo Dong will provide an update on LRCC usage statistics, Benefits Hub Coaches partnership and Career Services virtual career fairs and events.
- B. ctLink Presentation**  
Lia Homeister, ctLink Project Manager, will give a brief update on recent project activities and progress and readiness for Go-Live.
- C. Presidential Search Update**  
Vice President Hogan will provide a brief update on the status of the presidential search.
- D. Administration/Finance**  
Vice President Jackson will provide an update on the monthly operating reports for January 2022.
- E. President**  
Dr. McCarthy will provide a report subsequent to the February 16, 2022 Board meeting.

**RECOMMENDATION:**

None.

RTC Month End Cash and Reserves Balances - FYR 1516 to 2122



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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	\$10.404M	\$10.311M	\$9.896M	\$10.895M	\$11.302M	\$9.961M
● 2020-2021	\$9.645M	\$11.017M	\$11.342M	\$10.791M	\$10.790M	\$10.343M	\$11.811M	\$12.022M	\$11.922M	\$12.327M	\$12.986M	\$12.624M
● 2021-2022	\$18.781M	\$22.747M	\$23.502M	\$23.724M	\$23.261M	\$22.798M	\$22.418M					

**RENTON TECHNICAL COLLEGE  
MONTHLY OPERATIONS REPORT  
FISCAL 2021-22  
For the Month of January 2022**

	Year to Date -			
	Jan 2022 - Actual	January 2022 - Actual	Prior Year to Date - January 2021 - Actual	Variance - Increase (Decrease)
<b>Beginning Cash Balance</b>	\$ 19,591,407	\$ 9,407,669	\$ 6,747,881	\$ 2,659,789
<b>Add - Revenues:</b>				
Tuition & Fees - Funds 060 148 149 561	\$ 1,328,435	\$ 5,910,692	\$ 4,791,529	\$ 1,119,163
Grants and Contracts	\$ 647,330	\$ 1,666,331	\$ 719,033	\$ 947,299
Donation Received	\$ -	\$ 5,000,000	\$ -	\$ 5,000,000
Student Government	\$ 98,958	\$ 465,744	\$ 469,050	\$ (3,307)
Bookstore/Childcare	\$ 11,780	\$ 46,020	\$ 34,773	\$ 11,246
Security/Parking	\$ 30,639	\$ 140,738	\$ 117,651	\$ 23,087
Culinary Arts - Food Services	\$ 26,681	\$ 201,959	\$ 40,672	\$ 161,287
Housing	\$ -	\$ 21,474	\$ -	\$ 21,474
Interest Income	\$ (387)	\$ 8,788	\$ 14,875	\$ (6,087)
Rental Income - Excluding 569	\$ 13,968	\$ 110,360	\$ 114,278	\$ (3,918)
Scholarship and Student Loan Funds Received	\$ 1,016,968	\$ 4,225,362	\$ 3,086,119	\$ 1,139,243
CRRSA	\$ -	\$ 7,333,023	\$ (1,194,322)	\$ 8,527,345
CARES Deferred FY20	\$ -	\$ -	\$ -	\$ -
<b>Net Operating Revenues</b>	<b>\$ 3,174,371</b>	<b>\$ 25,130,490</b>	<b>\$ 8,193,658</b>	<b>\$ 16,936,833</b>
Add - State Allocation - Payroll & Benefits	\$ 2,202,871	\$ 14,216,524	\$ 11,433,531	\$ 2,782,993
State Allocation - VPA Expenses	\$ 151,035	\$ 719,031	\$ 547,062	\$ 171,970
Capital Allocation	\$ -	\$ 237,416	\$ 1,237,447	\$ (1,000,032)
<b>Total State Funding</b>	<b>\$ 2,353,906</b>	<b>\$ 15,172,970</b>	<b>\$ 13,218,040</b>	<b>\$ 1,954,931</b>
<b>Total Revenues</b>	<b>\$ 5,528,277</b>	<b>\$ 40,303,461</b>	<b>\$ 21,411,697</b>	<b>\$ 18,891,763</b>
<b>Less - Expenses:</b>				
Salaries - A	\$ 2,027,857	\$ 12,979,564	\$ 9,766,807	\$ 3,212,757
Benefits - B	\$ 606,245	\$ 4,043,934	\$ 3,447,362	\$ 596,572
Contracts - C	\$ -	\$ -	\$ 1,250	\$ (1,250)
Goods and Other Services- E	\$ 609,070	\$ 3,046,231	\$ 3,655,654	\$ (609,423)
Cost of Goods Sold - F	\$ 14,781	\$ 55,559	\$ 17,427	\$ 38,132
Travel - G	\$ 3,724	\$ 18,585	\$ (159)	\$ 18,744
Equipment - J	\$ 63,168	\$ 699,945	\$ 268,828	\$ 431,117
Computer Equipment - K	\$ -	\$ -	\$ 4,521	\$ (4,521)
Financial Aid - N	\$ 1,919,785	\$ 8,666,542	\$ 5,419,041	\$ 3,247,502
Debt Service - P	\$ -	\$ 46,415	\$ 46,213	\$ 202
Bad Debt - W	\$ -	\$ 3,226	\$ 4,644	\$ (1,418)
<b>Total Expenses</b>	<b>\$ 5,244,632</b>	<b>\$ 29,560,000</b>	<b>\$ 22,631,587</b>	<b>\$ 6,928,413</b>
<b>Net Operating Surplus (Deficit)</b>	<b>\$ 283,645</b>	<b>\$ 10,743,460</b>	<b>\$ (1,219,890)</b>	<b>\$ 11,963,350</b>
<b>Other Sources (Applications) of Cash:</b>				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	\$ (536,291)	\$ (417,675)	\$ 1,994,937	\$ (2,412,612)
Decrease/ (Increase) in Investments & Bond Amortization	\$ 827	\$ 10,425	\$ (5,020)	\$ 15,444
Payment of Bldg, Innovation Fee, and VPA Advance to State	\$ (128,129)	\$ (532,418)	\$ (393,744)	\$ (138,674)
Land Purchase	\$ -	\$ -	\$ -	\$ -
<b>Total Other Sources (Applications) of Cash</b>	<b>\$ (663,593)</b>	<b>\$ (939,669)</b>	<b>\$ 1,596,173</b>	<b>\$ (2,535,842)</b>
Adjustments to Cash - Posting Errors	\$ -	\$ -	\$ -	\$ -
<b>Ending Cash Balance</b>	<b>\$ 19,211,460</b>	<b>\$ 19,211,460</b>	<b>\$ 7,124,163</b>	<b>\$ 12,087,297</b>
<b>Add College Reserves:</b>				
Local Government Investment Pool (LGIP)	\$ 985,368	\$ 985,368	\$ 984,262	\$ 1,107
Investment Bonds held in trust by US Bank	\$ 2,220,756	\$ 2,220,756	\$ 2,234,215	\$ (13,459)
<b>Total Reserves</b>	<b>\$ 3,206,124</b>	<b>\$ 3,206,124</b>	<b>\$ 3,218,477</b>	<b>\$ (12,353)</b>
<b>Total Cash and College Reserves</b>	<b>\$ 22,417,584</b>	<b>\$ 22,417,584</b>	<b>\$ 10,342,640</b>	<b>\$ 12,074,945</b>
	<b>Actual %</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Variance</b>
<b>Total Current State Allocation</b>	<b>100%</b>	<b>\$ 26,455,102</b>	<b>\$ 22,733,350</b>	<b>\$ 3,721,752</b>
<b>Allocation Used - Year to Date</b>	<b>56%</b>	<b>\$ 14,935,555</b>	<b>\$ 11,452,886</b>	<b>\$ 3,482,669</b>
<b>Remaining State Allocation</b>	<b>44%</b>	<b>\$ 11,519,547</b>	<b>\$ 11,280,464</b>	<b>\$ 239,083</b>

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

**SUBJECT:**               **A. Board of Trustees**

BOARD CONSIDERATION

X Information

X **Action**

**BACKGROUND**

**A. Board Policy Revisions, Section 3**

1) **Action**

**B. ACT Trustee Tuesday**

Board Chair Unti will share information from the March 8<sup>th</sup> Trustee Tuesday event.

**C. Foundation Board Liaison Report**

Trustee Page will provide a report from the February Foundation Board meeting.

**D. Trustee Recruitment/Succession**

Trustees will discuss recruitment efforts for the RTC Board of Trustees.

**E. Board Meeting Survey**

Trustee Page will provide a report from the February Foundation Board meeting.

**RECOMMENDATION:**

None.



# Renton Technical College Board of Trustees Policy Manual

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## SECTION 3: GOVERNANCE PROCESS

### TABLE OF CONTENTS

- GP-1: GLOBAL GOVERNANCE COMMITMENT**
- GP-2: GOVERNANCE STYLE**
- GP-3: BOARD JOB DESCRIPTION**
- GP-4: BOARD STRUCTURE AND ELECTIONS**
- GP-5: CHAIR'S ROLE**
- GP-6: BOARD COMMITTEE PRINCIPLES**
- GP-7: BOARD SELF-EVALUATIONS**
- GP-8: AGENDA PLANNING**
- GP-9: BOARD MEMBERS' CODE OF CONDUCT**
- GP-10: NAMING OF FACILITIES**



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** GLOBAL GOVERNANCE COMMITMENT  
**POLICY NUMBER:** GP-1

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*The Board of Trustees is committed to governing Renton Technical College by means of a policy governance model. The Board of Trustees will always act in the best interest of Renton Technical College, its students, employees, and the community it serves. Accordingly, the Board of Trustees will ensure the accountability of Renton Technical College by assuring that it achieves its identified outcomes at an appropriate cost and avoids unacceptable activities, conditions, and decisions as specified by Board policy.*



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** GOVERNANCE STYLE  
**POLICY NUMBER:** GP-2

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*The Board of Trustees will govern with an emphasis on outward vision rather than being preoccupied with internal college operations. The Board will encourage diversity in viewpoints, focus on strategic viewpoints rather than administrative detail, clearly define Board and presidential roles, make collective rather than individual decisions, focus on the future rather than the past, and be proactive rather than reactive.*

Accordingly, the Board will:

1. Operate in ways mindful of its obligation to the public.
2. Direct the organization through the careful establishment of the broadest organizational policies reflecting the Board's values and perspectives. The Board's major focus will be on the intended long-term impacts outside the operating organization and not on the administrative or programmatic means of attaining those outcomes.
3. Be the initiator of policy.
4. Seek input from staff, faculty, students, alumni, employers, and other community members on Board policies when appropriate.
5. Enforce upon itself whatever discipline is needed to govern effectively, with efficiency and excellence. Discipline will apply to matters such as attendance, preparation for meetings, respect of roles, speaking with one voice, and ensuring the continuity of governance capability.
6. Pursue continual development, including orientation of new Board members in the Board's governing process and period discussions of process improvement.
7. Monitor and discuss the Board's process and performance regularly. Self-monitoring will include comparison of Board activity and discipline to policies adopted under Governance Process and Board-Staff Relationships.
8. Make consensus-based decisions, to the extent possible.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD JOB DESCRIPTION  
**POLICY NUMBER:** GP-3

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*The Board of Trustees shall set direction for Renton Technical College and represent the citizens of Community College District No. 27 in determining and demanding appropriate organizational performance.*

Accordingly, the Board will concentrate on the following:

1. Serving as the link between the College and the public.
2. Determining and enacting written governing policies that will address:
  - a. *Goals:* College services, impacts, benefits, outcomes, recipients, impacted groups, and beneficiaries and their relative worth in cost or priority.
  - b. *Executive Limitations:* Constraints on executive authority, that establish the prudent and ethical boundaries within which all executive activity and decisions must take place.
  - c. *Governance Process:* Specification of how the Board conceives, carries out, and monitors its own tasks.
  - d. *Board-President Relationship:* The President's authority and accountability, and how their power is delegated and its proper use is monitored.
3. Ensuring a consistent, equity-minded review of governing policies on a regular schedule.
  - a. Sections 1 and 2 in October, section 3 in February, and section 4 in May
4. Monitoring college performance and the president's performance against established Board policies.
5. Ensuring college compliance with all applicable laws and regulations.
6. Serving as a link between the College and the Renton Technical College Foundation to ensure communication and coordination between the two boards.
7. Promoting a positive image and advocating for the College.
8. Keeping current with issues pertaining to higher education by participating in development and training opportunities including the following:
  - a. Participating in the Washington State Association of College Trustees (ACT)
  - b. Attending ACT new trustee orientation program
  - c. Participating on the College's legislative committee and attending legislative sessions or functions
  - d. Attending the annual Board of Trustees retreat





# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD JOB DESCRIPTION  
**POLICY NUMBER:** GP-3 (CONTINUED)

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9. Providing for the orientation, onboarding and mentoring of newly appointed members of the Board, by:
  - a. Adopting an Onboarding Outline describing the expectations for the orientation and onboarding process, to ensure that new Trustees begin their service well prepared to participate and contribute to the work of the Board.
  - b. Assigning a Board member to serve as Onboarding Delegate, whose duties will include:
    1. Working with the Office of the President in the development of onboarding materials to be used in the orientation and onboarding process, to support the Outline adopted under (a) above.
    2. Coordinating the orientation, onboarding, and mentoring of each new Trustee, in collaboration with the Board Chair and the President.
    3. Representing the RTC Board on the State Association of College Trustees' committee on Onboarding, if constituted.
    4. Reporting to the Board on these activities.

Reference: <https://www.rtc.edu/trustee-onboarding-syllabus>



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD STRUCTURE AND ELECTIONS  
**POLICY NUMBER:** GP-4

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*The Governor of the State of Washington appoints all members of the Board of Trustees. The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary.*

Accordingly:

1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Renton Technical College, or the President's designee.  
By convention, all members of the Board will serve as Chair and as Vice-Chair, rotating in the order of appointment to the Board.
2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to a term of one year, with the term beginning on July 1.
  - a. Election of Chair
    - i. The sitting Vice-Chair will be presumed to be a nominated for Chair. This nomination may be declined.
    - ii. The sitting Chair may be nominated for another year as Chair under extraordinary circumstances. Discussion concerning the extraordinary circumstances are to be held in a full Board open meeting.
    - iii. Any Board member may be nominated as a candidate for Chair, beyond the provisions of (i) and (ii) above.
  - b. Election of Vice-Chair
    - i. The Board member having the most seniority since last serving as Chair or Vice-Chair will be nominated for Vice-Chair. This nomination may be declined.
    - ii. The sitting Vice-Chair may be nominated for another year as Vice-Chair under extraordinary circumstances. Discussion concerning the extraordinary circumstances are to be held in a full Board open meeting.
    - iii. The sitting Chair may not be nominated for Vice-Chair.
    - iv. Any Board member may be nominated as a candidate for Vice-Chair, beyond the provisions of (i), (ii), and (iii) above.
3. Vacancies
  - a. In the event of a vacancy in the office of Chair, the Vice-Chair shall immediately become Chair, and serve for the remainder of the current term. The office of Vice-Chair thereby becomes vacant, to be filled as described in (B) below.

If there is no sitting Vice-Chair at the time a vacancy in the office of Chair occurs, the Board member with the most years of service shall immediately become Chair, and shall serve for the remainder of the current term.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** CHAIR'S ROLE  
**POLICY NUMBER:** GP-5

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*The Chair assures the integrity of the Board's process and secondarily, represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances.*

Accordingly, the Chair will:

1. Ensure that the Board and individual Board members consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:
  - a. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide.
  - b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - c. The Chair will stimulate discussion among the Board members and will attempt to arrive at Board decisions through consensus.
  - d. The Chair will confirm accuracy of transcribed, approved minutes, will sign the minutes of all special and regular meetings of the Board, and will sign other documents as required by law.
2. Make decisions that fall within the topics covered by Board policies on the Governance Process and Board-President Relationship, with the exception of employment or termination of the President, and where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
3. Not make decisions about policies created by the Board within the Goals and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.
4. Chair board meetings with all the commonly accepted power of the position, to include ruling, recognizing, agenda setting and calling special meetings as required.
5. Ensure that other Board members are informed of current and pending Board issues and processes.
6. After Board discussion, appoint members to committees established by the Board.
7. Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE: GOVERNANCE PROCESS**  
**POLICY TITLE: BOARD COMMITTEE PRINCIPLES**  
**POLICY NUMBER: GP-6**

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*Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job. The committees will operate to minimally interfere with the wholeness of the board's job and never to interfere with delegation of authority from the Board to the President. Committees will be used sparingly.*

Accordingly, Board Committees are:

1. To help the Board do its job, not to help, guide or advise the employees of the College do their jobs. Committees typically will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will, by and large, not have direct dealings with current staff operations.
- 2 Not to speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Not to exercise authority over College employees. The President works for the full Board; therefore, the President is not required to obtain approval of a Board committee before an executive action.
4. To avoid identification with organizational parts rather than the whole. A Board committee that has helped the Board create policy on some subject will not be used to monitor organizational performance on that same subject.
5. Not to have standing committees. When necessary, the Board will form an ad-hoc committee. Committees will never consist of more than two Board members.
6. This policy applies only to committees that are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD SELF-EVALUATION  
**POLICY NUMBER:** GP-7

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*The Board of Trustees shall conduct an annual self-evaluation prior to the annual planning retreat.*



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS

**POLICY TITLE:** AGENDA PLANNING

**POLICY NUMBER:** GP-8

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*The Board, in order to carry out its responsibilities with a governance style consistent with Board policies, will follow an annual agenda that will include:*

- *Completing a re-examination of Goals policies annually*
- *Continually improving its performance through Board education, through enriched input and deliberation.*

Accordingly, the Board will:

1. Hold an annual planning retreat in the early autumn each year so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board's most recent statement of long-term goals. At the annual retreat, the Board will:
  - a. Review the Board and College Mission
  - b. Establish priorities and budget parameters
  - c. Develop subjects for Board discussion and action during the following year
  - d. Review Board self-evaluation results
  - e. Prepare the annual agenda
2. Establish, not later than October of each year, a Board meeting calendar, listing the dates and places for the regular monthly Board meetings for the ensuing year.
3. Request the agenda and supporting materials for each Board meeting to be delivered to the Board at least three (3) days before the meeting.
4. Be mindful that education, input, and deliberation will be paramount in structuring meetings and other Board activities.
5. Provide an opportunity for public input at each regular Board meeting.
6. Approve the College budget each June, or at a later date if circumstances dictate otherwise. The College will submit revised budgets to the Board for approval as necessary during the fiscal year but not less than quarterly.
7. Decide the President's remuneration during the month of June, or at a later date if circumstances dictate otherwise, after a review of the President's annual performance evaluation, including any monitoring reports received during the year.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD MEMBERS CODE OF CONDUCT  
**POLICY NUMBER:** GP-9

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*The Renton Technical College Board of Trustees commits itself to ethical, businesslike, and lawful conduct. Such conduct includes the proper use of authority and appropriate decorum when acting as Board members.*

Accordingly, Board Members will:

1. Maintain loyalty to the College. This loyalty supersedes any conflicting loyalty to or advocacy for staff, other organizations, interest groups, membership on other boards or organizations. This loyalty supersedes the personal interest of any Board member acting as an individual consumer of College services.
2. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:
  - a. There will be no self-dealing or any conduct of private business or personal services between any Board member and the College.
  - b. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.
  - c. Board members will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, friends, or associates.
3. Not attempt to exercise individual authority over the College or on behalf of the Board as a whole, except as explicitly set forth in Board policies. Specifically:
  - a. Board members will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.
  - b. Board members will recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board in interaction with the public, press, or other entities.
4. Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.
5. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.
6. Not present an item for action at board meetings that is not on the agenda, without consensus of the Board.
7. Be properly prepared for board deliberation.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** GOVERNANCE PROCESS  
**POLICY TITLE:** BOARD MEMBERS CODE OF CONDUCT  
**POLICY NUMBER:** GP-9 (CONTINUED)

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8. Strive to participate in educational activities, including local, state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's Board of Trustees.
9. Aim to be honest and ethical in their dealings with each other, with college employees, partners, suppliers and the public.
10. Treat each other and all people with respect, and will foster a productive environment free of harassment, intimidation and discrimination.
11. This policy will not restrict a Board member from communicating informally with the President, College staff, the public or other entities about College educational services or activities.





# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY TITLE: NAMING OF FACILITIES**

**POLICY NUMBER: GP-10**

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*The Board of Trustees shall have the final authority in the naming of new and existing college facilities, including buildings, rooms, landscaped areas, or other significant locations. The Board will give consideration to naming for people or entities that have made extraordinary contributions to Renton Technical College through personal service or significant financial support, including individuals who have greatly enhanced the prestige of the institution through outstanding state or national achievement or recognition.*

*The naming of facilities should be done deliberately. The Board's consideration of naming facilities shall follow these guidelines:*

1. Naming a facility to honor the extraordinary service of an employee or a person officially involved with Renton Technical College can be made one year or more after retirement or a person's death. Significant gifts benefiting the College will provide opportunities for donors or entities to name a new or existing facility, unit or other significant locations in honor of their donation, an entity, or another person.
2. The Board, in consultation with the president, Foundation director, and Foundation Board president, may rename a facility.
3. While the Board normally reserves the right to approve a proposed name, the Board may delegate the ability to grant preliminary approval to the president.
4. The Board delegates responsibility to the president and Foundation director to solicit input and develop proposals for naming opportunities involving donors and entities.



# Renton Technical College Board of Trustees Policy Manual

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## SECTION 4: BOARD-PRESIDENT RELATIONSHIP

### TABLE OF CONTENTS

- BPR-1: GLOBAL BOARD PRESIDENT DELEGATION**
- BPR-2: UNITY OF CONTROL**
- BPR-3: ACCOUNTABILITY OF THE PRESIDENT**
- BPR-4: DELEGATION TO THE PRESIDENT**
- BPR-5: MONITORING PRESIDENTIAL PERFORMANCE**
- BPR-6: ACTING PRESIDENT**
- BPR-7: BOARD TRAVEL**



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** BOARD-PRESIDENT RELATIONSHIP  
**POLICY TITLE:** GLOBAL BOARD PRESIDENT DELEGATION  
**POLICY NUMBER:** BPR-1

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*The Board's sole official connection to Renton Technical College, its operational achievements and conduct, will be through the President of Renton Technical College.*



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** BOARD-PRESIDENT RELATIONSHIP  
**POLICY TITLE:** UNITY OF CONTROL  
**POLICY NUMBER:** BPR-2

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*Only official motions passed by the Board of Trustees are binding on the President of Renton Technical College.*

Accordingly:

1. Decisions or instructions by individual Board members, officers, or committees are not binding on the President of the college, except in rare instances when the Board has specifically authorized such exercise of authority.
2. In the event Board members or committees request information or assistance with Board authorization, the President may refuse such requests that require, in the President's opinion, a material amount of staff time or funds, or are disruptive.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**  
**POLICY TITLE: ACCOUNTABILITY OF THE PRESIDENT**  
**POLICY NUMBER: BPR-3**

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*The President is the chief executive officer of the College. The Board will instruct the President through written policies, delegating to the President the authority to implement them, within the boundaries of prudence, ethics, laws and regulations. The President is accountable to the Board as a body. The President is the Board's single official link with operational achievements and conduct. Therefore, all authority and accountability of staff, as far as the Board is concerned, is the authority and accountability of the President.*

Accordingly, the Board will:

1. Annually set realistic and achievable goals for the President.
2. Annually communicate these goals to the campus.
3. Not give instructions to persons who report directly or indirectly to the President.
4. Not evaluate any staff, formally or informally, other than the President.
5. View the President's performance as identical to the college performance. Therefore, the college's accomplishment of the Board-stated Goals and in compliance with *Executive Limitations*, as defined in Section 2, will be viewed as successful Presidential performance.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**  
**POLICY TITLE: DELEGATION TO THE PRESIDENT**  
**POLICY NUMBER: BPR-4**

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*The Board will delegate its authority and accountability for College operations to the President of Renton Technical College. The Board considers all authority over and accountability of employees to be the responsibility of the President.*

Accordingly:

1. As long as the President uses any reasonable interpretation of the Board's Goals and Executive Limitations policies, the President is authorized to establish all administrative policies and procedures, make all decisions, take all actions, establish all practices, and develop all activities. The Board will never prescribe organizational means to the President.
2. The Board may change its Goals and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By so doing, the Board changes the latitude of choice given to the President. As long as any particular delegation is in place, the Board and its members will respect and support the President's choices. The Board is not prevented from obtaining information in the delegated areas except where confidentiality prohibits.
3. Only those decisions of the Board acting as a body are binding upon the President.
4. If the President deems that a waiver of a Board policy is in the best interest of the College, the President shall apply to the Board for one.



# Renton Technical College

## Board of Trustees Policy Manual

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**POLICY TYPE:** BOARD-PRESIDENT RELATIONSHIP  
**POLICY TITLE:** MONITORING PRESIDENTIAL PERFORMANCE  
**POLICY NUMBER:** BPR-5

---

*Monitoring executive performance is synonymous with monitoring organizational performance with reference to Board policies regarding Goals and Executive Limitations. The Board will monitor performance to ensure policy compliance, including accomplishments of Goals. The Board may formally or informally evaluate the President's performance based on monitoring data.*

Accordingly:

1. The purpose of monitoring is to determine the degree to which Board policies are being met. Information not dealing with the degree to which Board policies are being fulfilled will not be considered.
2. Monitoring will be done as routinely as possible.
3. Monitoring will be done in a way that permits the Board to use most of its time creating the future rather than reviewing the past.
4. The Board will acquire monitoring information for a given policy in one or more of three ways:
  - a. *Internal Reports*, in which the President discloses to the Board, interpretations and compliance information. Internal reports may include, but not be limited to:
    - Institutional data collection
    - Community surveys
    - Placement data
    - Assessment of student learning
    - Financial reports
    - Data on service to constituents
    - Goal achievement data
    - Additional relevant data to support compliance as requested by the Board
  - b. *External Reports*, in which disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports may include, but not be limited to:
    - Audit reports
    - Licensing examination results
    - Accreditation reports
    - Transfer data
    - Additional relevant data to support compliance as requested by the Board



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**  
**POLICY TITLE: MONITORING PRESIDENTIAL PERFORMANCE**  
**POLICY NUMBER: BPR-5 (CONTINUED)**

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- c. *Direct Board Inspection*, where assessment of compliance is made by a designated Board member(s), a committee, or the Board as a whole. This discovery is a Board-directed inspection of documents, activities, or circumstances to test policy compliance.
5. The Board will judge in all cases, the reasonableness of the President's interpretation, and whether data demonstrate the accomplishment of the interpretation.
6. The standard for compliance for the Board policy being monitored will be *any reasonable* President interpretation. The Board is the final judge of "reasonableness". The Board will always judge with a "reasonable person" test and not with interpretations favored by individual board members.
7. Any policy can be monitored by any method at any time. For regular monitoring however, the Board will classify each Goals and each Executive Limitations policy according to frequency and method to be applied.





# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE: BOARD-PRESIDENT RELATIONSHIP**

**POLICY TITLE: ACTING PRESIDENT**

**POLICY NUMBER: BPR-6**

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*The Board will not be left without a President.*

Accordingly:

1. If the President is off campus for more than one day, he/she will, prior to the absence, delegate his/her authority to a Vice-President to serve as acting President for short periods of time, not to exceed 30 consecutive working days at a time.
2. If no Vice-President is available, the President will delegate his/her authority consistent with #1 to a dean or director the president considers to be capable of fulfilling such responsibilities of a President.
3. The Board will, upon the resignation, termination, incapacity or death of the current President, appoint an acting, interim or permanent President.



# Renton Technical College Board of Trustees Policy Manual

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**POLICY TYPE:** BOARD-PRESIDENT RELATIONSHIP  
**POLICY TITLE:** BOARD TRAVEL  
**POLICY NUMBER:** BPR-7

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*The President will ensure that adequate funding for trustee education and travel will be provided in the college-operating budget.*

Accordingly:

1. Trustee expenditures will not exceed this amount of funding.
2. As part of the operating budget development process, and not later than the April Board meeting, the Board shall inform the president of its education and travel needs for the following year.

Renton Technical College  
Board of Trustees Meeting  
**March 16, 2022**

**AGENDA ITEM:       7.       MEETINGS**

**SUBJECT:**

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

**BACKGROUND:**

**A.** The next regularly scheduled meeting of the Board of Trustees will be April 20, 2022.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
March 16, 2022

**AGENDA ITEM:**        8. EXECUTIVE SESSION

**SUBJECT:**

BOARD CONSIDERATION	
X	Information
	Action

**BACKGROUND:**

- A) An Executive Session will be held to evaluate the qualifications of an applicant (Presidential Candidates) for public employment in accordance with the Open Public Meetings-Act (RCW 42.30.110).

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**March 16, 2022**

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

**SUBJECT:**

<p style="text-align: center;"><b>BOARD CONSIDERATION</b></p> <p style="text-align: center;">Information</p> <p><b>X    Action</b></p>
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**BACKGROUND:**

**RECOMMENDATION:**

Motion required.