

Hybrid Special Meeting: Building I Boardroom

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/85955125679> / +1 253 215 8782 US (Tacoma) 859 5512 5679

Hybrid Regular Meeting: Culinaire Room (I-108)

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/86866830371> / +1 253 215 8782 US (Tacoma) 868 6683 0371

Agenda Items

Information/Action/Presenter

I. STUDY SESSION

1:00 P.M.

1. Call to Order

Chair Jessica Norouzi

2. Public Comments

II. EXECUTIVE SESSION

1:15 P.M.

1. An Executive Session will be called to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30).

2. Announcement of time Executive Session will conclude.

3. Return to Open Session

III. Meetings

Information

1. Regular Board Meeting – January 15, 2024 at 3:00 P.M.

2. Adjournment

Action

IV. REGULAR BOARD MEETING

3:00 P.M.

1. Call to Order

Chair Norouzi

- A. Notation of Quorum

2. Adoption of Minutes

- A. November 25, 2024 – Special Session

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 (and video) Communication Reports

4. Action Items

Action

- A. Tenure Advancements

Chair Norouzi

- B. Resolution No. 24-12-28

President Yoshiko Harden

- 5. Discussion/Reports
 - A. President's Report
 - B. Financial/Budget Status

Information
President Harden
Vice President Jacob Jackson

- 6. Board of Trustees
 - A. Foundation Liaison Report
 - B. Legislative Action Liaison Report
 - C. Community Advisory Committee Liaison Report

Trustee Frieda Takamura
Trustee Debra Entenman
Chair Norouzi

- 7. Meetings
 - A. Special and Regular Board Meeting – January 15, 2025

- 8. Adjournment

Action

Renton Technical College
Board of Trustees Meeting
December 11, 2024

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BACKGROUND:

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

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
December 11, 2024

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BACKGROUND:

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

- A. October 16, 2024 Special and Regular Meetings
- B. November 25, 2024 Special Meeting

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

Approval as presented.

I. STUDY SESSION

1. Call to Order

Chair Jessica Norouzi called the meeting to order at 1:34 P.M. and noted a quorum.

2. Public Comments

There were no public comments.

3. Board Budget

The Board agreed to a \$23,000 budget for the 2025-2025 academic year. This aligns with budgets from previous years, with a slight increase for inflation. The group agreed that there may be need to adjust the budget moving forward.

4. Board Calendar

The Board reviewed the 2025 Board calendar.

5. 2024-2025 Board Goals

Chair Norouzi walked the group through the 2024-2025 Board goals draft. (1) Provide guidance for the Be The Place Strategic Equity Plan (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) Continu professional development for the Board and deepen knowledge of RTC's programs and role in community. (4) Deepen connections to the community in support of the College's mission to advance Board succession planning and support a pipeline of Board members and friend- and fund-raising.

6. Meetings

A. Regular Board Meeting – October 16, 2024 at 3:00 P.M.

The regular Board meeting is scheduled for October 16, 2024 at 3:00 P.M.

7. Adjournment

There being no further business, Trustee Entenman motioned to adjourn the Board of Trustees meeting at 2:27 P.M. Trustee Takamura seconded, and the motion carried.

II. REGULAR BOARD MEETING

1. Call to Order

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

2. Adoption of Minutes

A. September 18, 2024 – Regular Meeting

Trustee Takamura introduced a motion to approve the minutes from the Board meeting held on September 18, 2024. Vice Chair Tim Cooper seconded, and the motion carried.

3. Communications

A. General Information/Introductions

There were no introductions.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

There was a student-led artificial intelligence (AI) focus group, which created a student-made draft ethics policy. The group advertised the focus group across campus. The purpose of this document is to start work on an official policy. This included FELX GPT, Raspberry Pi, and a live language translator from both an instructor position and via phone. Students use AI to help code, streamline projects, AI is only as smart as the user. The group is seeking to help students to use AI to enhance their writing, or to assist them in getting started when they are stuck. This policy includes requirements for students to extensively cite when AI is used and notes that the ultimate discretion is up to the instructor. The next step is for the group to present to the Associated Student Government (ASG).

Regarding AI, there are some conduct elements addressed in the Student Code of Conduct. The State Board is working on guidance, and RTC is holding off on rolling out a policy to stay aligned with the State Board. There will be changes in the Student Conduct Code per the Attorney General's Office after public comment. The Foundation has developed an authenticity statement for scholarship applications.

Leslie Wofford, the President of ASG; Leo Ragual, ASG Treasurer; Trinity Baker, ASG Vice President; and Ruby Pocasangre, Diversity, Equity, and Inclusion Council (DEIC) Student Liaison gave an update on ASG events. Trunk-or-Treat will be on October 31 with vehicle set-up from 3:30P.M.-4:00P.M. Please volunteer!

Indigenous Peoples Day Event was this week. ASG has a board that they decorate each month. Last month's board was Hispanic Heritage, this Month's is Disability Awareness. There is food drive going through December 4. Please drop off nonperishable items to the Learning Resource and Career Center (LRCC). There is a winter coat drive in J-216 and in the LRCC. Both drives benefit students. The Foundation provides funds to purchase culturally appropriate food. Please feel free to donate to the Foundation with a note that the donation is intended for the LRCC food pantry. Food insecurity, housing insecurity, and childcare are the top three needs for students.

There was a Fall Open House that had a morning and evening session. Three new clubs have been established.

E. Renton Federation of Teachers

Shout out to IT and Shelley Heath, Testing Center Manager. Michele Lesmeister put a call out for testing center help, and many answered. Thank you! Renton Federation of Teachers (RFT) had a wonderful meeting with the President yesterday ahead of the Board meeting. Thank you to AJ Serba for her presence driving the meeting. Tomorrow, RFT's Executive Board will meet and review communication strategies.

F. Written Communication Reports

Thank you to everyone for their written reports. Chair Norouzi thanked Instruction for their video on partnerships across campus. It's inspiring to see the opportunities these partnerships create for students, and it is what is best for students. Trustee Takamura stated that the written reports are often the only way for the Board to hear what is going on in each department. Trustees are often asked about what is going on, and it's helpful to the trustees to be able to talk to community about what is going on. Please be sure to contribute to your unit's written report.

4. Action Items

A. Annual Board Meeting Schedule 2025

The trustees reviewed the 2025 Board meeting calendar.

Trustee Debra Entenman introduced a motion to approve the Annual Board meeting schedule for 2025 as presented. Trustee Takamura seconded, and the motion carried.

5. Discussion/Reports

A. President's Report

President Harden gave her report. Buildings H, C, I, and G were all impacted by power outages. Thank you to Facilities, Custodial staff, Security, CTS, and all of the faculty and staff who were affected. We needed to work with external partners to work on repairs.

Yesterday, RTC was informed that we are one of nine technical colleges eligible to apply for the US Department of Education's Inclusive Excellence Award. This award acknowledges how well the institutions prepare students for their lives, as opposed to exclusivity. This is a new program, and it could help support other work that the college does.

Diversity, Equity, and Inclusion

The Fall All-College meeting occurred. Thank you to Trustees Entenman and Zappone for attending! The meeting started with an update from Instruction. Vice President Jacob Jackson gave an update on facilities. There were also updates on events around Disability Justice Week. Thank you to Jean Munroe and Teresa Woods for their work on Indigenous Peoples Day. Yesterday was Men of Merit, which is a program that supports male-identifying students of color and is open to all students. There are faculty and staff affinity groups. 18 faculty and staff are attending the Faculty and Staff of Color Conference. Yesterday was the Fall Open House. President Harden gave a welcome to the diverse students.

President Harden has prioritized being out around campus to talk with community members. She has spent time with students in the massage program, culinary program, and medical assisting. It's been very special to see students practicing in their programs.

Be The Place Strategic Equity Plan (BTP SEP) Implementation

Executive Director Doris Martinez and Director Lia Homeister are leading the BTP SEP Implementation Task Force process. The Task Force will be comprised of 14-16 community members (faculty, staff, administrators, and other community members) for a two-year term. The task force will focus on infrastructure during the first year, including creating records and policy process.

The trustees requested to be informed of the task force meetings, and potentially have a Board liaison serve on the taskforce.

Financial Stewardship

President Harden met with Arlen Haris (State Board Legislative Director), President David May (Bellevue College), and Representative Steve Bergquist about the Office of Financial Management (OFM) error. RTC used these funds to enhance the college campus and safety, collective bargaining, and achieve pay equity. Trustee Takamura commented that she has sent a letter to her legislators voicing her disappointment with the OFM decision. There are 11 legislative districts that make up RTC. President Harden agreed to provide high-level points for the trustees should they want to use them.

Workforce Development

President Harden is on the Workforce Development Board, and they had their orientation. The first meeting is upcoming. President Harden attended the Kent Valley Air and Space Manufacturing Roundtable to work together on jobs initiatives for aerospace work. There is a Renton Promise partnership meeting that aims to continue funding after proviso dollars have run out. The fall Washington Association of Community and Technical Colleges (WACTC) President and Chancellor group met in Cascadia and focused on proposed capital projects. VP Jackson has been a big leader in the capital projects group. There are currently 35 major projects on the list. Only about six projects are funded each year. It will take about 20 years to get through the current list, excluding inflation. One goal of the group is to allow for intermediate projects. President Harden serves on the WACTC Equity Subcommittee which is working with the Diversity Officers Commission.

Enrollment

Fall enrollment is up 9% overall and 16% for tuition-paying. Thank you to VP Jackson for sending notes. RTC still has work to do focusing on retention and ensuring programs are relevant for students. The trustees will tour the first floor Building J remodel next study session. There is hope that the Multicultural Center completion date is moved up a bit. We will be reworking priorities going into our next legislative cycle and are continuing to work with legislators on advocacy. We are preparing for the January 2025 Hill Climb.

B. Financial/Budget Status

VP Jackson walked the group through the financial report. For month ending in August, RTC has collected about 21% of revenue. State allocation is up when

compared to last year. There will likely be an adjustment to this as more information comes out from OFM. Tuition-Revenue is up, mainly because enrollment is up in General Education, which increases tuition and fees collection. Youth high school completion and Running Start enrollment is up. Enterprise is also up. Surplus has been approved to cover the budget. Trustee Cooper asked about utilizing tuition and fees opposed to surplus. VP Jackson stated that RTC will need the surplus when future expenditures that are projected out come to fruition. Salaries and wages are up. Goods and services are up, as is travel. Equipment purchases are significantly down due to the previous year's expenses. Financial Aid is up. RTC has spent about \$700,000 more when compared to last year. The Cash and Investment balance chart shows roughly the same start this year as last year, with a prediction that there will be a slight increase through March or April when the state allocation runs out, at which time the college will need to use local funds.

OFM has directed the state board to set aside \$28.5M. OFM sees this as an accounting error, and RTC's share is about \$800,000 this current year. OMF has stated that the base maintenance level will be adjusted by \$48M. When we look at the state allocation, this will be about a \$1.2M deficit each year. VP Jackson walked the Board through the Board reserve policy. RTC has an operating reserve of about two months, and about a \$2M reserve for building failures as well as \$2M in reserves for the "Innovation Fund" if a new program needs to be started up. Vice Chair Cooper asked if there is a precedent to have multiple Board Chairs co-sign a letter to the OFM. President Harden agreed to send an inquiry to Alren Harris and Kim Tanaka. There are discussions on increasing the College Affordability Program with OFM and the Governor's Office. This will help offset the dollars. Vice Chair Cooper stated that there was no way to know that this was an error, as there is no way to check this. Trustee Takamura commented that this is the people's money.

Running Start FTE is up by about 10. High school completion is about 216. Worker retraining is up by about 50. Work first is up by about 9 FTE. These are special-funded or contracts that get enhanced dollars.

RTC failed the second inspection for Building J. The contractor will have to work on this and then submit for another inspection with the Fire Marshall. We are hopeful that the Multicultural Center will be completed this calendar year. The structural issues have been addressed. The Multicultural Center construction has caused delays in the HVAC system replace in Building D. We are working on adding more cubicles for staff in Building I, Room 214. The next project this

quarter will be the replacement of bathroom partitions and fixtures in Buildings A, B, E, and F. There have been several power outages over the past weeks, and campus is still recovering. Buildings C, I, and J have remaining issues. Light bays and receptacles are out in Building C, and maintenance is short staffed. Building I's power outage caused a fire on the circuit board in the fire system and cause a fire in the circuit board in the back up fire system. The HVAC system is down because the connectors and connections burnt out. Parts are ordered and installation is scheduled. Building G sits west of Building A and houses the cooler, which cools Buildings C, H, and F. That cooler experienced a failure, which will cost about \$60,000 to get up and running. The technician stated that they believe the cooler will not work much longer and will need to be replaced, which will cost \$1M. Trustee Entenmann asked for a cost-benefit analysis to upgrade to a better system. VP Jackson agreed. Vice Chair Cooper asked about pursuing damages for the person who caused the power failure. VP Jackson responded that he would look into it.

6. Board of Trustees

A. Foundation Liaison Report

Trustee Frieda Takamura reported that pies are on sale! Please order a pie from the Foundation! The Celebrity Chef dinner next Thursday is sold out! The foundation is in the middle of Winter Quarter applications and is ahead of where they are for applications received. The book and equipment grant doubled this year thanks to a generous donation.

B. Legislative Action Liaison Report

Trustee Debra Entenman reported that the first day of the legislative session is January 6, 2025. No matter how you are going to participate, please vote in the next election. The legislative action report is talking about capital funding and potential legislative competition between K-12 and higher education. Please turn in your ballots and get five people who may have not voted in the last election to turn in their ballots.

C. Community Advisory Committee Liaison Report

Chair Norouzi and President Harden met to discuss the new vision of the Community Advisory Committee. They discussed how this will be a space for community-building and visioning that serves the BTP SEP and meets the needs of RTC now as well as where RTC would like to go.

7. Meetings

A. Regular Board Meeting – November 20, 2024

The next regular Board meeting is scheduled for November 20, 2024.

8. Adjournment

There being no further business, Vice Chair Cooper moved to adjourn the Board of Trustees regular meeting at 4:41 P.M. Trustee Takamura seconded, and the motion carried.

I. SPECIAL BOARD MEETING

10:00 A.M.

1. Call to Order

Chair Jessica Norouzi called the meeting to order at 10:04 A.M. and noted a quorum.

2. Public Comments

There were no public comments.

3. Action Items

A. Title IX Changes

Vice Presidents Jessica Gilmore English and Lesley Hogan, Dean of Student Success Anthony Covington, and Executive Assistant Matt Wurz walked the Board through the federally mandated update to Title IX. The new 2024 Title IX rules impact the Student Conduct Code and include: (1) lowering the burden to the complainant to provide testimony and appeal unfavorable decisions; (2) streamlining the appeals process; (3) bettering preparation to the Student Conduct Committee; and (4) extending appeals deadlines for the respondent and complainant. VP Hogan discussed the outline of a Title IX case. Human Resources is the Title IX Office. VP Gilmore English is the Deputy Title IX Coordinator. The Student Conduct Committee is appointed annually by the president or her delegate and chaired by a faculty member or administrator, two full-time students appointed by ASG, and two faculty members.

The previous appeals process included a brief adjudicative proceeding (BAP) by the Conduct Review Officer. Appeals are now heard by the Student Conduct Committee and not a BAP. Students can be summarily suspended, and the Student Conduct Committee has 10 instructional days to convene with the Chair, at least one student, and at least one faculty member present. Once a finding has been issued, all parties have 21 calendar days to appeal. In the event of an appeal, the sanction, if issued, will stand until the end of the appeals process. The 2024 changes also have increased privacy to parties. Changes also include not drawing inferences from refusal to respond, options for parties to be heard in separate locations, and the Chair is the only person capable of cross-examinations.

Regarding training, all Committee members must receive training when cases involve sex discrimination and the Chair receives extra training on relevance of questions and evidence. Jurisdiction now includes any college program or activity related to the college as well as discrimination based on pregnancy and gender identity. Other changes include a new Denial of Access procedure for disciplinary procedures.

Trustee Takamura stated that she is glad to see these changes go into effect. The 2024 changes are a relief because they heighten protections again. Trustee Takamura asked about protections for students moving forward. President Yoshiko Harden stated that the state is anticipating lawsuits should protections rollback. Dean Covington noted that federally mandated changes take time to roll out. VP Hogan underlined the importance of the Strategic Equity Plan

Trustee Takamura moved that the Renton Technical College Board of Trustees approve the changes, as presented in the Board materials, to the Student Conduct Code and Hearing Procedures in Chapter 495E-110 WAC, and that these rules shall become effective on November 30, 2024, because these rule changes are necessary to comply with federal Title IX law and related federal regulations. Trustee Zappone seconded. The motion carried.

B. Memorandum of Understanding – RFT Retirement Notice Incentive

VP Hogan briefed the group on the RFT Memorandum of Understanding (MOU). This is not a retirement incentive under the RFT CBA, as this enhances the incentive for one year only. The RFT CBA requires notification by January 1 for a \$3,000 incentive for announcing retirement in the same academic year. This MOU increases that amount to \$10,000 for one year only.

After considering the recommendation presented to the Board, Trustee Takamura moved to approve the Memorandum of Understanding with the Renton Federation of Teachers regarding the Early Retirement Notification Incentive for this current academic year. Trustee Entenman seconded. The motion carried.

4. Meetings

A. Regular Board Meeting – December 11, 2024 at 3:00 P.M.

The regular Board meeting is scheduled for December 11, 2024 at 3:00 P.M.

5. Adjournment

There being no further business, Trustee Entenman motioned to adjourn the Board of Trustees meeting at 10:55 A.M. Trustee Takamura seconded, and the motion carried.

Renton Technical College
Board of Trustees Meeting
December 11, 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

<p>BOARD CONSIDERATION</p>

<p>X Information</p>

<p> Action</p>

RECOMMENDATION:

None.

Administration and Finance Report
Renton Technical College Board of Trustees
December 11, 2024

Financial Report

For month ending October, we are about 33% through the year. Revenue collection is about 35%. Revenues are up about \$7.1M this year compared to last year. This is due to state allocation and tuition and fees. Tuition and fees are up by \$3.1M from October 2024. It should be noted that tuition and fee collection is still well below our enrollment/tuition/fees prior to the pandemic 2019-2020 and enrollment is still well below our District Enrollment Allocation Base. We have drawn down \$10.0M this year compared to \$9.2M last year. Interest income is \$227k this year compared to only \$20k last year at this time.

Expenses are about 34%. Expenses are about \$22.3M through October compared to this time last year of \$16.8M last year. Salary and benefits are about \$2.6M higher than last year at this time. Goods and Other Services is also about \$2.4M higher for month ending September compared to last year.

Our ending cash and investment balances are about \$19.9M.

Business Office

- SAO performance audit ongoing.
- Annual risk assessments have been sent out.

Food Services & Rentals

- November 2024 Catering Revenue: \$46,126.50
- November 2023 Catering Revenue: \$54,851.34

Year-over-Year Comparison:

- Fiscal Year 2024 YTD Revenue: \$402,249.87
- Fiscal Year 2025 YTD Revenue: \$462,514.36
- Increase in YTD Revenue: \$60,264.49
- Percentage Increase: 14.98%

Context and Analysis:

November 2024 catering revenue decreased by \$8,724.84 (15.91%) compared to November 2023, largely due to:

- Reduced Event Bookings: Fewer events were scheduled in November 2024 compared to the same period the previous year.
- Lower Participation Rates: Key events in November 2024 experienced reduced attendance, impacting overall catering demand.

Despite the decline in November, the year-to-date revenue comparison tells a different story. Fiscal year 2025 has shown a strong overall performance, with an increase of \$60,264.49 (14.98%) over the same period in fiscal year 2024. This growth demonstrates the effectiveness of efforts earlier in the year to drive revenue, offsetting the weaker performance in November.

Facilities & Grounds

- Hired the following
 - 1 - Custodians
 - 3 - Maintenance Mechanic 3s
- Purchased a new utility trailer

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 was passed on November 13, 2024 and the building final passed on November 14, 2024; we have received substantial completion as of November 14, 2024.

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

- **2024-047 - Roof Top Unit replacement in Bldg. D (Rolluda Architects)**
 - The heat is now operational. A punch list walk is scheduled for today.
- **2024-980 - Elevator upgrade for Bldg. I**
 - Material has been ordered and has a ship date of March 7, 2025, with an ETA to WA in mid-March 2025. Earliest expected start date would be early April 2025.
- **2024-046 - Storm line Replacement Phase 2 (AHBL)**
 - The pipe replacement and the backfill will take place later this month.
- **CBPS – SBCTC Utility submeters for Clean Buildings Act 40000878**
 - Ameresco has been able to come in at \$1,800 below budget with the direct to network option. After the first year, the monitoring will be \$3,500-\$5,000 per year, depending on commitment time, which we would have to find funding for. We are aiming for a Spring 2025 install.
- **2024-281 - Multicultural Center Bldg. D (Rolluda Architects)**
 - Ceiling tiles are in and carpet is scheduled for the week of December 2.
- **2024-980 - Elevator upgrade for Bldg. I**
 - Material has been ordered and has a ship date of March 7, 2025, with an ETA to WA in mid-March 2025. Earliest expected start date would be early April 2025.

College Technology Services (CTS)

Fall Quarter

As the Fall term comes to a close, CTS is preparing for lots of work during the holiday break. Many classrooms will receive updated equipment, Windows 11 operating systems and expanded hardware capacity. This will include spaces for the Culinary and Machining programs, general purpose classrooms and labs. Updates will be happening regularly, with the required upgrade to Windows 11 for all computers by next Fall (2025).

Technology News & Updates

RTC student accounts received a significant security feature, multi-factor authentication (MFA) in November. This new feature provides added security for RTC student accounts, as well as ctclink. CTS partnered with multiple departments as well as work study students to provide a knowledge sharing opportunity to build capacity in order to help support students. CTS also welcomes new Network and Security Engineer, Ranga Nandakumar to the team.

Technology Improvements

CTS has begun the process of installing network equipment into the J 1st floor space. With the recent completion of the renovated space, networking is the first step in making the classrooms and study space operational. During the month of December, Wi-Fi will be set up as well as access to the internet café. Classroom PCs, monitors and TVs will be set up during the Winter term and ready for instruction in the Spring term.

Upcoming

- J 1st floor computer deployment
- J 1st floor TV installation and set up
- Unity Center technology set up
- Pilot Project – Language translation devices

**Communications and Marketing Report
Renton Technical College Board of Trustees
December 11, 2024**

ENROLLMENT MARKETING

Campaigns continue to overperform industry averages and generate leads that result in applications and enrollments. As of December 1, students whose contact began by submitting a form from a marketing campaign resulted in 40 student enrollments for the Winter Quarter, on top of more than 100 for the Fall Quarter, demonstrating the impact marketing has on enrollment growth. All applicants and inquiries received follow-up emails reminding them to register. Deans were provided lists of students who inquired but had not enrolled in their programs to share with faculty for follow-up.

Ads were seen more than 500,000 times in the past three months, driving more than 30,000 clicks to the website. Highlights:

- Snapchat click-through rate (how many people who saw the ad clicked on it) is 23%, compared to the industry average of 1.5%.
- The YouTube view rate is 65%, compared to the average of 10%.

ACCESSIBILITY TRAINING

Communications and Marketing (C&M) staff presented sessions on accessibility at the all-campus professional development day. The team has long been committed to providing accessible web content inclusive to people with disabilities.

COMMUNICATIONS and PROJECTS

The new banners throughout campus should be installed by the December Board meeting. The Foundation's Annual Report produced by C&M in collaboration with the Foundation was printed and mailed by the Foundation.

C&M staff coordinated communications surrounding the recent windstorm in collaboration with the Emergency Operations Team.

Diversity, Equity, and Inclusion Report
Renton Technical College Board of Trustees
December 11, 2024

Diversity, Equity & Inclusion Council (DEIC)

The Diversity, Equity & Inclusion Council (DEIC) does not meet in December and will resume January 13, 2025. 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 P.M. to 4:00 P.M.

Diversity, Equity & Inclusion (DEI) – Unit Updates

All Team USA Scholarship

The All-Team USA Scholarship recognizes exceptional students who demonstrate academic excellence, leadership, and service that positively impacts society. Below, I have outlined the scholarship details, current status of our applicants, and the next steps of the nomination process.

Scholarship Overview

Purpose: To honor high-achieving students who demonstrate academic rigor, leadership, and a commitment to service beyond the classroom.

Award Amount: \$5,000

Eligibility Requirements:

- Enrolled in 6+ semester credits of associate degree, college-level coursework through December.
- Completed 36+ semester credits by December.
- GPA of 3.50 or higher on coursework completed in the last 5 years.
- Not previously nominated for the All-USA or Coca-Cola Academic Teams.
- Academic record free of disciplinary actions.

Nomination Process:

- Student Application Deadline: December 3, 2024
- Campus Nomination Deadline: December 9, 2024

RTC can nominate up to four students who meet the eligibility criteria and complete the application process:

- 2 students planning to transfer to a four-year institution.
- 2 students planning to enter or continue in the workforce after graduation.

Applicant Update:

As of the application deadline on December 3, we have received a total of nine applications. However, only five of those applications were completed.

In the weeks leading up to the deadline, all RTC students in the applicant queue were contacted and encouraged to complete their applications or reach out to the RTC campus nominator Wade Parrott (Associate Dean of Student Engagement & Retention) for support. This outreach was intended to assist students in completing the application process. We are currently reviewing the completed applications to determine which students will be nominated for the transfer and workforce slots. The deadline to submit our student nominees is December 9.

Evening Student Survey

This survey was created by the data sub-committee that was formed through the Evening Support Summit held in August 2024. The Summit aims to identify evening student support to enhance their academic success and overall student experience. Subcommittee members administer the evening survey fall quarter by attending evening courses and conversing with students. Below are preliminary findings from the survey:

Key Survey Findings

The evening services survey was conducted across 92 unique classes at RTC, aimed at understanding the needs and preferences of students attending evening classes, specifically regarding learning resources, support services, and engagement strategies. Available in four languages—Spanish, English, Mandarin, and Vietnamese—the survey was aimed at a range of programs with classes were offered in both in-person and hybrid formats, meeting between 5:00 P.M. and 10:00 P.M. to accommodate diverse schedules. As of December 3, 71 responses have been gathered from students with the following summary responses:

- **Helpful Academic Resources:** Students reported that tutoring centers, study groups, libraries, and online resources are the most valuable tools for academic success.
- **Time Management and Organization:** Students noted using planners, calendar notifications, and weekly checklists to manage time and keep organized.
- **Mental Health and Well-being:** Commonly used resources included stress-relief activities (such as exercise and meditation), counseling services, and support from peers.
- **Seeking Academic Help:** Students rely primarily on professors during office hours, followed by support from peers, mentors, and academic advisors.
- **Campus Connection:** Student clubs, volunteer opportunities, sports, and study groups are the most popular ways students feel connected to the campus community.

These findings will guide RTC in refining support services and tailoring resources to meet the unique needs of evening students, with a final update to survey results expected at the end of the quarter.

Rev. Dr. Martin Luther King, Jr. Commemoration: January 21-24, 2025

Planning is currently underway for the 3rd Annual programming series scheduled in January. All programs will be open to students, faculty, staff, and greater community and will include lectures, workshops, passive programs and much more.

This year's theme is *Reflection and Renewal: Building CommUNITY through Action*. All selected programs will center the theme as we begin a new academic quarter, new year during the nation's presidential inauguration week. The official program shall be published in the first week of January.

Much gratitude to the 2025 MLK Commemoration Committee: Nizar Ali, Joyce Nicholas, Cle Roseboro II, Mica Hunter, Lea Hoffman, Maritza Ogarro, Chelsea Paulsen, and Doris Martinez.

MLK Commemoration is a programming series that honors and examines the enduring legacy of Rev. Dr. Martin Luther King Jr. Held the week of the federal MLK Day holiday, our program aims to engage our community in a deep examination of Rev. Dr. King's teachings centered in justice, equity, and social change.

Renton King County Justice Alliance (RKJA)- Black History Month Community Forum

The Division of Diversity, Equity and Inclusion is honored to collaborate with the Renton King County Justice Alliance for the second year for their Black History Month Community Forum. The event will be held at RTC on Saturday, February 8, 2025. This year's program, *Echoes of Truth: Honoring Our Past, Present and Future* will feature keynote speakers from community leaders, vendors and an intergenerational dialogue panel hosted by RTC's Associated Student Government.

Upcoming Student Programming hosted by the RTC Associated Student Government (ASG):

- Ask Me Campaign: Back by popular demand! ASG will be out and about guiding new and current students to classes and will be available to answer questions as the new quarter begins. Monday, January 6 and Tuesday, January 7 (across the campus) 8:00 A.M.-10:00 A.M. and 10:00 A.M.-12:00 P.M.
 - ASG is also working on a Welcome Back Event during the week of January 6. An official time and location will be announced in the coming weeks.
- Lunar New Year Celebration: Wednesday, January 29 (Cafeteria) 11:30A.M.-1:00 P.M.
- Black History Month collaboration with the Renton King County Justice Alliance: Saturday, February 8 from 11:00 A.M.-4:00 P.M. (location to be announced)
- RTC Black History Month Event: ASG is currently organizing a Black History Month program for the college and details will be announced in January.

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

AFT	Effective Date	Position	Department
- Hires			
Randolf Alop	11/18/2024	Maintenance Mechanic III	Facilities
Adrian Martinez	11/18/2024	Custodian I	Facilities
Jimmy Mullins	11/25/2024	Maintenance Mechanic III	Facilities
-Separations			

WFSE	Effective Date	Position	Department
- Hires			
-Separations			

Prof Tech	Effective Date	Position	Department
- Hires			
Yuliya Lebedeva	11/1/2024	LEP Reporting Coordinator	Workforce Education & Grants
Edwin Lucero	11/1/2024	Campus Security Officer - PT	Security
-Separations			

Exempt / Administrative	Effective Date	Position	Department
- Hires			
Miriam Chilton	11/1/2024	Grant Manager	Workforce Education & Grants
Ranganathan Nandakumar	11/8/2024	Network & Security Engineer	College Technology Services
Hayley Chang	11/25/2024	Instruction Project Manager	Instruction
-Separations			

RFT	Effective Date	Position	Department
- Hires			
Mina Heydari	11/1/2024	Adjunct Faculty - Chemistry	Faculty
Jesse Chiem	11/13/2024	Adjunct Faculty - IT	Faculty
Lori Paxton	11/22/2024	Adjunct Faculty - HS Programs	Faculty
David Zere	11/22/2024	Adjunct Faculty - GED	Faculty
James Borchers	11/26/2024	Adjunct Faculty - Music	Faculty
-Separations			

	Monthly Total Hires	% of Diverse Hires YTD
Full time	7	64%
Part time	6	47%

Institutional Planning and Effectiveness

- Members for the **Strategic Equity Plan (SEP) Implementation Task Force** have been promoting awareness and collecting feedback to and from their respective areas of the college. The group will continue to meet in the new year.
- The **Accreditation Team** continues to review the **strategic indicators** for SEP, as well as revising the institutional learning outcomes.
- The **annual unit planning process** is in progress. Planning forms were sent to directors and deans in October. Budget sheets were sent out in November. The entire process is due January 31, 2025.
- Program Review Committee has compiled and shared out results of the **2024-25 Academic Program Review**. Results have been shared out with Technology Council and Resource and Planning Council to help inform resource allocation. 33 of 39 programs completed the program review.

Student Learning and Assessment

- The implementation of the new **course evaluation** platform, Watermark, has concluded. The fall release had a response rate of 52.7%, as of November 27, 2024. System and process optimization will continue in winter quarter.
- Faculty have completed the first quarter of **student learning outcomes assessment** work in Canvas. This process will continue in winter quarter.

Data and Reporting

- Federal reporting on **financial value transparency and gainful employment (FVT/GE)** continues to be in progress. The reporting requirements deadline is in January.

ctcLink

- Colleges and the State Board have been collaborating on **process alignment work (PAW)** to improve efficiency and optimization of ctcLink. RTC is leading the pilot task force on Travel & Expense. 22 nominations have been submitted to join the task force across the system. Nominations will be evaluated to produce a well-represented group to move the work forward. The pilot task force will continue through Winter quarter.

Other

- The IR&E and Grants offices are reviewing requirements for **AANAPISI** designation.
- **EAB Navigate** functionality and training continues to expand to more users.
- Four team members attended the annual **NWCCU conference** last month.
- The team continues to support the college in all their reporting, data, and ctcLink needs.

Student Services Report
Renton Technical College Board of Trustees
December 11, 2024

Fall quarter in review

- Implementation of the Customer Relationship Management (CRM) tool is underway with a series of meetings scheduled to keep it moving along. Executive Director Katherine Hansen has been a great partner in collaboration, offering expertise as the work moves forward. Our hope is to have as seamless a transition from our current CRM (which is closing its doors this month) to keep the momentum that has been built.
- Relunched the International Student application process and overhauled the webpage content.
- Restructuring work in the Office of Financial Aid to better align efforts with business practices because of ctcLink implementation, the launch of Bank Mobile for disbursement, and the numerous non-Title IV (federal aid) funding the office processes.
- Finalization of the revised Student Code of Conduct & Hearings Procedures to comply new Title IX rules and incorporate general code updates.
- Submission of our Biennial Report to meet compliance for the Drug and Alcohol Abuse Prevention Program (DAAPP) as required of the federal Drug-Free Schools and Communities Act. This is a requirement of institutions who receive Title IV federal aid.
- Collaborated with Human Resources on the transition to Vector Solutions for winter quarter. This will be the new platform to launch student and employee trainings on Title IX and other topics.
- Campus Safety Director, Matt Vielbig, led the college's leadership team (directors, deans, executive cabinet) through a FEMA active shooter tabletop exercise that was educational, and we will continue to build from we deepen our emergency preparedness.
- The Renton Promise continues to be transformational for students enrolling directly from a Renton School District high school. This fall quarter saw approximately 150 enrollees, including 60 returning students from the inaugural year.

An update on FAFSA Simplification

Students and Financial Aid offices across the country have all been adjusting to the FAFSA Simplification Act. This Act resulted in sweeping changes to the ways in which colleges process aid, as well as the application itself undergoing significant changes. The roll out was incredibly challenging, with many issues for students not being able to submit the FAFSA and colleges being able to process it. There have been notable improvements for the application end of the process, creating better conditions for students and families to submit the form. 2025-2026 FAFSA was just released at the beginning of December. This is

worth celebrating. It must also be noted that significant issues still exist in back-end work. There are global issues that remain with pulling down information from the federal government. Our CTC system continues to work towards solutions and state and federal alignment. All to say – the user experience is anticipated to be better from a submission standpoint, and there is still much complex work to accomplish from a processing and awarding standpoint.

Renton Technical College
Board of Trustees Meeting
December 11, 2024

AGENDA ITEM: 4. ACTION

SUBJECT:

BACKGROUND:

- A. Tenure Advancements
 - a. Filisha Jackson, Medical Assistant

- B. Resolution Number 24-12-28

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Approve as requested.

Renton Technical College
Board of Trustees Meeting
December 11, 2024

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

A. President's Report

Dr. Harden will provide a report subsequent to the October 16, 2024 Board meeting.

B. Financial/Budget Status

Vice President Jackson will provide a report of the budget.

BOARD CONSIDERATION

Information

Action

RECOMMENDATION:

None.

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

	October 2024 - Actual	Year to Date - October 2024 - Actual	Prior Year to Date - October 2023 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	7,153,663	9,427,232	19,248,178	(9,820,946)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	1,026,804	5,312,860	2,165,877	3,146,983
Grants and Contracts	384,965	1,803,898	1,443,998	359,900
Donation Received	-	-	-	-
Student Government	88,231	432,834	253,080	179,755
Bookstore	35,371	40,087	3,297	36,790
Security/Parking	24,995	120,506	-	120,506
Culinary Arts - Food Services	125,505	302,833	178,492	124,341
Housing	-	-	13,415	(13,415)
Interest Income	50,972	227,647	20,238	207,409
Rental Income - Excluding 569	21,993	106,384	60,528	45,856
Scholarship and Student Loan Funds Received	599,694	4,220,518	2,490,873	1,729,645
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	2,358,530	12,567,567	6,629,798	5,937,769
Add - State Allocation				
State Allocation - VPA Expenses	1,970,721	10,006,092	9,199,273	806,819
Capital Allocation Fund 057	579,138	738,082	232,700	505,382
Capital Allocation Fund 060	6,492	8,517	122,183	(113,666)
Total State Funding	2,556,351	10,752,691	9,554,156	1,198,535
Total Revenues	4,914,881	23,320,258	16,183,954	7,136,304
Less - Expenses:				
Salaries	2,757,289	9,650,407	7,530,152	2,120,255
Benefits	829,040	3,067,133	2,593,245	473,888
Contracts	-	-	-	-
Goods and Other Services	1,109,879	4,174,569	1,713,407	2,461,163
Cost of Goods Sold	31,835	88,264	21,672	66,591
Travel	33,701	48,626	20,871	27,754
Equipment	484	18,462	14,580	3,881
Computer Equipment	-	-	-	-
Financial Aid	721,410	5,255,026	4,921,032	333,994
Debt Service	-	859	-	859
Bad Debt	-	-	-	-
Total Expenses	5,483,639	22,303,345	16,814,959	5,488,386
Net Operating Surplus (Deficit)	(568,757)	1,016,913	(631,005)	1,647,918
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	577,516.11	(2,979,303)	(169,603)	(2,809,700)
Decrease/ (Increase) in Investments & Bond Amortization	(44,694)	(194,893)	(1,757,274)	1,562,381
Payment of Bldg, Innovation Fee, and VPA Advance to State	(201,048)	(353,269)	(351,274)	(1,995)
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	331,774	(3,527,466)	(2,278,151)	(1,249,314)
Adjustments to Cash	-	-		
Ending Cash Balance	6,916,680	6,916,680	16,339,022	(9,422,342)
Add College Reserves:				
Local Government Investment Pool (LGIP)	10,163,551	10,163,551	2,751,129	7,412,422
Investment Bonds held in trust by US Bank	2,687,125	2,687,125	2,636,747	50,378
Total Reserves	12,850,676	12,850,676	5,387,876	7,462,800
Total Cash and College Reserves	19,767,356	19,767,356	21,726,898	(1,959,542)
Actual %		Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	34,270,879	28,926,488	5,344,391
Allocation Used - Year to Date	29%	10,006,092	9,199,273	806,819
Remaining State Allocation	71%	24,264,787	19,727,215	4,537,572

Renton Technical College
Board of Trustees Meeting
December 11, 2024

AGENDA ITEM: 6. BOARD OF TRUSTEES

SUBJECT: TRUSTEE REPORTS

BOARD CONSIDERATION
X Information
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
December 11, 2024

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BACKGROUND:

- A. The next regularly scheduled meeting of the Board of Trustees will be January 15, 2025.

<p>BOARD CONSIDERATION</p>

<p>X Information</p>

<p>Action</p>

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
December 11, 2024

AGENDA ITEM: 8. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

Action

RECOMMENDATION:

Motion required.