

BOARD OF TRUSTEES REGULAR MEETING

Culinaire Room (I-108)/Hybrid

Join Zoom Meeting: <https://rtcedu.zoom.us/j/85438098304>

January 19, 2022

3:00 P.M.

<u>Agenda Item/Subject</u>	<u>Information/Action/Presenter</u>
STUDY SESSION	1:45 P.M.
A. Computer Science Program Tour	
1. CALL TO ORDER	3:00 P.M.
A. Notation of Quorum	
2. ADOPTION OF MINUTES	Action
A. December 8, 2021 – Regular Meeting	
3. COMMUNICATIONS	Information
A. General Information/Introductions	
B. Public Comments from the Audience	
C. Correspondence	
D. Associated Student Government	
E. Renton Federation of Teachers	
F. Written (and video) Communication Reports	
4. DISCUSSION/REPORTS	Information
A. ctLink Presentation	Lia Homeister
B. Legislative Advocacy	Dr. McCarthy/RFT
C. Presidential Search Update	Vice President Hogan
D. Administration/Finance	Vice President Jackson
1) Monthly Finance Report	
E. President	Dr. McCarthy
Goals: Collaborative Relationships Equity Succession Planning Financial Stewardship	
5. TRUSTEES	
A. Board Policy Review Workgroup – Section 3 for February	Trustees Unti and Page
B. LAC Retreat Report – December 21, 2021	Trustee Entenman
C. 2022 ACT Winter Conference – January 24-25, 2022	
D. Board Liaison Reports	
1) RTC Foundation	Trustee Page
E. Board Meeting Survey	Board Chair Unti
6. MEETINGS	Information
A. February 16, 2022 – Regular Board Meeting	
7. ADJOURNMENT	Action

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

Renton Technical College
Board of Trustees Meeting
January 19, 2022

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

Board Chair Unti will carry out the Notation of Quorum, call the meeting to order.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 19, 2022

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

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

- A. December 8, 2021 – Regular Meeting**

RECOMMENDATION:

Approval as presented.



**BOARD OF TRUSTEES REGULAR MEETING
Technology Resource Center (C-111)/Hybrid**

**December 8, 2021
3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/86427710417>

MEETING MINUTES

REGULAR BOARD MEETING

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m. by Board Chair Kirby Unti. A notation of quorum was made.

2. EXECUTIVE SESSION

At 2:00 p.m. an Executive Session was called for 50 minutes to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30). At 2:45 p.m. executive session was extended 10 minutes.

The Board returned to open session agenda matters at 3:03 p.m. Board Chair Unti welcomed everyone to the open meeting, and recognized the RTC Land Acknowledgment.

3. ADOPTION OF MINUTES

Board Chair Unti asked for corrections and/or additions to the following minutes:

A. November 17, 2021 – Regular Meeting

A correction was noted at the bottom of page two of the minutes, under Renton Federation of Teachers, the word comprised should be compromised. The correction to the minutes has already been made by the secretary, and will be appropriately reflected in the approved minutes.

Trustee Page, introduced a motion to approve the meeting minutes for the special meeting held on November 17, 2021 with the noted correction. Trustee Wheeler-James seconded, and the motion carried.

4. COMMUNICATIONS

A. General Information/Introductions

Unfortunately, Gabriella Cotogna, the RTC Transforming Lives Scholar, was not present for an introduction. Dr. McCarthy instead referred everyone to her story linked in the Communications and Marketing report.

Dr. McCarthy shared the sad news of former instructor Dan Bainbridge's recent passing. Mr. Bainbridge was a graduate of RTC's Band Instrument Repair Technology (BIRT) program in 1982. Following a successful career at Kennelly Keys Music, he brought his talents back to RTC in 2005, where he made great changes to the program and brought a national and international reputation with his outreach to the program. He truly cared for his many students, and often said he got paid to break things. Mr.

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December 8, 2021**

Bainbridge returned to industry in 2016 in the Sacramento area. He was an amazing teacher, seeing the good in every student he taught and every person he met. Dr. McCarthy added that Mr. Bainbridge epitomizes what is best about RTC's faculty. He took such pride in the quality of his program; the relationships developed among students, faculty, and external partners and employers; and the need to look to the future so education is always relevant. He will be missed by all who knew him.

Dr. McCarthy queued up a video from PBS recounting the ups and downs of the pandemic <https://www.pbs.org/newshour/show/poet-recounts-ups-and-downs-of-the-pandemic-on-a-literal-rollercoaster>.

- B.** Public Comments from the Audience There were no public comments.
- C.** Correspondence Correspondence was included in the Communications and Marketing report.
- D.** Associated Student Government Wade Parrott, Associate Dean of Student Engagement and Retention introduced Victor Hernandez. Mr. Hernandez spoke about clubs and new activities, and the hope to be more in-person soon. Connor Moore discussed the December 2 club fair event where different club opportunities, some past clubs, and activities were shared. Mr. Parrott noted that ASG will continue to notify campus regarding opportunities and development of clubs. An exciting update is RTC's nominations of students to the Phi Theta Kappa (PTK) All USA Academic Team. We have two strong candidates: Johnathon Kersey of the Computer Science program and Elmi Abdalla of the Commercial Building Engineering program. New Student Orientation is being planned for January 3, 2022, providing both an a.m. and p.m. option. We are in the process of e-mailing incoming students to register for a session and to begin their programs prepared. Physical campus tours will also be included. Victoria Woodenlegs discussed Native American Heritage month, with speaker Ren Fern, and informed the Board that Yoga will be back in winter quarter. Board Chair Unti thanked the ASG team for their continued support of students and the college.
- E.** Renton Federation of Teachers RFT President Donna Maher informed the Board that the faculty are happy for the end of the quarter. A recent outage of Amazon Web Services (AWS) affected access to Canvas for students and faculty. Everyone lost a full-day of Canvas work and grading. Dr. Delaney and Enrollment Services Director/Registrar Morenika Jacobs have agreed to arrange for an extension of grade posting from December 10 to December 13. This relieves much pressure for faculty, and Ms. Maher thanked them both for the extended time. Work continues with Dr. Delaney on shared governance categories. The tenure concerns are being addressed, and progress is being made. The faculty is becoming more concerned about enrollment with concerns about going live with ctclink. The Behavioral Health MOU workgroup has had two meetings and are continuing information discovery. The adjunct workgroup is finalizing the members and hope to begin meeting in January, and the 5194 committee is still forming. RFT would like to wish the Board of Trustees a happy holiday.

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December 8, 2021**

- F. Written Communication Reports Board Chair Unti thanked everyone who contributes in the communication reports, noting the value in how they inform the Board.

5. ACTION

Faculty Tenure and Advancements

1) Tenure Advancement

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Wheeler-James moved that **Megan Graham** be awarded Tenure. Trustee Page seconded and the **motion carried**.*

2) Second to Third Year Advancement

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Sarah Hoaglin and Makinie (Soverall) Fortino** be promoted from the second to third year of candidate status. Trustee Takamura seconded and the **motion carried**.*

3) First to Second Year Advancement

Naser Chowdhury Application Development BAS

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that **Naser Chowdhury** be promoted from the first to second year of candidate status. Trustee Wheeler-James seconded and the **motion carried**.*

Trustees Wheeler-James noted that this is her first-time reviewing Tenure as a new trustee. She enjoyed reading the portfolios and was impressed. It is a pleasure to be a part of an institution that takes the time to see change as a good thing, and to see it supported. Trustee Takamura added that the Tenure awards and advancements gives her great hope for the future of everyone at RTC. Board Chair Unti further commented that this is more than just pedagogy of the classroom – it is the involvement in many different layers of the community. The Board is grateful for the investment in RTC. This is one of the most important responsibilities of the Board, and will always seek improvements. Dr. McCarthy recognized the faculty and administration that support the candidates, setting them up for continued growth following steps in advancement and the Tenure award.

6. DISCUSSION/REPORTS

- A. Capital Project – Trades Building Presentation Vice President Jackson informed the Board that RTC is doing a Project Request Report (PRR) to replace building-A. We are working with Schreiber Starling Whitehead Architects and Ariel Birtley, DES Project Manager. An update to the work in progress was provided. A short presentation was shared regarding timelines, key programs, and key considerations. It is expected that this part of the process, design phase and preliminary budget for

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construction, will be wrapped up by mid-December. The timeline for funding would be 2023. All state colleges are eligible to apply. Construction would hopefully be 2025-2027. This is a quick process for design, for the lengthy six-year process to build. There is a formula for scoring, and we need to be at 70+ in order to be considered for funding. Draft diagrams were shared. The plan is supported by the current Facilities Master Plan. Key programs included will be Welding, Mechatronics, Commercial Building Engineering (CBE), Manufacturing and Fabrication Technologies, Machining Technologies, and Bachelor of Applied Science (BAS). Trustee Takamura inquired about including the City or Community in any of this. It was noted that this will be included in the next phase, should RTC be approved for funding. We want to be good neighbors, once funding is obtained. The first phase will be pre-design and that will include community involvement. Dr. McCarthy inquired about flexibility for future program adaptations, as this has potential of another 60 years. All those on campus in the proposed affected programs have been a part of the conversation. Trustee Page finds this information especially valuable that the Board is getting this information at this stage of the project, and know that we are adhering to Board policy.

- B. Youth High School Completion Programs Presentation** Associate Dean Ali Cohen shared a lively presentation regarding the varied Youth High School Completion programs that she oversees. She gracefully thanked former Dean Jodi Novotny for getting these programs started at RTC. The presentation included the network of partnerships and contracts with OSPI, School Districts, YouthSource, WIOA (Workforce Innovation & Opportunity Act) and RTC. These completion programs help interested community-based organizations incorporate their GED instruction into OSPI's framework with RTC as their "district" and fiscal agent. That contributes to honoring the work and relationships of community-based organizations, provides state resources usually unavailable to non-profits, provides a pathway to RTC college resources and programs, and diversifies RTC program enrollments.
- C. Presidential Search Update**
- Vice President Hogan informed the Board that three presidential search listening forums were held last week, and thanked Dr. Delaney for her facilitation. Listening forums were not well attended by students. We want to think broadly as it relates to presidential candidates. There has been good feedback, but no revolutionary feedback. There is a need to provide support for our faculty, staff and students through. The announcement has been posted in national publications. So far, four applications have been received and there has been one nomination received by a member of the greater Renton community. The application deadline is January 17, 2022. Trustee Takamura feels it may be important to hear from community organizations, perhaps someone would be willing to assist with supporting another forum within the community. VP Hogan will discuss this with the community representative on the committee.

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D. Administration/Finance

- 1) **Monthly Finance Report** – Vice President Jackson shared the financial information through the month ending October, 2021.

For month ending October, we are about 33 percent through the year. Revenue collection is about 30.7 percent so we are slightly behind what was budgeted. However, revenues are up about \$1M compared to this time last year – mainly due to increased state allocation, HEERF, and GEER funding.

Tuition and fees are down about \$120K compared to this time last year. Tuition is trending slightly up, while fees are slightly down. Our tuition and fees are mimicking our enrollment which is slightly up. Enrollment/tuition/fees are still trending lower than prior to the pandemic 2019-20.

Expenses are about 27.1 percent, and are up about \$1M compared to this time last year. The two categories seeing the largest increases are Financial Aid awards and salary and benefits, due to the pandemic stipends.

Our ending cash balance, not including the Scott/Jewett donation and loss HEERF revenue, is about \$13M.

E. President's Report

Dr. McCarthy provided a presidential report. He likes having tenure candidates at the Board meeting. Good to have a completion of a successful quarter. Only 3-COVID cases interrupted students' education, but no documented transmission of cases on campus.

Collaborative Relationships – The Culinaire room is a symbolic place where Dr. McCarthy enjoys seeing students, faculty, staff and community members all in one space, and he has seen that this quarter. ctLink is taking up a great deal of time for a whole lot of people. He simply cannot speak enough about that. There are concerns about registration as mentioned by RFT President Maher. However, Dr. McCarthy is very impressed with how smoothly registration is going with all that is going on. Some of the enrollment picture is very positive in some ways. Overall enrollment in the state system is down 8.1 percent, and state-funded down 4.7 percent. In contrast at RTC, in the summer we were up two percent from the previous summer and total fall enrollment is up 109 percent from last year and 89 percent of two-years ago. Yet, enrollment is still pretty fragile. As mentioned in the Instruction report, a lot of success in instruction has been with interim deans. We are struggling in the Nursing program. The Nursing Commission has put admission of a new cohort on indefinite suspension, at least through winter 2022. We are designing a position of a project manager to assist with all the reporting details from the Nursing Commission. Their primary concern was a lack of sufficient qualified faculty after the untimely September resignations. We have now filled those spots and are addressing ongoing matters. We need to be honest brokers and continue the communication with students on hold.

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Equity – Dr. McCarthy expressed gratitude in presentations with Erin Jones. He recently joined the Band Instrument Repair Technology (BIRT) students and while they do their hand exercises, they share gratitude at the same time, putting into practice from trainings we’ve had with Ms. Jones on campus. The Board Dashboard presentation last month showed the Board how much data is available, allowing implementation of great things – last week, it was shared with the new Achieving the Dream (AtD) coach. The package we have with them looks at both equity and data. We are looking forward to a positive relationship with AtD this year. We are continuing to use our equity data as we set basic numbers into fiscal year 2025 and will begin an early budgeting process within the next few weeks.

Succession Planning – The FY 19 budget struggles prompted us to do a mid-year budget review for more timely financial data to use in the budget process for the following year. We will do that again this year – January work for presentation in February should give us a sense, before finalizing the budget process. Dr. McCarthy noted that he feels the college is in a strong position, compared to many times of the past. Trustee Page noted that the downward trend is National, and not only local – so we’re not just better than most of our colleagues across the state, but most of our colleagues across the country. There is a lot of collaboration, and discussion about infrastructure. CTS Executive Director Mayer and his team are doing a network analysis on campus technology, including servers. We need to invest in the infrastructure of the college.

Board Chair Unti thanked Dr. McCarthy for the truthful ability to share the positive aspects, while also being transparent about the challenges.

7. TRUSTEES

- A.** ACT Virtual Fall Conference Report Out Board Chair Unti noted that there was good participation for the virtual event. Dr. McCarthy was recognized for ACT CEO of the year award. It is unfortunate that the event was not in-person. The equity work needs to continue to be reinforced. A Trustee Recruitment Handbook was created by ACT and is available here: [trustee-recruitment-and-selection-handbook-draft-as-released.pdf \(sbctc.edu\)](#). This is a resource we should tap into. SPSCC Trustee, Doug Mah is doing a wonderful job as Chair of ACT.
- B.** ACCT National Legislative Summit, WA, D.C. – February 6-9, 2022 Board Chair Unti asked about interest to this session. There is still a lot to be done on the National level. Trustee Entenman believes that while the current administration and Democratic delegation is still in the majority, it might be a good time to go. There is much to learn at these conferences. Trustee Wheeler-James may be interested, as well as Board Chair Unti. Representation from RTC would be good. If Dr. McCarthy could also attend, that would be great.
- C.** RTC Foundation Board Liaison Report Trustee Page noted that RTCF Executive Director Shaw’s report is great, with not much more to add. An additional

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December 8, 2021**

executive board member has been added.

- D. Monthly Board Meeting Survey Board Chair Unti added that the monthly Board meeting survey is an affirmation of the work we are doing, and written feedback adds to that. Last month the feedback was mostly directed to technology.

8. MEETINGS

- A. The next regular Board meeting is scheduled for January 19, 2022. The plan is to move the location of Board meetings to the Culinaire room (I-108) for 2022.

9. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees' meeting at 5:12pm. Motion carried.

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College

Renton Technical College
Board of Trustees Meeting
January 19, 2022

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

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

RECOMMENDATION:

None.

**Administration and Finance Report
Renton Technical College Board of Trustees
January 19, 2022**

Financial Report

Total revenues to date for month ending November 2021 were \$30.45M. This includes the \$5M donation from the Scott/Jewett Foundation as well as \$6.87M claimed in loss revenue from HEERF. Without the loss revenue, revenues for month ending November 2021 were \$18.57M which is \$998K more than month ending November 2020. This increase was largely due to an increase in Financial Aid which was \$679k more than last year. Tuition and fee collection through November 2021 was \$3.64M compared to \$3.53M in November 2020. Enrollment projections for Fall quarter are at 99 percent of target, not our state allocation. Enrollment for Fall quarter is at 111 percent compared to last Fall quarter. Tuition paying FTE is at 98 percent this Fall quarter compared to last Fall quarter. Current enrollments and enrollment projections continue to be substantially lower than they were prior to the pandemic.

Total expenditures year to date for month ending November 2021 amounted to \$19.66M. This was \$1.67M more than November 2020. The largest increase continues to be in salaries, \$967k and Financial Aid, \$1.51M. For the month ending November 2021, decreases were observed in Good and Other Services, (\$1.02M).

For month ending November 2021, sells were \$44.5K compared to \$32.8K for month ending November 2020. However, food services revenues continue to be about \$100K per month below pre-pandemic amounts.

For month ending in November, we had \$3.21M in investments (reserves), for a total cash and reserves balance of \$23.26M.

Business Office

- FY23 Budget – Budget planning sheets for supplies and materials have been sent to Budget Authorities and are due on January 14. Labor sheets will be distributed for review/changes later this month.
- ctLink:
 - User Acceptance Testing Sprint 1 is in progress and almost complete. There are only a few steps remaining for finance.
 - Cycle 4 Data Validation is in progress and will be completed the week of January 10.
 - Preparation for Cycle 5 has begun.
- Staff:
 - Romy Tong has resignation. Her last day at RTC was January 14, 2022.

Food Services & Rentals

- Nona May has accepted the reclassified position as our new Dining Room Server Supervisor. She will be assisting students and welcoming guests in our Culinaire Room. Nona's role of Lead Cashier duties will continue in her new role.

Facilities & Capital

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

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

- **Sound System Enhancement in Cafeteria** – This project has just been approved, and the IT department will be exploring options for project delivery. The project will be funded by Capital Funds.
- **Campus Irrigation System Upgrades** – The second and final phase is largely completed, consisting of upgrading the aged irrigation system in the middle and north sections of campus as well as at the Annex. Procurement is through a purchase order directly to the irrigation contractor so as to maximize the amount of work that can be accomplished within our capital allocation. **Status: Completed included As-Built Drawing submission and owner training.**
- **Multi-Cultural/ Student Activity Center** – A Project Request Report has been submitted to DES to initiate a project to remodel existing classrooms at the south end of Bldg. D, Basic Studies, for use as a new Multi-Cultural/ Student Activity Center. DES will request a proposal from one of our Campus Architectural firms, Schreiber, Starling, and Whitehead Architects, and an agreement will be finalized so that programming for the project may ensue. Construction must be completed by June of 2023.

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

- **Dental Floor Replacement Project** – The college requested a proposal from a Job Order Contracting (JOC) contractor through the DES procurement system. The JOC Contractor submitted their proposal which was at the high end of the expected range. The college also initiated an inquiry with a flooring contractor on the state-approved vendor list and their submitted bid is considerably less than that of the JOC Contractor. The college is assessing all options and considerations before awarding the contract to the flooring contractor on the state-approved vendor list. Additionally, testing over Winter break was completed for hazardous materials in the mastic of the floor tile and moisture in the underlying slab; both test results have come back negative. **Floor replacement work is planned for Summer 2022.**
- **Resurfacing Roof at the Annex** – The roof and parapets are past the useful life and prone to leakage. Our campus architect and a roofing consultant conducted tests on the roof and found the condition of the roof worse than the level for which it was funded. The college contacted our SBCTC state architect and was able to secure the additional funds needed to upgrade the repair from a re-surfacing to a full roof replacement. Those funds were added into the Facilities Condition Request for the 2023-25 biennium just prior to the deadline. The college is directed to proceed with replacing the roof in two phases: the first phase will occur this biennium and the second phase will occur next biennium to complete the portion which was underfunded for the current biennium. **Construction is planned for Spring 2022.**
- **Miscellaneous Mechanical Projects** – Two projects are being combined in order to minimize costs through increased efficiency in the project delivery, including replacing the HVAC boilers in Building B and the gas-fired shop furnaces in Buildings K1 and K2. Currently the Rolluda architects and Bogart engineers are conducting pre-design cost estimates. **Construction is scheduled for Summer break 2022.**

Minor Capital Repair Projects for Next Biennium (July 2023 - June 2025):

- The Facilities Condition Survey for the 2023-25 biennium occurred in mid-June of this year. Support material and cost estimates were submitted in December to support and justify our request and to ensure an allocation of a funding level sufficient to execute the projects.

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

- The pre-design and design portions of a new Health Sciences Center have been approved by the state legislature. The architectural firm of Schreiber, Starling, and Whitehead Architects, together with a core committee from the college are working on programming, planning, and conceptual design services necessary for executing and documenting the OFM predesign process. This includes Project Analysis, Program Analysis, Site analysis, Budget Analysis, Master Plan Analysis, Facility Operations Analysis, and coordination of various subconsultants and studies as warranted to complete the predesign for the Health Sciences Center. Predesign is slated for completion in early 2022, and upon approval by SBCTC, the design portion will follow and be completed by the end of the current biennium, June 30, 2023. **Pre-design is ongoing.**

Infrastructure Projects for Current Biennium (2021 - 2023):

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

- **Replace aging storm water system on campus** – Some storm system jetting of lines has been completed to determine if the drain lines were merely clogged or in need of repair/replacement. Fortunately, the jetting successfully cleared the blocked lines. Camera work is being planned for the storm water lines in the middle portion of campus to determine their condition and assess the need for replacement. The college has received a proposal from the Civil Engineer to oversee the investigation and to incorporate the findings into design document, cost proposals, and a schedule.

Capital Funding requests:

- The College is submitting a funding request for a Replacement Project in the upcoming budget cycle. RTC is working with Schreiber, Starling, and Whitehead (SSW) Architects to submit a Project Request Report (PRR) for a proposed Trades and Industries Building. The proposed building would house Welding, Aerospace, Commercial Building Engineering, Mechatronics, and Machining. We have met with each program intended to occupy the replacement building to determine their needs and the architects Mary Jo Lux and Ross Whitehead of SWW are establishing the necessary parameters of the proposed facility to accommodate those needs. **Status: The PRR was submitted by the deadline in mid-December and was presented for informational purposes at the December 2021 Board of Trustees meeting.**

Other Projects:

- **Energize Eastside** – The Puget Sound Energy project to replace the high-power electrical distribution poles and lines that run north and south across the student parking lots on campus has begun and the first phase is complete. **Status: The foundations have been poured and the pole bases erected. Quite a few trees and landscaping have been removed. Our Grounds crew coordinated with their sub-contractors to relocate irrigation lines that are in the way, and Campus Security has been keeping the college community updated on project impacts. Work by PSE is completed until spring when the old poles will be removed and new poles erected. The college formed a committee to select plants and trees to replace those removed by PSE. The cost of replanting will be covered by PSE.**
- **COVID HVAC and Air Filtration Mitigation Project** – Funding has been approved to increase air ventilation and to upgrade the HVAC filters to higher MERV rated filters in selected campus buildings. MERV 11 filters have been ordered by the maintenance department, and are responsible for implementing their installation in mechanical units that are equipped to receive them. A controls contractor on a service agreement with the college has had their

contract expanded to include modifying mechanical ventilation settings and schedules, and buildings which are suitable for increasing ventilation rates have been increased at this time.

Status: HVAC control settings for various buildings have been finalized and implemented at this time by our Controls Contractor via a service agreement. Filters have been received and two buildings on campus have been completed for installation of the upgraded filters.

- **Flex Classrooms** – The Capital Projects team is working with a small workgroup to implement installation of necessary cabling and extend electrical capacity to equipment where needed so as to furnish select classrooms and labs with A/V equipment necessary for remote learning capabilities. The IT department is working on initiating an agreement with a low-voltage contractor to run the necessary wiring, and the Capital Projects manager will oversee an electrical contractor, if any electrical power need to be extended to the “Owl” cameras. **Equipment has been ordered, not all of which has yet to arrive.**



1. New Winter 2022 ASG - Executive Team Members:

- Khalid Fermulie

2. Phi Theta Kappa - All Team USA Scholarship Nominations:

The Phi Theta Kappa - All-USA Academic Scholarship recognizes high achieving college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education beyond the classroom to benefit society. Each institution can nominate eligible students pursuing workforce, and transfer degrees to potentially receive a \$5,000 scholarship. RTC has nominated the following students for this year's competition;

- | | |
|---|---|
| ▪ Nominee #1: Elmi Abdalla
(<i>Workforce</i>) | ▪ Nominee #2: John Kersey
(<i>Transfer</i>) |
| ▪ Degree: Commercial Building
Engineering | ▪ Degree: Computer Science |

3. RTC CLUB Formation & Support: In the fall of 2021, ASG provided guidance and support for the relaunch of the Band Instrument Repair Technology (BIRT) – Horn Health Club. At the start of this winter 2022 academic qtr., ASG approved funding to support 18 BIRT students (room and board) to attend the 46th Annual National Association of Professional Band Instrument Repair Technicians (NAPBIRT) conference in Baltimore, Maryland.

- LGBTQ Club Formation

4. Student Engagement/Feedback in the Presidential Search Process: ASG members are actively planning to host a student-centered forum to promote greater engagement and feedback in the current Presidential search process.

5. Winter Quarter New Student Orientation (NSO): Student Services staff, including Student leadership, hosted our winter quarter. NSO via zoom on January 3rd. Sessions were offered in the morning and afternoon to provide our new students with flexible time frames to participate.

- 384 newly enrolled students were identified and invited to register for sessions
- 156 of these students pre-registered and participated in am/pm sessions
- Pre-NSO poll to identify critical areas of interest/concerns
- Welcome & Guided Pathway's framework overview
- Strong Focus on Financial Aid, RTC student email, and course schedule
- Breakout-rooms to allow for deeper exploration of different student services areas
- Walk-through of COVID (student) attestation form and daily campus access form
- Post-NSO poll to gauge student satisfaction and areas for improvement



Communications and Marketing
Renton Technical College Board of Trustees
January 19, 2022

Happy New Year

Creative Services Director Evyson Beasley created a fun RTC-specific [New Year's Greeting](#).

Drupal Upgrade

Through collaboration between webmaster Marzena Sasin and the Communications and Marketing web team, we successfully upgrade the back of the website (from Drupal 7 to Drupal 9.) This was an extensive back-end project that required countless hours by our dedicated staff over many months. The next steps will be implementing design and navigational changes, and eventually (after ctclink) allowing some users across campus to update their own pages.

COVID

Once again, much of the Executive Director's time was spent developing messaging and content related to communicating news about the college's plans to keep our community safe in the face of the Omicron variant and the vaccine requirement for students. The [COVID-19](#) page has been updated and enhanced with more resources and information, in collaboration with Security Director Matt Vielbig and the Emergency Operations Team.

ctclink

With ctclink launch just around the corner, our [ctclink webpage](#) is continually updated with information to keep students and staff informed. Communications specific to students will begin this month, especially related to the downtime in Student Service during the transition. Work is underway to prepare to update all references related to Legacy processes with links to ctclink.

News and Web

Doug Medbury was featured by the City of Renton's "[Meet Your Neighbor](#)" series. C&M promoting the continued education [cooking and wine programs](#) he developed as well.

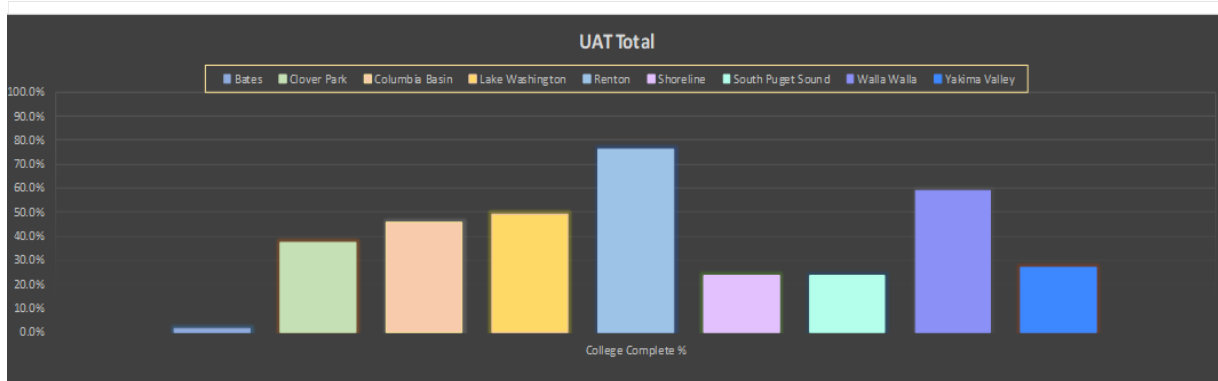
Marketing

Email marketing and targeted display campaigns focused on getting students to register early for Spring Quarter are underway.

ctcLink Report
Renton Technical College Board of Trustees
January 19, 2022

ctcLink

The User Acceptance Testing (UAT) phase is underway and RTC staff have fully engaged in this process. Each week, RTC has stayed ahead of the projected goals. At the time of writing this, 76% of Sprint 1 UAT tests have been completed.



Sprint 1	Total # of Test Cases	Failed	Blocked	Warning	In Progress	Previously Tested	Passed	Not Started	Dedine to Test	Not Applicable	College Total	Total % Not Started	Total % In Progress	College Complete %	Tests Incomplete
Bates	319	0	0	0	1	0	4	313	1	0	318	98%	0%	1.3%	314
Clover Park	319	0	0	0	22	0	112	168	3	14	302	56%	7%	37.1%	190
Columbia Basin	319	2	1	2	8	1	130	143	0	32	287	50%	5%	45.6%	156
Lake Washington	319	0	3	1	3	13	138	149	0	12	307	49%	2%	49.2%	156
Renton	319	0	0	1	9	3	216	59	9	22	288	20%	3%	76.0%	69
Shoreline	319	0	1	0	2	0	75	241	0	0	319	76%	1%	23.5%	244
South Puget Sound	319	1	1	1	21	0	68	195	0	32	287	68%	8%	23.7%	219
Walla Walla	319	0	0	1	6	0	185	121	2	4	313	39%	2%	59.1%	128
Yakima Valley	319	0	0	1	23	0	86	207	0	2	317	65%	8%	27.1%	231

Figure 1 Statistics on the UAT tests were taken on January 4, 2022, at 3:00pm. This image shows RTC progress compared to other schools.

RTC’s success during this phase is due to the hard work of staff and the support from executive leadership. Dedicated time for testing was scheduled and participants actively engaged to do their part and to help each other.

A member of the State Board commented: “You and your team are doing a great job! One of the best we've seen in all the deployments.”

Go Live Preparation & Readiness

- **Legacy Shutdown Process**
 - In early-February, staff will begin working with the State Board on shutting down the legacy system. This will require representation from all pillars, as well as IT.
- **College Readiness**
 - The DG6A project managers continue to regularly meet with the State Board to prepare readiness documents that are due February 10, 2022. They will present to the SBCTC ctcLink Steering Committee on February 15, 2022.

- **Transition Planning**

- Communications continue to be delivered on adjustments to services and business activities due to ctclink implementation.
- Additional employees have been given access to the UAT environment to familiarize and help prepare for the transition.
- Discussions on business process and structure changes have started and will continue through launch.
- “First Time” workshops are being prepped as part of post-go live activities.
- A shared Learning goal has been added to this year’s Performance Development Plan related to ctclink training and activities.

Other Activities in January

- Data Validation – Cycle 4
- Cycle 5 Data Validation Preparation
- CS Production Workshop activities
- UAT Key Concepts Workshops

College Technology Services - Information Technology Report Renton Technical College Board of Trustees January 19, 2022

Happy New Year Trustees! Many updates and changes have occurred since our last meeting. Our Network and Security Engineer resigned to take a position with an aerospace startup. His absence has been felt by the already lean CTS team. For interim coverage, we have enlisted the assistance of the Network team at SBCTC. Their infrastructure is similar to that of RTC and they are providing interim coverage at no additional expense to the college.

An End User System Engineer position has been created to balance the workload across all team members. This new position will take over the management responsibilities of the On-Premise datacenter, and the MS endpoint Management responsibilities from Brian, our Enterprise System Engineer, and the backup/restore/continuance of operations responsibilities from the Network and Security Engineer.

Given that ctLink has artificially created an early close to the Fiscal Year, CTS has been focusing on obtaining early renewals of all licensed applications used in the daily operations of the college. In addition, we are pulling together the purchasing documents necessary to compete the previously reported deficiencies in our fiber infrastructure, upgrades to the datacenter hardware, continuance of operations hardware, and replacement of the legacy PBX phone system.

The CTS team has been meeting with the ctLink project team to support the colleges continued progress to migrate the college onto this platform. This past month, we have been meeting to ensure the automated tools currently in place, and ready to go with the new platform on go live day. The database team has the new ctLink data servers stood up and we have verified that the download processes from Olympia are working. We also have been talking about integrating the new security procedures into the current onboarding/offboarding process with other stakeholders in the campus community.

Dr. Delaney, requested some technology listening sessions with faculty members. These sessions were very productive. We are planning to hold one towards the beginning of every quarter, giving an opportunity to give updates on issues brought up previously at the start of each session.

Some of the items expected to be discussed never came up, others were barely mentioned. In order, the top 5 concerns brought up were:

1. Time it takes for computers to login
2. Instructional Application Support
3. Faculty members that are using devices not issued by the college for instruction
4. Virtual Comment box
5. Issues with Wi-Fi

The following personnel actions occurred during December 2021 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires / Changes in Position			
Adams, Emmanuel	12/16/2021	Custodian I (<i>Change in position</i>)	Custodial
Monteith, Justin	12/1/2021	General Maintenance (<i>Change in position</i>)	Facilities
-Separations			
Edetsberger, Herbert	12/15/2021	Security Officer	Security
Pinoliar, Leo	12/20/2021	Custodian I	Custodial
WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
Al-Hindawi, Maryam	12/6/2021	Financial Aid Specialist	Financial Aid
Gamez-Metivier, Kristin	12/1/2021	Fiscal Specialist / PT Cashier (<i>Change in position</i>)	Business Office
Tran, Linh Linh	12/1/2021	Financial Aid Specialist / ctcLink backfill	Financial Aid
-Separations			
None			
Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position			
Davis, Jennifer	12/16/2021	WorkFirst Reporting Coordinator (<i>Change in position</i>)	Workforce Development
Gidley, Jade	12/6/2021	Library Coordinator	Library
-Separations			
Henke, Benjie Rae	12/31/2021	WorkFirst Reporting Coordinator	Workforce Education
Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Malone, Erin (Alanna)	12/28/2021	Executive Assistant to the President	Administration
-Separations			
Mitchell, Kevin	12/10/2021	Network & Security Engineer	Information Technology
RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Dao, Bao	12/3/2021	Full-time faculty /Machine Technology (<i>6 month contract</i>)	Workforce, Trades
Dugi, Rolando	12/16/2021	Part-time faculty / Welding	Welding / Community Ed
Rendal, Camille	12/20/2021	Part-time faculty / General Education (<i>Art</i>)	General Education
Stice, Jeffrey	12/27/2021	Part-time faculty / General Education	General Education
-Separations			
Fortino, Makinie	12/31/2021	Behavioral Health / Academic Counselor	Student Services
Terrell, Alma (Simone)	12/10/2021	Full-time faculty / Phlebotomy	Allied Health

	Monthly Total Hires	% of Diverse Hires YTD
Full time	9	46%
Part time	3	39%

Institutional Research
Renton Technical College Board of Trustees
January 19, 2022

Institutional Research

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

- The IR team worked with the Associate Dean of Student Engagement and Retention and Chief Information Officer to support the Emergency Grant Funds program for our students in need and qualified for the program. The program has been administered by the United Way of King County's Benefits HUB.
- The IR team collaborated with Guided Pathways campus leaders to make some of our dashboards more user-friendly including drop/withdrawal activity dashboard.
- The IR team worked with the Instruction Group and other campus units for on-demand, or routine weekly, or monthly data requests and survey supports. Those requests and reports include but not limited to weekly enrollment reports, student evaluation surveys, diversity data for the DEIC, student data for Financial Aid, and new student orientation list.
- The Director and Manager of IR participated in the second workshop for the Strategic Data Project (SDP) Fellowship by the Center for Education Policy Research at Harvard University. The workshop was held December 8-10 and focused on identifying analytic methods and developing a timeline with specific milestones for the final project. During the workshop, they engaged with other fellows and exchange ideas. The key skills and knowledge they learned from the workshop included quasi-experimental methods, predictive analytics, stakeholder engagement, cleaning and preparing data, the Analytic Toolkit prepared by the SDP team, and equitable student success in higher education.



Instruction Report
Renton Technical College Board of Trustees
January 19, 2022

This month's Instruction Board Report features an update from VPI Stephanie Delaney highlighting Instruction's response to Omicron, an update on the Instruction Restructure, including the hiring of new deans, and an accreditation update.

[January 2022 Instruction report](#)



RTC Foundation Report
Renton Technical College Board of Trustees
January 19, 2022

Scholarships and Events

Spring Quarter Scholarships: Applications for Spring quarter scholarships are now open January 7-31. Several workshops are scheduled through the Zoom Lobby along with classroom visits and promotion through the various platforms. Two new Foundation Board members have joined the Scholarship Committee for the spring cycle.

The First Quarter 1500 grant for high school seniors has opened and applications will be accepted through June 30. Plans are underway to engage the new Director of Outreach to help promote the grant to incoming students for Fall quarter 2022.

Additional funding came in for the Bridge to Healthcare/IT grant which funds up to fifteen credits or \$1500, whichever is greater. Five additional students received funding for their first quarter. To date, nineteen students have received the Bridge grant to support their transition from College & Career Pathway classes to degree programs in healthcare and IT.

Grants: A \$10,000 grant request was submitted to Benaroya Foundation to help fund emergency assistance grant. The Slalom Social Equity grant request for \$25,000 was declined. Staff met to discuss the Arcora/Delta Dental Foundation proposal and how best to structure the Murdock Trust proposal. The Murdock proposal focuses on capacity building and establishing a new alumni and partnership engagement program with the hope of using funds from the Scott/Jewett gift as a match. Work on the Swedish Medical Center grant renewal and report for nursing scholarships is being finalized.

Major Gifts and Donor Stewardship: Renton Concrete Recyclers made a \$25,000 gift to support the Book & Equipment Grant for winter quarter. Rottler Manufacturer announced plans to double their annual gift to \$20,000 for machining and mechatronic scholarships. The anonymous donor who funds the Grandma Cares scholarship has increased their annual donation to \$32,000. The increase is due to their desire to provide more money to the emergency fund. The Foundation received two stock option transfers from donors worth over \$13,500. Badgley Phelps facilitates these transfers and proceeds from the sale of the stocks are deposited into funds based on donor directives. The Simpson family has renewed their support of the Moller Family nursing scholarship with an \$8,000 gift.

The family of Ben Phelps took a tour of the automotive complex and met the first recipients of their son's memorial scholarship. Ben Phelps a 2020 automotive graduate, passed away in Jan. 2021 and his family setup an endowed scholarship to honor his passion for cars. A campus tour with major donors is scheduled for mid-January.

The NW Alfa Romeo Club has renewed their annual scholarship with a \$2,500 gift. Associated Student Government provided a \$13,500 gift to support the book/equipment and emergency assistance grants.

Operations: Year-end tax letters are being prepared for production and mailing. Planning for the May 14, 80th anniversary community celebration and Student Success fundraising event has begun and sponsorship development is scheduled for January. The Finance Committee met for the Q4 Report and review with the investment team from Badgley Phelps. Two new Board members have joined the finance committee.



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Student Services Report
Renton Technical College Board of Trustees
January 19, 2022

News from the Learning Resource and Career Center (LRCC)

Updates from the LRCC Director, Lisa Sandoval, and Career Services Manager, Bo Dong, for winter and spring may be found via this link: https://rtcedu-my.sharepoint.com/personal/lisandoval_rtc_edu/layouts/15/onedrive.aspx?id=%2Fpersonal%2Flisandoval%5Frtc%5Fedu%2FDocuments%2FLRCC%2FPresentations%2FBoT%2Fvideo2707109149%2Emp4&parent=%2Fpersonal%2Flisandoval%5Frtc%5Fedu%2FDocuments%2FLRCC%2FPresentations%2FBoT

Winter Quarter areas of focus

In addition to deploying ctLink, we continue our Guided Pathways implementation. At the end of January, a team of staff from Student Services and Instruction will attend the winter SBCTC/College Spark Cohort Retreat. The topic is timely and focuses on intake and onboarding design. This pairs well with the fundamental changes ctLink will bring to our service to students.

Welcome to our new Director of Outreach and Recruitment

We are thrilled to welcome Abigail (Abi) Bae to the RTC team. Abi is from Pierce College, where she served as a District Outreach Manager. Before that, Abi was at Green River College in Student Affairs. Her initial priorities will be relationship building across campus as she gets to know faculty and staff and becomes acquainted with our instructional programs. Abi's efforts will lean in to outreach to diverse communities and to our students in College and Career Pathways (CCP).

Renton Technical College
Board of Trustees Meeting
January 19, 2022

AGENDA ITEM: **4. DISCUSSION/REPORTS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. ctclink Presentation

Lia Homeister, ctclink Project Manager, will give a brief update on recent project activities and progress for Go-Live. Vice President Jackson and Ms. Homeister will also discuss enrollment trends and how ctclink may play a role, and review next steps and RTC's readiness for Go-Live.

B. Legislative Advocacy

Dr. McCarthy along with RFT President Donna Maher and RFT Legislative Representative Rick Geist will share collaborative efforts from RTC and RFT for this year's legislative session.

C. Presidential Search Update

Vice President Hogan will provide a brief update on the status of the presidential search, and the work of the search committee.

D. Administration/Finance

Vice President Jackson will provide an update on the monthly operating reports for November, 2021.

E. President

Dr. McCarthy will provide a report subsequent to the December 8, 2021 Board meeting.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 19, 2022

AGENDA ITEM: **5. TRUSTEES**

SUBJECT:

BACKGROUND:

- A.** Board Policy Review Workgroup – Section 3 for February
Trustees Unti and Page previously volunteered to review Board Policy Section 3. This will be presented to all Board members for discussion at the February 16 Board meeting.
- B.** LAC Retreat Report – December 21, 2021
Trustee Entenman will provide a report from the LAC Retreat in December.
- C.** 2022 ACT Winter Conference – January 24-25, 2022
The ACT Winter Conference is now a virtual conference. All Trustees should have received an email from Kim Tanaka with a registration link for the January 25.
- D.** Board Liaison Reports
 - 1) Trustee Page will provide an update to Board members from the Foundation.
- E.** Board Meeting Survey
 - 1) Trustee Unti will share the results of last month’s Board survey.

BOARD CONSIDERATION
X Information
Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 19, 2022

AGENDA ITEM: 6. MEETINGS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The next regularly scheduled meeting of the Board of Trustees will be February 16, 2022.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 19, 2022

AGENDA ITEM: 7. **ADJOURNMENT**

SUBJECT:

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

RECOMMENDATION:

Motion required.