

Agenda Items

Information/Action/Presenter

I. STUDY SESSION

1:00 P.M.

1. Call to Order
Chair Jessica Norouzi
2. Public Comments
3. Board Budget
Chair Norouzi
4. Board Calendar
Chair Norouzi
5. 2024-2025 Board Goals
Chair Norouzi
6. Meetings
Information
 - A. Regular Board Meeting – October 16, 2024 at 3:00 P.M.
7. Adjournment
Action

II. REGULAR BOARD MEETING

Information/Action/Presenter

1. Call to Order
3:00 P.M.
 - A. Notation of Quorum
2. Adoption of Minutes
 - A. September 18, 2024 – Regular Meeting
Action
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 Items
 - A. Annual Board Meeting Schedule 2025
Chair Norouzi
5. Discussion/Reports
Information
 - A. President's Report
Dr. Yoshiko Harden

B. Financial/Budget Status

Vice President Jacob Jackson

6. Board of Trustees

A. Foundation Liaison Report

Trustee Frieda Takamura

B. Legislative Action Liaison Report

Trustee Debra Entenman

C. President's Advisory Council Liaison Report

Chair Norouzi

7. Meetings

A. Regular Board Meeting – November 20, 2024

8. Adjournment

Action

Renton Technical College
Board of Trustees Meeting
October 16, 2024

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

SUBJECT:

BACKGROUND:

<p>BOARD CONSIDERATION</p> <p>X Information</p> <p> Action</p>
--

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2024

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BACKGROUND:

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

- A. September 18, 2024 Special and Regular Meetings

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

Approval as presented.

I. STUDY SESSION

1. Call to Order

- A. Chair Jessica Norouzi called the meeting to order at 9:47 A.M. and noted a quorum.

2. Public Comments

- A. There were no public comments.

3. Board Retreat

A. 2023-2024 Board Self-Evaluation

Chair Norouzi walked the group through the 2023-2024 Board Self-Evaluation survey. The group discussed their support of the RTC Foundation. Vice Chair Tim Cooper talked about his role last year as the Foundation Liaison. He suggested that the Foundation Executive Director and Foundation Board President may join quarterly Board Study Sessions to brief the group on financials. As the Renton Promise Proviso sunsets, there will likely be more need for student scholarships. Chair Norouzi suggested a study session about demystifying different student funding streams. Trustee Frieda Takamura noted that past practice was to have a joint lunch or dinner with the Foundation Board so that both Boards and get to know each other and support each other's goals.

Trustee Takamura noted that the Board is engaged to the extent of their capacities. Chair Norouzi and Trustee Zappone expressed gratitude for the different strengths of the Board. President Yoshiko Harden suggested that Study Sessions revolve around getting the Board more closely acquainted with the needs of RTC so that the Board may better advocate for RTC's needs. The group discussed the Be The Place Strategic Equity Plan (BTP SEP). The Board discussed the process for developing the BTP SEP. The SEP Steering Committee was a robust process with ample opportunity for feedback. Vice Chair Tim Cooper noted that transparency in the process and participation are important to directly communication and stated that strategic planning rarely involves the entire community and often involves chosen representatives and shared accountability. Chair Norouzi commented that she feels good about the Board's involvement in the SEP and the maintenance of the BTP SEP as an iterative process.

Turning to the Board-President relationship, Chair Norouzi stated that she felt that there is a history of trust and open communication with President Harden. Vice Chair Cooper expressed gratitude for difficult conversations and early

communications. President Harden expressed thanks to the Board for their availability and willing to communicate openly. Trustee Takamura suggested that the Board can support RTC by asking thoughtful question.

B. 2024-2025 Board Goals

Chair Norouzi led the group in a discussion of Board Goals. After discussion and consideration, the Board decided to add one goal and modify the three existing goals: (1) provide guidance for the BTP SEP and stay apprised of progress towards BTP SEP outcomes; (2) continue to strengthen the Board-President relationship through ongoing communication and transparency; (3) continue professional development for the Board and deepen knowledge of RTC's programs and role in the community; and (4) deepen connections to the community to advance the College's mission to advance Board succession planning and support a pipeline of Board members and friend- and fund-raising.

4. Budget Update

Vice President Jacob Jackson joined the group to brief the Board on an Office of Financial Management (OFM) notification regarding a community and technical college system budget error.

RTC is being asked to pay back \$789,000 this current year, which will double the deficit. This estimate includes austerity measures and takes higher enrollment into account. VP Jackson noted that this decreases the maintenance allocation moving forward, which will lead to deficits moving forward. The projection for FY26-27 would have led to a surplus in FY28, but this news from OFM will result in a deficit in FY28. Vice Chair Cooper asked about the funds flow. VP Jackson noted that there is no visibility to audit whether OFM calculations are correct during disbursements. The State Board receives a lump sum of money from the OFM that obscures the funding source. Trustee Debra Entenman stated that the colleges did nothing wrong, and, as a trustee, she is discontent that the OFM is bonded so that OFM can be accountable for their error.

II. EXECUTIVE SESSION

1. At 1:05 P.M., an Executive Session was called for ninety (90) minutes to review the performance of a public employee (RCW 42.30.110) in accordance with the Open Public Meetings Act.

At 2:30 P.M., the Executive Session was extended for five (5) minutes.

2. The Executive Session concluded at 2:35 P.M.
3. Return to Open Session.

III. MEETINGS

1. Regular Board Meeting – September 18, 2024 at 3:00 P.M.

The next regular Board meeting is scheduled for September 18, 2024 at 3:00 P.M.

IV. ADJOURNMENT

There being no further business, Trustee Takamura motioned to adjourn the Board of Trustees meeting at 2:35 p.m. Trustee Cooper seconded, and the motion carried.

V. REGULAR BOARD MEETING

1. Call to Order

Chair Norouzi called the meeting to order at 3:01 P.M. and noted a quorum.

2. Adoption of Minutes

- A. June 16, 2024 – Regular Meeting

Trustee Takamura introduced a motion to approve the minutes for the Board meeting held on June 16, 2024. Trustee Zappone seconded, and the motion carried.

- B. July 23, 2024 – Special Meeting

Trustee Zappone introduced a motion to approve the minutes for the Special Board meeting held on July 23, 2024. Vice Chair Cooper seconded, and the motion carried.

3. Communications

- A. General Information/Introductions

Lindsey Smith introduced Cheryl Kennedy, the new College and Career Retention Specialist, who has been at RTC for three months and thanked the group for the warm welcome. Cle Roseboro II introduced Josh Allen, who began a new position as the full-time Library Coordinator. Kristin Ferguson is RTC's inaugural Metadata Librarian. She has over 20 years of experience working in military libraries and is excited to help create The Place and expand Library Services. Shannon Matson introduced Ray Martin and Phil Woodbridge, two Welding full-time faculty, who are alumni of the program and are anchoring the evening Welding Program. They expressed appreciation for being here. Dr. Stephanie Delaney introduced two new curriculum design faculty members—Yun Moh and Jill Donnelly. Jill joins RTC from Echo Glen Children's Center and helped create better workflow and systems in service of communities there. Yun Moh was previously in the Center for Innovative Teaching and Learning (CITL) and now works with Jill to help revitalize the curriculum and courses. Chair Norouzi thanked the group and expressed excitement over their choices to join RTC.

- B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Mica Hunter, Director of Student Life, welcomed the group. Leslie Wofford, Associated Student Government (ASG) President, Trinity Baker, ASG Vice President, Brain Moffett, ASG Executive of Communications, introduced themselves. This is Welcome Week! Monday's event was "Ask Me" which was two hours of helping students in high foot traffic areas. Tuesday was the Resource Fair. The turnout was great, and Trustee Zappone reported that the food was great. There was a Coffee and Chill for students in the Cafeteria today. About 100 students showed up and completed the survey. Tomorrow, ASG and the Library are partnering for a mixer in the Library. Trunk-or-Treat is coming up in October. Trustee Takamura asked for rough numbers for student participation during Welcome Week. Estimates for the Ask Me! campaign and Resources Fair were 150 students, and both events surpassed their anticipated numbers. Director Hunter thanked faculty and staff for their collaboration, including faculty who brought students to the Coffee and Chill event today. Student Leadership and faculty are working to ensure that programming reflects student need and schedules. Chair Norouzi thanked ASG for stepping up to create a welcoming environment.

E. Renton Federation of Teachers

Chair Norouzi thanked Cheryl Stover, who has stepped in while Donna Maher is out this quarter. There were two days of professional development sessions, as well as solid information on work moving forward in Instruction and around the SEP. All of the executive positions on RFT have been filled and RFT is working on updating their bylaws to better reflect their goals moving forward. Every month, Michele Lesmeister sends out a newsletter to RFT, which includes a column called "Ask Dr. Yo". Overall, RFT is excited to be back on campus and continuing to foster student success. President Harden thanked Cheryl for her work on the bargaining team last year, for stepping up, and for providing space to communicate with faculty via the newsletter.

F. Written Communication Reports

Chair Norouzi thanked everyone for their written reports. Kudos to the huge increase in enrollment and the success of the marketing campaign. She expressed gratitude to the Foundation for their work distributing scholarships. Vice Chair Cooper stated that he loves the new website and the videos that show students and faculty in class. Chair Norouzi thanked the Marketing Team for their work on the SEP visuals. Trustee Takamura noted that the written reports are a great reminder about the diverse work that's going on around campus. President Harden commented that, moving through the quarter, Marketing will

be switching out the old Strategic Plan posters for the new BTH SEP posters. She thanked the community for using “Be the Place” in conversations.

4. Action Items

A. President Contract Addendum

Chair Norouzi stated that the Board and President Harden had a robust conversation on the President’s goals for this upcoming year. Trustee Entenman stated that she has enjoyed her time working with President Harden and looks forward to continuing to work with President Harden together. Trustee Takamura noted that she has sat on many boards that have policy language around diversity. However, since President Harden has been at RTC, Trustee Takamura has been overjoyed at her guidance and that she and her leadership team have worked with the College in incorporating diversity language into the BTP SEP. By working with Be Culture, incorporating the Board, and soliciting information from faculty and staff, President Harden has given the community opportunity to be involved. Trustee Takamura stated that she hopes that everyone chooses to exercise their voice and be involved in the community.

Trustee Zappone said that it is a pleasure to work with President Harden. He appreciates President Harden’s clear leadership and warmth, and is proud to be a part of RTC. Vice Chair Cooper noted the large attendance at the Board Meeting and commented that President Harden’s passion for the school and the community is necessary to work in this world and move initiatives forward. Chair Norouzi commented that President Harden has stepped into her leadership role in a unique way that the entire community, including the Board, has benefitted from. The Board agreed that they feel energized to this work, and that stems from President Harden.

Vice Chair Cooper introduced a motion to approve the President’s Contract Addendum as presented. Trustee Zappone seconded. The motion carried.

President Harden is excited for the year ahead. She is thankful to Faculty and staff who make RTC the Place where students Find Their Place. She is excited and thankful for the year ahead.

5. Discussion/Reports

A. President’s Report

President Harden greeted the group. It’s Week One of Fall quarter and President Harden is starting her third year as President. We had a great commencement. It’s grounding to see students walk across the stage.

Opening week activities are a different model this year, and we’re still looking for feedback. Thank you to Dr. Stephanie Delaney and the Instructional Deans who

Students succeed at RTC

encouraged faculty to participate in Professional Development (PD) Day. Dr. Warren Brown provided a great keynote for Fall Kick-off.

President Harden held her first RTC leadership retreat, which was a dive into change management for those at the director-level and above. September 13 was the first All-College PD day, and centered the BTP SEP. Over the summer, President Harden continued work with Kent Valley leadership on an aerospace roundtable in order to create more job opportunities around manufacturing in aerospace.

Two years ago, one of the asks from the Trustees was to have a student voice at the Board meetings. Thank you to Executive Director Doris Martinez, Vice President Jessica Gilmore English, Director Hunter, Associate Dean Wade Parrott III, and others for their work ensuring that students are engaged with the Board.

President Harden continued to engage with the Mayor's Blue Ribbon Panel. Over Summer, enrollment increased over 14%. Going into fall, we're at 20% over last year. While these numbers are promising, we want to ensure that these programs are relevant to students and community. Thank you to Dr. Delaney and Instruction for their work on program viability. Vice President Jacob Jackson designed much of the new space in Building J, which will see completion September 23. There has been a delay with the finishing of the Multicultural Center due to supplier matters.

President Harden and the Board worked on her 24-25 goals, and future President reports will reflect these goals. Trustee Takamura inquired about the impact of the Boeing strike. There have been some room rentals related to this.

B. Financial/Budget Status

VP Jackson briefed the group. So far, RTC has collected just under \$6M, which puts RTC ahead of where it has been in the past. The budget is currently where it was forecast to be. Running Start is slightly higher than it was last year. The High School Completion program is sitting at 182 FTE. There are 184 FTE in Worker Retraining, which may show up as increases due to the Boeing strike. Turning to programs, College and Career Pathways, Automotive, General Education, and Early Childhood Education are all well ahead of where they were last year.

This was a busy summer for construction updates, including updates of air handling units and a storm line replacement around Building D. Building J should see substantial completion next week. There were structural issues with Building D that put completion estimates around early 2025. Replacement of bathrooms partitions and plumbing fixtures are in the works, as are replacement of overhead doors in Building A.

During the Study Session, the trustees were notified that the OFM had neglected to replace a placeholder for cost of living increases. The OFM is now asking for funds back. The State Board President will be meeting with the Governor to discuss how to move forward. President Harden stated that the State Board was notified by the Governor's office in late August. Last Wednesday, the Washington Association of Community and Technical Colleges (WACTC) Presidents were notified. WACTC's number one goal is to not return the dollars. This was OFM's error, and the solution is not to impact individual colleges due to OFM's error. WACTC leadership and the State Board will be meeting with OFM next Monday, with a follow-up later that week. VP Jackson stated that this will double the deficit for this year by creating a \$1.5M budget deficit. Trustee Takamura asked what the group can do to advocate for RTC. VP Jackson noted that people can advocate to the Governor on their own time and with their private e-mails. This was not RTC's error, and so RTC should not need to suffer the consequences of another agency's error. Trustee Entenman stated that it was her believe that advocacy should include an ask that OFM's bond be activated, rather than pass the deficit costs on to the colleges. Vice Chair Cooper reiterated that this was not an error made by the Colleges, anyone from any College, and that the campus should have confidence in the leadership team. This was an error made by another agency. He thanked the leadership team for their prompt communication and commended VP Jackson and President Harden for their quick communication. VP Jackson noted that this \$28M error, when it's corrected and rolls through the allocations process, has severe consequences for the college.

6. Board of Trustees

A. Annual Board Meeting Schedule 2025—Draft

The Board schedule will need refinement and will come back to the Board next meeting. Trustee Zappone noted that the purpose of the Study Sessions is so that the Board can better advocate for the needs of the college. Study Sessions are open public meetings.

B. Board Budget

This item was moved to October's study session due to time.

VI. MEETINGS

1. Regular Board Meeting – October 16, 2024

The next regular Board meeting is scheduled for October 16, 2024.

VII. ADJOURNMENT

There being no further business, Trustee Takamura moved to adjourn the Board of Trustees regular meeting at 4:11 P.M. Vice Chair Cooper seconded, and the motion carried.

Renton Technical College
Board of Trustees Meeting
October 16, 2024

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BACKGROUND:

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

BOARD CONSIDERATION

Information

Action

RECOMMENDATION:

None.

Administration and Finance Report
Renton Technical College Board of Trustees
October 16, 2024

Financial Report

For month ending August, we are about 17% through the year. Revenue collection is about 20%. Revenues are up about \$3.5M this year compared to last year. This is due to state allocation and tuition and fees. We are also up in our collection of tuition and fees due to a change in how they are processed in ctLink compared to legacy. Tuition and fees are up by \$2.5M from August 2024. It should be noted that tuition and fee collection is still well below our enrollment/tuition/fees prior to the pandemic 19-20 and enrollment is still well below our District Enrollment Allocation Base. We have drawn down \$5.1M this year compared to \$4.5M last year. Interest income is \$74k this year compared to only \$9k last year at this time.

Expenses are about 15%. Expenses are about \$8.6M through August compared to this time last year of \$8M last year. Salary and benefits are about \$1.2M higher than last year at this time. Goods and Other Services is also about \$500k higher for month ending August compared to last year.

Our ending cash and investment balances are about \$19.7M.

Business Office

- Procurement Cards went live in ctLink – A project our Procure to Pay team, with Gladys being the lead. Thank you P2P!
- In preparation of their transition to One Washington, OFM has asked all community and technical colleges to reconcile their balance sheet accounts as of June 30, 2024, by the end of the calendar year. Our accounting team has been working on reconciling and cleaning up these accounts from conversation. They received praise from the State Board last week for their progress on this project.

Food Services & Rentals

- **September 2024 Catering Revenue:** \$49,195.35
 - **September 2023 Catering Revenue:** \$63,910.90
- Year-over-Year Comparison (September):**
Decrease in Catering Revenue: \$14,715.55
Percentage Decrease: 23%

Context and Analysis:

September 2024 saw a significant decline in catering revenue compared to the same period in 2023, with a 23% decrease year-over-year. Several factors likely contributed to this shortfall:

1. **Reduced Event Bookings:** Fewer large-scale events were booked in September compared to the previous year. This is a trend that began in August and continued into September, directly impacting revenue.
2. **Lower Attendance at Key Events:** Some events that did take place saw lower participation, resulting in reduced catering demand. This decrease in attendance at regular large-scale events noticeably impacted overall sales for the month.

Facilities & Grounds

- Lots of open positions
 - 2 - Custodians
 - 2 - Maintenance Mechanic 3s
 - 1 - Administrative Assistant 5
- The grounds crew are still out there making the campus look good. They have added plants and river rocks to some of the beds in front of Automotive and throughout campus. They have pressure washed the brick walls on entrance #3. They've been out there pruning and trimming trees and bushes throughout campus. Seasonal workers are done for the summer.
- The power outage on September 20 caused issues across campus:
 - Building H: The entire building has no power.
 - Building C: The main air handling unit needs new fuse (replacement fuses have been ordered and are in route. The lighting in the Foundation Conference got zapped by the power outage. It will need new ballasts and lighting control modules. There are electrical problems across campus, ranging from lighting issues to electrical outlets not working. Our maintenance crew is working on the issues created by the power outage. The facilities painter is still working on stripping and stenciling parking lots.
- Our Facilities Painter is working hard on re-striping and re-stenciling our parking lots and driveways on campus.
- The custodians are busy doing the heavy cleaning: stripping and waxing, high and low dusting, and window washing.

Capital

Minor Capital Program Projects for Current Biennium (2023-2025):

- **2022-511 A - Bldg. J Computer Classroom Remodel, 1st Floor – Phase 2 (SWL Architects)**
 - The fire final is scheduled for October 1. Substantial completion date is pending.

Minor Capital Repair Projects for Current Biennium (2023-2025):

- **2024-047 - Roof Top Unit replacement in Bldg. D (Rolluda Architects)**
 - The rooftop ductwork is being connected, and the electrician is currently running conduit.
- **2024-046 - Storm line Replacement Phase 2 (AHBL)**

- Rain City Services was unable to provide a quote, so Blue Ribbon Tree will be replacing them for the stump removal. The liner was still 5 weeks out as of their last check in on September 16. Substantial Completion date is pending.
- **2024-551 - Transformer Replacement project**
 - The meters were removed on September 23, and the data was emailed to Hargis on September 24.
- **2024-980 - Elevator upgrade for Bldg. I**
 - No update.
- **2024-982 - Overhead door replacement (Bldg. A)**
 - Scheduled for the winter 24-25 break.
- **CBPS – SBCTC Utility submeters for Clean Buildings Act 40000878**
 - We are having a meeting with all stakeholders next week.
- **2024-281 - Multicultural Center Bldg. D (Rolluda Architects)**
 - The sawcutting has been completed, and they are looking for solutions on how to save as many bricks as possible. The GWB has been completed in the offices, and painting of those spaces will be happening in the upcoming week.

College Technology Services (CTS)

Fall Quarter

CTS has been very busy supporting the beginning of the Fall quarter. There have been a few power outages and services have been restored. Additionally, more than 750 support tickets were received from faculty, students, and staff, with over 700 successfully resolved.

Technology News & Updates

October is cybersecurity awareness month. CTS has activities and communications staged for knowledge sharing and learning opportunities. Also, CTS was recently notified of a \$27,000 cybersecurity grant award from the State and Local Cybersecurity Grant Program (SLCGP).

Technology Improvements

CTS will be replacing two critical infrastructure hardware units to increase network security.

Upcoming

Recruitment for a Technology Support Services Manager

Recruitment for a Network and Security Engineer

J 1st floor networking configuration and set up

J 1st floor computer deployment

J 1st floor TV installation and set up

Employee password complexity enhancements

Student multifactor authentication (MFA)

Firewall upgrade



STRATEGIC EQUITY PLAN

We continue to share news and branding to promote the Strategic Equity Plan across platforms. Framed posters have been mounted throughout the college, slides appear on the digital displays, and there is a story on our [website home page](#). You will soon see banners across campus as well, that call out our mission, our students, and our goals.

ENROLLMENT MARKETING

Campaigns geared toward strengthening Winter Quarter Enrollment will begin at the end of the month. Every quarter, we run student-centered campaigns to reach a diverse group of prospective students, as well as program-specific campaigns to grow programs. This quarter those will focus on hands-on Manufacturing and Automotive programs.

COMMUNICATIONS and PUBLICATIONS

The C&M team supports departments across campus to support and promote events and programs. Recent examples include the Foundation's Celebrity Chef event, Disability Justice Week, and more.

SOCIAL MEDIA HIGHLIGHTS

- Total audience across platforms grew by nearly 6% in September over September 2023. The biggest growth was on Instagram, where followers grew 35%, and LinkedIn, where followers grew 17%.
- Engagement on LinkedIn grew by 161%.
- Most popular post: Dr. Warren Brown speaking at Fall Kickoff, with particularly high engagement on LinkedIn.

Diversity, Equity, and Inclusion Report
Renton Technical College Board of Trustees
October 16, 2024

Diversity, Equity & Inclusion Council (DEIC)

The Diversity, Equity & Inclusion Council (DEIC) will hold its first meeting of the academic year on Monday, October 14, 2024. DEIC meetings are scheduled for the second Monday of each month in a FLEX format—both on Zoom and in room C-111—from 2:30 to 4PM.

Below are the DEIC general meeting dates for the 2024-2025 academic year:

- November 4, 2024
- January 13, 2025
- February 3, 2025
- April 14, 2025
- May 5, 2025

This month's report will highlight updates from the Accessibility Advisory Committee, the Empowering Indigenous Voices Committee, and the Multicultural Center Action Team (MCAT).

Accessibility Advisory Committee

The Accessibility Advisory Committee (formally part of the Technology Council) has formally joined the DEIC to enhance alignment with the College's Be the Place Strategic Equity Plan.

The Accessibility Advisory Committee develops, reviews, and evaluates the College-wide Accessibility Plan and advises the Executive Director of IT, President and senior leadership regarding technology and access compliance. The committee is representative of the commitment and collaboration of RTC's efforts toward access and inclusion.

The committee will be co-led by Jake Swanke and Stephanie Wolfe of Disability Resource Services.

Empowering Indigenous Voices

Co-led by Teresa Woods and Jean Munro, the Empowering Indigenous Voices Committee worked over the summer to organize the 2nd Annual Indigenous Peoples' Day Celebration, scheduled for Monday, October 14, 2024. In collaboration with the Associated Student Government, this year's theme, *Voices of Resilience: Stories of Healing and Heritage*, features local storytellers Danny Marshall and Matthew War Bonnet.

Multicultural Center Action Team (MCAT)

Active since February 2023, the MCAT, co-led by Raquel Andre and Wade Parrott III, has made significant progress in developing the Multicultural Center. Over the summer, MCAT worked with Disability Resource Services and Evergreen Furnishings to select accessible furniture for the center. Unfortunately, construction on the south side of Building D has been delayed due to structural issues. The center's estimated completion date is now projected for the end of the year.

Diversity, Equity & Inclusion (DEI) – Unit Updates

Faculty & Staff of Color Conference (FSOCC)

In partnership with Workforce Education & Grants, the Office of DEI has provided funding for 19 RTC staff and faculty of color to attend the 2024 Faculty & Staff of Color Conference (FSOCC) as part of their professional development. The 29th Annual FSOCC will take place at the Davenport Grand Hotel in Spokane, WA, from October 29-31, 2024. All attendees are required to participate in both pre- and post-conference meetings, facilitated by the Office of DEI.

Disability Justice Week: October 21-25, 2024

As part of Disability History Month [RCW 28B.10.918: Disability history month—Activities. \(wa.gov\)](https://www.wa.gov/RCW/28B/10/918), Disability Resource Services, in collaboration with the Office of DEI, is hosting Disability Justice Week from October 21-25, 2024. This event, now in its third year, focuses on the intersectionality of the disability experience through a variety of learning formats such as lectures, workshops, and exhibits. This year's theme, *Understanding and Supporting Anti-Ableism*, will be explored through four main programs. All events are open to students, faculty, staff, and the greater community.

Employee Affinity Groups (EAGs)

RTC Employee Affinity Groups (EAGs) provide employees with opportunities to build learning communities, foster connections, engage in peer mentoring, and collaborate in centering diversity, equity, and inclusion efforts across the campus. Below are the meeting dates and times of EAGs for the month of October.

AAPI Network - Tuesday, October 22 from 11:30AM-12:30PM (Library C204)

Our mission is to build community, provide support, and work towards creating an environment that highlights the unique qualities and strengths of the RTC AAPI community.

For more information, please contact Eugene Shen at eshen@rtc.edu and Warren Takata at wtakata@rtc.edu

Latinx Affinity Group- Wednesday, October 2 from 12-1:30PM (Library C204)

The Latinx Affinity Group offers Latinx identified employees an array of opportunities for building learning communities, connections, peer mentoring, collaboration in centering diversity, equity, inclusion efforts at RTC.

For more information, please contact Emmanuel Lopez at elopez@rtc.edu

Lavender Network- Thursday, October 10 from 2-3:30PM (Library)

The Lavender Network seeks to educate, inspire, encourage, and support faculty and staff who identify among the LGBTQ+ communities. This affinity group was established for transgender, intersex, asexual, pansexual, bisexual, queer, questioning, lesbian, gay, and similarly identifying faculty and staff at Renton Technical College.

For more information, please contact Josh Allen at jallen@rtc.edu

Whites for Accountability- October 24 from 2:30-4PM (Location TBD)

White people are responsible for our own racial and social justice learning. The Whites for Accountability group provides a place for white staff and faculty to engage in vital conversations about their role in white supremacy and institutionalized racism. Through service-based action and intentional collaboration with colleagues of color, we will hold each other accountable in de-centering whiteness at Renton Technical College and the greater community. Our intention is to unburden our students and colleagues of color from needing to educate us. We acknowledge our mission will need to change and evolve to meet the needs of our community.

For more information, please contact Chelsea Good (cgood@rtc.edu), Laura Knight (lknight@rtc.edu), Jake Swanke (jswanke@rtc.edu) and Chelsea Paulsen (cpaulsen@rtc.edu)

Scholarships and Events

[Winter 2025 Scholarship Cycle](#)

Applications for winter quarter scholarships are open through October 28. There are three new scholarships including two memorial scholarships and the PSE Energize Scholars. Workshops and classroom visits are planned during the month along with social media and email reminders to students.

[Book & Equipment Support \(BES\) Grants and other grants](#)

To date, the Foundation has awarded 51 grants for fall quarter up 18% from fall 2023. Cascade Philanthropy doubled their BES donation for the 2024-2025 academic year to \$100,000. This covers high-cost programs such as automotive, computer science, and welding with additional funds for tools and equipment. Half of these special grants have been disbursed as of this month. Top programs represented by number of applications include automotive, cybersecurity, and massage therapy.

[2024 Celebrity Chef Dinner with Kristi Brown](#)

The event is sold out – once again! The production and preparation continue around the event including a day of professional development for students with Chef Kristi. Hobart Service is this year's Presenting sponsor and Jeff Lindsay-Thorsen, Advanced Sommelier and owner of WT Vinters, has agreed to be our sommelier. The event includes a silent auction, and a five-course menu designed by Chef Kristi and prepared by students. Foundation Board members volunteering as service staff. Chef Kristi has received international recognition for her Seattle Soul cuisine from Conde Nast Traveler, The New York Times, and as a James Beard finalist for Best Chef. She grew up in Renton and is excited to join students and guests to share her culinary journey and fabulous food.

[Fall Kickoff and Payroll Giving Campaign](#)

The Foundation hosted the annual Fall Kickoff for over 200 staff and faculty with a breakfast, swag, and recognition of current payroll givers to the Foundation. There was a table competition around "Foundation Facts" that highlighted student support from FY23-24 and fun facts about the Foundation and Board. Teresa Woods made the pitch for new and increases in payroll giving. The campaign resulted in 37 people either starting payroll giving for the first time or increasing their current giving.

[Development & Community Engagement:](#)

- Teresa Woods is leading efforts around Indigenous Peoples Day, October 14 and secured the two presenters. The DEIC Empowering Indigenous Voices Committee in partnership with the Associated Student Government is honored to feature

storytellers Danny Marshall & Matthew War Bonnet.

- President Harden and Carrie Shaw attended the Kent Valley Air & Space Manufacturers Roundtable for the Education Partners briefing. There has been a strong response from local companies around the November launch of the Roundtable.
- Sponsorships and attendance at the Kent Chamber of Commerce President's Gala, Kent Youth & Families Services, and the Renton Rotary Gala.
- Attended a convening meeting around how best to sustain the Renton Promise. The Foundation will be developing outside partners and a fundraising strategy to ensure the Renton Promise for graduating students from Renton High Schools can attend RTC.

Operations

Margo Ikegami has joined the Foundation team as the new Scholarship and Development Manager. Margo comes from Bellevue College's BAS computer science program where she served as the program and alumni engagement manager. She will be using her talents and passion for students managing the Foundation's scholarships and grants, supporting fundraising and communication initiatives, and launching a sustained alumni engagement program. Margo is a Renton resident.

The Finance Committee met with the Foundation's investment team from Badgley Phelps for the Q3 report including the stewardship of the Mackenzie Scott funds. Investments have exceeded \$5Million for the first time in the Foundation's history. The one-year net return is 20.2% for the portfolio and above average returns for the equity and fixed income portions of the portfolio since the inception date with Badgley Phelps.

The Foundation has added more extensive functionality around wealth screening of current donors. This expanded functionality provides data to better prioritize major donor outreach, tap lapsed donors, and engage donors in planned giving conversations. Training around creating reports has started.

Content creation and production continues around the 2023-2024 Annual Report. This magazine is mailed out to the community in early December and features student success stories and showcases partnerships. This year's theme carries the college's new vision *Transformation through learning*.

The following personnel actions occurred during September 2024 and are present for the Board of Trustees' information.

AFT	Effective Date	Position	Department
-----	----------------	----------	------------

- Hires

-Separations

WFSE	Effective Date	Position	Department
------	----------------	----------	------------

- Hires

-Separations

Prof Tech	Effective Date	Position	Department
-----------	----------------	----------	------------

- Hires

Amber Kovach	9/3/2024	Capital Projects Coordinator (<i>position change</i>)	Facilities
William Cram	9/3/2024	eLearning Administrator (<i>position change</i>)	Center for Innovative Teaching & Learning
Tim Nguyen	9/3/2024	Technical Support Analyst	College Technology Services
Thomas Lorendo	9/16/2024	Financial Aid Program Manager (<i>position change</i>)	Financial Aid

-Separations

Debra Gale	9/4/2024	Technical Support Analyst	College Technology Services
------------	----------	---------------------------	-----------------------------

Exempt / Administrative	Effective Date	Position	Department
-------------------------	----------------	----------	------------

- Hires

Deysi Martinez	9/23/2024	King County Promise Director	College & Career Pathways
----------------	-----------	------------------------------	---------------------------

-Separations

Christie Fierro	9/26/2024	Director of Innovative Teaching & Learning	Center for Innovative Teaching & Learning
-----------------	-----------	--	---

RFT	Effective Date	Position	Department
-----	----------------	----------	------------

- Hires

Yun Moh	9/3/2024	Faculty Curriculum Development Consultant (<i>position change</i>)	Faculty
Jill Donnelly	9/3/2024	Faculty Curriculum Development Consultant (<i>position change</i>)	Faculty
Terri Lundberg	9/6/2024	Adjunct - Communications	Faculty
Rosemary Tanksley	9/6/2024	Adjunct - GED	Faculty
Selinda Shi	9/9/2024	Nursing Instructor - Tenure Track	Faculty
Danielle Perkins	9/9/2024	Nursing Instructor - Tenure Track	Faculty
David Fuller	9/9/2024	Adjunct - CBE	Faculty
Nabeel Al Shakerchi	9/9/2024	Commercial Building Engineer Instructor (<i>position change</i>)	Faculty
Phil Woodbridge	9/10/2024	Welding Instructor (<i>position change</i>)	Faculty
Ray Martin	9/16/2024	Welding Instructor	Faculty
Marshall Marriott	9/16/2024	Adjunct - IT	Faculty
Bill Collins	9/18/2024	Adjunct - Math Instructor	Faculty
Natalie Adams	9/27/2024	Adjunct - Apprenticeship	Faculty
Anthony Duke Rood	9/30/2024	Adjunct - College Success	Faculty
Sandeep Kaur	9/30/2024	Adjunct - Nursing	Faculty
Joshua Camacho	9/30/2024	Adjunct - ELA	Faculty

-Separations

	Monthly Total Hires	% of Diverse Hires YTD
Full time	5	70%
Part time	9	40%

Institutional Planning and Effectiveness

- The **annual unit planning process** was launched today. This process will include strategic alignment/reflection, resource planning, and project management for accountability.
- Several **shared governance** groups have kicked off the new year with renewed membership and focus on the Strategic Equity Plan.

Student Learning and Assessment

- The Assessment Committee has trained and is managing the implementation of **student learning outcomes assessment** work in Canvas. Faculty will begin assessing this quarter.
- A new and improved **course evaluation platform** has been kicked off. Members from CTS and IRE are working with the vendor on implementation. Faculty and tenure committees will receive guidance on usage later in the quarter.
- Faculty responses for Year 2 of **academic program review** are due today. Information from this process will inform unit planning and budgeting for next academic year.

Data and Reporting

- The fall submission of **IPEDS** has been submitted to the State Board to review.
- The quarterly **King County Promise (KCP)** data reporting elements have been submitted.
- Federal reporting on **financial value transparency and gainful employment (FVT/GE)** continues to be in progress. The reporting requirements deadline has been extended to January.

ctcLink

- Colleges and the State Board have been collaborating on **process alignment work (PAWs)** in order to improve efficiency and optimization of ctcLink. The group will be launching its pilot process for alignment with Travel and Expense this month.
- Improvements to ctcLink **security** and **training** have been in progress.

Other

- **EAB Navigate** functionality and training continues to expand to more users.
- The team continues to support the college in all of their reporting, data, and ctcLink needs. **Ad hoc requests** from this month included survey assistance and data requests on partnership requests, grants, and program accreditation.

Instruction Report
Renton Technical College Board of Trustees
October 18, 2024

Instruction Report
October 2024

This month, the deans from Instruction will share with you just a few of the wide variety of partnerships that we are engaged in. As you will see, in addition to the many things that the deans do to keep instruction happening, they are also out in the community making connections and growing our programs. While this is a longer than usual video (32 minutes), I believe you'll find it time well spent.

[Instruction Partnership Update, Fall 2024](#)

Andee Jorgensen Student Success Center

For October's report, Dean Anthony Covington and Director Lindsey Smith share about advising and counseling offered at RTC for current and prospective students.

Video link: <https://rtc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=70015394-2e3c-4f49-a907-b1fe017533f3>

Renton Technical College
Board of Trustees Meeting
October 16, 2024

AGENDA ITEM: 4. ACTION

SUBJECT:

BACKGROUND:

- A. Annual Board Meeting Schedule 2025
The Trustees will review the 2025 Board meeting calendar and vote on adoption.

BOARD CONSIDERATION	
	Information
X	Action

BOARD OF TRUSTEES MEETING SCHEDULE – 2024-2025

Date	Week/Day of the Month	Meeting Begins	Deadline for Materials
September 18, 2024	Third Wednesday	8:00 a.m.	Monday, Sept. 9
October 16, 2024	Third Wednesday	3:00 p.m.	Monday, Oct. 7
November 20, 2024	Third Wednesday	3:00 p.m.	Tuesday, Nov. 12
December 11, 2024	Second Wednesday	3:00 p.m.	Monday, Dec. 2
January 15, 2025	Third Wednesday	3:00 p.m.	Monday, Jan. 6
February 19, 2025	Third Wednesday	3:00 p.m.	Monday, Feb. 10
March 19, 2025	Third Wednesday	3:00 p.m.	Monday, Mar. 10
April 16, 2025	Third Wednesday	3:00 p.m.	Monday, Apr. 7
May 15, 2025	Third Wednesday	3:00 p.m.	Monday, May 5
June 18, 2025	Third Wednesday	3:00 p.m.	Monday, June 9
No Scheduled Meetings in July and August			
September 17, 2025	Third Wednesday	3:00 p.m.	Monday, Sept. 8
October 15, 2025	Third Wednesday	3:00 p.m.	Monday, Oct. 6
November 19, 2025	Third Wednesday	3:00 p.m.	Monday, Nov. 10
December 17, 2025	Third Wednesday	3:00 p.m.	Monday, Dec. 8

Renton Technical College
Board of Trustees Meeting
October 16, 2024

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

- A. President's Report
Dr. Harden will provide a report subsequent to the September 18, 2024 Board meeting.

- B. Financial/Budget Status
Vice President Jackson will provide a report of the budget.

<p>BOARD CONSIDERATION</p> <p><input checked="" type="checkbox"/> Information</p> <p><input type="checkbox"/> Action</p>

RECOMMENDATION:

None.

RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL YEAR 2024-25
For the Month of August 2024

	August 2024 - Actual	Year to Date - August 2024 - Actual	Prior Year to Date - August 2023 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	5,950,288	9,427,232	19,248,178	(9,820,946)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	677,201	3,906,989	1,655,258	2,251,730
Grants and Contracts	813,439	987,715	694,254	293,461
Donation Received	-	-	-	-
Student Government	59,522	321,238	181,452	139,787
Bookstore	4,590	4,717	-	4,717
Security/Parking	16,688	88,996	-	88,996
Culinary Arts - Food Services	33,933	93,989	62,723	31,267
Housing	-	-	-	-
Interest Income	74,369	124,632	9,354	115,278
Rental Income - Excluding 569	21,480	69,146	44,179	24,968
Scholarship and Student Loan Funds Received	310,132	774,497	823,380	(48,882)
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	2,011,355	6,371,918	3,470,598	2,901,320
Add - State Allocation				
State Allocation - VPA Expenses	2,509,148	5,165,648	4,536,337	629,311
Capital Allocation Fund 057	4,420	2,395	49,202	(46,807)
Capital Allocation Fund 060	-	2,025	-	2,025
Total State Funding	2,513,569	5,170,069	4,585,539	584,529
Total Revenues	4,524,923	11,541,987	8,056,138	3,485,850
Less - Expenses:				
Salaries	2,032,911	4,385,632	3,391,916	993,716
Benefits	665,505	1,418,876	1,213,159	205,717
Contracts	-	-	-	-
Goods and Other Services	845,055	1,371,380	832,805	538,575
Cost of Goods Sold	19,609	30,259	1,815	28,444
Travel	7,492	10,768	6,723	4,045
Equipment	14,575	14,856	269	14,587
Computer Equipment	-	-	-	-
Financial Aid	198,488	1,420,349	2,541,069	(1,120,720)
Debt Service	859	859	-	859
Bad Debt	-	-	-	-
Total Expenses	3,784,493	8,652,979	7,987,756	665,223
Net Operating Surplus (Deficit)	740,430	2,889,008	68,381	2,820,627
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	414,688	(5,164,942)	(289,746)	(4,875,196)
Decrease/ (Increase) in Investments & Bond Amortization	(58,719)	(104,611)	5,550	(110,160)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(82,383)	(82,383)	(91,405)	9,022
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	273,586	(5,351,936)	(375,601)	(4,976,334)
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	6,964,305	6,964,305	18,940,958	(11,976,654)
Add College Reserves:				
Local Government Investment Pool (LGIP)	10,077,840	10,077,840	990,616	9,087,224
Investment Bonds held in trust by US Bank	2,684,839	2,684,839	2,634,436	50,403
Total Reserves	12,762,679	12,762,679	3,625,052	9,137,627
Total Cash and College Reserves	19,726,984	19,726,984	22,566,010	(2,839,027)
Actual %	Year to Date	Prior Year to Date	Variance	
Total Current State Allocation	100%	34,272,879	28,926,488	5,346,391
Allocation Used - Year to Date	15%	5,170,069	4,536,337	633,732
Remaining State Allocation	85%	29,102,810	24,390,151	4,712,659

Renton Technical College
Board of Trustees Meeting
October 16, 2024

AGENDA ITEM: 6. BOARD OF TRUSTEES

SUBJECT: TRUSTEE REPORTS

BOARD CONSIDERATION	
<input checked="" type="checkbox"/>	Information
<input type="checkbox"/>	Action

BACKGROUND:

- A. Foundation Liaison Report
Foundation Liaison, Trustee Takamura, will provide an update from the Foundation Board.

- B. Legislative Action Liaison Report
Legislative Action Liaison, Trustee Entenman, will provide an update on legislative action meetings and activity.

- C. Community Advisory Committee
Community Advisory Committee Liaison, Chair Norouzi, will provide an update from the Community and Partnerships Council.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2024

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

- A. The next regularly scheduled meeting of the Board of Trustees will be November 20, 2024.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
October 16, 2024

AGENDA ITEM: 8. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Motion required.