

Agenda Items	Information/Action/Presenter
AUTOMOTIVE TECHNOLOGY TOUR	1:45 P.M.
1. CALL TO ORDER	3:00 P.M.
A. Notation of Quorum	
2. ADOPTION OF MINUTES	ACTION
A. April 19, 2023 – Regular Meeting	
3. COMMUNICATIONS	Information
A. General Information/Introductions	
B. Correspondence	
C. Public Comments from the Audience	
D. Student Leadership	
E. Renton Federation of Teachers	
F. Written Communication Reports	
4. ACTION ITEM	ACTION
A. Student Leadership FY24 Budget Approval	Director Lutsch
B. CoP Approval of IT Instructional Remodel – Building J	Vice President Jackson
5. DISCUSSION/REPORTS	Information
A. Preliminary FY24 College Budget Preview	Vice President Jackson
B. Administrative/Finance	Vice President Jackson
1. Monthly Finance Reports	
C. President’s Report	Dr. Yoshiko Harden
6. BOARD OF TRUSTEES	
A. Board Dashboard Review/Training	
B. Foundation Liaison Report	Trustee Cooper
C. ACT Spring Conference Report	Board Chair Entenman
7. MEETINGS	
A. Special Meeting – Board Retreat June 7, 2023	
B. Regular Board Meeting June 21, 2023	
8. ADJOURNMENT	

EVENT REMINDERS

- Scholar and Donor Reception – May 18, 2023 · RTC Library
- ½ Day Board Retreat – June 7, 2023 · RTC
- RTC Commencement – June 22, 2023 · ShoWare Center, Kent, WA

Renton Technical College
Board of Trustees Meeting
May 17, 2023

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

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 17, 2023

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BOARD CONSIDERATION	
	Information
X	ACTION

BACKGROUND:

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

- A.** April 19, 2023 Regular Meeting

RECOMMENDATION:

Approval as presented.



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

**April 19, 2023
3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/6959649663> Meeting ID: 695 964 9663

MEETING MINUTES

1. CALL TO ORDER

Board Vice Chair Frieda Takamura called the meeting to order at 3:05 p.m. and noted a quorum.

2. ADOPTION OF MINUTES

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

A. March 15, 2023 – Regular Meeting

Trustee Norouzi introduced a motion to approve the minutes for the regular meeting held on March 15, 2023. Trustee Zappone seconded, and the motion carried.

Vice Chair Takamura shared her apologies to the Automotive Technology department for the last-minute cancelation of the Automotive Technology tour today.

3. COMMUNICATIONS

A. General Information/Introductions

Dr. Harden welcomed new Trustee Bob Zappone. As a retired union carpenter, Trustee Zappone will fill the labor representative position on the Board. Trustee Zappone graduated from the Carpenter’s Apprenticeship program at RTC, formerly known as Renton Vocational Technical Institute (RVTI). He served for many years on the Carpenters Joint Apprenticeship Committee; the Labor/Management team responsible for the education and training of the next generation. Later, as the Project Labor Agreement Administrator for King County, he contributed to developing and implementing pre-apprenticeship and priority hire programs that provided opportunities for women and people of color who have been historically excluded from the building trades. He also served as Director of Council Relations for King County Executive Ron Sims before retiring. He sees that serving on the RTC Board of Trustees is a wonderful opportunity for him to continue his support of programs that empower individuals to pursue family-wage careers in our community. Trustee Zappone shared his positive impression of the RTC mission and placement of graduates.

Dr. Harden acknowledged and thanked Di Beers for temporarily returning to the college to assist during this period of transition.

Vice President Hogan introduced Angelique Martin, as the new HR Assistant. Ms. Martin started at the college on April 17. She is a Chicago native, Indiana University graduate in Business and will be filling the vacancy left by Ebony Jackson, who has stepped in as the new HR Operations Manager replacing Nancy Medbury as she retires.

B. Correspondence

Included in Board Packets.

C. Public Comments from the Audience

There were no public comments.

**Board of Trustees – Regular Board Meeting
April 19, 2023**

- D. Student Leadership** Director of Student Leadership and Programs, Walter Lutsch informed the Board that students were unavailable to attend today’s meeting. Marissa Cunningham will join the executive board as the vice president beginning next Monday. We are full speed ahead on commencement. As a reminder, the survey link for ordering academic regalia has been sent, with an order deadline of April 28. Ms. Beers will work directly with Board members to accomplish this task. There are 670 student applications for graduation, with about seventy (70) percent showing interest in walking during commencement. The ceremony will begin at 6:00 p.m. The graduation committee continues to meet, to fine-tune the event.
- 1. LRCC Activities** Lisa Sandoval, Director LRCC and Bo Dong Career Services Manager shared information from the Learning Resource Career Center (LRCC). Today’s Allied Health Day included over two hundred (200) attendees. An Industry Connection Dinner will be planned in October. The Career Fair is scheduled June 7 from 3 to 6:00 p.m. The LRCC connects students to resources both on and off campus. Student identification badges, calculator loaner, computer lab/printing, tutoring is slowly moving back to campus, as well as the Food Pantry (Hours are Monday through Thursday 9 a.m. to 6 p.m. and Friday 9 a.m. to 3 p.m.). Our moto is “students helping students.” Fall and Winter quarter saw 640 students in the LRCC, and 620 tutoring appointments (largely remote). The greatest needs were in English, Math and Computer Science. Large donations to the Food Pantry can often include fresh fruits and vegetables. United Way King County Benefit Hub has assisted students with emergency grants, housing support and tuition.
- E. Renton Federation of Teachers** RFT President, Donna Maher informed the Board that RFT wants to be a partner and has no intention of being antagonistic. They are working well with Dr. Harden and campus Vice Presidents. There are some issues that need to be addressed as they are important. April 11 was a day of legislative action, which was a win for RTC and RFT, as we worked on a collaborative statement and encouraged member participation. The day was positive, with over four hundred (400) people traveling to Olympia. Dr. Harden and faculty are working to improve relationships. It is Important to have improved computer labs on campus for students. Chrome books were issued during covid, and they are not compatible with instruction. As more labs are up and running it will be more beneficial for instruction. RFT met with Dean Anthony Covington, and Vice President Gilmore English to resolve some issues. Advertising and social media are good. However, there is an ad by a neighboring college at the Seattle Thunderbirds arena, where the average attendance is about 3,000 each game. This sort of direct advertising would be good for RTC. The Thunderbirds are currently in the semi-finals. Prior to Covid, the instructional day was 8 a.m. to 3 p.m. Since then, the period for instruction has become very loose, but we are working the way back to a more structured instructional day. Scheduling meetings should consider the instructional schedule. ctLink has some issues and we are not sure how they will be resolved. Are there workarounds to stop some of the issues? Data is often a problem, with uncertainty whether the data is correct. Getting salaries paid on the correct budget is also a concern. Faculty reimbursement for outreach, travel or other misc. Expenses can take too long to be reimbursed. Finally, RFT wants to collaborate, be supportive and help find solutions – it takes a team to help students succeed. Dr. Harden mentioned that ctLink is used by many colleges, but the WA system would not support

changes or workarounds until all colleges were converted. The learning curve was huge, and the pandemic did not help. End-users are most affected. This was a decision by SBCTC prior to deployment. VP Jackson noted that process improvements are beginning to happen. Lia Homeister, Director of Institutional Research and Effectiveness sits on a panel that works toward changes (College collaboration group). Trustee Takamura asked about the two pilot schools (TCC & Spokane CC). VP Jackson noted that they have more issues than most, as the pilot schools. Ms. Homeister asked RTC faculty, and staff to be sure to keep priorities running through the presidents WACTC group.

- F. Written Communication Reports Reports were included in the Board materials. Vice Chair Takamura noted that the Board appreciates these reports.

4. ACTION

- A. Program and Course Fees VP Jackson, explained the program and course fee proposal. The fee revenue committee began meeting during Winter 2022 to examine how fees were collected and if that collection was equitable across programs for students. This committee included representation from all our representative groups including faculty, and exempt staff, including Wade Parrott representing ASG. It was discovered that fees were inconsistently charged and collected from students across programs. The proposal standardizes how fees are collected, which will make it easier for our student financials team to explain to students and more transparent for them. Overall, this change does not increase the amount that the College will collect from students. It will increase the amount collected in some programs in which students were not charged any fees and decrease the amount charged to other students who were being charged higher fees.

This request is coming to the Board now so that if approved the fees can be updated within ctLink prior to students registering for Summer/Fall classes.

Trustee Norouzi introduced a motion to approve the proposed update to program and course fees, to be effective starting in the Summer 2023. Trustee Zappone seconded, and the motion carried.

5. DISCUSSION REPORTS

- A. Administration/Finance
 - 1. Monthly Finance Report VP Jackson presented the financial report for the month ending February 2023. We are 67 percent through the year. Revenue collection is about 66.5 percent. As you can see from the reports, tuition and fees are down about \$3M from February 2022. We will recognize summer and fall tuition this fiscal year. Grants and Contracts are up about \$1.6M from last February.

We do have a negative amount this month due to having to rebill for running start. Overall revenue is down \$15.9M from last January to this January. This decrease is from having already claimed our entire portion of CRRSA and CARES which was \$7.3M. We also had \$5M from Scott/Jewett funds. Scholarship and Student Loan Funds are down \$1.6M due to RTC having already expended our student portion of HEERF.

**Board of Trustees – Regular Board Meeting
April 19, 2023**

Expenses are about 59.6 percent. Expenses are about \$24.5M through January compared to this time last year of \$22.6M last year. Salaries and benefits are up about \$1.7M while financial aid awards are down this year by \$1.7M from last year. We are also up in goods and other services about \$1.1M due to how we are accounting for equipment which is now mostly captured in goods and services. Our ending cash balance and investments is about \$21M. We have shifted from holding cash and shifted funds into either Local Government Investment Pool or bonds.

Budget meetings will be scheduled for Board members to preview and question the proposed FY 24 Budget. Meeting options are scheduled for June 6, 7 and 9. Ms. Beers will be notifying Board members of the options. Public meetings will also be shared on campus.

- A. Disability Resource Services** Jake Swanke, Director Disability Resource Services provided a presentation. Director Swanke has been doing this work for twelve (12) years, and at RTC for the past four years. He also participates in the State organizations. He highlighted distinct types of disabilities in the ADA definition, visible or invisible, and accommodations protected by Title IX. There is a medical model and a social justice model for disability. The onus is on the college to identify and implement support per State and Federal State law. We should not alter the education level in the accommodation process. This work encourages his participation on the DEI Council. He also served on the SBCTC task force on capital projects, allowing him opportunities to share recommendations to reduce bias. He outlined 2023-24 goals for his department. Dr. Harden thanked Director Swanke for his contribution and service at the state level.
- B. Diversity, Equity, and Inclusion** Ms. Doris Martinez, Executive Director DEI shared a presentation. Her last presentation to the Board was in December. Her 2023 priorities include building relationships and community, re-envisioning and providing sustainable structure to DEIC to streamline priorities across the college, working toward a comprehensive analysis of the current DEI plan, in preparation for the 2023-2028 Equity Strategic Plan, as well as continuing development efforts toward the Multicultural center. She informed the Board that a campus climate survey will launch May 8 – 28, 2023. Senate Bill 5227 requires a campus climate survey (English & Spanish) every five years, and the last one was done in 2017-18. She will also host campus listening sessions in the winter of 2024.
- C. President's Report** Dr. Harden recognized Holocaust remembrance week, April 16 – 23, 2023. She further acknowledged Administrative Professional's Day, April 26. A big shout-out to all the staff on campus that provide administrative support to faculty, staff, and the Board of Trustees. She also recognized and thanked Executive Director Hansen and the Communications and Marketing team. Ms. Hansen has taken on additional work to assist with Board meetings, and the team did a fantastic job in orchestrating the billboard on 4th Avenue in Renton.

Dr. Harden reported a busy month, with lots of community activity. On campus, she attended a new student orientation, and a monthly community BBQ/potluck – thanking Gerald Bradford for coordinating. During spring quarter, she is hoping for more focus on classroom visits, meeting more faculty and staff, and exploring one on one meetings with instructional deans. She had a great meeting with Northeastern University, who shared an

interest in cultivating partnerships with ctc's for those interested in advanced degrees. They are based in Boston. Former Trustee Kirby Unti connected us to Family First Community Center, set to open in June. This is a passion project of former Seahawk player Doug Baldwin, with expected shared partnerships within the community. Trustees Takamura and Zappone joined Dr. Harden and staff on the tour. Dr. Harden also joined the Mayor's Blue-Ribbon panel, which is a monthly meeting intended to share updates and related business within the city. There is much on the horizon of economic development, new business, and approximately 32,000 new jobs coming into our region. There is diversity and small businesses coming to invest in the City of Renton. There will be great opportunities – Alaska Airlines is expanding their footprint, Blue Origin, UW Laboratories, Children's Hospital, all quickly growing into economic healthcare, athletic, and aerospace clusters. Next month Dr. Harden will meet with Kent Mayor, Dana Ralph, Kent School District and GRCC on coordination on workflow development and legislative priorities for our region. Dr. Harden also attended Mayor Pavone's state of the city address. There is a lot happening related to housing; some affordable, and some at market rate, as well as Parks, and road improvements. Dr. Harden also attended the Renton Chamber of Commerce Gala Spring Fling, along with other representatives from the college and the RTC Foundation Board. Additionally, she also met with Renton City Council member, Kim Khanh Tran who serves on the RTC Foundation Board as well. We held legislative meetings with representative Orwall, Senator Wilson, and Representative Tomiko Santos. The 2023-25 legislative priorities are:

- Fully Funded, Competitive Compensation: 6.5 percent for each year of the biennium (13 percent total).
- Advance Equity, Diversity, and Inclusion: Builds upon passage of SB5194 and 5227 to support implementation of college EDI plans and close equity gaps.
- Support workforce development programs: Many industries in Washington, such as healthcare, advanced manufacturing, transportation, and aerospace were struggling to find skilled employees even before the pandemic. COVID-19 made skill gaps worse. However, colleges are having difficulty maintaining workforce programs because of the excessive cost of small class sizes, specialized equipment, consumable materials, and inflation. In many cases, these programs are the only pipeline into specialized fields. Investments would help colleges sustain workforce programs and update equipment to ensure students learn in classrooms that mirror today's work environments.
- Expand Learning Technology: College to expand hybrid and online options, upgrade A/V equipment, equip students with laptops, hotspots and training faculty and staff. It would also support back-end IT operations, such as cybersecurity threats.

Dr. Harden attended the AACC conference in Denver, CO. The big takeaways were partner, partner, partner! She facilitated a DEI panel of State diversity and equity officers, as well as presidents and chancellors. The DEI priorities as a state system are more alignment in reporting, budget management, and local and national crisis. RTC Foundation Director Carrie Shaw arranged a great evening at the Dachnal's, they are large supporters of the college, and are encouraging legacy giving.

Dr. Harden reminded the Board of the Board Retreat June 7, from 8:30 a.m. to 1:30 p.m. The Focus will be strategic planning. She met with Walter Lutsch, Director of Student Leadership and Programs about getting more student voice – we will work to get technology in play here. Vice Chair Takamura mentioned that the Renton Reporter is now resurrected and

**Board of Trustees – Regular Board Meeting
April 19, 2023**

hitting the homes of all Renton residences. VP Jackson gave a high-level overview of the legislative work and expectations. The tuition rate will be set. An additional bill on green energy, implementation date will be loosened some if we had a carbon plan. Capital bill has already been approved; funding fourteen (14) projects. COLAs will likely be fully funded for one year. High demand/cost programs will also provide some dedicated funds. There are now over fifty (50) provisos and earmarks. Overall, the total allocation will be about 31M with some funds for additional DEI work; approx. \$200k for RTC.

6. BOARD of TRUSTEES

- A. Commencement Information As noted in the Student Leadership report, a survey link was created for Commencement participants to identify and order their academic regalia for the June 22 Commencement. Ms. Beers will forward this information to the Board and ensure orders for all who can attend.

7. MEETINGS

- A. The next regular Board meeting is scheduled for May 17, 2023.

Board Chair Entenman is planning to attend the ACT Spring Conference in Walla Walla, WA. Vice Chair Takamura also reminded the Board of the scheduled Scholar & Donor Reception on May 18, from 5 to 7:00 p.m. in the library. Supporting the Foundation and Student events is a high priority for the Board. We hope to see you all there.

8. ADJOURNMENT

There being no further business, Trustee Zappone introduced a motion to adjourn the Board of Trustees' regular meeting at 5:18 p.m. Trustee Norouzi seconded, and the motion carried.

FRIEDA TAKAMURA, Board Vice Chair
Board of Trustees

YOSHIKO HARDEN, President
Renton Technical College

Renton Technical College
Board of Trustees Meeting
May 17, 2023

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

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

RECOMMENDATION:

None.

Administration and Finance Report
Renton Technical College Board of Trustees
May 17, 2023

Financial Report

For month ending March, we are seventy-five (75) percent through the year. Revenue collection is about eighty-one (81) percent. As you can see from the reports, tuition and fees are down about \$781k from March 2022. Grants and Contracts are down about \$3.8M from last March. Overall revenue is down \$12.2M from last March. 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 sixty-nine (69) percent. Expenses are about \$38.2M through March compared to this time last year of \$36.6M. Financial aid awards are down this year by \$1.6M compared to last year at this time. Equipment purchases are also down about \$830k comparatively. Salary and benefits are \$2.1M higher.

Our ending cash balance including the Scott/Jewett donation is about \$22.2M.

Business Office

- We are beginning year-end preparation and work.

Food Services & Rentals

- We have had a staff change in Food Service; with the new hire of Cashier Supervisor, Rosan Sicat and with Nona May accepting the Catering Events Manager position.
- Catering is still short-staffed and looking to hire. Our Food Services Manager, Pablo Alanis, has made a job flyer and circulated to our students in hopes of hiring existing students.

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, First Floor** – The north end of the first floor of Bldg. J and two other classrooms on the same 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 office areas and the second phase of the project will occur next biennium, focusing on the entryway and classrooms/labs. Construction is to occur February through 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 second 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 1st).

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 SBCTC due to the cost; and the first phase, consisting of the upper portion of roof and parapets was funded for this biennium. The lower portion of the roof and parapets will be done next biennium pending an allocation. The 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 two-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 sub-consultants and studies as warranted to complete the predesign for the Health Sciences Center. Predesign is completed and has been submitted to OFM. The design portion, in progress, will follow and be completed

early next biennium. 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 on 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, and design meetings with each program are in progress.

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.

Capital Funding requests:

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

Other Projects:

- **L Bldg. Dry Sprinkler System Repairs (new)** – Renton Fire Department 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 was 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 summer22.*
- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)** – the two 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 X-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 are 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 and 23. 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.



RENTON
TECHNICAL
COLLEGE®

Communications and Marketing
Renton Technical College Board of Trustees
May 17, 2023

MARKETING

A campaign to promote Running Start and Career Training is underway, using Berquist and Esser funds. Collaboration led to a photo shoot involving a number of our Running Start students. The campaign includes billboards and ads on Spotify and Snapchat. A few examples of the designs:

**Communications and Marketing
Renton Technical College Board of Trustees
May 17, 2023**



Communications and Marketing
Renton Technical College Board of Trustees
May 17, 2023



Earn college credits or train for
a career while in high school.

RUNNING START
AT RENTON TECHNICAL COLLEGE

Visit rtc.edu/rs2023 

Other campaigns launching this month focus on Hands-On Training, Short-Term Programs, Cyber Security, RTC Downtown and other program-specific marketing. These priorities are set in collaboration with deans and members of the Strategic Enrollment Action Team, which is working to increase enrollment in the next academic year.

Metrics in the last 30 days:

Search and Display

- 330 leads in the past 30 days

YouTube:

- More than 30,000 views



Communications and Marketing
Renton Technical College Board of Trustees
May 17, 2023

STAFF UPDATE

We are pleased to welcome Michael Choi as our new digital and print designer. He will help us complete program marketing materials and other projects.

Current print projects:

- Outreach brochure and program guide
- Tabletop banners/flyers

STRATEGIC ENROLLMENT ACTION TEAM

While long-term planning continues, this group of representatives from across campus led by Katherine Hedland Hansen, meets to set quarterly goals and centered around growing enrollment for 2023-24 Academic Year.

- Focuses work done across campus to set priorities and track data.
- Brainstorming new ideas.
- Dollars and staff focused on program marketing and materials.
- Quarterly priorities set by deans.
- Harnesses innovative technology and software to move students through the enrollment funnel: Engine Red CRM launching later this month; New web platform: Early 2024.



RENTON
TECHNICAL
COLLEGE®

Communications and Marketing
Renton Technical College Board of Trustees
May 17, 2023

SOCIAL MEDIA

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

40 percent net audience growth and 19 percent increased engagement.

NEWS AND WEB

[RTC launches new Cybersecurity Program](#)

[Retired union carpenter joins board](#)

[Spring Wellness Week](#)



**College Technology Services/IT Department
Renton Technical College Board of Trustees
May 17, 2023**

This past month a good portion of time was spent on changes associated with various locations. We are working on removing equipment and services from the Downtown Seattle & Auburn locations which are no longer in use. We are scheduled to increase bandwidth at the Burnett Downtown Renton location this coming Friday which will result in speedier network speeds and user experience. CTS is also working closely with Computer Science/IT programs in preparation for their program relocation while the first floor of the J building is remodeled. Programs will be moved to the third floor of the J building. Demolition work starts in August of 2023. It is expected programs will return to their remodeled areas by Fall 2024.

We are working in a cross-departmental manner to bring the loaner laptop program to a close and determine potential uses, if any. Additionally, CTS Leadership team collaborated with the Business Office to complete an Internal/Informal SBCTC Audit. We are working on finalizing Service Level Agreements as well as end of the year software renewals and purchases.

RTC is leading the CTC system conversation around cybersecurity. A presentation on ransomware implications was provided to the Business and Administration Commission (BAC) a few weeks ago and this coming Friday, another one will be presented to the Public Information Commission. On May 17, RTC will participate in a Tabletop Cyberattack Exercise hosted by BAC. The intent continues to be to raise awareness of the seriousness of this matter and provide the needed information for people to work on the development of Continuity of Operations plans specifically for a ransomware incident. In this way, we will increase RTC's readiness and preparedness.

On June 9, 2023, the Gramm-Leach-Bliley Act (GLBA) becomes effective, and it will require Higher Education institutions to have an Information Security program with a qualified individual to implement and supervise the program, regular monitoring, risk assessment, implementation of safeguards to control risks, staff training, annual reports to Board of Trustees, and a written Incident Response plan. CTS Leadership is collaborating closely with the president and the VPA to ensure RTC will comply as soon as possible.

Just to give an insight on CTS day-to-day activities, we completed 1,683 help request tickets out of 1,751 received.



College Technology Services/IT Department Renton Technical College Board of Trustees May 17, 2023

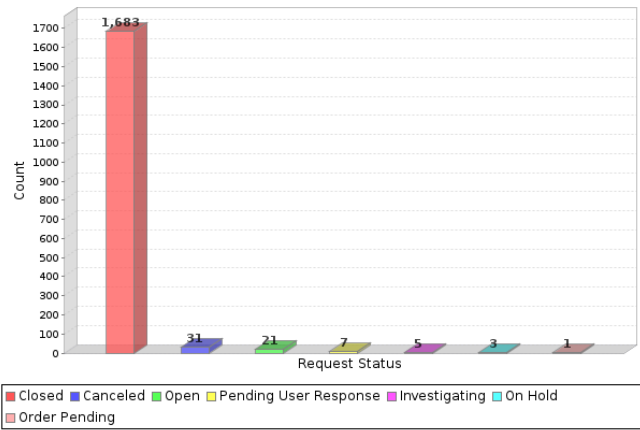


RTC Support

Requests by Status

Generated by Figueroa, Agnes Created on : 05-10-2023 12:03

Total records : 1751



Diversity, Equity and Inclusion Report
Renton Technical College Board of Trustees
May 17, 2023

Diversity, Equity & Inclusion Council (DEIC)

Diversity & Equity Campus Climate Survey

The Office of Diversity, Equity, and Inclusion (DEI) in partnership with Institutional Research and the DEIC Campus Climate Data Equity Action Team is administering the Diversity and Equity Campus Climate Survey at RTC **May 8- May 28, 2023**. Created by the Higher Education Data Sharing Symposium (HEDS), the survey will be open to students, staff, and faculty.

- In alignment with requirements from Senate Bill 5227, all Washington State Community & Technical Colleges are required to conduct campus climate assessments and listening sessions for students, faculty, and staff.
- The purpose of the campus climate survey gives the community an opportunity to share about their individual experiences as a scholar and/or employee at RTC.
- Participation is anonymous.
- The results from the survey will inform policies, procedures, DEI efforts in preparation for the College's upcoming Strategic Plan cycle slated for the 2023-2024 academic year.

Multicultural Center

Efforts to launch a multicultural center at RTC began in the 2019-2020 academic year and was placed on hold during the pandemic. The Multicultural Center Action Team (MCAT) has continued the groundwork DEIC has established and work collaboratively with facilities and other campus stakeholders to develop a concept and plans for a Center at RTC that will tentatively open spring quarter 2024 for all students, staff, and faculty to gather and build community.

- The MCAT Center Visit sub committee is currently visiting multicultural/equity centers across six institutions and will conclude May 26, 2023. Visits include a tour of the spaces and interviews with Center supervisors to learn operations and best practices. Colleges include Bellevue, Bates Technical College, Lake Washington Institute of Technology, Highline College, Tacoma Community College and Shoreline Community College.
- The Physical Space sub committee toured numerous potential spaces in D, H and J Buildings that would best accommodate a multipurpose space and accessible to the campus community. The south side of building D was identified as the most ideal location. Space has been approved through the Facilities Modification Request process and is currently awaiting next steps.
- Executive Director of DEI presented at the Resource and Planning Council meeting on April 17, 2023 to propose funding for a Multicultural Center Program Coordinator/Manager. The individual will oversee daily operations of Center, supervise student staff, engage, and collaborate with campus and community partners and develop culturally responsive, equity centered programming.

Professional Development & Training

The Professional Development & Training Action Team will focus on curating quarterly equity centered training and comprehensive professional development opportunities for all faculty and staff. The Action Team is currently focusing on mental health as a theme for an inaugural session fall 2023 with a focus in addressing exhaustion, capacity, and racial battle fatigue. Additionally, the team is developing learning objectives and outcomes for sessions. Drafts will be completed by end of academic year.

Office of Diversity, Equity & Inclusion (DEI)- Departmental Updates

- RTC cohort team completed the [Web Accessibility Learning Lab](#) on April 20, 2023. The ten (10) week intensive course focused on web accessibility best practices, guidelines, principles to develop a three-point action plan that will be led by the Accessibility Advisory Committee in partnership with RTC Library, CTS and Office of Diversity, Equity & Inclusion.
- Nine (9) RTC staff and faculty attended the [Umoja Symposium](#) on Thursday, May 4 at Highline College to learn about the Umoja Program, their fundamental principles rooted in connection to the African diaspora to elevate African American student success.
- The first Community Gathering & Check IN of spring quarter will be held May 10 from 11:30am to 1pm. The monthly program is hosted by the Office of the President in collaboration with Gerald Bradford and the Office of Diversity, Equity & Inclusion. Open to all students, faculty, and staff, the Community Gathering + Check IN will be an open format and intentional space for connection, learning and collective healing.
- Women of Merit and Men of Merit Groups are continuing intentional efforts in creating spaces for students, faculty, and staff of color. The Office of DEI in collaboration with Student Leadership & Programs are working to streamline administrative efforts to support Merit group co-leads and increase student engagement at programs. Below are the spring calendar dates. Programs are also accessible in hybrid format via Zoom and will be announced one-two weeks prior to the event.

Women of Merit

May 9 & June 6, 2023 – 11:30 a.m. to 1 p.m.

- Location: C-110

Men of Merit

April 25, 2023 – 11 a.m. to 12:30 p.m.

- Location: C-204

- 17 students and 12 faculty/staff participated in the first Men of Merit meeting of the quarter where program centered student support and retention. Students addressed ways RTC can support student success which includes funding and directly referring students to staff and faculty that can personally provide them with additional resources, etc. May 16, 2023 – 11 a.m. to 12:30 p.m. Location – to be announced.

The following personnel actions have occurred as of April 2023 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires			
Alfonso Poot-Puc	4/24/2023	Custodian I	Facilities
Jason Townsend	4/17/2023	Grounds Worker	Facilities

- Separations
none

WFSE	Effective Date	Position	Department
- Hires			
none			

- Separations
none

Prof Tech	Effective Date	Position	Department
- Hires			
Angelique Martin	4/17/2023	HR Assistant	HR
Alejandro Maghirang	4/24/2023	Instructional Support Tech - Automotive	Workforce, Trades & Economic Develop D
Bjorn Davis	4/3/2023	Security Field Supervisor	Campus Safety and Security
Daniel Panchame	4/3/2023	Security Officer	Campus Safety and Security
Michael Choi	4/17/2023	Digital and Print Designer	Communications and Marketing
Sarah Garcia Lopez	4/17/2023	College and Career Pathways Navigator	CCP

- Separations
none

Exempt / Administrative	Effective Date	Position	Department
- Hires			
Renee Jones	4/3/2023	Network and Security Engineer	College Technology Services
Nona May	4/16/2023	Manager of Catering & Events (Reappointment)	Food Services
Sara Newman	4/17/2023	Guided Pathways Tech Trainer (Reappointment)	Student Services

- Separations
Sally Allen

RFT	Effective Date	Position	Department
- Hires			
Jeremy Thorn	4/1/2023	Mechtronics Instructor / Full time faculty	Advanced Manufacturing

- Separations
none

- Retired

	Monthly Total Hires	% of Diverse Hires YTD
Full time	10	58%
Part time	0	43%



RENTON
TECHNICAL
COLLEGE®

Instruction Report
Renton Technical College Board of Trustees
May 17, 2023

[Instruction Board Report - https://youtu.be/E6k4tn4db6k](https://youtu.be/E6k4tn4db6k)

This month, VPI Dr. Stephanie Delaney updates the Board on Data Deep Dives, Faculty Observations, the VPI Best Practices Showcase and upcoming Restructuring in Instruction.

Institutional Research & Effectiveness Report
Renton Technical College Board of Trustees
May 17, 2023

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:

Institutional Planning & Effectiveness

- In partnership with the DEIC Campus Climate and Data Equity Action Team, the RTC Campus Climate survey launched on May 8 and will be open until May 28. Data gathered from this survey will help inform decisions around next year's strategic equity planning.
- A revised program review process will be implemented in Fall 2023. This new process is focused on continuous improvement based on data and insights and will be used to inform resource allocation each year. This will help address one of the recommendations from the Year 7 NWCCU evaluation. Current actions are focused on the logistics to execute in Fall quarter.

Student Learning & Assessment

- A new program learning outcomes assessment will be piloted for three programs this quarter: Band Instrument Repair Technology, BAS Application Development, and Massage Therapy Practitioner. This assessment will be a survey to get student input towards the end of their program. The goal is to include the "student voice" as an additional data point to evaluate program learning outcomes. Lessons learned from this pilot will help scale this assessment to all programs.
- A new version of Qualtrics has been implemented to improve course evaluations for faculty. It will be launched for Summer quarter evaluations.

Data and Research

- In collaboration with the VPI and each program dean, assistant, and faculty, program data deep dive meetings continue throughout this quarter. These meetings are two-way conversations to get acclimated to the new data dashboards created by the Manager of Institutional Research. The meetings have generated great conversation around each program thus far.

ctcLink

- A ctcLink Registration Task Force, has been approved by the President Harden and executive cabinet. The task force will commence in June and conclude at the end of August with a report on root problems, recommended solutions, and needs.
- The new course fee structure approved during the last board meeting has been configured in ctcLink for the new academic year.

- The Planning and Budgeting Cloud Service (PBCS) project has kicked off for RTC. RTC is in the first wave of DG6 schools to implement this third-party budget development tool.
- The Legacy Data Platform project has commenced. Data is being transferred from HPUX (legacy system) to a new AWS SQL application. HPUX is planned to be decommissioned by the end of the fiscal year.

Other

- Fraud accounts has been a major concern across colleges in the system. Close to 150 records were flagged as potential fraud during the first few weeks of the quarter. Guidance on ctclink processes and mandated state and federal reporting have been reviewed by multiple teams on campus.
- The team continues to support the college in all their reporting, data, and ctclink needs. Ad hoc requests from last month included a faculty workload dashboard, graduation reports, and Fire Engine RED CRM data pull.

RTC Foundation Report
Renton Technical College Board of Trustees
May 17, 2023

Scholarships and Events

22-23 Academic year Scholarships

Scholarship disbursements this year topped 344 including the McCarthy Bridge Grant with spring quarter (120) being our highest number of Foundation scholarships awarded. Total scholarship funds awarded to students was \$614,200. the largest amount in Foundation history!

The retention and completion rates for students who have received Foundation scholarships are; 65% for Fall quarter and 85% for Winter quarter, meaning the percentage of students were still in school Spring quarter, or had completed their program. This is above the average for the campus-wide retention rate. Scholarships make a positive impact! More analysis to come.

Fall 2023 Scholarship Cycle

Applications have opened, and student workshops are being conducted and scheduled throughout the month of May. The Scholarship Committee met for their annual review and made changes to the application based on feedback from faculty and staff. The Foundation held three forums during the months of February and March to solicit feedback on how to make the scholarship process and application more accessible to students. Highlighted changes include:

- Removed the word “essay” and reduced the number of questions and word count.
- Made the Recommendation Survey more inclusive for non-faculty or instructors.
- Better aligned the question responses with the Scholarship Committee’s scoring rubric.
- Eligibility information is more prominent and repeated for students.

Life Essentials and Book & Equipment Grants

To-date, 228 students have received the Life Essentials Grant (LEG) representing \$68,400 in support. In comparison to the 21-22 academic year, we served a total of 221 students.

To-date, 90 students have been awarded the Book & Equipment Support (BES) grant, representing \$70,000 in support. Retention rates for the \$1k grant for targeted programs was 90% for Fall-to-winter, and 76% Fall-to-Spring. Automotive represented the largest group for the targeted grant at 41%, followed by IT at 32%, Advanced Manufacturing (23%), and Health & Human Services (4%).

May 18th Scholar & Donor Reception

After a four-year hiatus, the gathering of student scholars, donors, faculty, and staff, is back! Response has been strong (89 to-date) and outreach has included specific scholars and alumni to “match” with funders who are attending. A special announcement will be made around a large donation during the event. There is no cost to attend and the reception takes place in the RTC Library.

Development & Community Engagement

The SPEEA Union is renewing their scholarships (\$15,000) for students in aerospace related programs and are including up to \$5,000 per-student for childcare support. Foundation staff and Board members attended Women of Merit, Latinx Faculty & Staff, Renton Regional Community Foundation event, Renton Rotary, and Kent Chamber of Commerce Board meeting.



RENTON
TECHNICAL
COLLEGE®

Student Services Report
Renton Technical College Board of Trustees
May 17, 2023

Technology Training Support

Sara Newman shares about the project-based work she is doing to advance the more holistic launch of the EAB Navigate platform, which is a continuation of our Guided Pathways implementation. Navigate is a student-facing platform that helps students access valuable information from their student records, to connect with their advisor, and a robust referral tool. Staff and faculty will utilize Navigate to facilitate streamlined communication, note taking, referrals, and data collection. Sara is providing crucial structure to how we design and deliver technical training to faculty, staff, and students to promote robust and successful use of the platform.

Link to video: <https://app.knowmia.com/4Ef5>

AGENDA ITEM: 4. ACTION

SUBJECT:

BOARD CONSIDERATION	
Information	
X	Action

BACKGROUND:

A. Student Leadership FY24 Budget Approval

Director of Student Leadership and Programs, Walter Lutsch will present the proposed 2024 ASG budget for approval.

B. Certificate of Participation (CoP) Approval of IT Instructional Remodel – Building J

Vice President Jackson will share information relative to the CoP approval request.

During this past year, RTC engaged in a remodeled of our instructional IT spaces. The project was broken into three distinct projects that were not contingent on each other to meet DES requirements. The first phase of the project, which was the creation of the faculty office spaces, is currently under way with an estimated cost of \$800k. Phase two, which was the creation of five classrooms and the corridor, was scheduled to be completed by Fall 2024 at a cost of \$2M. Phase three was the creation of a sixth classroom as well as an Internet café for student use at a cost of \$1.3M. This project was not scheduled to start until Fall of 2025 and be completed Fall 2026. The use of the CoP would allow us to save dollars on material escalation cost as well as reduce instructional interruptions by completing phase two and three as one phase by Fall 2024. The request is to use a CoP to fund a portion of the project at no more than \$2.2M.

RECOMMENDATION:

Approve as requested.

2023-2024 Associated Students Budget Proposal					
Budget	Budget Code	2022-2023	2023-2024	Change	Notes
OSLP Administration					
OSLP Admin Salaries	7270-522-264-35001	\$ 186,668.00	\$ 202,684.17	\$ 16,016.17	
Exec Board/Senator Salaries	7270-522-264-35002	\$ 121,460.00	\$ 90,048.00	\$ (31,412.00)	rename and separate from Initiatives & Activities
New Student Orientation	7270-522-264-35008	\$ 10,000.00	\$ 7,500.00	\$ (2,500.00)	
Supplies/Professional Development	7270-522-264-35013	\$ 50,540.00	\$ 32,250.00	\$ (18,290.00)	create budget code, separate from salaries
Associated Student Government					
Senate Initiatives & Activities	7270-522-264-35003		\$ 20,000.00	\$ 20,000.00	rename and separate from salaries
Inclusive Programming		\$ 22,200.00		\$ (22,200.00)	(formerly 35003) combine with 35011
Clubs and Organizations	7270-522-264-35005	\$ 65,500.00	\$ 35,000.00	\$ (30,500.00)	
Women of Merit	7270-522-264-35009	\$ 10,000.00	\$ 10,000.00	\$ -	
Men of Merit	7270-522-264-35010	\$ 10,000.00	\$ 10,000.00	\$ -	
Inclusive & Multicultural Programming	7270-522-264-35011	\$ 5,000.00	\$ 20,000.00	\$ 15,000.00	formerly DEI partnership, combined with 35003
Technology Fee Fund	7270-148-041-20500	\$ 82,500.00	\$ 82,500.00		
S&A Contingency Fund	7270-522-264-35015	\$ 90,000.00	\$ 90,000.00	\$ -	
Associated Students Partner Programs					
Student Access Fund	7270-522-264-35004	\$ 37,500.00	\$ 7,500.00	\$ (30,000.00)	
Delegated Budgets					

7270-522-264-35001 OSLP Admin Salaries

Budget Breakdown		2022-2023 Allocation		2023-2024 Proposal		Change		
Allocation Type		Amount	\$	186,668.00	\$	202,684.17	\$	16,016.17
Salaries (5000030)		\$146,872.59	Position		Salary		Benefits	
Benefits (5010003)		\$55,811.58	Director of Student Leadership and Programs		\$86,119.22		\$32,725.30	
			Office Administrative Specialist		\$60,753.37		\$23,086.28	
Item #	Allocation Type	Item Title	Description		2022-2023 Cost		2023-2024 Proposal	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

7270-522-264-35002 - Exec Board/Senator Salaries

Budget Type		2022-2023 Allocation		2023-2024 Proposal	Change
Allocation Type		Amount	\$ 121,460.00	\$ 90,048.00	
Salaries (5000030)		\$90,048.00	Position	Salary	Benefits
			Exec Board (7 positions)	\$70,448.00	
			Senators (10 positions)	\$19,600.00	
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Salaries	Exec Board Positions	7 students X 17 hr/wk X 32 wks X \$18.50 (expected 2024 minimum wage increase)	\$74,970.00	\$70,448.00
2	Salaries	Senator Positions	8 Students X 7 h/wk X 20 weeks X \$17.50 (expected 2024 minimum wage increase)	\$6,300.00	\$19,600.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

7270-522-264-35003 Senate Initiatives Fund

Budget Type		2022-2023 Allocation	2023-2024 Proposal	Change	
Allocation Type	Amount		\$20,000.00	\$ 20,000.00	
Supplies and Materials (5030010)	\$10,000.00	Position	Salary	Benefits	
Purchased Services (5050030)	\$5,000.00				
Travel (5080004)	\$5,000.00				
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials	Initiatives Fund	Partition of Senate Initiatives Fund for supplies		\$10,000.00
2	Purchased Services	Initiatives Fund	Partition of Senate Initiatives Fund for contracts with speakers and vendors		\$5,000.00
3	Travel	Initiatives Fund	Partition of Senate Initiatives Fund for travel		\$5,000.00
4					
5					
6					
7					
8					
9					
10					
11					
12					

7270-522-264-35004 - Student Access Fund

Budget Type		2022-2023 Allocation	2023-2024 Proposal	Change	
Allocation Type	Amount	\$ 37,500.00	\$ 7,500.00	\$ (30,000.00)	
Supplies and Materials (5030010)	\$7,500.00	Position	Salary	Benefits	
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials	TAP Program	Textbook Access Program		\$7,500.00

7270-522-264-35005 Clubs and Organizations

Budget Breakdown		2022-2023 Allocation		2023-2024 Proposal	Change
Allocation Type	Amount	\$	65,500.00	\$35,000.00	\$ (30,500.00)
Supplies and Materials (5030010)	\$15,000.00	Position		Salary	Benefits
Purchased Services (5050030)	\$10,000.00				
Travel (5080004)	\$10,000.00				
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials	Club	General club supplies and materials		\$15,000.00
2	Purchased Services	Contracts and Vending	Contracts/Vendor agreements for events and activities		\$10,000.00
3	Travel	Club Travel	Club travel funding		\$10,000.00
4					
5					
6					
7					
8					
9					
10					
11					
12					

7270-522-264-35006 Student Ambassadors

Budget Breakdown		2022-2023 Allocation		2023-2024 Proposal	Change
Allocation Type		Amount	\$ 24,250.00	\$36,200.00	\$ 11,950.00
Salaries (5000030)		\$35,700.00	Position	Salary	Benefits
Supplies and Materials (5030010)		\$500.00			
Travel (5080004)					
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Salaries	Student Ambassadors	4 Students X 17 h/wk X 35 weeks X \$17.50 (expected 2024 minimum wage increase)		\$35,700.00
2	Supplies and Materials	Uniforms	Student ambassador jackets (8x\$45)/badges/lanyards		\$500.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

7270-522-264-35007 LRCC

Budget Breakdown		2022-2023 Allocation		2023-2024 Proposal	Change
Allocation Type		Amount	\$ 140,000.00	\$ 186,827.03	\$ 46,827.03
Salaries (5000030)	\$163,915.89	Position		Salary	Benefits
Benefits (5010003)	\$17,161.14	Director of the LRCC (half paid by S&A)		\$45,160.89	\$17,161.14
Supplies and Materials (5030010)	\$5,000.00				
Printing (5081090)	\$750.00				
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Salaries	Tutors - English	3 Students X 13 h/wk X 30 weeks X \$17.50 (expected 2024 minimum wage increase)		\$27,300.00
2	Salaries	Tutors - Math	3 Students X 13 h/wk X 30 weeks X \$17.50 (expected 2024 minimum wage increase)		\$20,475.00
3	Salaries	Tutors - Computer Science	3 Students X 13 h/wk X 30 weeks X \$17.50 (expected 2024 minimum wage increase)		\$20,475.00
4	Salaries	Tutors - Others	4 Students X 13 h/wk X 28 weeks X \$17.50 (expected 2024 minimum wage increase)		\$20,475.00
5	Salaries	Tutors/Front Desk	4 Students X 13 h/wk X 33 weeks X \$17.50 (expected 2024 minimum wage increase)		\$30,030.00
6	Supplies and Materials	LRCC Supplies	Office Supplies		\$5,000.00
7	Printing	Printing Costs	Costs for printer rental and printing		\$750.00
8					
9					
10					
11					

7270-522-264-35008 - New Student Orientation

Budget Breakdown		2022-2023 Allocation		2023-2024 Proposal	Change
Allocation Type		Amount	\$	\$7,500.00	\$ (2,500.00)
Supplies and Materials (5030010)		\$7,500.00	Position	Salary	Benefits
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials	Orientation	Boxed lunches and other supplies for NSO		\$7,500.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

7270-522-264-35009 - Women of Merit

Budget Breakdown		2022-2023 Allocation	2023-2024 Proposal	Change	
Allocation Type	Amount	\$ 10,000.00	\$10,000.00	\$ -	
Supplies and Materials (5030010)	\$6,000.00	Position	Salary	Benefits	
Purchased Services (5050030)	\$2,500.00				
Travel (5080004)	\$1,500.00				
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials	Meeting Materials	Food, crafting supplies, other materials		\$6,000.00
2	Purchased Services	Contracts/Speake	Funding for presenters		\$2,500.00
3	Travel	Travel	Funding for travel		\$1,500.00
4					
5					
6					
7					
8					
9					
10					
11					
12					

7270-522-264-35010 - Men of Merit

Budget Breakdown		2022-2023 Allocation	2023-2024 Proposal	Change	
Allocation Type	Amount	\$ 10,000.00	\$10,000.00	\$ -	
Supplies and Materials (5030010)	\$6,000.00	Position	Salary	Benefits	
Purchased Services (5050030)	\$2,500.00				
Travel (5080004)	\$1,500.00				
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials	Meeting Materials	Food, crafting supplies, other materials		\$6,000.00
2	Purchased Services	Contracts/Speakers	Funding for presenters		\$2,500.00
3	Travel	Travel	Funding for travel		\$1,500.00
4					
5					
6					
7					
8					
9					
10					
11					
12					

7270-522-264-35011 - Inclusive & Multicultural Programming

Budget Breakdown		2022-2023 Allocation		2023-2024 Proposal	Change
Allocation Type		Amount	\$	5,000.00	\$
				\$20,000.00	(15,000.00)
Supplies and Materials (5030010)	\$10,000.00	Position		Salary	Benefits
Purchased Services (5050030)	\$5,000.00				
Travel (5080004)	\$5,000.00				
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials	Supplies and	Event supplies		\$10,000.00
2	Purchased Services	Contracts/Speaker	Funding for presenters/speakers		\$5,000.00
3	Travel	Travel	Funding for travel events/activities		\$5,000.00
4					
5					
6					
7					
8					
9					
10					
11					
12					

7111-522-264-35012 - Career Services

Budget Type		2022-2023 Allocation		2023-2024 Proposal		Change	
Allocation Type		Amount	\$ 40,000.00	\$ 52,397.48	\$ 12,397.48		
Salaries (5000030)		\$34,346.00	Position		Salary		Benefits
Benefits (5010003)		\$18,051.48	Career Services Manager (half paid by S&A)		\$34,346.00		\$18,051.48
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

7111-522-264-35013 Supplies/Professional Development

Budget Type		2022-2023 Allocation		2023-2024 Proposal	Change
Allocation Type		Amount	\$ 50,540.00	\$32,250.00	\$ (18,290.00)
Supplies and Materials (5030010)	\$10,000.00	Position		Salary	Benefits
Printing (5081090)	\$750.00				
Purchased Services (5050030)	\$5,000.00				
Professional Development	\$4,500.00				
Travel (5080004)	\$12,000.00				
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials	AS Training	Supplies for training in Fall, Winter, and Spring		\$3,000.00
2	Supplies and Materials	Uniforms	Jackets for Exec Board and Senators		\$2,000.00
3	Supplies and Materials	Office Supplies	Various office supplies and materials		\$5,000.00
4	Printing	Printer/Copier	Payment for printing supplies and rental		\$750.00
5	Purchased Services	AS Training	Speaker fees for AS Training in Fall, Winter, and Spring		\$5,000.00
6	Professional Development	CUSP Membership	Membership fees for CUSP Student Leadership and Professional Development conferences		\$500.00
7	Professional Development	CUSP SLC	Student Leadership Conference Fee		\$4,000.00
8	Travel	AS Training	Travel costs for training retreat in Fall, Winter, and Spring		\$3,000.00
9	Travel	CUSP SLC	Travel costs for Student Leadership Conference		\$5,000.00
10	Travel	CUSP Professional Development	Travel costs for professional development conferences for admin staff		\$4,000.00
11					
12					

7270-522-264-35015 S&A Contingency Fund

Budget Breakdown		2022-2023 Allocation	2023-2024 Proposal	Change	
Allocation Type	Amount	\$ 90,000.00	\$90,000.00	\$ -	
Supplies and Materials (5030010)	\$50,000.00	Position	Salary	Benefits	
Purchased Services (5050030)	\$20,000.00				
Travel (5080004)	\$10,000.00				
Other Goods and Services (5030020)	\$10,000.00				
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials				\$50,000.00
2	Purchased Services				\$20,000.00
3	Travel				\$10,000.00
4	Other Goods and Services				\$10,000.00
5					
6					
7					
8					
9					
10					
11					
12					

7270-148-041-20500 - Technology Fee Fund

Budget Type		2022-2023 Allocation	2023-2024 Proposal	Change	
Allocation Type	Amount	\$ 82,500.00	\$82,500.00	\$ -	
Supplies and Materials (5030010)	\$82,500.00	Position	Salary	Benefits	
Item #	Allocation Type	Item Title	Description	2022-2023 Cost	2023-2024 Proposal
1	Supplies and Materials				\$82,500.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Renton Technical College
Board of Trustees Meeting
May 17, 2023

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

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. Preliminary FY24 College Budget Preview

Vice President Jackson will share a presentation of the preliminary 2024 college budget.

B. Administration/Finance

Vice President Jackson will provide a monthly report of the budget.

C. President's Report

Dr. Yoshiko Harden will provide a report subsequent to the April 19, 2023 Board meeting.

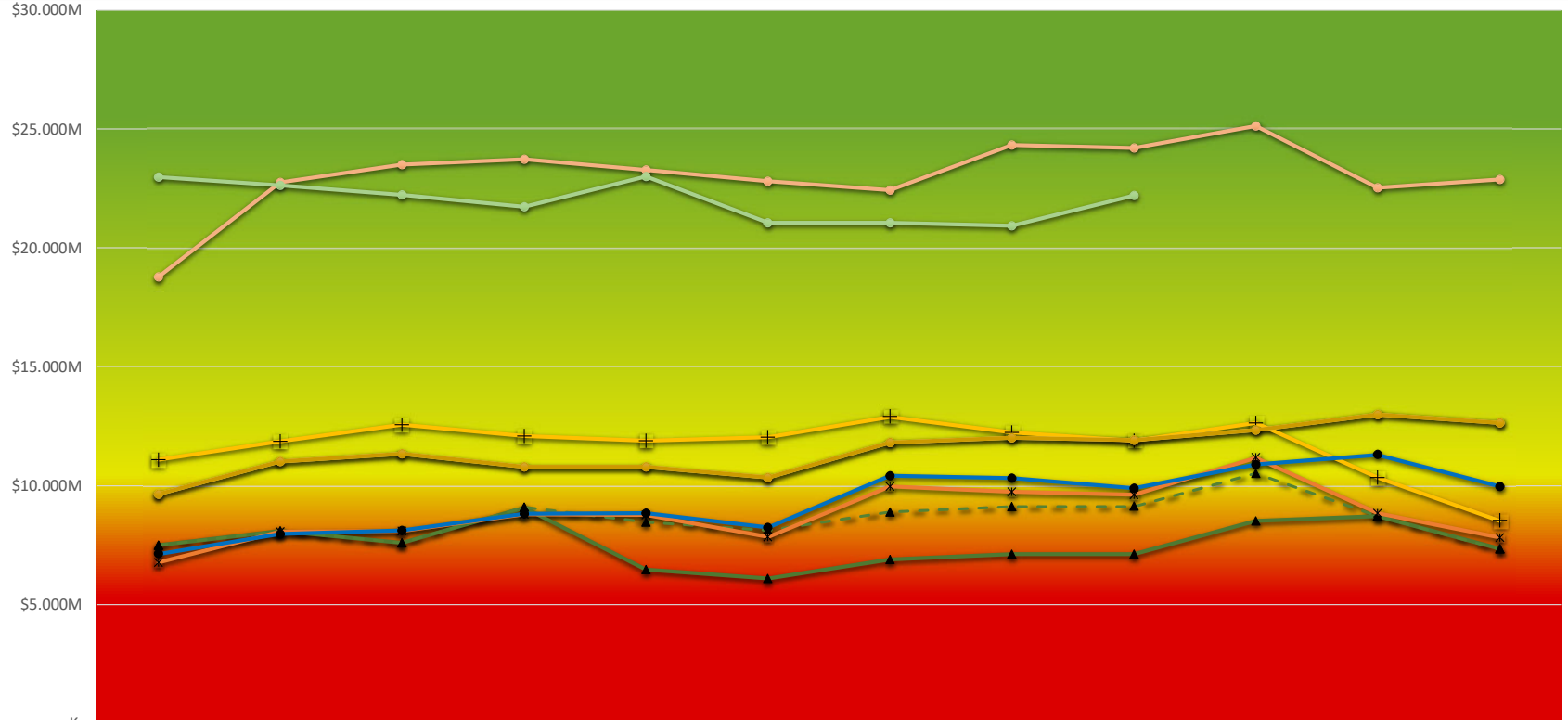
RECOMMENDATION:

None.

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

	March 2023 - Actual	Year to Date - March 2023 - Actual	Prior Year to Date - March 2022 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	9,000,277	19,248,178	9,407,669	9,840,509
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	2,815,756	8,212,265	8,993,597	(781,332)
Grants and Contracts	410,500	3,874,316	7,740,029	(3,865,713)
Donation Received	-	-	5,000,000	(5,000,000)
Student Government	128,846	605,380	684,836	(79,456)
Bookstore	3,275	15,443	77,076	(61,633)
Security/Parking	26,429	82,138	147,256	(65,119)
Culinary Arts - Food Services	76,903	522,843	270,587	252,256
Housing	-	32,196	39,184	(6,988)
Interest Income	38,431	121,343	17,683	103,660
Rental Income - Excluding 569	6,869	177,022	137,997	39,025
Scholarship and Student Loan Funds Received	767,153	5,395,992	8,179,071	(2,783,079)
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	4,274,162	19,038,938	31,287,315	(12,248,378)
Add - State Allocation				
State Allocation - VPA Expenses	1,615,387	19,746,467	20,442,843	(696,376)
Capital Allocation Fund 057	40,882	1,134,704	-	1,134,704
Capital Allocation Fund 060	30,527	224,798	-	224,798
Total State Funding	1,686,796	21,105,969	20,442,843	663,126
Total Revenues	5,960,958	40,144,907	51,730,158	(11,585,251)
Less - Expenses:				
Salaries	2,256,110	18,266,262	17,071,301	1,194,962
Benefits	710,009	6,141,790	5,267,220	874,571
Contracts	-	-	-	-
Goods and Other Services	873,471	5,829,646	3,929,718	1,899,927
Cost of Goods Sold	21,938	124,640	66,347	58,292
Travel	17,820	96,259	24,901	71,359
Equipment	6,808	63,701	893,446	(829,745)
Computer Equipment	-	-	-	-
Financial Aid	51,301	7,659,729	9,320,346	(1,660,616)
Debt Service	-	45,340	46,415	(1,076)
Bad Debt	-	-	3,076	(3,076)
Total Expenses	3,937,457	38,227,368	36,622,770	1,604,597
Net Operating Surplus (Deficit)	2,023,501	1,917,539	15,107,388	(13,189,849)
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(736,299.45)	(1,889,676)	(2,758,808)	869,132
Decrease/ (Increase) in Investments & Bond Amortization	(40,578)	(8,334,900)	592,752	(8,927,652)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(11,072)	(705,312)	(663,446)	(41,865)
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	(787,949)	(10,929,888)	(2,829,502)	(8,100,386)
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	10,235,830	10,235,830	21,685,555	(11,449,725)
Add College Reserves:				
Local Government Investment Pool (LGIP)	9,342,738	9,342,738	985,639	8,357,098
Investment Bonds held in trust by US Bank	2,622,764	2,622,764	1,638,158	984,607
Total Reserves	11,965,502	11,965,502	2,623,797	9,341,705
Total Cash and College Reserves	22,201,331	22,201,331	24,309,352	(2,108,021)
Actual %	Year to Date	Prior Year to Date	Variance	
Total Current State Allocation	100%	28,997,513	26,554,840	2,442,673
Allocation Used - Year to Date	73%	21,105,969	20,442,843	663,126
Remaining State Allocation	27%	7,891,544	6,111,997	1,779,547

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



K

	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	\$20.925M	\$22.201M			

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

SUBJECT:

BOARD CONSIDERATION	
X	Information
ACTION	

BACKGROUND

A. Board Dashboard Review/Training

B. Foundation Liaison Report

Trustee Cooper will share a report from the Foundation.

C. ACT Spring Conference Report

Board Chair Entenman will share a report from the recent ACT Spring Conference in Walla Walla, WA.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 17, 2023

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A. A Special Meeting/Board Retreat will be held on June 7, 2023.
- B. The next regularly scheduled meeting of the Board of Trustees will be June 21, 2023.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 17, 2023

AGENDA ITEM: **8. ADJOURNMENT**

SUBJECT:

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

BACKGROUND:

RECOMMENDATION:

Motion required.