

Agenda Items	Information/Action/Presenter
<b>1. CALL TO ORDER</b>	<b>3:00 P.M.</b>
A. Notation of Quorum	
<b>2. ADOPTION OF MINUTES</b>	<b>ACTION</b>
A. February 15, 2023 – Regular Meeting	
<b>3. COMMUNICATIONS</b>	Information
A. General Information/Introductions	
B. Correspondence	
C. Public Comments from the Audience	
D. Student Leadership	
E. Renton Federation of Teachers	
F. Written Communication Reports	
<b>4. ACTION</b>	
A. Faculty Tenure and Advancements	
1. Tenure Advancement	
2. Second to Third Year Advancement	
3. First to Second Year Advancement	
B. Innovation Funds Resolution	
<b>5. DISCUSSION/REPORTS</b>	
A. Administration/Finance	
1. Monthly Finance Report	Vice President Jackson
B. President’s Report	Dr. Yoshiko Harden
<b>6. BOARD OF TRUSTEES</b>	
A. Foundation Liaison Report, February 23, 2023	TBD
B. Trustee Recruitment	Dr. Yoshiko Harden
<b>7. MEETINGS</b>	Information
1. Regular Board Meeting – April 19, 2023	
<b>8. ADJOURNMENT</b>	<b>ACTION</b>

**EVENT REMINDERS**

ACT Spring Conference – May 15, 16, 2023· Walla Walla, WA

½ Day Board Retreat – June 7, 2023 - RTC

RTC Commencement - June 22, 2023 - ShoWare Center, Renton, WA

Renton Technical College  
Board of Trustees Meeting  
**March 15, 2023**

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

**SUBJECT:**

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

**BACKGROUND:**

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

- A.** Feb. 15, 2023 Regular Meeting

**RECOMMENDATION:**

Approval as presented.



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

**February 15, 2023**

**3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/83842491793> Meeting ID: 838 4249 1793

MEETING MINUTES

**1. CALL TO ORDER**

Vice Board Chair Takamura called the meeting to order at 3:00 P.M. and noted a quorum.

**2. ADOPTION OF MINUTES**

Vice Board Chair Takamura asked for a motion to approve the following minutes:

**A. January 18, 2023 regular and special meeting**

*Trustee Cooper moved to approve the minutes for the regular meetings held on December 7, 2022. Trustee Norouzi seconded and the motion carried.*

**3. COMMUNICATIONS**

- A. General Information/Introductions** Dean of Student Success and Programs, Anthony Covington introduced two new employees in Student Services: Linda Bui who was recently hired into a permanent role as an Entry Specialist/Advisor and Sophie Marriott who is the Front Desk Student Support Specialist.
- B. Correspondence** There was no correspondence.
- C. Public Comments from the Audience** There were no public comments.
- D. Student Leadership** Director of Student Leadership and Programs, Walter Lutsch, reported that the Associated Student Government and Student Leadership Office are currently rebuilding policies and procedures and working to increase student engagement having sponsored two successful events on campus recently: Rashad Norris who was ASG's Black History Month Keynote Speaker, followed later in the month by Magician/Performer Nash Fung. Director Lutsch introduced new Executive Board member and Administrative Coordinator for Associate Student Government, Computer Science student, Chris Blystone, who invited everyone to the February 23<sup>rd</sup>, Men and Women of Merit event, Unspoken Truths. Vice Board Chair Takamura Frieda invited Mr. Blystone and the ASG senate to the RTC board meetings.
- E. Renton Federation of Teachers** RFT President Donna Maher thanked the IR team, Dr. Delaney and VPA Jackson for providing dashboards and data and reaffirmed its importance as it relates to student enrollment, retention and program viability. RFT VP Rick Geist reported on RTC's February 1 trip to the State Legislature in Olympia, commending the group that went which included himself, Dr. Harden, VPA Jackson, former RTC Board Trustee Tyler Page and RTC student, Sarah Combs. RFT VP Geist will also attend this week's SBCTC meeting and next week's American Federation of Teachers Lobby Day (February 20) in Olympia and he urged everyone to get involved in the legislative process. Vice Board Chair Takamura thanks RFT VP GEIST and requested information regarding specific bills so that everyone can write their district legislators and support RTC as the session continues.
- F. Written Communication Reports** Reports were included in the board packets. Vice Board Chair Takamura Chair thanked all who provided reports as they are helpful to trustees in learning about what is happening at the college.

**5. DISCUSSION REPORTS**

- A. Administration/Finance** VPA Jackson offered a report detailing the current year budget as RTC passes mid-year. He shared that the State allocation is about \$1.3M more than what was budgeted. Most of those funds are for targeted earmarks such as: cyber security, nursing sim lab, health care opportunity grants, homeless student expansion, and climate solutions curriculum. Last year's budget was budgeted by using about \$1.3M in variance/surplus funds. Tuition projections will be less \$800K due to students taking on average two less credits per quarter. Overall, the revised revenue budget will be up \$433k this FY. RTC has collected about 45 percent of the revenue that it was anticipating collecting for the fiscal year with the projected revenue college about \$80k less the revised revenue forecast.

Expenditures are about 46 percent of what was budgeted for FY23. Expected salaries and benefits should be about \$2M under due to unfilled positions; those vacancies help balance the budget this FY. Goods/Services will be over \$1.6M due to computer purchases and how ctLink classifies expenditures, which is different than how Legacy classified expenditures. Capital expenditures will likely be higher due to technology infrastructure upgrades. Client services will also be higher due to two additional allocations from the State: student emergency grant and the health care opportunity grant.

RTC will likely be spending \$10K more than budgeted which will be taken from surplus along with what was already approved to be taken from surplus last year.

Per VPA Jackson, December numbers are in and projections take into account Winter and Spring with numbers showing up lower since enrollment has been lower. Vice Board Chair Takamura noted that all projected information is contingent upon enrollment. The new Outreach staff at RTC are working to bring students to RTC. College enrollment trends across the nation are projected to be lower in future years which will force a careful review of the RTC budget for next year and beyond.

- B. President's Report** Dr. Yoshiko Harden provided a report highlighting activities subsequent to the January Board Meeting. Dr. Harden attended the Renton City Council where she and a co-recipient received a Black History Month proclamation from Mayor Armondo Pavone. Dr. Harden acknowledged the recent devastating earthquake in Turkey and Syria and the associated loss and trauma, encouraging people to reach out for RTC resources if they are in need. It is Black History Month, and RTC hosted keynote speaker, Judge Nicole Gaines Phelps for a MLK Day presentation and showed a film later in the same week, 'Dr. King in the Wilderness' with post-film breakout discussions. Dr. Harden hosted, 'Cocoa with Dr. Yo' for students on January 30 where students reported the key reason they stay at RTC is because of faculty. The President's Advisory Council also met on January 30 and attendees included Trustee Norouzi, VPA Jackson, Dr. Delaney and community business leaders working to help identify needs and build partnerships with RTC. After recent national shootings and tragic events, the Office of DEI, Gerald Bradford and Dr. Harden co-facilitated the first RTC Community Check-in. Dr. Harden would like to continue these as it was well received. Vice Board Chair Takamura mentioned that past emails sent from RTC on safety precautions to take in emergencies and how valuable they are. Dr. Harden reported that Cabinet is working with Campus Safety Director Matt Vielbig to plan drills and share information on this with the campus.

Dr. Harden attended the statewide CTC Transforming Lives Dinner in Olympia, along with RTC student, Abubacar Kanteh and Trustees Norouzi and Cooper. February 1 was legislative day in Olympia for RTC. Trustees, faculty, staff, and RTC leaders joined her in meeting with legislators throughout the day and a reception in the evening. Dr. Harden noted the number one priority for



**Board of Trustees – Regular Board Meeting  
February 15, 2023**

that she has also raised this idea in past board retreats for consideration.

Dr. Harden reported that she would like to hold a board retreat in late May or June and Vice Board Takamura requested that RTC Board policies be reviewed at that time to better align with DEI.

In closing, Vice Board Chair Takamura invited all to join the Networking Event that is happening at 5:00 pm today in the RTC cafeteria. The Executive Director of the RTC Foundation, Carrie Shaw, invited everyone to support our RTC students by attending the Student Success Event scheduled at the college the evening of May 4.

**7. MEETINGS**

- A.** The next regular board meeting is scheduled for March 15, 2023.

**8. ADJOURNMENT**

*There being no further business, Trustee Cooper moved to adjourn the Board of Trustees’ regular meeting at 4:41 pm seconded by Trustee Norouzi; the motion carried.*

DEBRA ENTENMAN, Board Chair  
Board of Trustees

YOSHIKO HARDEN, President  
Board of Trustees

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Renton Technical College

**ADDENDUM**

Renton Technical College  
Board of Trustees Meeting  
**March 15, 2023**

**AGENDA ITEM:        3.        COMMUNICATIONS**

**SUBJECT:**

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

**BACKGROUND:**

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

**RECOMMENDATION:**

None.

**Administration and Finance Report**  
**Renton Technical College Board of Trustees**  
**March 15, 2023**

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## Financial Report

- For month ending January, we are 58 percent through the year. Revenue collection is about 55 percent. As you can see from the reports, tuition and fees are down about \$1.2M from January 2022. Grants and Contracts are up about \$2M from last January. Overall revenue is down \$11.3M from last January to January. This decrease is from having already claimed our portion of CRRSA and CARES, \$7.3M, funding as well as the donation from Scott/Jewett, (\$5M).
- Expenses are about 52 percent. Expenses are about \$22.2M through January compared to this time last year of \$19.3M last year. Financial aid awards are down this year by \$1.3M compared to last year at this time. Salary and benefits are \$1.5M higher.
- Our ending cash balance including the Scott/Jewett donation is about \$21M. Business Office
- Gladys Matson started full-time on March 1, 2023 as RTC's Procurement Manager. We are thankful for Bev who stepped up and took on the challenge and will continue to work in the role during the transition, through the end of March.
- We are beginning year-end preparation and work
- Purchasing cut-off for FY23: April 28<sup>th</sup>

## Food Services & Rentals

- The Catering Event Manager position had very good diverse applicant pool and an excellent interview committee. The final decision for this position was an offer to one of our internal candidates, Nona May. Her current position of Cashier/Dining Room Supervisor is being opened for all candidates to consider and Nona will continue to complete her job duties in that position until filled.
- Catering opportunities to cater special events, weddings and community events has really increased this past month. The Food Service Operations Manager, Pablo Alanis is gearing up with staff for this increase in catering business.

## Facilities & Capital

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

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

- **Campus Irrigation System Upgrades – Completed**
- **Bldg. J Computer Classroom Remodel, 1<sup>st</sup> Flr.** - The north end of the First Floor of Bldg. J and two other classrooms on the first floor will be remodeled to update the appearance and improve efficiency in this program. This project will be conducted in two phases, with the first phase focusing on the Instructor Offices area and the second phase of the project will occur next biennium, focusing on the entryway and classrooms/labs. Construction is to occur February - June of 2023 for the first phase, which predominantly consists of establishing a central suite of instructor's offices. *Status: Contractor has completed demolition and is framing walls. Planning for bid preparation*



*for the 2<sup>nd</sup> phase of the project is underway with the intent to bid prior to the start of the next biennium and to award the contract immediately upon the release of funds to the college on the first day of the biennium (July 1<sup>st</sup>).*

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

- **Dental Floor Replacement Project** – Installation of a new floor for the dental lab and adjoining exam rooms. *Status: Work is completed.*
- **Resurfacing Roof at the Annex** – The project was separated into two phases by the SBCTC due to the cost, and the first phase, consisting of the upper portion of roof and parapets is funded for this biennium. The lower portion of the roof and parapets will be done next biennium pending an allocation. roof and parapets are past the useful life and prone to leakage. *Status: All work funded for this biennium has been completed including securing some electrical conduit and gas piping that transverses the new roof membrane. Awaiting Manufacturer’s final inspection and Roof Warranty.*
- **Bldg. B Boilers Replacement** – Replacing the old, outdated, and problem prone boilers in the 2-story portion of this building with a new, high-efficiency boiler and associated digital controls. *Status: completed except for the contractor replacing some damaged parts under warranty when heating season is over*
- **K1 & K2 Furnace Replacements** – Nine (9) gas fired ceiling mounted furnaces are to be replaced during Winter Break of 2022. Funds to support this project are to be moved from lower priority repair projects that received funding. Supply problems with one Air Handling unit have been encountered, so the design team is exploring moving that unit to an adjacent area and substituting a unit that is more readily available and will not have the same low-noise requirements of the original unit. The change has been negotiated with the contractor and finalized. *Status: New Units were installed and activated in December during Winter Break. All units are operational and noticeably quieter than the old ones. Involved in fixing one existing condensate flue and troubleshooting one HVAC unit. project close-out is ongoing.*
- **Site Repairs** - Repairs to damaged asphalt and concrete walkways and drives along with repair to the damaged storm drain system west of Bldg. L is being planned and bid documents are being prepared for public works bidding. Work is scheduled to begin in the Spring and be completed by the end of June 2023. *Status: Bidding was initiated via the WA State Small Works roster and a site walk-through was conducted last week for interested bidders.*

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

- The pre-design and design portions of a new Health Sciences Center have been approved by the state legislature. The architectural firm of Schreiber, Starling, and Whitehead Architects, together with a core committee from the college are working on programming, planning, and conceptual design services necessary for executing and documenting the OFM predesign process. This includes Project Analysis, Program Analysis, Site analysis, Budget Analysis, Master Plan Analysis, Facility Operations Analysis, and coordination of various subconsultants and studies as warranted to complete the predesign for the Health Sciences Center. Predesign is completed and submitted to OFM. The design portion, in progress, will follow and be completed early

next biennium. An online meeting with the Sunet Area Transformation Resource Council occurred on Thursday evening, March 3<sup>rd</sup>, and the project was presented to the council for considerations and comment by our architect, college President, and others in the steering committee. OFM has approved the predesign for the Health Sciences Center project. The design funding has been released to the college and an agreement with the architecture firm that did the pre-design has been finalized. The Consultant is under agreement design meetings with each program are in progress. *Update:* a preliminary meeting with City of Renton is scheduled for early March to explore the range of requirements they may require as conditions of the permit, relating to frontage improvements, traffic mitigation, and changes to the crosswalk.

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

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

**Replace aging Storm Water System on campus** –The project is being implemented for completion prior to the end of the biennium. Surveying and site assessment (locates) have been completed. The college will be removing trees that may impede replacing some storm water lines/pipes. It has been decided to re-line the drainage pipes due to size of pipe and to lessen impact to surface areas of campus. Additional lines have been added to the project to better align with available funds. Pipe assessment by a third-party service occurred in January. Bidding was initiated via the WA State Public Works process. The Bid walk through: 2/9, and Bid Opening originally planned for this week was postponed until 3/1 due to weather conditions in Olympia.

### **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:**

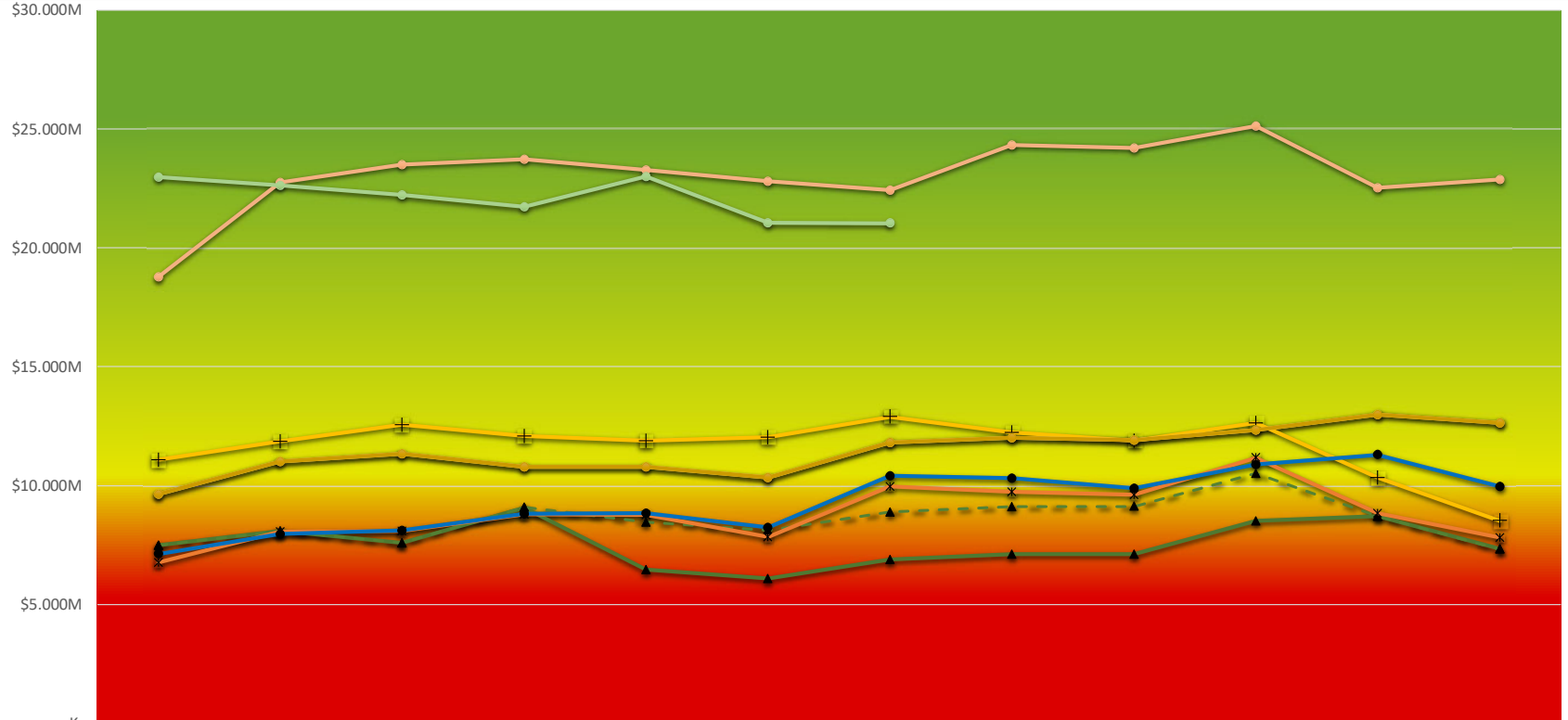
- **L Bldg. Dry Sprinkler System Repairs (new)**- Renton Fire Dept. is requiring immediate action be taken by the college to rectify frequent tripping of the system due to loss of air pressure. The underlying issues have been identified and a Job Order Contracting contractor has been hired to replace a poorly matched air compressor that pressurizes the lines, conduct a thorough assessment of leaking pipes and joints throughout the system, and to replace outdated and leaky valves and seals in the sprinkler riser room. Replacement of the faulty joints and pipe to follow. *Status: installation of a temporary air compressor sufficient to reactivate the system has occurred and system has been returned to operation while the parts necessary for the final system are being delivered and installed.*

- **Energize Eastside** – The Puget Sound Energy project to replace the high-power electrical distribution poles and lines that run north and south across the student parking lots on campus are complete. Artwork has been funded and installed by PSE on the pole bases as part of the project. *Update: completed.*
- **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 were installed for those buildings which will accommodate filters with a higher Merv rating (Merv 11), though the college has now returned to using the customary Merv 8 filters as it had been doing prior to the Covid pandemic measures taking effect.*
- **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. Removal of the window assembly was completed during the summer '22.*
- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)** – the 2 existing stations were destroyed due to a vehicular accident. The college has met with an engineering firm to assess options and is in the early stages of initiating an agreement for services for the selection and installation of new stations to be placed at ex. location. An engineering firm with a history of working with the college and with experience in the field of EVCS has been selected and recommended a suitable replacement charging company and system, the college has decided on a vendor and one of the available business models. *Status Update: Initial correspondence with the vendor has been made and selection of options is in progress. An agreement with the vendor has been submitted to the responsible people at RTC for a decision and signing.*
- **Next Biennia's Facilities Condition Survey** – the college has scheduled the onsite survey with the OFM Capital Coordinator for review of the proposed Capital Repair Project for March 22<sup>nd</sup> and 23<sup>rd</sup>. Maintenance will be requested to provide input in preparing the request.
- **Multicultural Center-** *an initial meeting was held with the Diversity, Equity, and Inclusion committee task force and was well attended. The group has requested that the college Administration offer a short-list of areas on campus that the group might consider for the new home of the Multicultural Center. Once the group has had a chance to tour and review the recommended options, they will express their preference to the Administration for their consideration. Once a site is selected and approved, a project*

*will be initiated to remodel the site for use as a Multicultural Center. The start of Winter Quarter, 2024, was raised as a target date for completion and move-in, if possible.*

- **Lighting Replacement at Blencoe Auditorium** – Overhead lights in the Auditorium are exhibiting systemic failure and an electrician has been contacted to retrofit the track lighting with new LED lights and drivers, and to replace the can-lights in the perimeter soffits with new LED can fixtures. A proposal is expected next week and an electrical engineer on contract with the college from one of our other projects will review the recommendation for suitability.

RTC Month End Cash and Reserves Balances - FYR 1516 to 2223



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	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
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
2022-2023	\$9.645M	\$11.017M	\$11.342M	\$10.791M	\$10.790M	\$10.343M	\$11.811M	\$12.022M	\$11.922M	\$12.327M	\$12.986M	\$12.624M
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	\$24.201M	\$25.120M	\$22.513M	\$22.868M
2022-2023	\$22.982M	\$22.615M	\$22.229M	\$21.727M	\$23.004M	\$21.048M	\$21.041M					

**RENTON TECHNICAL COLLEGE**  
**MONTHLY OPERATIONS REPORT**  
**FISCAL 2022-23**  
**For the Month of January 2023**

	January 2023 - Actual	Year to Date - January 2023 - Actual	Prior Year to Date - January 2022 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	15,639,474	19,248,178	9,407,669	9,840,509
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	441,604	4,545,989	5,753,868	(1,207,878)
Grants and Contracts	1,715,692	3,733,464	1,666,331	2,067,133
Donation Received	-	-	5,000,000	(5,000,000)
Student Government	20,661	407,481	465,744	(58,262)
Bookstore	-	9,149	46,020	(36,871)
Security/Parking	6,493	34,461	140,738	(106,277)
Culinary Arts - Food Services	57,209	390,465	201,959	188,507
Housing	18,781	32,196	21,474	10,722
Interest Income	11,697	50,849	8,788	42,061
Rental Income - Excluding 569	32,098	149,349	110,360	38,988
Scholarship and Student Loan Funds Received	1,489,627	4,459,342	4,382,186	77,156
CRRSA	-	-	7,333,023	(7,333,023)
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	<b>3,793,862</b>	<b>13,812,745</b>	<b>25,130,490</b>	<b>(11,317,745)</b>
Add - State Allocation				
State Allocation - VPA Expenses	2,508,669	15,361,718	14,216,524	1,145,195
Capital Allocation Fund 057	424,934	855,219	719,031	136,188
Capital Allocation Fund 060	29,592	186,762	237,416	(50,654)
Total State Funding	<b>2,963,194</b>	<b>16,403,699</b>	<b>15,172,970</b>	<b>1,230,729</b>
Total Revenues	<b>6,757,056</b>	<b>30,216,444</b>	<b>40,303,461</b>	<b>(10,087,017)</b>
Less - Expenses:				
Salaries	2,171,409	13,812,981	12,979,564	833,417
Benefits	703,457	4,693,219	4,043,934	649,285
Contracts	-	-	-	-
Goods and Other Services	994,955	4,359,739	3,046,231	1,313,508
Cost of Goods Sold	30,670	84,430	55,559	28,871
Travel	5,243	69,574	18,585	50,990
Equipment	28,909	56,617	699,945	(643,328)
Computer Equipment	-	-	-	-
Financial Aid	2,154,661	7,355,554	8,666,542	(1,310,988)
Debt Service	435	45,340	46,415	(1,076)
Bad Debt	-	-	3,226	(3,226)
Total Expenses	<b>6,089,739</b>	<b>30,477,454</b>	<b>29,560,000</b>	<b>917,454</b>
Net Operating Surplus (Deficit)	<b>667,318</b>	<b>(261,010)</b>	<b>10,743,460</b>	<b>(11,004,470)</b>
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(572,378.20)	(1,067,828)	(417,675)	(650,152)
Decrease/ (Increase) in Investments & Bond Amortization	11,913	(1,765,821)	10,425	(1,776,246)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(102,068)	(509,261)	(532,418)	23,157
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	<b>(662,533)</b>	<b>(3,342,909)</b>	<b>(939,669)</b>	<b>(2,403,240)</b>
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	<b>15,644,259</b>	<b>15,644,259</b>	<b>19,211,460</b>	<b>(3,567,201)</b>
Add College Reserves:				
Local Government Investment Pool (LGIP)	2,779,616	2,779,616	985,368	1,794,247
Investment Bonds held in trust by US Bank	2,616,807	2,616,807	2,220,756	396,051
Total Reserves	<b>5,396,422</b>	<b>5,396,422</b>	<b>3,206,124</b>	<b>2,190,298</b>
Total Cash and College Reserves	<b>21,040,681</b>	<b>21,040,681</b>	<b>22,417,584</b>	<b>(1,376,903)</b>
	<b>Actual %</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Variance</b>
Total Current State Allocation	100%	28,993,073	26,455,102	2,537,971
Allocation Used - Year to Date	53%	15,361,718	14,935,555	426,163
Remaining State Allocation	47%	13,631,355	11,519,547	2,111,808



## MARKETING

New campaigns using short and longer-form videos are running to spur Spring Registration. Combined campaigns in the last 30 days generated 409 leads, including web form submissions and phone calls.

Executive Director Katherine Hedland Hansen met with the Instruction Team to set priorities and explain services available to the RTC community, including the Marketing Toolkit.

## CRM

Implementation continues on the Fire Engine Red Customer Relationship Management tool. This will allow us to better manage prospective students and lead to enrollment growth. Our goal is a core group of users trained to use it for Summer/Fall enrollment.

## EVENTS

C&M staff collaborated on print and digital materials for the Student Success Event and volunteered that day and evening with event management and photography.

## SOCIAL MEDIA

We continue to see growth across platforms. Key metrics the past month over the same period last:

- Audience growth: 103 percent increase.
- Impressions: 20 percent increase.
- Most popular posts in the past month: Unspoken Truths, Chef Tony Parker award.

**Institutional Research & Effectiveness Report**  
**Renton Technical College Board of Trustees**  
**March 15, 2023**

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## Institutional Research & Effectiveness

The Office of Institutional Research & Effectiveness (IR&E) has continued its efforts to improve institutional effectiveness by supporting programs, units, cabinet, and committees for their planning, assessment, and data-informed decision making for RTC Mission fulfillment:

- The Resource & Planning Council has completed the scoring of the 2021-2022 Strategic Plan Monitoring Report. The Director of IR&E will add in key findings and recommendations and share with Cabinet later this month.
- The Resource & Planning Council will also begin the annual budget enhancement request process this month to prepare for the 2023-2024 academic year.
- The Program Review Committee continues to meet bi-weekly to establish a sustainable systematic process that promotes continuous improvement for the college's programs.
- The Director of IR&E is collaborating with DEIC to implement RTC's campus climate survey and subsequent listening sessions per legislation.
- Data Integrity Group (DIG) has continued to convene to discuss matters related to RTC's data and metrics.
- IR&E-related policies have been reviewed and identified for updates. The Director of IR&E will collaborate with key stakeholders on updating policies to put forth before Cabinet this year.
- The ctLink team collaborated with Student Services and faculty to help with group registrations for Spring quarter.
- The team continues to support the college in all of their reporting, data, and ctLink needs. Ad hoc requests from last month included Guided Pathways qualitative analyses, Fire Engine Red CRM data pull, Faculty Workload dashboard, completions report, ctLink query modification, and conference presentation support.





## RTC Foundation Report Renton Technical College Board of Trustees March 15, 2023

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### Scholarships and Events

#### Spring 2023 Scholarship Cycle

The Scholarship Committee met and has awarded **\$125,000** to students for Spring quarter – the largest amount for one quarter in Foundation history! The Financial Aid office is making the final review for eligibility and enrollment, so there may be an adjusted total amount to report.

The Foundation has scheduled forums for feedback on the scholarship cycle process and application. Plans are to compile the feedback to present to the Foundation's Scholarship Committee during the annual debrief meeting. Any changes to the application or process will be made prior to Fall 2023 scholarship cycle.

#### Life Essentials and Book & Equipment Grants

To-date, 208 students have received the Life Essentials Grant (LEG) representing \$62,400 in direct support. In comparison to the 2021-2022 academic year, we served a total of 221 students. The winter quarter comparison year-over-year is 85 students in 2023 to 64 students in 2022. Funds for the LEG will need to be replenished before it opens again Spring quarter.

To-date, 57 Students have been awarded the Book & Equipment Support (BES) grant, representing \$44,500 in support, compared to a total of 80 students last year. The BES fund remains healthy due to a large \$50,000 grant that came in for the 22-23 academic year.

#### March 4<sup>th</sup> Student Success Celebration

The event sold out! Photos and the Student Success video featuring Abi Diop will be shared with the campus and wider community via social media. Program included the announcement of the new Nancy McCarthy Band Instrument & Repair Technology Scholarship and other new scholarships created over the past year. Donations are still being collected, but overall sponsorships were down from 2022 which has impacted the total raised. The silent auction was a success with all but two travel items sold. Feedback on the program, food, and general fun-factor have been very positive. The Board Events committee will meet to debrief once final fundraising amounts are determined.

#### Development & Community Engagement:

- The Pacific Cascade Mustang Club have renewed their scholarship for Ford ASSET students.
- HR and Foundation staff presented a DEI workshop and facilitated a group discussion around employee giving at the Washington Association of Foundation Leadership conference at Centralia College. The workshop of recruiting and retaining diverse staff was well received.
- Staff attended the Chaine de Rotisseur PNW Young Chef Competition, hosted at RTC. The Chaine is a longtime partner with the RTC Foundation and created an endowment for culinary students.



## **Re-Entry Services provides support to ‘Thinking for a Change’**

Since 2016, RTC has participated in a grant between the SBCTC and Department of Corrections to provide support services for justice-impacted individuals accessing education. Gerald Bradford, Re-Entry Services Manager, has been a key collaborator with DOC staff in programming to support students and reduce recidivism.

An area of collaboration has been Manager Bradford’s involvement in supporting DOC facilitation of Thinking for a Change (T4C) curriculum. It is a cognitive–behavioral curriculum developed by the National Institute of Corrections, which was designed to change the criminogenic thinking of persons convicted of a crime. The program is rated Promising based on studies examining adults on probation. Persons in the treatment group were found to be less likely to recidivate, compared with those in the control group, at the 6-month follow-up.

Manager Bradford supports T4C by supporting justice-impacted individuals to enter college, as well as navigate employment opportunities through referrals. His insight and encouragement to program participants has been impactful in the facilitation of the program.

## **2022 Biennial Review**

The Drug-Free Schools and Campuses Act is a federal law applicable to all higher education institutions which receive federal funding to combat alcohol and other drug (AOD) abuse. Requirements include the Biennial Review, a regularly conducted report of the institution’s AOD program effectiveness. The Biennial Review examines the annual notification process to students, faculty and staff of the college’s AOD policy and its enforcement of conduct violations for consistency and effectiveness. It compiles data from violations of the AOD policies for students and employees and assistance programs managed by the college.

During fall quarter, RTC’s Drug and Alcohol Abuse Prevention (DAAP) Team convened to create a draft for a 2022 Biennial Review and template for future reviews. The DAAP Team comprises of individuals across Student Services, Campus Security and Human Resources who most closely work in positions in proximity to the DAAP’s mission. During winter quarter, the team convened again to finalize revisions and the completed report was signed by President Dr. Yoshiko Harden.

The 2022 Biennial Review’s findings include an overview of RTC’s AOD notification practices and zero reported violations of RTC’s AOD policies. The Review also noted major accomplishments and milestones RTC achieved in the past two years such as the opening of the Wellbriety Center, the critical assistance provided by RTC’s Behavioral Health Counselor and Student Resource Case Manager, among many others. The Review identified several areas of improvement including a DAAP webpage presence and reliance on grants for funding many DAAP programs. The DAAP Team will convene quarterly to address each recommendation for future improvement.

## Instruction Board Report

This month, Instruction is asking the Board of Trustees to consider an investment in innovation for our Transportation Programs. Our video report this month, Dean Warren Takata will show you some of the highlights of our potential partnership with Rivian and will also highlight our existing partnership with Mazda USA.

<https://youtu.be/TbWL61UVIt0>

The following personnel actions occurred during February 2023 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
None			
<b>-Separations</b>			
Huy Huong	2/15/2023	Custodian I	Custodial
William Warren	2/28/2023	Grounds Worker	Facilities
WFSE	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Adam Johnson	2/27/2023	Enrollment Services Specialist	Enrollment Services
Yating Ke	2/1/2023	Schedule & Curriculum Analyst / Temporary - Hourly	Instruction
<b>-Separations</b>			
None			
Prof Tech	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
None			
<b>-Separations</b>			
None			
Exempt / Administrative	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Ebony Jackson	2/1/2023	Human Resources Operations Manager	Human Resources
<b>-Separations</b>			
Isadora Jimenez Hidalgo	2/15/2023	Guided Pathways Program Manager	Student Services
Jason Mayer	2/24/2023	Executive Director / College Technology Services	College Technology Services
Michele Canzano	2/28/2023	EA to the VP of Admin and Finance	Administration
Ralf Charlton Case	2/15/2023	Network & Security Engineer	College Technology Services
RFT	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
None			
<b>-Separations</b>			
None			

	Monthly Total Hires	% of Diverse Hires YTD
<b>Full time</b>	3	57%
<b>Part time</b>	0	41%

**AGENDA ITEM: 4. ACTION**

**SUBJECT: TENURE ADVANCEMENT**

BOARD CONSIDERATION	
Information	
X	Action

**BACKGROUND:**

**A. Faculty Tenure Advancements**

Action will be taken on the following faculty tenure advancements:

- 1. Advancing from Third Year to Tenure:**
  - Elisa Stuart, Welding
- 2. Advancing from Second to Third Year:**
  - Joshua Emery, Computer Science
  - Scarlet Kendrick, Dental Assistant
  - David Wynne, Culinary Arts
- 3. Advancing from First to Second Year:**
  - Bao Dao, Machining
  - Jackie Hudspeth, English
  - Fatih Killi, I-BEST Adult Basic Education
  - Adela Saenz, Bilingual High School Completion
  - Priscilla Manickam-Seng, Medical Assistant
  - Wheeler Trinh, Automotive Technology
  - David Zou, Math
  - Lance Arnold, Anesthesia Technology

**RECOMMENDATION:**

None.

**AGENDA ITEM: 4. ACTION**

**SUBJECT: TENURE ADVANCEMENT**

BOARD CONSIDERATION	
Information	
X	Action

**BACKGROUND:**

**A. Faculty Tenure Advancements**

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  - Wheeler Trinh, Automotive Technology
  - David Zou, Math
  - Lance Arnold, Anesthesia Technology

**B. Innovation Funds Resolution**

**RECOMMENDATION:**

None.

**RESOLUTION TO APPROVE INNOVATION FUND DRAW FOR FY2022-2023**

NO. 27

WHEREAS Renton Technical College is proactively meeting its community's needs through mission fulfillment; and

WHEREAS Renton Technical College is navigating through an unprecedented pandemic and recovery; and

WHEREAS Renton Technical College is managing its budget in accordance with Board policies and best managerial practices; and

WHEREAS Renton Technical College finds it necessary to make investments in its operations to serve its students; and

WHEREAS a strong reserve is vital to the long-term sustainability of Renton Technical College;

NOW THEREFORE BE IT RESOLVED THAT Renton Technical College is authorized to expend one hundred sixty thousand dollars (\$160,000) from its innovation fund in Fiscal Year 2022-2023 and Renton Technical College will rebuild those reserves over 8 years starting in Fiscal Year 2024-2025 by depositing into reserves an amount of twenty (\$20,000) each year.

FURTHERMORE, the President or their designee, is authorized to perform any necessary legal financial transactions to carry out this resolution.

AND, be it further resolved that this statement be appropriately inscribed with a copy to be included in the official minutes of the March 15, 2023 meeting of the Board of Trustees.

ADOPTED by the Board of Trustees at the March 15, 2023 regular board meeting.

**BOARD OF TRUSTEES**  
**Renton Technical College**

By: \_\_\_\_\_  
Debra Entenman, Board Chair

\_\_\_\_\_  
Frieda Takamura, Board Vice Chair

\_\_\_\_\_  
Tim Cooper, Trustee

\_\_\_\_\_  
Jessica Norouzi, Trustee

Attest: \_\_\_\_\_  
Dr. Yoshiko Harden, President

Renton Technical College  
Board of Trustees Meeting  
**March 15, 2023**

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

**SUBJECT:**

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

**BACKGROUND:**

**A. Administration/Finance**

Vice President Jackson will provide a budget update.

**B. President's Report**

Dr. Yoshiko Harden will provide a report subsequent to the Feb. 15, 2023 board meeting.

**RECOMMENDATION:**

None.



Renton Technical College  
Board of Trustees Meeting  
March 15, 2023

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

**SUBJECT:**

- A. Foundation Liaison Report, February 23, 2023 TBD B
- B. Trustee Recruitment
- C. **RECOMMENDATION:**  
None.

<p>BOARD CONSIDERATION</p> <p>X   Information</p> <p><b>ACTION</b></p>
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Renton Technical College  
Board of Trustees Meeting  
**February 15, 2023**

**AGENDA ITEM:       7.       MEETINGS**

**SUBJECT:**

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

**BACKGROUND:**

**A.** The next regularly scheduled meeting of the Board of Trustees will be April 19, 2023.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**March 15, 2023**

**AGENDA ITEM:**

**8. ADJOURNMENT**

<p><b>BOARD CONSIDERATION</b></p> <p>Information</p> <p><b>X Action</b></p>
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**RECOMMENDATION:**

Motion required.