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. April 18, 2022 Special Meeting
    B. April 19, 2022 Special Meeting
    C. April 20, 2022 Regular Meeting

3. COMMUNCATIONS — 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

4. ACTION ITEMS
    A. Student Leadership FY23 Budget Approval — **Action**
    B. Quid Pro Quo Agreement – RTC Foundation — **Action**
    C. High Demand MOU between RTC and RFT — **Action**

5. DISCCUSSION/REPORTS — Information
    A. Preliminary FY23 College Budget Preview — Vice President Jackson
    B. Administrative/Finance — Vice President Jackson
       1) Monthly Finance Reports
    C. President — Dr. McCarthy
       GOALS: Collaborative Relationships | Equity | Succession Planning | Financial Stewardship

6. BOARD OF TRUSTEES
    A. First Read: Board Policy Review - Section 2 (EL-4), Section 4 — Board Chair Unti
    B. Foundation Liaison Report — Trustee Page
    C. Trustee Recruitment/Succession — Board Chair Unti
    D. Board Meeting Survey — Board Members

7. MEETINGS
    A. Regular Board Meeting: June 15, 2022

8. EXECUTIVE SESSION
    A. An Executive Session will be held to discuss contract negotiations, including proposals and positions to be taken during the course of collective bargaining.

9. ADJOURNMENT

EVENT REMINDERS
- ACT Spring Conference | May 19-20, 2022 · The Silver Cloud Inn, Point Ruston Waterfront
- Kevin McCarthy Retirement Celebration | May 26, 2022 · Hyatt | June 9 - RTC Cafeteria
- RTC Commencement | June 22, 2022 · ShoWare Center
- ACCT Leadership Congress | October 26-29, 2022 | Marriott Marquis |NY, NY

2021-2022 BOARD GOALS
Succession · Onboarding · Create Board Dashboard

RTC — RENTON TECHNICAL COLLEGE®

BOARD OF TRUSTEES REGULAR MEETING | May 18, 2022 | 3:00 PM

Hybrid Meeting: Board Room (I-204) / Culinaire Room (I-108) / Zoom link: https://rtcedu.zoom.us/j/81384059650
Join by phone: +1 253 215 8782 US (Tacoma) Meeting ID: 813 8405 9650

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RTC RENTON TECHNICAL COLLEGE®

Renton Technical College
Board of Trustees Meeting
May 18, 2022

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

BOARD CONSIDERATION
X   **Information**
Action

SUBJECT:

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
May 18, 2022

AGENDA ITEM: 2.   ADOPTION OF MINUTES

<table>
<tr><td colspan="2">BOARD CONSIDERATION</td></tr>
<tr><td></td><td>Information</td></tr>
<tr><td>X</td><td>Action</td></tr>
</table>

SUBJECT:

BACKGROUND:

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

   A. April 18, 2022 Special Meeting
   B. April 19, 2022 Special Meeting
   C. April 20, 2022 Regular Meeting

RECOMMENDATION:

Approval as presented.

Board of Trustees – Special Board Meeting   **April 18, 2022**
Virtual Meeting - Join by Zoom   12:00 p.m.
https://rtcedu.zoom.us/j/86408426891 or by telephone at 1-253-215-8782, Meeting ID: 864 0842 6891

<u>**MEETING MINUTES**</u>

SPECIAL BOARD MEETING

1. **CALL TO ORDER**
   Board Chair Kirby Unti called the meeting to order at 12:00 p.m. A notation of quorum was made.

2. **COMMUNICATIONS**
   A. Public Comments from The Audience
   There were no public comments.

3. **TRUSTEES**
   A. Executive Session

   1) At 12:01 p.m. the trustees convened an executive session for one hour to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 1:01 p.m. trustees returned to regular session.

6. **MEETINGS**

   A. A Regular Meetings of the Board is scheduled for April 20, 2022. The meeting will begin at 3:00 p.m. and will occur in Building I, Room 108 with a phone option available to join the meeting remotely

7. **ADJOURNMENT**
   There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 1:01 p.m. Motion carried.

_____   _____
     KIRBY UNTI, Board Chair   KEVIN D. MCCARTHY, President
     Board of Trustees   Renton Technical College

Board of Trustees – Special Board Meeting   **April 19, 2022**
Virtual Meeting - Join by Zoom   5:00 p.m.
https://rtcedu.zoom.us/j/86408426891 or by telephone at 1-253-215-8782, Meeting ID: 864 0842 6891

<u>**MEETING MINUTES**</u>

SPECIAL BOARD MEETING

1. **CALL TO ORDER**
   Board Chair Kirby Unti called the meeting to order at 5:01 p.m. A notation of quorum was made.

2. **COMMUNICATIONS**
   A. Public Comments from The Audience
   There were no public comments.

3. **TRUSTEES**
   A. Executive Session

   1) At 5:04 p.m. the trustees convened an executive session for one hour to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 6:05 p.m. trustees returned to regular session.

6. **MEETINGS**

   A. A Regular Meetings of the Board is scheduled for April 20, 2022. The meeting will begin at 3:00 p.m. and will occur in Building I, Room 108 with a phone option available to join the meeting remotely

7. **ADJOURNMENT**
   There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 6:10 p.m. Motion carried.

_____   _____
      KIRBY UNTI, Board Chair   KEVIN D. MCCARTHY, President
      Board of Trustees   Renton Technical College

Board of Trustees – Regular Board Meeting   **April 20, 2022**
Culiniare Room (I-108)/Hybrid Zoom   **3:00 P.M.**
Join Zoom Meeting: **https://rtcedu.zoom.us/j/85438098304**

<u>**MEETING MINUTES**</u>

1. **CALL TO ORDER**
   Board Chair Kirby Unti called the meeting to order at 3:00 p.m. Notation of quorum was made. Board Chair Unti read the RTC Land Acknowledgment. Trustee Page led the group in the Salute to the Flag.

2. **ADOPTION OF MINUTES**
   Board Chair Unti asked for correction and/or additions to the following minutes:
   A. March 16, 2022 Regular Meeting
   B. March 17, 2022 Special Meeting
   C. March 21, 2022 Special Meeting
   D. March 22, 2022 Special Meeting
   E. March 24, 2022 Special Meeting
   F. March 29, 2022 Special Meeting
   G. March 31, 2022 Special Meeting

   Trustee Page made a motion to approve the minutes for the regular meeting held on March 16, 2022. Trustee Debra Entenman seconded and the motion carried.

   Trustee Page made a motion to approve the minutes for the special meetings held on March 17, 21, 22, 24 31, 2022. Trustee Wheeler-James seconded and the motion carried.

3. **COMMUNICATIONS**
   A. General Information/Introductions
   Dr. McCarthy let trustees know that interim VPA Jake Jackson has been offered and accepted the permanent role of Vice President of Administration and Finance. VPA Jackson has been serving as interim VPA since June 1, 2021. RTC conducted a national search and had internal state and external state candidates. Dr. McCarthy appreciated all the feedback during the interview process and the extremely strong references for VPA Jackson from the State Board and Committee of Business Affairs. RTC is fortunate to have Vice President Jake Jackson.

   Chair Unti recognized VPA Jackson's thoroughness and transparency, along with the new modalities that enable trustees to review financial details in-depth. Chari Unit congratulated VPA Jackson on his permanent role.

   B. Correspondence was included in the Communications and Marketing report.

   C. Associated Student Government
   Director of Student Leadership and Programs, Walter Lutsch, reported on the new student orientation held on April 4 which offered morning and afternoon sessions to provide flexibility for the 103 participants to attend. Attendees participated in a poll to identify specific areas of the orientation focus in advance of the orientation that provided framework for Guided Pathways and Financial Aid, ctcLink activation and course schedules. A post-orientation survey revealed that 89% of attendees activated their ctcLink prior to orientation and 93% appreciated orientation.

   Director Lutsch confirmed that RTC will hold commencement at the ShoWare Center in Kent, June 22, from 4:30-9:30 p.m. The RTC Graduation webpage is updated to include information on ceremony,

graduation applications and ordering diplomas, caps and gowns which are all free this year due to surplus inventory. Director Lutsch also informed trustees that their will be a live streaming option for those concerned or affected by COVID.

ASG Coordinator Connor Moore shared updates on events and happenings on and around the RTC campus, highlighting the annual unity festival which will be hybrid for on/off campus participation to integrate those communities together. Chair Unti thanked ASG for the positive difference they make on campus.

D. Public Comments from The Audience
   i. Brian Thompson, an instructor in the RTC Ford Asset (FA) program, addressed the potential closing of the program due to low enrollment. In Mr. Thompson's estimation, lower enrollment is only due to COVID and he offered projections that show 11 students ready to graduate this year, and 16 new working and sponsored students waiting to enroll when registration opens. Mr. Thompson anticipates near full enrollment (20 sponsored students) in Fall 2022. He also anticipates full enrollment being maintained into the future. Trustee Entenman asked how the program was structured and Mr. Thompson explained the staggered and progressive cohorts that comprise the Ford Asset program.

   ii. Bradley Tupa, a Ford Motor Company (FMC) representative, spoke in support of Mr. Thompson's comments. Mr. Tupa reported that the FMC put out a recent objective to train and hire over 3,000 new technicians for the United States which translates into 300 technicians for the Seattle region. Mr. Tupa also confirmed that many Seattle region Ford dealers believe FA is a critical program and the loss of it would be detrimental. Mr. Tupa agreed there were recruitment hurdles over the past few years not helped by COVID or the FMC, but steps have been taken to move forward, including hiring a new FMC regional coordinator and implementing a high school feeder program to bolster the FA program to the enrollment it maintained in years past. Mr. Tupa explained that because of COVID, dealerships were financially strained and had to furlough employees; it became difficult to sponsor FA enrollments. Mr. Tupa asserted that FMC continues strong support of the FA program, especially in this region.

   iii. Rick Geist, Welding instructor and RFT Vice President, shared photos of the new rack installed in the welding area and expressed his appreciation for Darrel Wilson, who was instrumental in this endeavor and welding shop improvements. Installation of the rack allows for additional electrical outlets and expands usable square footage of the shop. RFT VP Geist informed trustees that Dean Shannon Matson is working on a grant which would fund the hiring of a fabrication instructor to provide evening classes and open a new welding section. RFT VP Geist said he is working on an 8-year plan for a new shop and that the Welding Department is earning money. RFT VP Geist thanked trustees for the time to share this report. Chair Unti thanked RFT VP Geist and his entire team for their ongoing work.

E. Renton Federation of Teachers
   RFT President Donna Maher read a letter expressing concerns regarding administrative communication, tone and culture. Board Chair Unti thanked President Maher for her input.

F. Written Communication Reports
   Board Chair Unti thanked everyone for their thorough and informative reports, with a special thanks to Dean Doug Medbury for his video from the Culinary program, Executive Director Katherine Hansen for her continued good efforts and reporting on Marketing and Communications and CTS Executive Director Jay Mayer and his team for expanding broadband and WiFi connectivity for RTC.

G. Presidential Search Update
Vice President Hogan thanked the Presidential Search Committee for their hard work that allowed for March interviews with a pool of 4 very different and well-qualified candidates. VP Hogan also thanked forum facilitators, the marketing and communications team, technology services, those who provided on-campus tours, and all those whose support was instrumental in making this presidential search and interview process possible. VP Hogan also expressed thanks for the due diligence that Dr. Warren Brown and Trustee Takamura provided.

4. EXECUTIVE SESSION

A. At 3:58 p.m. the trustees convened an executive session for 15 minutes to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 4:13 p.m. trustees ended their executive session and returned to the Culinaire room. At 4:20 trustees returned to regular session.

5. ACTION

A. **Potential selection of a new president.**

i. *Trustee Entenman made a motion to make an offer to Dr. Yoshiko Harden to serve as the president of Renton Technical College, effective July 1, 2022 at a salary level of $270K per year for three years. Trustee Takamura seconded.*

Chair Unti asked for discussion from trustees to offer information on how the final candidate selection was made and opened the discussion, noting the excellence of the final 4 candidates and the difficulties in narrowing to 2 and the extra hours trustees worked discussing the options to arrive at the choice. Trustee Entenman thanked all who participated in the search, explaining they went through numerous applications to arrive at the final selection. Trustee Entenman expressed how honored she felt to have selected Dr. Harden and that she will continue RTC's EDI focus. Trustee Entenman thanked Dr. McCarthy for his EDI work and all the service he has provided RTC. Trustee Takamura reported that she and Dr. Warren Brown, the former President of North Seattle Community College and current Executive Director of College Spark, completed the due- diligence process, noting that she and Dr. Brown spent all day at colleges talking to many people about the 2 candidates. After considering all information including due diligence, Trustee Takamura has every confidence Dr. Harden will do the job that is needed. Trustee Wheeler-James thanked the Presidential Search Committee for their diligence, input and transparency and noted that Dr. Harden has the educational and institutional background necessary for the president role and will steer RTC in a direction trustees would like to see RTC go. Trustee Wheeler-James is confident that trustees made the best decision for RTC. Trustee Page echoed the thanks of Trustee Wheeler-James and acknowledged the substantial input from the RTC community, noting it was integral to the trustees' decision making. He emphasized that all information, along with the trustees' understanding of RTC now and its future, was considered deeply. Trustee Page asserted that the new President, trustees and the RTC community must work diligently to establish goals, expectations and strategies to evolve in a rapidly changing landscape. Trustee Page also stated that trustees want to make sure the President has everything she needs to succeed and thanked everyone for their time and efforts. Chair Unti recognized Dr. Harden's student-focused leadership,

her passion and integrity around EDI and the transparent and collaborative environments that Dr. Harden fosters.

Chair Unti called for a vote of the motion introduced by Trustee Entenman and seconded by Trustee Takamura; the motion carried unanimously.

6. **DISCUSSION/REPORTS**

   A. Disability Resource Center Presentation
   Director Swanke provided a comprehensive overview of disabilities, visible and invisible. He explained there was a gap in the actual occurrence of student disability, which is at 19.5%, and students reporting experiencing a disability, which is at 4%. Director Swanke also shared that self-reporting a disability qualifies as having one and requirements to prove it through documentation presents barriers to students receiving services. Director Swanke offered his availability for individual training sessions now with more formal large-group training sessions being considered in the future. Chair Unti thanked Director Jake Swanke for his informative, well-received presentation and appreciates the focus on this.

   B. President's Report
   Dr. McCarthy provided a presidential report on his goals for the year.

   Succession Planning
   Dr. McCarthy expressed gratitude and excitement about the Trustees' choice of the new president; it is fantastic news that Dr. Harden will come into the RTC president role on July 1, 2022. Dr. McCarthy shared information about knowing and working with Dr. Harden over the past decade, since their time together at Bellevue College; she is a great communicator and leader. Dr. McCarthy echoed that the group of candidates was very strong and thanked VP Hogan for running a fantastic search and all those who were involved in the work, including the Presidential Search Committee and everyone who participated in the interview process on at RTC. Dr. McCarthy thanked Trustee Takamura for the due diligence with Dr. Warren Brown and noted that RTC spends more time, effort and thought in the due-diligence process than any other college and this is a testament to RTC. Dr. McCarthy asserted that hiring a president is not a single act; rather, it is only the start. He went on to say that a successful hire depends on the college working together with the new president to come into the community. Dr. McCarthy said that when he came into the president role he was provided patience and generosity and he hopes this will be extended to Dr. Harden as she joins RTC. Dr. McCarthy and Dr. Harden will work together to learn how to provide the most beneficial onboarding.

   Collaborative Relationships
   Dr. McCarthy stated that he and RFT may not agree on everything but he believes that instruction is better than he has ever seen at a college with Dr. Delaney's' weekly updates and communications. Dr. McCarthy sees an issue of being accountable, rather than accusatory; e.g., getting student grades submitted on time so they can get financial aid. He found the email that RFT President Maher quoted in her letter to be very professional and it raised matters for discussion that he looks forward to. CtcLink is making very good progress, yet also dealing with some challenges that are being fixed as they occur. Per Dr. McCarthy, Deployment Group 6B, for which RTC will aid Clover Park Technical College, migrates to ctcLink this weekend; Deployment Group 6C migrates in May. It is hoped there are no downstream effects for RTC. COVID is still unfolding with no new major hurdles and optional masking has not been a controversial issue on campus; people are comfortable doing either. Dr. McCarthy stated that RTC is now looking at changes in safety protocols as they relate to measures taken at RTC during the height of the COVID pandemic; back-up plans remain in place.

Equity

Dr. McCarthy happily reported that RTC Trustees won the Equity Award, conferred by Washington State Association of College Trustees (ACT). This award reflects the work of the trustees and is also the collective work of the entire college. ACT will forward RTC's application for national consideration on June 13, 2022. Dr. McCarthy reported that RTC has been named 1 of 24 of the "Most Promising Places to Work" in community colleges by NISOD and *Diverse: Issues in Higher Education*, and is the only college in Washington state. This is a significant recognition of the entire college and culture at RTC.

Dr. McCarthy reported that the DEI Council continues to be well attended as were Erin Jones' sessions on equity which includes her Three Phases of Equity (final presentation for RTC on May 6), and her equitable grading session which will be offered again at RTC due to the great interest and response. The work to establish a Multicultural Center at RTC is ongoing and reviews of other locations that have a center in place will occur first so RTC can make an informed decision.

Strategic Plan

Dr. McCarthy provided an overview of the strategic bridge plan that emphasizes certain portions of the current strategic plan for the next two years. The bridge plan provides coverage for the new president as she and trustees develop a new plan. Per Dr. McCarthy, capital projects are not in the bridge plan and are handled separately by the State, but consideration for building the college is important in this plan; emphasizing IT and minor capital updates, specifically to the basement of Building J are priorities. Dr. McCarthy's recommendations included narrowing and honing the overarching strategic plan to accomplish more.

Financial Stewardship

Dr. McCarthy confirmed there is no finance report this month due to the ctcLink conversion in March, but noted that the Tableau dashboard being built will offer a continuous financial reference point once it goes live. The draft FY23 budget will be shared by VP Jackson at the May 18 board meeting. VP Jackson has made a budget projection tool that Cabinet has been using to consider all options including, operations, reserves and Scott/Jewett funds. VP Jackson will share a preliminary budget draft at the May 4, All College Meeting. Per Dr. McCarthy, trustees will have the opportunity to review and ask questions about the proposed FY23 budget in groups of 2, in advance of the June board meeting.

Chair Unti thanked Dr. McCarthy for his work as he nears the end of this time with RTC, adding that it is important to have brave, strong conversations and with respect for each other in doing so. Trustees have worked hard to ensure that respect is there and Chair Unti appreciates that model.

5. **TRUSTEES**
   A. Board Policy Review Committees Selection – Section 2 (EL-4; reserves policy changes/4 clauses only) Section 4 (larger section)
   Chair Unti will follow up with trustees to assign and form committees for policy review and revision.

   B. Foundation Board Liaison Report
   Trustee Page provided an overview of the Foundation's Student Success Event scheduled on Saturday, May 14; the afternoon showcase event will include tours, informational booths, vintage cars and food trucks; the evening celebration and scholarship fundraising event will offer an array of beverages and food and should provide a very nice evening for attendees. Trustee Page encouraged all to attend and support the college.

   C. ACT Trustee Tuesday, April 12
   Trustee Page provided an update from the Friday, April 15, ACT meeting addressing Messing up a

Presidential Search and the Tuesday, April 12, ACT event which covered board retreats, their purpose and function, and what trustees can do as RTC looks to coordinate a retreat. Trustee Page will forward the meeting PowerPoint to anyone interested. Both events had excellent participation and it was good information for all who attended.

D. Trustee Recruitment/Succession
Chair Unti noted that 4 excellent, potential applicants are under consideration by Governor Inslee's office and RTC now awaits their decision. Dr. McCarthy will talk with the Governor's office April 21 regarding next steps for trustee selection, with the idea that all 4 would be interviewed by end of April and he will keep everyone apprised of status.

E. Monthly Board Meeting Survey
Board Chair Unti thanked all for participating in the monthly survey. The suggestions offered truly make an impact on how meetings can be more effective. A new survey will be coming the next few days and Chair Unti urged trustees to please review and respond.

6. MEETINGS
A. The next regular Board meeting is scheduled for May 18, 2022.

7. ADJOURNMENT
There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 5:36 p.m. Motion carried.

KIRBY UNTI, Board Chair	KEVIN D. MCCARTHY, President
Board of Trustees	Renton Technical College

Renton Technical College
Board of Trustees Meeting
May 18, 2022

AGENDA ITEM: 3.   COMMUNICATIONS

SUBJECT:

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.

Financial Report

- March is the first month using ctcLink for data. Some of the figures may have been moved from one category to another. For example, CRRSA/CARES are now included in Grants and Contracts.
- For month ending March, we are about 75 percent through the year. Revenue collection is about 74 percent, so we are slightly behind what has been budgeted. As you can see from the reports, revenues are up mainly in scholarships $2.8M, grants are up about $6.61M (due moving BEDA master grant and lost revenue (HEERF)) compared to last year.
- Tuition and fees are up about $2.25M compared to this time last year. Enrollment is not exceeding what was budgeted; it is trending slightly down. The tuition and fees increase is a timing issue since we registered students early for Spring quarter.
- Expenses are about 67 percent. Expenses are up about $2.8M higher compared to this time last year, which is misleading. The two categories seeing the largest increases are financial aid awards ($1.5M) and salary and benefits ($1.7M) due to the pandemic stipends and ctcLink staffing.
- Our ending cash balance not including the Scott/Jewitt donation is about $19.3M. This amount includes HEERF lost revenue as we are also reporting related expenditures.

Business Office

- March was our first full month-close in ctcLink. Things are going well, though we do have some clean-up items from conversion.
- Friday, May 6th was the purchasing cut-off for all purchases through the end of the year. This allows items to be received and paid for prior to the end of the fiscal year.
- We are in the final stages of the Purchasing Agent search. We are hoping to finish reference checks this week and reach out to the selected candidate by the end of this week.

Food Services & Rentals

- Two new non-profit community organizations are signing long-term agreements to rent space at the Annex. The Community and Schools of Renton is renting five office spaces and the Renton Innovation Partnership is renting a large room and one office. We have a few more non-profit organizations looking to finalize a community-based hub at this facility.
- Catering business is picking up considerably. We are advertising to hire more Lead Cooks to assist with expanding the catering offerings that are currently being advertised.

Facilities & Capital

Minor Capital <u>Program</u> 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 shall be funded by 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 to update the appearance and improve efficiency in this program. The campus architect has received a walk-through from which they will initiate a project proposal to the college for design, permitting, and contract administration to have the project bid out and performed this biennium. The second phase of the project will occur next biennium. *Status: Architect/Engineer's fee proposal has been submitted and is being reviewed. Revised fee proposal is expected this week.*

Minor Capital <u>Repair</u> 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 underlaying 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 advent of new budget year (July 2022) in order to be allowed 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. Permit submission to City of Renton Building Dept. occurred on Monday, March 7th. *Status: Project has been released for bidding via the State Small Works Roster. A bid walk-through is occurring on May 5th, and Bids are due by May 19th. Construction is planned for Summer, 2022.*
- **Bldg. B Boilers Replacement** – The double boilers in the two-story wind of Bldg. B, Allied Health Center, are funded for replacement. The Department of Engineering Services Small Works Roster will be used to solicit bids under the design and contract

administration services of the campus architects (Rolluda Architects) and their engineering consultants. *Status: The apparent low-bidder has submitted their necessary paperwork and Notice to Proceed is expected to be issued by DES as early as today. Work is scheduled for summer break of this year.*

- **K1 & K2 Furnace Replacements** – Nine (9) gas-fired, ceiling-mounted furnaces will be replaced during Winter Break of 2022. RTC Campus Architects, Rolluda Architects, are preparing bid documents for bidding next month. Funds to support this project will be moved from lower priority repair projects that received funding, and the necessary documentation to do so will be done through OFM this month for state legislative review in May. *Status: Architect has submitted a revised fee proposal and it has been approved. Construction expected to occur prior to the start of Winter Quarter.*

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

- The pre-design and design portions of a new <u>Health Sciences Center</u> 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 3rd, and the project was presented to the council for considerations and comment by our architect, college President, and others in the steering committee. Pre-Design submittal is being prepared for submission to OFM for their review and approval in order for Design Development phase to be initiated.*

<u>Infrastructure</u> 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. *Status: upon review of the survey, the pipes and storm water structures appear to be in good condition so deferring the project is being considered.*

- **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 SWW 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 high-power electrical distribution poles and lines running north and south across 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 installation of new high-voltage conductors. Artwork will be installed and funded by PSE on the pole bases as part of the project. The college Arts Commission and other college representatives worked with the artist to collaborate on a design, which has been approved, and involves the themes of education, diversity, and inclusion.*
- **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. *Status update: Cost proposals for both the electrical work associated with the new CNC Machines and removing a window assembly separating the shops to facilitate installation have been turned over to the program.*

NEWS AND WEB

New web stories posted:

[Dr. Yoshiko Harden to be next RTC President](#)

[Trustees and President receive state Equity Award](#)

[RTC named a Most Promising Place to Work](#)

[Students named to All-WA Academic Team](#)

Press coverage:

[RTC Board of Trustees appoints new president](#)
Patch
April 21, 2022

[Dr. Yoshiko Harden named president of RTC](#)
Seattle Medium
April 27, 2022

[Newsmakers](#)
Community College Daily
May 10, 2022

SOCIAL MEDIA

1. LinkedIn was the star last month in terms of net follower growth at 183% increase
2. Engagement is up by an average of 33% with post link clicks at 56% increase
   a. Specifically, Twitter engagement is up by 75%
   b. LinkedIn engagement is up by 255%
   c. And Instagram engagement at 20%
3. Received messages increased to 573% on LinkedIn and 44% on Twitter.
4. Most engaging content, in descending order:
   a. Dr. Yoshiko Harden post
   b. RTC Equity Award from WACT post
   c. CS evening program post

Foundation Support

The C&M team has created print and web graphics, invitations, and social media posts for the RTC Foundation's May 14 Student Success Celebration.

MARKETING

Campaigns aimed at Summer and especially Fall enrollment are being prepared to launch when registration begins. Video filming starts in late May, with several promotional videos to start running over the summer.

ctcLink Report
Renton Technical College Board of Trustees
May 18, 2022

ctcLink

Core Functions Stabilization

# of Core Functions = Functional or Optimized	Total Core Functions	% of Core Functions = Functional or Optimized
38	62	61%

Here are simple definitions for "functional" and "optimized":

- *Functional*: working as needed
- *Optimized*: perfected

This contrasts with functions that are still in remediation phase or have yet to be used. Please note that almost all of Financial Aid functions in ctcLink will not be used until the beginning of the academic year.

Other Activities

- **Supplemental Systems**
  - Subject matter experts and members from CTS have been working together on integrating a variety of systems with ctcLink.
- **Staff/Service Desk Support**
  - ctcLink staff continue to work with employees on security issues and business processes.

Status on Previous Issues

- **Student Email/Canvas Access**
  - Last month, student email and Canvas access was listed as an issue due to unanticipated issues with Active Directory (AD) connecting with ctcLink data. This has been fixed and student emails are auto-generating as students are admitted to RTC.
- **Student Financials**
  - The school has approved a dedicated student financials position that will lead the student financials area. This position is student-facing and will be responsible for addressing student inquiries about the student account. This additional support will help the college adapt to the new student financials area so we can better serve students.

Change Management

It should be re-emphasized that business processes continue to be defined and refined, and that the college should be prepared to continue to learn, collaborate and change as needed. Business process learning and change is "unseen" work on top of normal job duties that require time and energy of staff. To successfully change, the college should encourage a culture of growth and realize that change takes time and effort. Each department should intentionally work on this and collaborate with each other to be successful for students and the college.

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

AFT	Effective Date	Position	Department
- Hires / Changes in Position			
None			
-Separations			
None			

WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
Gwyn, Christopher	4/4/2022	Library Paraprofessional	Library
Mayer, Alena	4/25/2022	Administrative Assistant III	Workforce
McKernon, Sterling	4/13/2022	Financial Aid Specialist	Financial Aid
-Separations			
Al-Hindawi, Maryam	4/15/2022	Financial Aid Specialist	Financial Aid
Almozani, Rana	4/12/2022	Administrative Assistant V	General Education
Davis, Jennifer	4/24/2022	Administrative III	Workforce

Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position			
Davis, Jennifer	4/25/2022	Workfirst Report Coordinator	Workforce
-Separations			
none			

Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Aulava, Seioriana	4/18/2022	Clinical Placement Coordinator	Allied Health
Whatley, John Henry	4/1/2022	Associate Directory of IT	IT
-Separations			
Beers, Diana	4/1/2022	Executive Assistant to the President	Administration

RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Anderson, Chancy	4/1/2022	Part-time Faculty	General Education
Arnold, Lance	4/4/2022	Part-time Faculty	Anesthesia Technology
Nyman, Shawn	4/5/2022	Part-time Faculty	General Education
Tran, Fung	4/18/2022	Part-time Faculty	Nursing
-Separations			
none			

	Monthly Total Hires	% of Diverse Hires YTD
Full time	6	48%
Part time	4	32%

Communications and Marketing and Institutional Research
Renton Technical College Board of Trustees
May 18, 2022

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:

- The IR Manager completed all the required surveys for the Integrated Postsecondary Education Data System (IPEDS) 2021-22 spring collection. The IPEDS spring surveys collect data on student fall enrollment, finance, human resources, and academic libraries.

- The IR team helped Lake Washington Institute of Technology and Wenatchee Valley College to replace FMS Query in the old Legacy system with a Tableau dashboard in ctcLink. The IR Manager and Data Analyst provided the programmed Tableau workbook to the system colleges.

- The IR Director and Manager agreed to collaborate with researchers at University of Washington to develop a data visualization for program faculty. The project aims to determine the extent to which technical faculty at RTC use or could use data for program improvement. UW researchers and data scientists will collaborate with RTC institutional research team and faculty to create data visualizations for use by RTC faculty.

- 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.

Instruction Board Report

This month, we have an excellent overview of the last year of work from our College and Career Pathways division. https://youtu.be/xjjORi7ZWyQ

RTC Foundation Report
Renton Technical College Board of Trustees
May 18, 2022

Scholarships and Events

Harborview Massage Therapy Event

The Harborview staff and the students enjoyed the experience and plans are underway to do it again. The Foundation will look for sponsors to cover the cost of transportation and stipends for the students. Bravo for RTC massage therapy students!

May 14th – Student Success Celebration

We are in the final week of marketing, planning and event production continues for the community/campus open-house and the Foundation's flagship fundraising event. With the departure of RTC's Outreach Director, the Foundation is helping to fill gaps for the daytime event and doing added outreach to local high schools. The student success video features inspiring stories from an automotive student, and a veteran in the welding program. A construction student whose family immigrated from Ukraine will share his success story. RTC alumni Sandy Hebert and Maryann Lizama are providing food demonstrations and original, ethnic-inspired appetizers. Sponsor and car club responses have been strong. Individual tickets to the evening event have lagged.

Life Essentials Grant

Student requests for gas and grocery gift cards have jumped considerably Spring quarter. To-date, the Foundation has provided 259 grants – a 39% increase over last year with over six weeks remaining for spring quarter and funds available for only eight more students. Inflation, gas prices, and the high cost of living in King County continue to put strains on students.

Donor Stewardship & Cultivation

- Hobart representatives enjoyed a campus tour and class visits. Hobart provides a full-ride scholarship and paid internship for students in a number of mechanical and engineering-related programs.
- Board members Brenda Collons, Bonnie Nichols, and Reba Haas took a campus tour April 20th. Goal is to provide campus tours on a quarterly basis for Board members and donor prospects.
- The Foundation's proposal for distribution of a portion of the Scott-Jewett $5M gift was presented to the College's Resource & Planning Committee who make recommendations to President McCarthy.

Community Engagement

- Renton Chamber of Commerce dessert dash sponsor and participant; Kent Chamber Board and Education Committee meetings, includes planning for launch of career and financial literacy fairs; 2022 Legislative Wrap-Up meeting and discussion. Renton Schools Foundation breakfast; dessert dash sponsorship Kent Rotary.
- Grants: The Foundation received a grant from the Oregon Community Foundation to support the Land Surveying program. The Foundation is part of the King County Promise $1.5M grant proposal that RTC has submitted and will disburse emergency grants to students who receive the Promise funds.
- A $75,000 proposal was submitted to Cascade Philanthropy for the 2022 Book & Equipment Support fund. Grants for PACCAR and Norcliffe Foundations to support equipment needs in the machining department are still on hold pending guidance and information from the Dean.

A focus on summer and fall

This week we began enrolling current students for summer and fall quarters using the ctcLink environment exclusively and working through system kinks as they arise. Registration for new student begins immediately following Memorial Day. Student Services is engaging with prospective students who have inquired about enrollment and we have specified messaging to detail the program of study they are interested in starting. This particular registration period is extraordinarily lengthy, as student enrollments students for fall quarter will continue throughout the next four months.

In-person commencement

Staff are preparing to host in-person commencement, the first since 2019. A new committee has formed and they are coordinating all the planning. Associate Dean of Student Retention, Wade Parrott and Director of Student Leadership, Walter Lutsch, get a big shout out for all their efforts. The ceremony will be held on the evening of Wednesday, June 22nd at the ShoWare Center in Kent. The ceremony will be available for live-streaming for guests or graduates who prefer to attend remotely. We've received over 700 applications for graduation to date. The ASG is again generously providing caps and gowns to graduates.

Around the division news…

The Financial Aid office has stopped distributing the HEERF emergency funds, now that that federal funding stream has ended. The staff did an incredible job of awarding funds over the last two years, making access to the emergency funds as low-barrier as possible. They strategically disbursed to stretch the dollars throughout the pandemic. This legislative session included much activity around increasing Running Start access in the summer and in CTE programs. Staff are actively working on how we can leverage these opportunities here at RTC. Just as we are excited to return to an in-person commencement, we are also excited to bring back the Unity Festival! Previous to the pandemic, this was an annual spring event hosted by the ASG. It's a joyful occasion for students to gather and participate in fun activities, enjoying food and music. It will occur on Thursday, May 26th.

Renton Technical College
Board of Trustees Meeting
May 18, 2022

AGENDA ITEM: **4.   ACTION ITEMS**

BOARD CONSIDERATION
Information
X   Action

SUBJECT:

BACKGROUND:

A. Student Leadership FY23 Budget

Associate Dean of Student Engagement and Retention, Wade Parrot, Director of Student Leadership and Programs, Walter Lutsch and Associated Student Government Coordinator, Connor Moore will present the FY23 ASG Budget for Board approval.

B. Renton Technical College Foundation Quid Pro Quo Agreement

The College has agreed to increase the Quid Pro Quo agreement amount with the RTC Foundation from $235,000 to $340,000 via this addendum. The addendum has been reviewed and approved by the RTC Foundation Board of Trustees and will require review and approval by the RTC Board of Trustees before becoming effective.

C. High Demand MOU between RTC and RFT

The Board will consider for approval the MOU between RTC and RFT that will continue compliance with HB 2158 High Demand/High Wage provision, effective July 1, 2022.

RECOMMENDATION:

None.

2022-2023 Services & Activities Budget (proposal for RTC Board of Trustees)		
Projected Revenue	**$600,000**	
Projected Expenditures	*$682,010*	
Work Study Partner Funding	*$82,010*	
BUDGET NUMBER	**BUDGET NAME**	**AMOUNT**
522-264-SG01	Student Programs & Engagement Administration	$104,000
522-264-SG02	Associated Student Government	$121,460
522-264-SG03	Inclusive Multicultural Programming	$22,200
522-264-SG04	Student Access Fund	$37,500
522-264-SG05	Student Organizations Resources	$65,500
522-264-SG06	Student Ambassadors	$24,250
522-264-SG07	Learning Resource & Career Center	$142,100
522-264-SG08	New Student Orientation Program	$10,000
522-264-SG09	Women of Merit Program	$10,000
522-264-SG10	Men of Merit Program	$10,000
522-264-SG11	Diversity, Equity, Inclusion Partnership	$5,000
522-264-SG12	Career Services	$40,000
522-264-SG15	Contingency Funds	$90,000
	TOTAL	**$682,010**

Program: **Student Programs & Engagement Admin**
Instructor/Staff: **Walter Lutsch/Wade Parrott/Jessica Gilmore Eng**
EXPENDITURE ACCOUNT NO: **522-264-SG01**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Office Administrative Specialist		**$55,500**	
		Specialist - Benefits		**$22,500**	
		Department Copier Maintenance		**$5,000**	
		Department Office Supplies		**$15,000**	
		Professional Development for OSLP Staff		**$6,000**	
			TOTAL:	**$104,000**	

Program: **Associated Student Government**
Instructor/Staff: **Walter Lutsch/Wade Parrott/Jessica Gilmore Eng**
EXPENDITURE ACCOUNT NO: **522-264-SG02**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT		
		(7) ASG Executive Members		$74,970	(7 students X 17 hr/wk X 42 wks X $15)	99,960	24990
		Student Senators		$6,300	15 Students X 2 h/wk X 15 weeks X 14		
						5850	-450
		Benefits - Student Positions		$3,600			
		Training and Development		$24,540	Two wk with retreat		
		End of Year Recognition Ceremony		$2,000	(100 attendees X $20)		
		Student Leadership Tshirts/Hoodies		$1,250	(50 students X $25)		
		CUSP Leadership Conference		$4,000	(8 students X $500)		
		CUSP Legislative Academy		$900	(3 students X $300)		
		CUSP Voice Academy		$900	(3 students X $300)		
		Foundation Breakfast- Silver Sponsorship *(for the purposes of Student Scholarships)*		$3,000			
			TOTAL:	$121,460			

Program: **Inclusive Multicultural Programming**
Instructor/Staff: **Walter Lutsch/Wade Parrott/Jessica Gilmore Eng**
EXPENDITURE ACCOUNT NO: **522-264-SG03**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Multicultural Identity Groups Outreach		**$2,500**	
		Multicultural Campus Events		**$5,000**	
		Students of Color Conference		**$3,200**	(10 students X $600)
		Spring Unity Festival		**$10,000**	
		Queer I Am Conference		**$1,500**	
			TOTAL:	**$22,200**	

Program: **Student Access Fund**
Instructor/Staff: **Walter Lutsch/Wade Parrott/Jessica Gilmore Eng**
EXPENDITURE ACCOUNT NO: **522-264-SG04**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Textbook Access Program		**$10,000**	
		Calculator Lending Program		**$1,000**	
		Support for Student Scholarships		**$6,500**	
		Partial Support for Elijah's Pantry		**$20,000**	2000/monthx10 months
			TOTAL:	**$37,500**	

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Student Involvement Outreach Fairs		**$500**	
		Funding for Student Orgs/Clubs		**$50,000**	club requests (including travel)
		Phi Theta Kappa Funding		**$15,000**	
			TOTAL:	**$65,500**	

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		(2) Student Ambassadors		**$23,400**	(3 students X 15 hr/wk X 40 wks X $13)
		Benefits - Student Positions		**$850**	
			TOTAL:	**$24,250**	

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Contribution to LRCC Director Salary		**$24,000**	
		Contribution to LRCC Director Benefits		**$9,600**	
		Student Tutors		**$90,000**	
		Benefits-Student Positions		**$5,000**	
		Copier Maintanence		**$5,000**	
		Office Supplies		**$6,000**	
		Career Services Software Annual License		**$2,500**	
		The college will co-fund the LRCC at $120,000, making the total budget for the LRCC = $245,000			
			TOTAL:	**$142,100**	

Program: **New Student Orientation**
Instructor/Staff: **Walter Lutsch/Wade Parrott/Jessica Gilmore Eng**
EXPENDITURE ACCOUNT NO: **522-264-SG08**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Lunches		**$10,000**	
		TOTAL:		**$10,000**	

Program: **Women of Merit Program**
Instructor/Staff: **Walter Lutsch/Wade Parrott/Jessica Gilmore Eng**
EXPENDITURE ACCOUNT NO: **522-264-SG09**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Food for meetings		**$4,000**	
		Materials		**$6,000**	
			TOTAL:	**$10,000**	

Program: **Men of Merit Program**
Instructor/Staff: **Walter Lutsch/Wade Parrott/Jessica Gilmore Eng**
EXPENDITURE ACCOUNT NO: **522-264-SG10**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Food for meetings		**$4,000**	
		Materials		**$6,000**	
			TOTAL:	**$10,000**	

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Support for DEIC Speaker Fee		**$2,500**	
		Support for DEIC Event Supplies		**$2,500**	
			TOTAL:	**$5,000**	

Program: **Career Services**
Instructor/Staff: **Ty Sommerville**
EXPENDITURE ACCOUNT NO: **522-264-SG12**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		Contribution to Career Services Manager Salary		**$27,750**	
		Contribution to Career Services Manager Benefits		**$11,250**	
		Supplies		**$1,000**	
			TOTAL:	**$40,000**	

Program: **S&A Contingency Fund**
Instructor/Staff: **Walter Lutsch/Wade Parrott/Jessica Gilmore Eng**
EXPENDITURE ACCOUNT NO: **522-264-SG15**
Fiscal Year: **2022-2023**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST	COMMENT
		At Least 15% of Projected Revenue		**$90,000**	
			TOTAL:	**$90,000**	

DEPARTMENT NAME:		ASG - PROGRAMS & ENGAGEMENT								
DEPARTMENT BUDGET:		264-SG01								
BUDGET AUTHORITY:		J. GILMORE ENGLISH								
APPROVAL AUTHORITY:										

Appr	Prog	Org	Object	FTE Staff Current 2021-22	Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change
522	264	SG05	AE	1.00	1.00	0.00	In-Hiring Office Administrative Specialist	$56,938	$55,500	($1,438)
522	264	SG05	B				BENEFITS	$26,602	$22,500	($4,102)

Appr	Prog	Org	Object	Current 2021-22	Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change
							TOTAL SAL. & BEN.	$83,540	$78,000	($5,540)
522	264	SG01	EA				SUPPLIES & MATERIALS	$ 25,000	$ 25,000	$0
522	264	SG01	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0
522	264	SG01	EC				UTILITIES	$ -	$ -	$0
522	264	SG01	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0
522	264	SG01	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0
522	264	SG01	EF				PRINTING	$ -	$ -	$0
522	264	SG01	EG				PROFESSIONAL DEV	$ 9,000	$ 9,000	$0
522	264	SG01	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0
522	264	SG01	EJ				SUBSCRIPTIONS	$ -	$ -	$0
522	264	SG01	EM				ATTORNEY GENERAL SER	$ -	$ -	$0
522	264	SG01	EP				INSURANCE	$ -	$ -	$0
522	264	SG01	ER				PURCHASED SERVICES	$ -	$ -	$0
522	264	SG01	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0
522	264	SG01	ET				AUDIT SERVICES	$ -	$ -	$0
522	264	SG01	EV				ADMIN HEARING SER	$ -	$ -	$0
522	264	SG01	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0
522	264	SG01	EZ				OTHER GOODS & SERVICES	$ -	$ -	$0
522	264	SG01	G				TRAVEL	$ -	$ -	$0
522	264	SG01	J				CAPITAL OUTLAYS	$ -	$ -	$0
522	264	SG01	K				COMPUTER EQUIPMENT	$ -	$ -	$0
522	264	SG01	TA/TB				TRANSFER TO 528	$ -	$ -	$0
							TOTAL GOODS & OTHER SVCS	$34,000	$34,000	$0
							TOTAL BUDGET	$34,000	$34,000	$0

Enhancements 2021-22	Comments
$0	
$0	

2021-22
DEPARTMENT NAME: ASSOCIATED STUDENT GOVT
DEPARTMENT BUDGET: 264-SG02
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	FTE Staff Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG02	AM	1.00	1.00	0.00	ASG EXEC MEMBERS	$99,960	$74,970	($24,990)		
522	264	SG02	B				BENEFITS	$3,600	$2,652	($948)		
							TOTAL SAL. & BEN.	$91,052	$77,622	($13,430)	$0	
522	264	SG02	EA				SUPPLIES & MATERIALS	$ 3,250	$ 3,250	$0		
522	264	SG02	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG02	EC				UTILITIES	$ -	$ -	$0		
522	264	SG02	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG02	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG02	EF				PRINTING	$ -	$ -	$0		
522	264	SG02	EG				PROFESSIONAL DEV	$ 6,600	$ 31,590	$24,990		
522	264	SG02	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG02	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG02	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG02	EP				INSURANCE	$ -	$ -	$0		
522	264	SG02	ER				PURCHASED SERVICES	$ -	$ -	$0		
522	264	SG02	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG02	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG02	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG02	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG02	EZ				OTHER GOODS & SERVICES	$ 3,000	$ 3,000	$0		
522	264	SG02	G				TRAVEL	$ -	$ -	$0		
522	264	SG02	J				CAPITAL OUTLAYS	$ -	$ -	$0		
522	264	SG02	K				COMPUTER EQUIPMENT	$ -	$ -	$0		
							TOTAL GOODS & OTHER SVCS	$12,850	$37,840	$24,990	$0	
							TOTAL BUDGET	$103,902	$115,462	$11,560	$0	

2021-22
DEPARTMENT NAME: ASG - MULTICULTURAL PROGRAMMING
DEPARTMENT BUDGET: 264-SG03
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	FTE Staff Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG03	AC	1.00	1.00	0.00	ENGAGEMENT SPECIAL PROJECT	$51,200	$56,861	$5,661		
522	264	SG03	B				BENEFITS	$19,456	$22,058	$2,602		
							TOTAL SAL. & BEN.	$70,656	$78,920	$8,264	$0	
522	264	SG03	EA				SUPPLIES & MATERIALS	$ 5,000	$ 5,000	$0		
522	264	SG03	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG03	EC				UTILITIES	$ -	$ -	$0		
522	264	SG03	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG03	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG03	EF				PRINTING	$ -	$ -	$0		
522	264	SG03	EG				PROFESSIONAL DEV	$ 7,500	$ 7,500	$0		
522	264	SG03	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG03	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG03	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG03	EP				INSURANCE	$ -	$ -	$0		
522	264	SG03	ER				PURCHASED SERVICES	$ 15,000	$ 15,000	$0		
522	264	SG03	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG03	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG03	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG03	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG03	EZ				OTHER GOODS & SERVICES	$ -	$ -	$0		
522	264	SG03	G				TRAVEL	$ -	$ -	$0		
522	264	SG03	J				CAPITAL OUTLAYS	$ -	$ -	$0		
522	264	SG03	K				COMPUTER EQUIPMENT	$ -	$ -	$0		
							TOTAL GOODS & OTHER SVCS	$27,500	$27,500	$0	$0	
							TOTAL BUDGET	$98,156	$106,420	$8,264	$0	

2021-22
DEPARTMENT NAME: ASG - TEXTBOOK ACCESS PROGRAM
DEPARTMENT BUDGET: 264-SG04
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG04	EA				SUPPLIES & MATERIALS	$ 8,000	$ 8,000	$0		
522	264	SG04	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG04	EC				UTILITIES	$ -	$ -	$0		
522	264	SG04	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG04	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG04	EF				PRINTING	$ -	$ -	$0		
522	264	SG04	EG				PROFESSIONAL DEV	$ -	$ -	$0		
522	264	SG04	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG04	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG04	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG04	EP				INSURANCE	$ -	$ -	$0		
522	264	SG04	ER				PURCHASED SERVICES	$ 14,000	$ 14,000	$0		
522	264	SG04	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG04	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG04	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG04	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG04	EZ				OTHER GOODS & SERVICES	$ -	$ -	$0		
522	264	SG04	G				TRAVEL	$ -	$ -	$0		
522	264	SG04	J				CAPITAL OUTLAYS	$ -	$ -	$0		
522	264	SG04	K				COMPUTER EQUIPMENT	$ -	$ -	$0		
							TOTAL GOODS & OTHER SVCS	$22,000	$22,000	$0	$0	
							TOTAL BUDGET	$22,000	$22,000	$0	$0	

DEPARTMENT NAME: ASG - STUD ORG RESOURCES
DEPARTMENT BUDGET: 264-SG05
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG05	EA				SUPPLIES & MATERIALS	$ -	$ -	$0		
522	264	SG05	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG05	EC				UTILITIES	$ -	$ -	$0		
522	264	SG05	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG05	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG05	EF				PRINTING	$ -	$ -	$0		
522	264	SG05	EG				PROFESSIONAL DEV	$ 20,000	$ 20,000	$0		
522	264	SG05	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG05	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG05	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG05	EP				INSURANCE	$ -	$ -	$0		
522	264	SG05	ER				PURCHASED SERVICES	$ 15,500	$ 15,500	$0		
522	264	SG05	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG05	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG05	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG05	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG05	EZ				OTHER GOODS & SERVICES	$ -	$ -	$0		
522	264	SG05	G				TRAVEL	$ 5,489	$ 5,489	$0		
522	264	SG05	J				CAPITAL OUTLAYS	$ -	$ -	$0		
522	264	SG05	K				COMPUTER EQUIPMENT	$ -	$ -	$0		
							TOTAL GOODS & OTHER SVCS	$65,500	$40,989	($24,511)	$0	
							TOTAL BUDGET	$160,549	#REF!	#REF!	$0	

DEPARTMENT NAME: ASG - LEARNING RESOURCE & CAREER CNTR
DEPARTMENT BUDGET: 264-SG06
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG06	AM	0.00	0.00	0.00	STUD AMBASSADORS	$15,600	$15,600	$0		
522	264	SG06	B				BENEFITS	$468	$468	$0		
							TOTAL SAL. & BEN.	$16,068	$16,068	$0	$0	
522	264	SG06	EA				SUPPLIES & MATERIALS	$ -	$ -	$0		
522	264	SG06	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG06	EC				UTILITIES	$ -	$ -	$0		
522	264	SG06	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG06	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG06	EF				PRINTING	$ -	$ -	$0		
522	264	SG06	EG				PROFESSIONAL DEV	$ -	$ -	$0		
522	264	SG06	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG06	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG06	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG06	EP				INSURANCE	$ -	$ -	$0		
522	264	SG06	ER				PURCHASED SERVICES	$ -	$ -	$0		
522	264	SG06	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG06	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG06	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG06	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG06	EZ				OTHER GOODS & SERVICES	$ -	$ -	$0		
522	264	SG06	G				TRAVEL	$ -	-	$0		
522	264	SG06	J				CAPITAL OUTLAYS	$ -	-	$0		
522	264	SG06	K				COMPUTER EQUIPMENT	$ -	-	$0		
							TOTAL GOODS & OTHER SVCS	$0	$0	$0	$0	
							TOTAL BUDGET	$16,068	$16,068	$0	$0	

2021-22
DEPARTMENT NAME: ASG - LEARNING RESOURCE & CAREER CNTR
DEPARTMENT BUDGET: 264-SG07
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG07	AC	0.25	0.25	0.00	SOMERVILLE, TYRONE	$36,153	$36,768	$615		
							LRCC Manager					
522	264	SG07	AM	0.00	0.00	0.00	LEAD TUTOR	$78,575	$78,575	$0		
522	264	SG07	B				BENEFITS	$3,500	$6,197	$2,697		
							TOTAL SAL. & BEN.	$104,500	$121,540	$17,040	$0	
522	264	SG07	EA				SUPPLIES & MATERIALS	$ 11,000	$ 11,000.00	$0		
522	264	SG07	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG07	EC				UTILITIES	$ -	$ -	$0		
522	264	SG07	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG07	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG07	EF				PRINTING	$ -	$ -	$0		
522	264	SG07	EG				PROFESSIONAL DEV	$ -	$ -	$0		
522	264	SG07	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG07	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG07	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG07	EP				INSURANCE	$ -	$ -	$0		
522	264	SG07	ER				PURCHASED SERVICES	$ -	$ -	$0		
522	264	SG07	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG07	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG07	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG07	EY				SOFTWARE LICENSES & MAINT	$ 2,500	$ 2,500.00	$0		
522	264	SG07	EZ				OTHER GOODS & SERVICES	$ -	$ -	$0		
522	264	SG07	G				TRAVEL	$ -	-	$0		
522	264	SG07	J				CAPITAL OUTLAYS	$ -	-	$0		
522	264	SG07	K				COMPUTER EQUIPMENT	$ -	-	$0		
							TOTAL GOODS & OTHER SVCS	$13,500	$13,500	$0	$0	
							TOTAL BUDGET	$118,000	$135,040	$17,040	$0	

2021-22
DEPARTMENT NAME: ASG - NEW STUDENT ORIENTATION
DEPARTMENT BUDGET: 264-SG08
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG08	EA				SUPPLIES & MATERIALS	$ 5,000	$ 5,000.00	$0		
522	264	SG08	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG08	EC				UTILITIES	$ -	$ -	$0		
522	264	SG08	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG08	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG08	EF				PRINTING	$ -	$ -	$0		
522	264	SG08	EG				PROFESSIONAL DEV	$ -	$ -	$0		
522	264	SG08	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG08	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG08	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG08	EP				INSURANCE	$ -	$ -	$0		
522	264	SG08	ER				PURCHASED SERVICES	$ -	$ -	$0		
522	264	SG08	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG08	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG08	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG08	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG08	EZ				OTHER GOODS & SERVICES	$ 9,000	$ 9,000.00	$0		
522	264	SG08	G				TRAVEL	$ -	$ -	$0		
522	264	SG08	J				CAPITAL OUTLAYS	$ -	$ -	$0		
522	264	SG08	K				COMPUTER EQUIPMENT	$ -	$ -	$0		
							TOTAL GOODS & OTHER SVCS	$14,000	$14,000	$0	$0	
							TOTAL BUDGET	$14,000	$14,000	$0	$0	

DEPARTMENT NAME: ASG - WOMEN OF MERIT PROGRAM
DEPARTMENT BUDGET: 264-SG09
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff			Name/Description	Current 2021-22		Proposed 2022-23		Change	Enhancements 2021-22	Comments
				Current 2021-22	Proposed 2022-23	Change								
522	264	SG09	EA				SUPPLIES & MATERIALS	$	6,000	$	6,000.00	$0		
522	264	SG09	EB				COMMUNICATIONS & TELECOM	$	-	$	-	$0		
522	264	SG09	EC				UTILITIES	$	-	$	-	$0		
522	264	SG09	ED				RENTALS & LEASES - BLDGS	$	-	$	-	$0		
522	264	SG09	EE				REPAIRS, ALTER & MAINT	$	-	$	-	$0		
522	264	SG09	EF				PRINTING	$	-	$	-	$0		
522	264	SG09	EG				PROFESSIONAL DEV	$	-	$	-	$0		
522	264	SG09	EH				RENTALS & LEASES - EQUIP	$	-	$	-	$0		
522	264	SG09	EJ				SUBSCRIPTIONS	$	-	$	-	$0		
522	264	SG09	EM				ATTORNEY GENERAL SER	$	-	$	-	$0		
522	264	SG09	EP				INSURANCE	$	-	$	-	$0		
522	264	SG09	ER				PURCHASED SERVICES	$	-	$	-	$0		
522	264	SG09	ES				VEHICLE MAINT AND OPER	$	-	$	-	$0		
522	264	SG09	ET				AUDIT SERVICES	$	-	$	-	$0		
522	264	SG09	EV				ADMIN HEARING SER	$	-	$	-	$0		
522	264	SG09	EY				SOFTWARE LICENSES & MAINT	$	-	$	-	$0		
522	264	SG09	EZ				OTHER GOODS & SERVICES	$	4,000	$	4,000.00	$0		
522	264	SG09	G				TRAVEL	$	-	$	-	$0		
522	264	SG09	J				CAPITAL OUTLAYS	$	-	$	-	$0		
522	264	SG09	K				COMPUTER EQUIPMENT	$	-	$	-	$0		
							TOTAL GOODS & OTHER SVCS	$10,000		$10,000		$0	$0	
							TOTAL BUDGET	$10,000		$10,000		$0	$0	

2021-22
DEPARTMENT NAME: ASG - MEN OF MERIT PROGRAM
DEPARTMENT BUDGET: 264-SG10
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG10	EA				SUPPLIES & MATERIALS	$ 6,000	$ 6,000.00	$0		
522	264	SG10	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG10	EC				UTILITIES	$ -	$ -	$0		
522	264	SG10	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG10	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG10	EF				PRINTING	$ -	$ -	$0		
522	264	SG10	EG				PROFESSIONAL DEV	$ -	$ -	$0		
522	264	SG10	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG10	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG10	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG10	EP				INSURANCE	$ -	$ -	$0		
522	264	SG10	ER				PURCHASED SERVICES	$ -	$ -	$0		
522	264	SG10	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG10	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG10	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG10	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG10	EZ				OTHER GOODS & SERVICES	$ 4,000	$ 4,000.00	$0		
522	264	SG10	G				TRAVEL	$ -	$ -	$0		
522	264	SG10	J				CAPITAL OUTLAYS	$ -	$ -	$0		
522	264	SG10	K				COMPUTER EQUIPMENT	$ -	$ -	$0		
							TOTAL GOODS & OTHER SVCS	$10,000	$10,000	$0	$0	
							TOTAL BUDGET	$10,000	$10,000	$0	$0	

2021-22
DEPARTMENT NAME: ASG - MEN OF MERIT PROGRAM
DEPARTMENT BUDGET: 264-SG11
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	FTE Staff Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG11	EA				SUPPLIES & MATERIALS	$ 5,000	$ 5,000.00	$0		
522	264	SG11	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG11	EC				UTILITIES	$ -	$ -	$0		
522	264	SG11	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG11	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG11	EF				PRINTING	$ -	$ -	$0		
522	264	SG11	EG				PROFESSIONAL DEV	$ -	$ -	$0		
522	264	SG11	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG11	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG11	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG11	EP				INSURANCE	$ -	$ -	$0		
522	264	SG11	ER				PURCHASED SERVICES	$ 5,000	$ 5,000.00	$0		
522	264	SG11	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG11	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG11	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG11	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG11	EZ				OTHER GOODS & SERVICES	$ -	$ -	$0		
522	264	SG11	G				TRAVEL	$ -	$ -	$0		
522	264	SG11	J				CAPITAL OUTLAYS	$ -	$ -	$0		
522	264	SG11	K				COMPUTER EQUIPMENT	$ -	$ -	$0		
							TOTAL GOODS & OTHER SVCS	$10,000	$10,000	$0	$0	
							TOTAL BUDGET	$10,000	$10,000	$0	$0	

2021-22
DEPARTMENT NAME: ASG - CONTINGENCY FUND
DEPARTMENT BUDGET: 264-SG15
BUDGET AUTHORITY: J. GILMORE ENGLISH
APPROVAL AUTHORITY:

Appr	Prog	Org	Object	FTE Staff Current 2021-22	Proposed 2022-23	Change	Name/Description	Current 2021-22	Proposed 2022-23	Change	Enhancements 2021-22	Comments
522	264	SG15	EA				SUPPLIES & MATERIALS	$ 88,500	$ 88,500	$0		
522	264	SG15	EB				COMMUNICATIONS & TELECOM	$ -	$ -	$0		
522	264	SG15	EC				UTILITIES	$ -	$ -	$0		
522	264	SG15	ED				RENTALS & LEASES - BLDGS	$ -	$ -	$0		
522	264	SG15	EE				REPAIRS, ALTER & MAINT	$ -	$ -	$0		
522	264	SG15	EF				PRINTING	$ -	$ -	$0		
522	264	SG15	EG				PROFESSIONAL DEV	$ -	$ -	$0		
522	264	SG15	EH				RENTALS & LEASES - EQUIP	$ -	$ -	$0		
522	264	SG15	EJ				SUBSCRIPTIONS	$ -	$ -	$0		
522	264	SG15	EM				ATTORNEY GENERAL SER	$ -	$ -	$0		
522	264	SG15	EP				INSURANCE	$ -	$ -	$0		
522	264	SG15	ER				PURCHASED SERVICES	$ -	$ -	$0		
522	264	SG15	ES				VEHICLE MAINT AND OPER	$ -	$ -	$0		
522	264	SG15	ET				AUDIT SERVICES	$ -	$ -	$0		
522	264	SG15	EV				ADMIN HEARING SER	$ -	$ -	$0		
522	264	SG15	EY				SOFTWARE LICENSES & MAINT	$ -	$ -	$0		
522	264	SG15	EZ				OTHER GOODS & SERVICES	$ -	$ -	$0		
522	264	SG15	G				TRAVEL	$ -	$ -	$0		
522	264	SG15	J				CAPITAL OUTLAYS	$ -	$ -	$0		
522	264	SG15	K				COMPUTER EQUIPMENT	$ -	$ -	$0		
							TOTAL GOODS & OTHER SVCS	$88,500	$88,500	$0	$0	
							TOTAL BUDGET	$88,500	$88,500	$0	$0	

RTC
RENTON
TECHNICAL
COLLEGE®

MEMORANDUM OF UNDERSTANDING

BETWEEN RENTON TECHNICAL COLLEGE AND RENTON FEDERATION OF TEACHERS

Renton Technical College ("College") and the Renton Federation of Teachers ("Union") agree to comply with the legislation as outlined in HB 2158 High Demand/High Wage provision, and both parties considered those industries identified as such using the Employment Security Department for King County designation of high demand. Both parties agree that the wage gap is determined by the difference between industry wages as designated at the 75th percentile by SIC and SOC codes and the annualized faculty contract wages.

The College and the Union agree that implementation should be focused on identified high demand industry professionals instructing in the following areas, and further separated into a two-tier wage gap priority as identified in Attachment 1.

Tier 1:	Tier 2:
• BAS – Application Development • BAS – Network Architecture • Cloud Network Technology • Computer Science	• Mechatronics • Welding • Commercial Building Engineer

Both parties also agree to fund an additional Tier 1 and Tier 2 faculty for 2020-2021 and continue through 2022-2023.

Any remaining monies from the HB 2158 High Demand/High Wage provision will be distributed as a stipend on July 10, 2023 to all affected (full time and adjunct) faculty included in this MOU by proportionally dividing the remaining funds based on credits taught by faculty included in this bargaining.

RFT has the right to request and receive the accounting records of all HB 2158 High Demand/High Wage provision dollars paid to each faculty member.

In the event the Legislature or SBCTC changes the funding level for high demand dollars, the salary increases will be reduced proportional to the reduction, or paid back to the College by individual recipients should the reduction be more than the unpaid amount. Under no circumstances will local funds be used to supplement any portion of the high demand salary adjustments, including benefits coverage.

The College and RFT agree that the full amount of the high demand allocation should to the fullest extent possible be distributed as salary through the last payroll date for the current fiscal year (July 10). This agreement, which supersedes the previous Memorandum of Understanding from December 9, 2021, is effective July 1, 2022 through June 30, 2023 and will be revisited separate from full scope bargaining, pending ongoing, dedicated high demand funding as allocated by the Legislature, and the interests of the faculty and College.

_____   _____
Donna Maher, Date   Kirby Unti, Date
President, Renton Federation of Teachers   RTC Board Chair

Renton Technical College
Board of Trustees Meeting
May 18, 2022

<table>
<tr><td></td><td>BOARD CONSIDERATION</td></tr>
<tr><td>**AGENDA ITEM:** 5. **DISCUSSION/REPORTS**</td><td>**X**   **Information**</td></tr>
<tr><td>**SUBJECT:**</td><td>Action</td></tr>
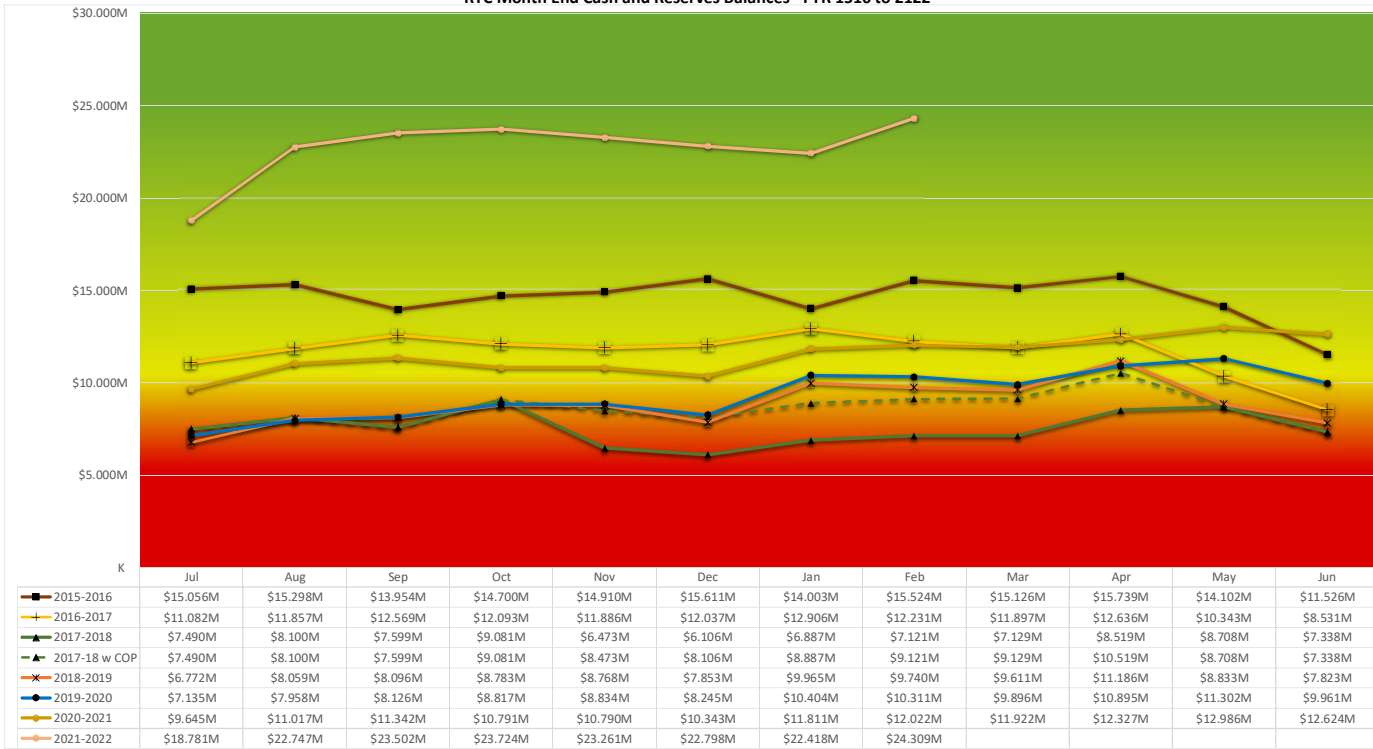</table>

BACKGROUND:

A. FY23 Budget Process Update – VPA Jackson will provide an update regarding the budget development process and how the initial budget numbers look, including our initial revenue projections and additional budget requests.

B. Administration/Finance
Vice President Jackson will provide an update on the monthly operating reports for March 2022.

C. President
Dr. McCarthy will provide a report subsequent to the April 20, 2022 Board meeting.

RECCOMMENDATION:

None.

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

	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	$24.309M				

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

	March 2022 - Actual	Year to Date - March 2022 - Actual	Prior Year to Date - March 2021 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	$ 20,643,235	$ 9,407,669	$ 6,747,881	$ 2,659,788
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	$ 556,537	$ 8,993,597	$ 6,736,818	$ 2,256,779
Grants and Contracts	$ 228,742	$ 7,740,029	$ 1,130,918	$ 6,609,111
Donation Received	$ -	$ 5,000,000	$ -	$ 5,000,000
Student Government	$ 189,422	$ 684,836	$ 626,006	$ 58,830
Bookstore	$ 120	$ 77,076	$ 61,649	$ 15,427
Security/Parking	$ -	$ 147,256	$ 167,227	$ (19,970)
Culinary Arts - Food Services	$ 40,129	$ 270,587	$ 86,472	$ 184,115
Housing	$ -	$ 39,184	$ -	$ 39,184
Interest Income	$ 2,430	$ 17,683	$ 24,847	$ (7,164)
Rental Income - Excluding 569	$ -	$ 137,997	$ 154,727	$ (16,730)
Scholarship and Student Loan Funds Received	$ 183,796	$ 8,179,071	$ 5,304,545	$ 2,874,526
CRRSA	$ -	$ -	$ -	$ -
CARES Deferred FY20	$ -	$ -	$ -	$ -
Net Operating Revenues	$ 1,201,177	$ 31,287,315	$ 14,293,208	$ 16,994,107
Add - State Allocation	$ 2,318,889	$ 20,442,843	$ 19,968,622	$ 474,221
				$ -
Total State Funding	$ 2,318,889	$ 20,442,843	$ 19,968,622	$ 474,221
Total Revenues	$ 3,520,066	$ 51,730,158	$ 34,261,830	$ 17,468,328
Less - Expenses:				
Salaries - A	$ 2,071,018	$ 17,071,301	$ 15,351,430	$ 1,719,870
Benefits - B	$ 621,356	$ 5,267,220	$ 5,253,965	$ 13,255
Contracts - C	$ -	$ -	$ -	$ -
Goods and Other Services- E	$ 268,967	$ 3,929,718	$ 4,942,930	$ (1,013,212)
Cost of Goods Sold - F	$ 331	$ 66,347	$ 25,254	$ 41,093
Travel - G	$ 1,710	$ 24,901	$ 568	$ 24,333
Equipment - J	$ 10,135	$ 893,446	$ 436,533	$ 456,913
Computer Equipment - K	$ -	$ -	$ 4,521	$ (4,521)
Financial Aid - N	$ (7,412)	$ 9,320,346	$ 7,752,379	$ 1,567,967
Debt Service - P	$ -	$ 46,415	$ 46,213	$ 202
Bad Debt - W	$ -	$ 3,076	$ 8,419	$ (5,343)
Total Expenses	$ 2,966,105	$ 36,622,770	$ 33,822,213	$ 2,800,557
Net Operating Surplus (Deficit)	$ 553,962	$ 15,107,388	$ 439,617	$ 14,667,771
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	$ 518,628	$ (2,758,808)	$ 2,151,216	$ (4,910,024)
Decrease/ (Increase) in Investments & Bond Amortization	$ (271)	$ 592,752	$ (4,672)	$ 597,424
Payment of Bldg, Innovation Fee, and VPA Advance to State	$ (29,999)	$ (663,446)	$ (630,606)	$ (32,841)
Land Purchase	$ -	$ -	$ -	$ -
Total Other Sources (Applications) of Cash	$ 488,359	$ (2,829,502)	$ 1,515,938	$ (4,345,440)
Adjustments to Cash - Posting Errors	$ -	$ -		
Ending Cash Balance	$ 21,685,555	$ 21,685,555	$ 8,703,436	$ 12,982,119
Add College Reserves:				
Local Government Investment Pool (LGIP)	$ 985,639	$ 985,639	$ 984,575	$ 1,064
Investment Bonds held in trust by US Bank	$ 1,638,158	$ 1,638,158	$ 2,233,554	$ (595,396)
Total Reserves	$ 2,623,797	$ 2,623,797	$ 3,218,129	$ (594,332)
Total Cash and College Reserves	$ 24,309,352	$ 24,309,352	$ 11,921,565	$ 12,387,787

	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	$ 26,554,840	$ 22,734,392	$ 3,820,448
Allocation Used - Year to Date	77%	$ 20,442,843	$ 17,819,559	$ 2,623,284
Remaining State Allocation	23%	$ 6,111,997	$ 4,914,833	$ 1,197,164

Renton Technical College
Board of Trustees Meeting
May 18, 2022

AGENDA ITEM: **6. BOARD OF TRUSTEES**

BOARD CONSIDERATION
X   Information
Action

SUBJECT:

BACKGROUND

A. Board Policy Review – Section 2 (EL-4), Section 4; first read.
Trustees Unti and Entenman reviewed Board Policy Section 2 (EL-4); Trustees Page and Wheeler-James reviewed Board Policy Section 4. The Trustees will present their policy reviews to all Board members for discussion at the May 18 Board meeting.

B. Foundation Board Liaison Report
Trustee Page will provide a report from the April Foundation Board meeting.

C. Trustee Recruitment/Succession
Trustees will discuss recruitment efforts for the RTC Board of Trustees.

D. Board Meeting Survey
Board Chair Unti will share the results of last month's Board survey.

RECOMMENDATION:

None.

With respect to the actual, ongoing financial condition and activities, the President will promote fiscalintegrity and avoid material deviation from Board-approved priorities

Accordingly, the President will:

1. Expend only those funds that have been approved by the Board in the fiscal year, unless theBoard's approval to do otherwise has been obtained.

2. Not incur debt in an amount greater than that which can be repaid by certain andotherwise unencumbered revenues within the current year, or can be repaid fromaccounts specifically established for such purpose.

3. Not make any single purchase or otherwise commit the College to any expenditure greater than onehalf (1/2) of one percent (1%) of the College's current approved operating budget that deviates fromthe Board-adopted budget, without notifying the Board within 45 days of such expenditure. Splitting orders or obligations to avoid this limit is not acceptable.

4. Maintain a cashflow reserve of at least one payroll cycle, plus one financial aid disbursementamount, plus one average month worth of non-payroll expenses.

5. Maintain an operating reserve for two months of expenditures based on general operatingbudget funds.

6. Maintain an emergency reserve of at least two weeks of operating expenditures to support business continuity and operations during and after natural or manmade disasters, system failures, infrastructure failures, insufficient major capital-project funding, or unexpected revenueshortfalls.

7. Maintain an initiative reserve of at least two weeks of operating expenditures for future institutional growth opportunities and investments which help advance the college's mission,objectives, and goals.

8. Maintain a variance reserve of surplus funds above those set aside for the cashflow, operating, emergency, and initiative reserves outlined above; variance funds can be expended at the President's discretion and shall be reported to the Board.

9. Promote fiscal integrity by expending College funds in a manner that will result in a zero orpositive fund balance at the close of the fiscal year.

10. Promote comprehensive facilities planning and execute the resulting plans for the use of the College's physical plant in order to:

    a. contribute to student learning,
    b. assist in the attraction of new students and retention of existing students,
    c. optimize the use of taxpayer-provided capital assets,
    d. extend the useful life of existing structures to the greatest practical degree, and
    e. promote a safe and healthy environment for students and staff.

11. Provide to the Board, monthly and annual reports of the College's current financial condition thatwill continually enhance the Board's ability to meet its fiduciary responsibility.

Accept only gifts or grants that are in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

SECTION 4: BOARD-PRESIDENT RELATIONSHIP

TABLE OF CONTENTS

Renton Technical College
Board of Trustees Policy Manual

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

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

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

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.

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

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.

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

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.

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

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

    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.

POLICY TYPE:	**BOARD-PRESIDENT RELATIONSHIP**
POLICY TITLE:	**ACTING PRESIDENT**
POLICY NUMBER:	**BPR-6**

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.

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

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
May 18, 2022

AGENDA ITEM: 7.   MEETINGS

| BOARD CONSIDERATION |
| X   Information |
| Action |

SUBJECT:

BACKGROUND:

A. The next regularly scheduled meeting of the Board of Trustees will be June 15, 2022.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 18, 2022

AGENDA ITEM: 8.   **ADJOURNMENT**

SUBJECT:

BACKGROUND:

RECOMMENDATION:

Motion required.