Agenda Item/Subject	**Information/Action/Presenter**

1. **CALL TO ORDER**

   A. Notation of Quorum and Land Acknowledgment

2. **ADOPTION OF MINUTES**

   A. January 19, 2022 Regular Meeting   **ACTION**

3. **COMMUNICATIONS**   Information

   A. General Information/Introductions
   B. Correspondence
   C. Comments from the Audience
   D. Student Leadership
      1) Introduction of All WA Scholars
      2) Transforming Lives Recognition
   E. Renton Federation of Teachers
   F. Written Communication Reports

4. **DISCUSSION/REPORTS**

   A. ctcLink Update   Lia Homeister
   B. Presidential Search   Vice President Hogan
   C. Administration/Finance   Vice President Jackson
      1) Mid-Year Budget Analysis
      2) Monthly Finance Report
   D. President   Dr. McCarthy

   Goals: Collaborative Relationships | Equity | Succession Planning | Finance Stewardship

5. **BOARD OF TRUSTEES**

   A. Board Policy Revisions, Section 3 - First Read   Board Chair Unti
   B. ACCT National Legislative Summit Report   Trustee Page
   C. ACT Winter Conference Report   Trustees
   D. ACT Awards   Board Chair Unti
   E. Foundation Board Liaison Report   Trustee Page
   F. Board Meeting Survey   Board Chair Unti

6. **MEETINGS**   Information

   A. March 16, 2022 – Regular Meeting

7. **ADJOURNMENT**   **ACTION**

2021-2022 BOARD GOALS

Succession · Onboarding · Create Board Dashboard

RTC | RENTON TECHNICAL COLLEGE®

Students Succeed at RTC

Renton Technical College
Board of Trustees Meeting
February 16, 2022

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

BOARD CONSIDERATION
X   **Information**
Action

SUBJECT:

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
February 16, 2022

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

<table>
<tr><td colspan="2" align="center">**BOARD CONSIDERATION**</td></tr>
<tr><td></td><td align="center">Information</td></tr>
<tr><td>**X**</td><td>**Action**</td></tr>
</table>

SUBJECT:

BACKGROUND:

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

    A. January 19, 2022 – Regular Meeting

RECOMMENDATION:

Approval as presented.

<u>**MEETING MINUTES**</u>

REGULAR BOARD MEETING

1. **CALL TO ORDER**
   Board Chair Kirby Unti called the meeting to order at 3:00 p.m. A notation of quorum was made. Board Chair Unti read the RTC land acknowledgment.

2. **ADOPTION OF MINUTES**
   Board Chair Unti asked for correction and/or additions to the following minutes:

   A. December 8, 2021 – Regular Meeting

   Trustee Wheeler-James made a motion to approve the minutes as drafted for the regular meeting held on December 8, 2021. Trustee Takamura seconded and the motion carried.

3. **COMMUNICATIONS**
   A. General Information/Introductions
   Dr. Kevin McCarthy introduced new Executive Assistant to the President and Secretary to the Board, Alanna Malone who is replacing Di Beers upon her retirement. Dr. Stephanie Delaney introduced three new Deans: Shannon Matson, Dean of Advanced Manufacturing; Emily Elliott, Associate Dean of the Library; and Indra Paolo Perez, Dean of College and Career Pathways. Vice President Lesley Hogan introduced three new Human Resources staff: Alex Vinson, Talent Development Manager; Chelsea Paulsen, Human Resource Generalist; and Ebony Jackson, Executive Assistant to VP Hogan. The Trustees welcomed the new employees to Renton Technical College.

   Departures - Recognition of Executive Assistant Di Beers' Service Board Chair Unti presented a Board resolution recognizing Di Beers, outgoing Executive Assistant to the President and Secretary to the Board, for her eleven years of extraordinary service to the college. Trustees shared their best wishes to Ms. Beers in retirement.

   B. Public Comments from The Audience
   There were no public comments.

   C. Correspondence was included in the Communications and Marketing report.

   D. Associated Student Government
   Connor Moore reported on behalf of Wade Parrott, Associate Dean of Student Engagement and Retention. New ASG executive team leader Khalid Furmulie and Victor Fernandez reported about clubs. ASG continues club formations with additions of the BIRT club and the LGBTQ club. Two students, Elmi Abdalla from the Commercial Building and Engineering program, and Johnathon Kersey from the Computer Science program, have been nominated by the college to the All Washington and All USA Academic Teams for this year's $5,000 Scholar Awards sponsored by Phi Theta Kappa (PTK). A Student Forum is scheduled on January 20 for students to provide input on the presidential search. New

student orientation was held in early January and zoom invites were extended to 384 newly enrolled students with 156 attending the virtual evening orientation. Student survey completion was one-hundred percent for both sessions and will be helpful for RTC data collection purposes. Board Chair Unti thanked the ASG team for their commitment and leadership.

E. Renton Federation of Teachers
RFT Vice President Rick Geist reported on behalf of RFT President Donna Maher, noting the winter quarter challenge due to the COVID-19 positivity rate among students and the ctcLink migration ahead. VP Geist reported his attendance at two legislative meetings held the morning of January 19 wherein legislators offered support for the development and construction of the Allied Health Building and recognized the importance of higher education, introducing bills to resolve affordability, loan forgiveness, mental health issues and more. RFT's legislative representative, Ms. Camille Pomeroy, also attended the morning's legislative meetings and is happy to provide information to anyone interested in the legislative process.

F. Written Communication Reports
Board Chair Unti thanked everyone who contributes in the communication reports, noting the value of informing the Board and the positivity offered in the reporting.

4. DISCUSSION/REPORTS

A. ctcLink Update
ctcLink Project Manager Lia Homeister provided updates on RTC's migration to ctcLink. RTC is on track to start migration on February 28, 2022. A Strategic Advisory Committee will oversee needed post-migration development and upgrades. Board Chair Unti shared his appreciation for Ms. Homeister and the ctcLink team for their persistent work.

B. Legislative Advocacy
Dr. McCarthy informed the Board that legislative advocacy is underway for the short 2022 legislative session. Four meetings were held the morning of January 19 with two more set for January 20. Meeting times will be shared with faculty, students, RFT leadership and the Board for availability to attend. Dr. McCarthy informed the Board that RTC broadly supports the Governor's budget and affirmed that Capital Funding for next year is competitive with Washington school levies. Dr. McCarthy stressed the importance of fully funding employee salaries and benefits to prevent reallocation of program funding.

C. President Search Update
Vice President Hogan reported that the posting for the president closed for first consideration January 18, with a diverse applicant pool including only twenty percent from Washington State. The Presidential Search Committee met January 18 and will meet again February 7 to review applicants and discuss next steps, including the comprehensive interview process which is likely to be a mix of virtual and in-person interviews due to the pandemic. The process will include faculty, students, the DEI Committee, the Renton Community, and all constituencies determined in the process. VP Hogan will work with Board Secretary Alanna Malone to coordinate Trustee calendars for upcoming interviews. Board Chair Unti thanked VP Hogan for her work in this formidable task.

D. Administration/Finance
1) Monthly Finance Report
Vice President Jackson shared the financial information through the month ending November 2021. RTC is approximately forty-two percent through the year. Revenue collection is approximately thirty-nine percent and slightly behind what was budgeted. Revenues are up approximately $1.4M compared to this time last year, primarily due to increased scholarships, grants and contracts funding.

Tuition and fees are up approximately $105K compared to this time last year. Tuition is trending slightly up while fees are slightly down. RTC's tuition and fees are mirroring enrollment which is slightly up, although enrollment for this winter is down about three percent compared to last winter. Compared to two years ago, winter enrollment is down approximately twelve percent.

Expenses are approximately thirty-six and a half percent. Expenses are up approximately $1.6M compared to this time last year. The two categories seeing the largest increases are Financial Aid awards ($1.5M) and salary and benefits ($940K) due to pandemic stipends and ctcLink.

Our ending cash balance, not including the Scott-Jewett donation and loss HEERF revenue, is approximately $11.4M.

E. President's Report
Dr. McCarthy provided a presidential report on his goals for the year.

Collaborative Relationships
Dr. McCarthy reaffirmed what resonated in the communication reports; that all work at RTC hinges on collaborative relationships. Human Resources hiring efforts have coordinated an array of campus members to interview and help onboard RTC's many new employees this month. The influx of new employees has brought energy to RTC as Dr. McCarthy witnessed during the morning Instruction Team meeting. Energy and a positive attitude helps with team building and eases the strain in working remotely as COVID infections rise and RTC adjusts program by program to prevent on campus infections. The ctcLink team continues to offer training while also preparing for system migration. To protect the health and safety of the teams working and learning at RTC, 10,000 KN95 masks have been purchased and campus air filters have been upgraded and replaced. Other key collaborations include ongoing conversations between the executive leadership and Dr. Huma Mohibullah to address maintaining operations from an equity perspective; RTC enrollments which are up at 105 percent from last year; and program and revenue stream diversification strategies.

Equity
Dr. Mohibullah and DEIC have been discussing their views on the pandemic and holding inclusive conversations with a primary focus of getting all faculty comfortable having a voice. Facilitator Erin Jones continues her 'Three Phases of Equity' series at RTC with Phase II scheduled for January 21 and an additional equitable grading session on February 2.

Succession Planning
Dr. McCarthy informed the Board that both the DEI executive and the VP of Administration are being recruited now to be placed within a strong team prior to the presidential transition. VP Hogan and HR are also beginning to post five faculty conversion positions.

Financial Stewardship
Dr. McCarthy asserted that financial stewardship is also about succession and setting up strong finances for future leaders. He echoed VP Jackson's confirmation that RTC is in a strong financial situation. The mid-year budget analysis will be provided in February and next year's operating budget will be approved in June. RTC is looking at a multi-year budget with projections through 2025 with consideration for the operating budget; reserves guided by the Board's revised policy; a positive variance budget; and the Scott-Jewett donation. Dr. McCarthy posed several questions including how to interrupt a falling trend of enrollment during the pandemic; how RTC will experience a recovery; what RTC's approach could be in developing new programs for any upskilling ahead; and how RTC could invest in new programming with current funds.

Board Chair Unti thanked Dr. McCarthy for his report and credited him and his team in building a culture of equity and change at RTC. Board Chair Unti also expressed gratitude to VP Jackson, a skillful financial steward doing amazing work.

5. **TRUSTEES**
   A. Board Policy Review Workgroup
   1) Section 3 shall be sent to Trustees for consideration at the February 16 Board meeting.

   B. LAC Retreat Report
   Trustee Entenman spoke at the Legislative Action Committee on December 21 and reported that due to the short session, fewer changes in higher education will be proposed with the aim being to hold onto changes previously made. Trustee Entenman noted her appreciation to RTC for increasing their legislative advocacy.

   C. RTC Foundation Board Liaison Report
   Trustee Page noted a positive report from the Foundation Board, included with Board materials. Trustee Page also noted that the March Foundation event will be virtual and the Student Success celebration in May will be in person. Trustee Page recognized the new members on the Foundation Board and recruitment efforts to get there.

   D. 2022 ACT Winter Conference
   This year's Winter conference will now be virtual, which also includes the New Trustee orientation January 24 which will be attended by Trustee Wheeler-James, Dr. McCarthy and Board Secretary Alanna Malone.

   E. Monthly Board Meeting Survey
   Board Chair Unti thanked all Trustees for their survey participation and also requested inclusion of narrative comments to aid in specific meeting improvements. Board Chair Unti noted that individual mics will enhance future meetings and then confirmed that surveys will continue for now with hopes for adding further meeting improvements.

Board Chair Unti noted his concerns for COVID rates and continuing with the plan for RTC's participation at the ACCT National Legislative Summit conference in February. Dr. McCarthy advised that he will get updated information from Ms. Kim Tanaka, Director of ACT regarding Congresses availability for in-person meetings before a decision to attend is made next week.

6. **MEETINGS**

   A. The next regular Board meeting is scheduled for February 16, 2022.

7. **ADJOURNMENT**
   There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 4:52 p.m. Motion carried.

_____   _____
KIRBY UNTI, Board Chair   KEVIN D. MCCARTHY, President
Board of Trustees   Renton Technical College

Renton Technical College
Board of Trustees Meeting
February 16, 2022

AGENDA ITEM: **3.**   **COMMUNICATIONS**

SUBJECT:

BOARD CONSIDERATION
X   Information
Action

BACKGROUND:

A. General Information/Introductions

B. Correspondence

C. Public Comments from the Audience

D. Associated Student Government

E. Renton Federation of Teachers

F. Written (and video) Communication Reports

RECOMMENDATION:

None.

Financial Report

Total revenues to date for month ending December 2021 were $34.78M. This includes the $5M donation from the Scott/Jewett Foundation as well as $7.33M claimed from HEERF. Without the loss revenue, revenues for month ending December 2021 were $22.44M which is $1.03MK more than month ending December 2020. This increase was largely due to an increase in Financial Aid. Tuition and fee collection through December 2021 was $4.58M compared to $4.79M in December 2020. The decline in tuition and fees mirrors our slight enrollment decline in Winter 22 compared to Winter 21. 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 December 2021 amounted to $24.31M. This was $1.67M more than December 2020. The largest increase continues to be in salaries, $1.18M and Financial Aid, $1.33M. For the month ending December 2021, decreases were observed in Good and Other Services, ($1. 20M).

For month ending December 2021, sells were $44.1K compared to $40.8K for month ending December 2020. However, food services revenues continue to be about $100k per month below pre-pandemic amounts.

For month ending in December, we had $3.21M in investments (reserves), for a total cash and reserves balance of $22.80 M.

Business Office

- FY23 Budget – Budget planning sheets for supplies & materials have been reviewed by Deans and change requests have been consolidated for final review and prioritization by VP.
- Labor sheets will be distributed for review/changes Tuesday February 1, 2022.
- ctcLink:
    o User Acceptance Testing Sprint 1 is completed only one student financials test remaining open. Sprint 2 is currently in progress and open until February 18th, 2022.
    o Cycle 5 Dry Run will be completed February 1st, 2022. Cycle 5 Data Validation will begin shortly after.
    o Through UAT testing, we are fine-tuning configuration for go-live later this month.
- Staffing: Romy Tong's last day with RTC was on January 14, 2022. Christina Solis will be fulfilling the responsibilities, as Interim Budget, Reporting, & Financial Services Director.

Food Services & Rentals

- Food Services employees successfully met and Professional Development Plans were discussed with all food service employees.
- All food service employees were assisted in completing their ctcLink ES100 Employee Self-Service training.
- The catering business remains very slow due to COVID-19 concerns.

Facilities & Capital

Minor Capital <u>Program</u> 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 shall 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 two Campus Architectural firms: Schreiber, Starling, and Whitehead Architects. An agreement will be finalized so that programming for the project may ensue. Construction must be completed by June of 2023. *Status: on hold pending determination by the Executive Cabinet of a projected to pursue this biennium.*

Minor Capital <u>Repair</u> 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 to the high end of the expected range, and the college initiated an inquiry with a flooring contractor who is on the state approved vendor list. That flooring contractor has submitted a bid which 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 for hazardous materials in the mastic of the floor tile and moisture testing of the underlaying slab are occurring over Winter Break has come back and both cases, are negative. *Status Update: reviewing flooring samples with the lab coordinator for selection.* **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 conducted tests on the roof with a roofing consultant and found that the condition of the roof was worse than the level for which it was funded. The college contacted our SBCTC state Architect and was able to request

the additional funds necessary to upgrade the repair from a re-surfacing to a full roof replacement and the funds necessary to complete the project 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 such that the first phase shall occur this biennium, and the second phase shall occur next biennium so as to complete the portion which was underfunded for the current biennium. *Status: Design for replacement of the upper roof section and parapet is in progress.* **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. *Status: Rolluda Architects and Bogart engineers submitted cost estimates and preliminary schedule. Bidding documents are scheduled to be ready by the end of this month.* Construction is scheduled for summer break 2022 with completion of the K1/K2 Heating units prior to the return of students for Fall Quarter, and B Bldg. Boilers prior to heat being turned on in the Fall.

Minor Capital <u>Repair</u> Projects for Next Biennium (July 2023 - June 2025):
- The Facilities Condition Survey (FCS) 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. *Status: The SBCTC has finalized the FCS and circulated to colleges.*

Major Capital <u>Growth</u> Projects in Pre-Design/Design Phases for Current Biennium (2021 - 2023):
- The pre-design and design portions of a new <u>Health Sciences Center</u> 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. *Status: Camera work of existing lines in order to determine condition has been expanded to include additional storm lines that run along the western edge of campus, and work is scheduled to occur on Friday of this week.*

- **Replace and Repair Aging Communication System including Fiber-Optic backbone**- We are investigating the possibility of repurposing allocation to this purpose with the intent of pursuing the funded storm water system replacement next biennium. Our Information Technology Dept. has conducted a survey of existing system and is quantifying work needed to update it.

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 to SBCTC prior to the deadline in December and is in the process of being reviewed and ranked*.

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: Foundations have been poured and the pole bases erected. Irrigation line relocation was required, as coordinated by RTC Grounds Crew and PSE sub-contractors. Work by PSE has been completed until spring when old poles will be removed and new ones erected. Campus Security provided project impact updates to the College community. Landscaping and trees have been removed by PSE to accommodate the project. A newly formed committee to select plants and tree replacements has been formed with the replanting costs covered by PSE. A PSE sub-contractor is scheduling work with our Security Director.*

- **COVID HVAC and Air Filtration Mitigation Project** – Funding has been approved to increase air ventilation and to upgrade the HVAC filters to higher MERV rated filters in selected campus buildings. MERV 11 filters have been ordered by the maintenance department, and are responsible for implementing their installation in mechanical units that are equipped to receive them. A controls contractor on a service agreement with the college has had their contract expanded to include modifying mechanical ventilation settings and schedules, and buildings which are suitable for increasing ventilation rates have been increased at this time. *Status: HVAC control settings for various buildings have been finalized and implemented at this time by our Controls Contractor via a service agreement. Air Filters have been received and installed for those buildings which will accommodate filters with a higher MERV rating.*

Phi Theta Kappa – All Team USA Scholarship

The Phi Theta Kappa – All Team 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 (*Workforce*)
- **Nominee #2:** John Kersey (*Transfer*)

Student Engagement & Feedback in the Presidential Search Process

- A student forum was hosted on January 20, 5:00-6:00 PM.
- Meeting invites were sent to all current students two weeks prior to the forum date.
- There was limited student participation with quality feedback.
- Students were provided with an overview of the search process and a link to the RTC Presidential Search Webpage.

Winter Qtr. Events & Activities

- Lunar New Year Celebration & Dumpling's
- Black History Month Spotlight: Kiana Davis
- CTC Link Implementation Support
- Gentle Yoga

Communications and Marketing
Renton Technical College Board of Trustees
Feb. 16, 2022

ctcLink Communications

This is a major focus for the communications team. Executive Director Hansen is leading communications regarding the ctcLink rollout in collaboration with the project team. A series of messages have been going out to students across platforms, including reminders of registration deadlines, and upcoming office closures. The web team continually updates the ctcLink webpage, and plans are in place for additional sections as go-live draws near. The web team also is collaborating with departments to revise content on all pages referring to Legacy systems that must be updated to reference ctcLink. These updates will take place behind the scenes during the downtime. To accommodate this, we will put a moratorium on updates not related to ctcLink from Feb. 22 – March 14.

Marketing

We have made significant pushes to increase Spring Registration before the pause for ctcLink implementation. Because students cannot register after Feb. 11, we have paused other campaigns and will resume March 14.

COVID

As we look toward a fuller presence on campus, Executive Director Hansen has created a survey to assess students' desires for Fall Quarter. This will be sent after ctcLink implementation and will inform instructional decisions regarding the course schedule and program modalities.

Social Media Highlights

1. Overall engagement rate: increase of 51%
2. Overall post link clicks: increase of 51%
3. Overall net audience growth: 57 % increase
4. Mixed post types are making an impact: 3rd most popular post is video on IG, then a general link share via LinkedIn
5. Most popular post: Doug Medbury feature, 2.4 K reach on Facebook alone, and high engagement on other platforms

ctcLink Report
Renton Technical College Board of Trustees
February 16, 2022

ctcLink

The User Acceptance Testing (UAT) has continued on 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, 56% of Sprint 2 UAT tests have been completed.
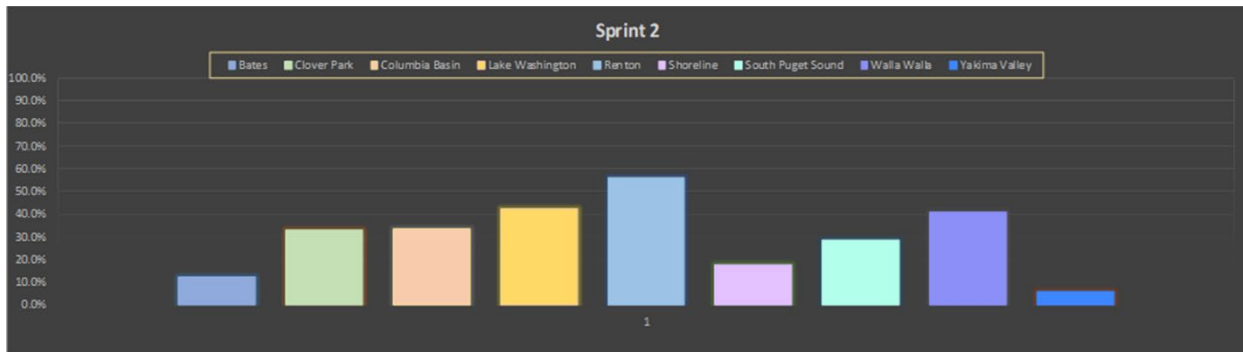
Sprint 2	Total # of Test Cases	Failed	Blocked	Warning	In Progress	Previously Tested	Passed	Not Started	Decline to Test	Not Applicable	College Total	Total % Not Started	Total % In Progress	College Complete %	Tests Incomplete
Bates	258	0	0	0	0	0	31	226	0	1	257	88%	0%	12.1%	226
Clover Park	258	0	0	0	1	0	79	161	0	17	241	67%	0%	32.8%	162
Columbia Basin	258	0	0	0	9	0	79	148	0	22	236	63%	4%	33.5%	157
Lake Washington	258	0	0	0	5	23	82	138	0	10	248	56%	2%	42.3%	143
Renton	258	0	3	9	2	41	103	99	0	1	257	39%	2%	56.0%	113
Shoreline	258	0	0	0	0	0	46	212	0	0	258	82%	0%	17.8%	212
South Puget Sound	258	0	0	1	23	26	41	144	0	23	235	61%	10%	28.5%	168
Walla Walla	258	0	0	0	2	0	105	151	0	0	258	59%	1%	40.7%	153
Yakima Valley	258	0	0	1	1	0	15	241	0	0	258	93%	0%	5.8%	243

Sprint 2 will continue until February 18, 2022. RTC has an internal goal to complete almost all tests by February 4, in order to spend more time to resolve issues before go live.

Legacy Shutdown & ctcLink Start Up

- On February 8, RTC staff met with the Legacy team at SBCTC to discuss the processes necessary to finalize the shutdown of our legacy systems.

- To prepare for the shutdown, the Business Office must close out the month of February by February 23, two weeks earlier than usual. Therefore, transactions in the Legacy system (admissions, enrollment, cashiering, FA disbursement) must be cut off on February 14.

- Friday, February 11, was the last day for students to use Legacy admissions and registration. They will be able to start up again in ctcLink on March 14.

- During the first two weeks after go live, staff from Student Services, the Business Office, Instruction, and HR will be engaged in ctcLink workshops and go live activities. The transition will be a series of validation, clean up and start up processes necessary to get the system up and running properly. We will spend the first two weeks getting all our staff activated in ctcLink.

- Full services will resume to students on March 14. Direction and support will be provided to students so they can activate their accounts.

College Readiness

- All employees have been assigned and were expected to complete self-paced Canvas training to prepare how to use the Employee Self Service module in ctcLink, as well as other functions related to their job.
- The first post-go live "hands-on" workshop has been scheduled for all employees who need to fill out a timesheet or leave for our first payroll in ctcLink.
- We have four Faculty Ambassadors, tasked to support faculty in the transition and training of new ctcLink features.
- Staff have begun re-mapping our business processes to accommodate ctcLink.
- Communication is sent to students two times a week on various platforms.
- Additional employees have been given access to the UAT environment to familiarize and help prepare for the transition.

Post Go Live Expectations

RTC has done a phenomenal job completing all of the project work and getting us set up for a sustainable future. Despite the overwhelming workload, a global pandemic, and maintaining normal day jobs, our pillar leads and super SMEs have been the key to our success with this project at RTC. The contributions of staff across campus should be recognized and rewarded. Leadership should consider how this work has and will continue to impact their areas.

Based on the experiences of previous deployment groups, realistically, the college should expect a rough transition for those staff who are heavily impacted by this system change. This is most likely due to the size of the project and scale of the change, despite completing all the requirements and tasks of the project sufficiently. For those who are further removed from the system, the impact will be small. Students will need to adjust and we can expect some initial bumps. However, based on past deployment group feedback, students tend to adjust faster than staff.

Activities in February

- UAT Sprint 2
- Legacy Shutdown Procedures
- SBCTC Support Staff Meet & Greet
- New Business Process Mapping
- Final Data Validation and Clean Up
- Go Live

The following personnel actions occurred during January 2022 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires / Changes in Position: NONE			
-Separations			
Crandle, Javan	1/24/2022	Custodian I	Custodial

WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
Bui, Linda	1/18/2022	Enrollment Services Specialist *(Temporary Backfill)*	Enrollment Services
-Separations			
Hawes, Brianne	1/24/2022	Library Paraprofessional	Library

Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position: NONE			
-Separations: NONE			

Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Bae, Abigail	1/10/2022	Director of Outreach & Recruitment	Student Services
DeWitt, Susan	1/1/2022	Schedule & Curriculum Manager *(Temporary Change in position)*	Instruction
Elliott, Emily	1/18/2022	Associate Dean of the Library	Library
Jackson, Ebony	1/16/2022	Executive Assistant to the VP of HR *(Change in position)*	Human Resources
Matson, Shannon	1/18/2022	Dean of Advance Manufacturing	Workforce
Pelaez, Indra	1/18/2022	Dean of College & Career Pathways	College & Career Pathways
Solis, Christina	1/1/2022	Budget Reporting Financial Services Director *(Temporary Change in position)*	Business Office
-Separations			
Tong, Hui *(Romy)*	1/14/2022	Budget Reporting Financial Services Director	Business Office
Vieira, Erica	1/3/2022	Clinical Placement Coordinator	Allied Health

RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Barger, Thomas	1/4/2022	Adjunct faculty / Land Survey	Land Survey
Cram, William	1/3/2022	Adjunct faculty / Computer Science	Computer Science
Dao, Bao	1/3/2022	Full time Faculty / Machine Technology	Machine Technology
Gray, Matthew	1/3/2022	Adjunct faculty / Computer Science	Computer Science
Longoria, Carlos	1/18/2022	Adjunct faculty /Anesthesia Tech	Allied Health
Manso, Diane	1/6/2022	Adjunct faculty / Dental Assistant	Allied Health
Rupp, Jill	1/10/2022	Adjunct faculty / Massage Therapy	Allied Health
Woldemariam, Samuel	1/3/2022	Full time Faculty / Nursing	Nursing
-Separations			
Abbott, Gabrielle	1/14/2022	Full time faculty / Anesthesia Tech	Allied Health
Kimani, Batholomew	1/14/2022	Full time faculty / Precision Machining	Trades

	Monthly Total Hires	% of Diverse Hires YTD	
Full time	10	48%	
Part time	6	33%	

College Technology Services - Information Technology Report
Renton Technical College Board of Trustees
February 16, 2022

CTS - Mission Critical Projects for 2022

▪ CTS is looking for a new base of operations to maintain, patch and quarantine returned hardware, due to space constraints and competing needs for the C building. CTS will continue to distribute and accept equipment in C building lobby to minimize confusion for students. Alternative locations for CTS are pending.

▪ The Executive Director of CTS has formed a Laptop Viability Group (LVG) to determine if a program like this would offer benefits and/or encourage incoming students. RTC deans have expressed interest along with stakeholders from the RTC tech council; other SBCTC colleges have successfully implemented similar programs. RTC's LVG will open intra-college conversations to gather research prior to drafting a proposal for the President and RTC executive leadership for consideration.

▪ CTS continues to provision and deploy new laptops and mobile devices, replacing hardware that is often 5 to 10 years past end of life. This kind of work takes time, but CTS is happy to report that provisioning is complete for approximately half the devices purchased with HERFF funds. And while the uplift of the functional device level for campus requires additional purchasing, CTS is coordinating this purchase with provisioning/deployment work to ensure a timely evolution.

▪ The MS Teams phone system replacement project is in the discovery phase. Phones have been purchased and the required Microsoft licensing upgrades are in process.

▪ The implementation of datacenter upgrades continues to be delayed due to global supply chain shortages. The project requires installation staging as it replaces network devices that interconnect all datacenter hardware, including backup servers and the Azure stack server cluster that will house our on-premise servers. Post install, CTS will migrate all servers into the new cluster which runs a Hyper-V backend.

▪ Our Executive Director is working with SBCTC support for the network upgrades. A new campus core switch has been ordered to improve bandwidth between buildings and the datacenter. Quotes to repair the fiber links and provide better continuance of operations are pending. Campus WiFi hardware deficiencies were discovered during the Teams phone project. CTS is creating a plan to upgrade the WiFi in conjunction with our contracted vendor.

▪ CTS has worked with C!TL to reduce usernames/passwords usage requirements by connecting our Learning Management system (Canvas), to our domain Federated Login (SSO used for accessing campus computers and applications). The next phase of this project is the Student Self Service Password Reset (SSSPR).

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 Director and Manager worked with the Data Integrity Group (DIG) members on January 18, 2022 to get feedback on their Strategic Data Project. They shared the details of the project including the purpose, scope, methods, steps, outputs, and expected impacts of the project. The IR team and the DIG members agreed to discuss the details of the project further based on the descriptive analysis of the initial findings at the next meeting. The IR team plans to retrieve last 10 years student data for the analysis and use them as foundational data for predictive analytics.

- IR team members completed all the required ctcLink Canvas training courses by the internal deadline, February 2, 2022. They plan to use the learning courses continuously as references during the transition period.

- The IR Manager initiated to rebuild key dashboards using DataLink. The IR team has streamlined current dashboards and rebuilt them to be compatible in the ctcLink. The IR Manager rebuilt Student Learning Outcomes dashboard and Student Completion dashboard and presented them during ctcLink Steering Committee meetings. The purpose of this effort was to test and prove the seamless transition of the key dashboards from the current system to ctcLink environment. However, the completion of the key dashboards will be possible after all databases are fully migrated in the complete ctcLink on February 28, 2022.

Instruction Report
Renton Technical College Board of Trustees
February 16, 2022

Instruction Report

We continue to have exciting times in Instruction. Our three new deans are settling in and we are about to begin screening for a new Dean of Transportation and Workforce. I have started meeting with every program to talk Marketing and Retention. Instruction is gearing up to support our Student Services colleagues as we transition to ctcLink.

For your video reports, this month, we are returning to area deep dives. Interim Dean Warren Takata gives you an overview of Transportation and Workforce/Apprenticeships (https://youtu.be/7PateRd2Il0).

You'll also get to hear from Director Kristi Grassman at the Construction Center for Excellence (https://youtu.be/8CBpqeR2tIw), a statewide office hosted at RTC. Note, you may need to turn up the volume to hear this video.

RTC Foundation Report
Renton Technical College Board of Trustees
February 16, 2022

Scholarships and Events

Spring Quarter Scholarships: The Scholarship Committee is reviewing and scoring 125 applicants for spring quarter scholarships. This is a drop from 156 in spring 2021. There were more students this cycle who did not have financial need which is an eligibility requirement.

Exceptional Employee Awards: Due to the current COVID environment, the 2021 Exceptional Employee Awards (EEA) was moved to Friday, March 18th and will be a virtual event. Creative24 has been hired to produce a video to highlight the awardees. A new theme has been developed to play off of the "Masked Singer" television show. Bravo to First Financial NW Bank for sticking with us despite the last-minute change! The EEA awards are monetary gifts to employees and part of Foundation's mission to support professional development and build morale.

May 14th – Car Cruise-In & Student Success Celebration: A Project & Marketing Plan has been finalized and collaboration with Foundation and campus departments has begun for the community event. Visual branding has been developed and sponsor outreach is underway and $24,500 has been raised to-date of the $80,000 goal. The event landing page is scheduled to go live Feb. 24th.
Grants: Microsoft has confirmed a $20,000 grant award. The grant is unrestricted and a formal proposal is being developed on how the funds will be used. The funds in general are to advance computer skills and career advancement for students of color. Thank you, President McCarthy for your work on securing the grant. We are officially a part of Microsoft's philanthropy portfolio!

Grant reports were submitted to Cascade Philanthropy for the anonymous $50,000 grant to support the book and equipment grant. The annual report to Swedish Medical Center was submitted along with the request for renewal of their grant to support nursing scholarships.

Major Gifts and Donor Stewardship: The Phelps-Wenzel family has made a $15,000 donation that includes a dollar-for-dollar match from Microsoft. The $30,000 will be invested into the Benjamin Phelps Memorial Endowment. The Cugini family received a $13,000 bequest and want to direct it toward students through the RTC Foundation. The Pacific Cascade Mustang Club met to discuss their desire to establish a scholarship for Ford Asset students and took a tour of the K Complex. The club is also interested in participating in, and promoting the May 14th Cruise-In.

Professional Development & Community Engagement: Staff development includes earning a certificate for attending the workshops "Courageous Conversations," led by RTC VP of Instruction, Stephanie Delaney. Second workshop with Erin Jones' Three Phases of Equity, and the Bloomerang Academy to strengthen database skills.

Executive Director attended Kent Chamber Board meeting, Education Committee meeting, State of the Chamber luncheon; the East King Chamber Legislative kick-off, and the Renton Chamber legislative committee meetings. The performance review process for supervisors and their staff occurred during the month of January.

Student Services Report
Renton Technical College Board of Trustees
February 16, 2022

ctcLink is upon us!

We are now in what is called the ctcLink blackout period. It spans a four week timeframe where the "legacy" system is frozen and we do not have access to real time records, and thus cannot complete any transactional services with students (adding/dropping classes, accepting payments, and so on). The first two weeks, Student Services will maintain both in-person and virtual services helping students in any way we can. The final two weeks, Student Services will be closed in order for staff to attend mandatory training to learn how to use the system.

Information has been communicated to students for weeks now, alerting them to our transition to this new platform. Messaging has also been consistently shared with campus. Our aim has been to foster a culture of patience and grace while employees are learning new skill sets and then immediately needing to turn that learning around to serve students and the campus community.

In other technology news…

We continue to actively work towards implementation of EAB Navigate. Navigate will be a platform to facilitate smooth referrals for service, educational planning, student campaigns, student tracking, and more. This has slowed a bit as ctcLink has been the primary focus. Staff will engage in Navigate trainings in the spring and we expect to be using the platform beginning in late spring/early summer. We anticipate it being a wonderful companion tool for ctcLink.

Also in the month of February, we will soft-launch a chatbot platform by Ocelot. The chatbot is comprised of a bank of hundreds of questions that students can seek answers to 24/7. Usage of this tool reduces the amount of phone calls and emails students must send for service, providing them quick and real-time help. The platform is available in both English and Spanish, with the company expanding to include additional languages.

Renton Technical College
Board of Trustees Meeting
February 16, 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 and readiness for Go-Live.

B. 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.

C. Administration/Finance

Vice President Jackson will provide a mid-year budget analysis and an update on the monthly operating reports for December 2021.

E. President

Dr. McCarthy will provide a report subsequent to the January 19, 2022 Board meeting.

RECCOMMENDATION:

None.

PRESIDENT SEARCH CONSIDERATIONS
Renton Technical College
Board of Trustees
February 16, 2022

TIMELINE

The following lists and/or describes the process (actions, issues and other considerations) that typically takes place as a college recruits and hires a president; included as well is approximate timing and who has ownership of each step. While an effort has been made to list the process in order, some issues are overarching and may overlap, therefore, could/should occur periodically or throughout the recruitment process. It's important to also note that this is an estimated timeframe and may be accelerated or delayed.

Process Step	Timing	Trustees	Search Committee	Human Resources	√
Decision regarding need for Consultant & RFP	August	X			√
Decision regarding make-up and involvement of search/screening committee	August	X			√
Job Description reviewed	October	X			√
Applications for search committee distributed and committee members identified	September/ October	X		X	√
Search committee meeting schedule determined	October		X	X	√
Reports to Board and campus community commence	October		X	X	√
Refine Process and schedule	October/ November	X	X	X	√
Special arrangements to funnel campus/community feedback (email address, website)	October/ November		X	X	√
Gather input from campus/community	Throughout	X	X	X	√
Define ideal competencies/profile to be basis of promotional materials	October	X			√
Determine materials required of applicants	October/ November		X	X	√
Promotional material developed	November		X	X	√

Process Step	Timing	Trustees	Search Committee	Human Resources	√
Campus/Community Forum Scheduled	November/ December		X	X	√
Promotional materials produced by Communications & mktg.	October/ November			X	√
Sourcing (outreach) efforts identified and responsibilities assigned	October/ November		X	X	√
Initiate formal recruitment	November/ December			X	√
Screening of application materials/candidates	January/ February		X	X	
Possible Screening Interview and candidate field narrowed	February		X	X	
Final Candidates tour college and meet with constituency groups and open forums	March/April		X	X	
Final Interviews	March/April	X			
Finalist list narrowed to short list	March/April	X			
Campus visitation(s) of finalist (short list) candidates	March/April	X			
Reference/Background Checks of Final candidates	April	X			
Compensation package review	April/May	X			
Decision and offer made; contract discussions	April/May	X (and AAG)			
Board Action in Public Meeting	April/May	X			
Communicate decision to internal/external communities	April/May	X		X	
Transition	April/May until	X	X	X	
On-boarding plan developed for New President	October until start	X	X	X	
New President begins	July 1	X		X	
Implement on-boarding and monitor progress	Start date through 1st Anniversary	X		X	

RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2021-22
For the Month of December 2021

	Dec 2021 - Actual	Year to Date - December 2021 - Actual	Prior Year to Date - Dec 2020 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	$ 20,052,925	$ 9,407,669	$ 6,747,881	$ 2,659,789
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	$ 943,480	$ 4,582,257	$ 4,791,529	$ (209,271)
Grants and Contracts	$ 257,967	$ 1,019,001	$ 719,033	$ 299,968
Donation Received	$ -	$ 5,000,000	$ -	$ 5,000,000
Student Government	$ 66,481	$ 366,786	$ 469,050	$ (102,264)
Bookstore/Childcare	$ 23,327	$ 34,240	$ 34,773	$ (534)
Security/Parking	$ 21,117	$ 110,099	$ 117,651	$ (7,552)
Culinary Arts - Food Services	$ 43,169	$ 175,277	$ 40,672	$ 134,605
Housing	$ 3,764	$ 21,474	$ -	$ 21,474
Interest Income	$ (719)	$ 9,176	$ 14,875	$ (5,700)
Rental Income - Excluding 569	$ 13,818	$ 96,392	$ 114,278	$ (17,886)
Scholarship and Student Loan Funds Received	$ 184,554	$ 3,208,394	$ 3,086,119	$ 122,276
CRRSA	$ 460,922	$ 7,333,023	$ (1,194,322)	$ 8,527,345
CARES Deferred FY20	$ -	$ -	$ -	$ -
Net Operating Revenues	$ 2,017,880	$ 21,956,119	$ 8,193,658	$ 13,762,462
Add - State Allocation - Payroll & Benefits	$ 2,109,730	$ 12,013,653	$ 11,433,531	$ 580,122
State Allocation - VPA Expenses	$ 95,248	$ 567,996	$ 547,062	$ 20,934
Capital Allocation	$ 50,919	$ 237,416	$ 1,237,447	$ (1,000,032)
Total State Funding	$ 2,255,897	$ 12,819,064	$ 13,218,040	$ (398,975)
Total Revenues	$ 4,273,777	$ 34,775,183	$ 21,411,697	$ 13,363,486
Less - Expenses:				
Salaries - A	$ 1,946,635	$ 10,951,707	$ 9,766,807	$ 1,184,900
Benefits - B	$ 609,310	$ 3,437,688	$ 3,447,362	$ (9,673)
Contracts - C	$ -	$ -	$ 1,250	$ (1,250)
Goods and Other Services- E	$ 414,492	$ 2,437,160	$ 3,655,654	$ (1,218,494)
Cost of Goods Sold - F	$ 9,094	$ 40,778	$ 17,427	$ 23,351
Travel - G	$ 2,937	$ 14,861	$ (159)	$ 15,020
Equipment - J	$ 145,675	$ 636,776	$ 268,828	$ 367,948
Computer Equipment - K	$ -	$ -	$ 4,521	$ (4,521)
Financial Aid - N	$ 1,473,222	$ 6,746,757	$ 5,419,041	$ 1,327,716
Debt Service - P	$ 46,415	$ 46,415	$ 46,213	$ 202
Bad Debt - W	$ (757)	$ 3,226	$ 4,644	$ (1,418)
Total Expenses	$ 4,647,024	$ 24,315,369	$ 22,631,587	$ 1,683,781
Net Operating Surplus (Deficit)	$ (373,247)	$ 10,459,815	$ (1,219,890)	$ 11,679,705
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	$ (248)	$ 118,615	$ 1,994,937	$ (1,876,321)
Decrease/ (Increase) in Investments & Bond Amortization	$ 827	$ 9,597	$ (5,020)	$ 14,617
Payment of Bldg, Innovation Fee, and VPA Advance to State	$ (88,850)	$ (404,289)	$ (393,744)	$ (10,545)
Land Purchase	$ -	$ -	$ -	$ -
Total Other Sources (Applications) of Cash	$ (88,271)	$ (276,077)	$ 1,596,173	$ (1,872,249)
Adjustments to Cash - Posting Errors	$ -	$ -		
Ending Cash Balance	$ 19,591,407	$ 19,591,407	$ 7,124,163	$ 12,467,245
Add College Reserves:				
Local Government Investment Pool (LGIP)	$ 985,292	$ 985,292	$ 984,262	$ 1,031
Investment Bonds held in trust by US Bank	$ 2,221,659	$ 2,221,659	$ 2,234,215	$ (12,556)
Total Reserves	$ 3,206,951	$ 3,206,951	$ 3,218,477	$ (11,525)
Total Cash and College Reserves	$ 22,798,359	$ 22,798,359	$ 10,342,640	$ 12,455,719

	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	$ 26,455,102	$ 22,733,350	$ 3,721,752
Allocation Used - Year to Date	48%	$ 12,581,649	$ 11,452,886	$ 1,128,763
Remaining State Allocation	52%	$ 13,873,453	$ 11,280,464	$ 2,592,989

RTC Month End Cash and Reserves Balances - FYR 1516 to 2122
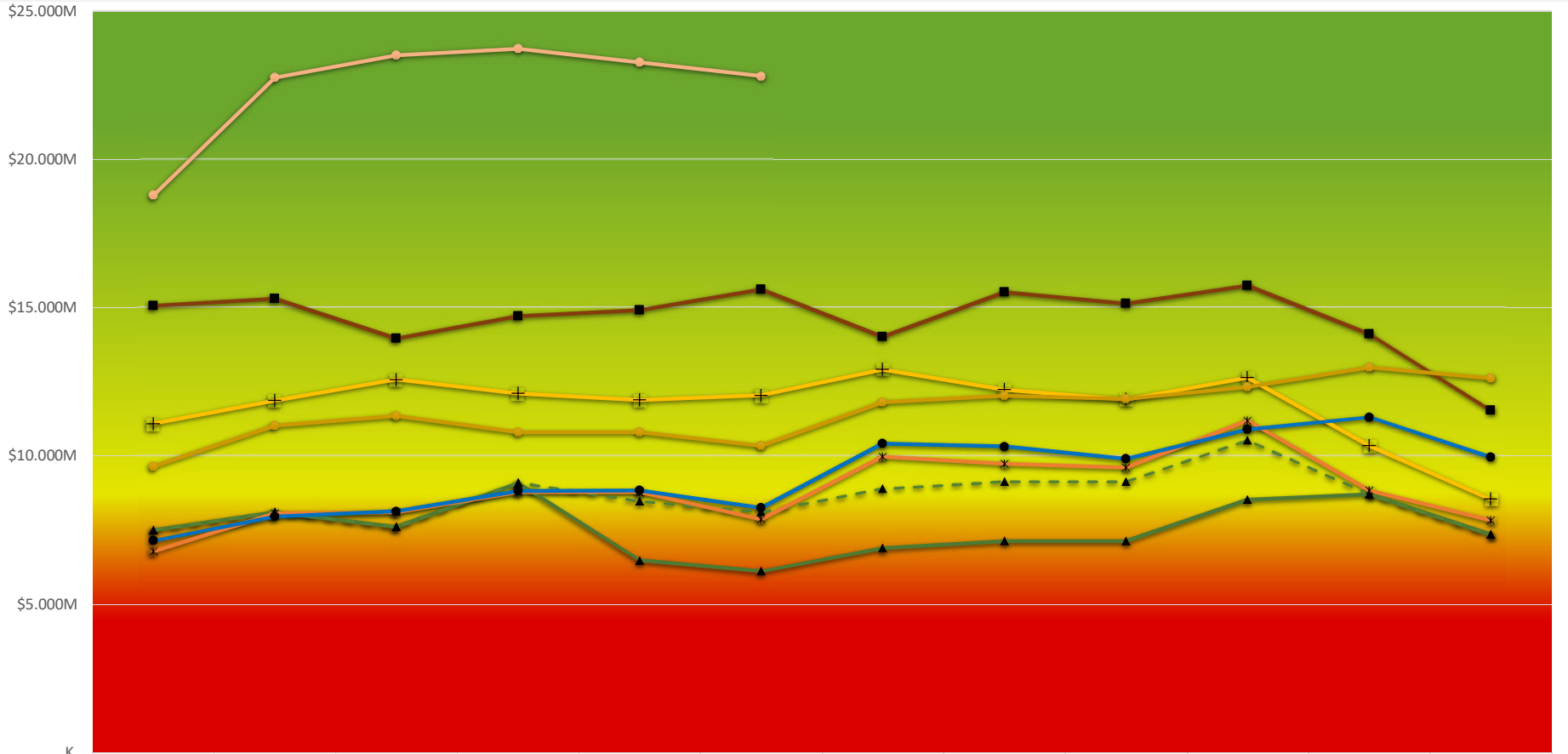
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2015-2016	$15.056M	$15.298M	$13.954M	$14.700M	$14.910M	$15.611M	$14.003M	$15.524M	$15.126M	$15.739M	$14.102M	$11.526M
2016-2017	$11.082M	$11.857M	$12.569M	$12.093M	$11.886M	$12.037M	$12.906M	$12.231M	$11.897M	$12.636M	$10.343M	$8.531M
2017-2018	$7.490M	$8.100M	$7.599M	$9.081M	$6.473M	$6.106M	$6.887M	$7.121M	$7.129M	$8.519M	$8.708M	$7.338M
2017-18 w COP	$7.490M	$8.100M	$7.599M	$9.081M	$8.473M	$8.106M	$8.887M	$9.121M	$9.129M	$10.519M	$8.708M	$7.338M
2018-2019	$6.772M	$8.059M	$8.096M	$8.783M	$8.768M	$7.853M	$9.965M	$9.740M	$9.611M	$11.186M	$8.833M	$7.823M
2019-2020	$7.135M	$7.958M	$8.126M	$8.817M	$8.834M	$8.245M	$10.404M	$10.311M	$9.896M	$10.895M	$11.302M	$9.961M
2020-2021	$9.645M	$11.017M	$11.342M	$10.791M	$10.790M	$10.343M	$11.811M	$12.022M	$11.922M	$12.327M	$12.986M	$12.624M
2021-2022	$18.781M	$22.747M	$23.502M	$23.724M	$23.261M	$22.798M						

Renton Technical College
Board of Trustees Meeting
February 16, 2022

AGENDA ITEM: 5.   TRUSTEES

<table>
<tr><td colspan="2">BOARD CONSIDERATION</td></tr>
<tr><td>X</td><td>**Information**</td></tr>
<tr><td></td><td>Action</td></tr>
</table>

 SUBJECT:

BACKGROUND:

A.   Board Policy Review and First Read – Section 3
Trustees Unti and Page will share the results of their review of Board Policy Section 3 with the Board for discussion.

B.   2022 ACCT National Legislative Summit Report
Trustee Page will provide a report following his attendance at the ACCT National Legislative Summit in Washington, D.C., February 5-9, 2022.

C.   2022 ACT Winter Conference Report
Trustees who attended will provide an overview report of the virtual ACT Winter Conference, January 24-25, 2022.

D.   ACT Awards
Trustee Unti will share information regarding the 2022 ACT Awards and nomination process.

E.   RTC Foundation Report
Trustee Page will provide an update to Board members from the Foundation.

F.   Board Meeting Survey
Trustee Unti will share the results of last month's Board survey.

RECCOMMENDATION:

None.

Board of Trustees

Policies

SECTION 3: GOVERNANCE PROCESS

TABLE OF CONTENTS

POLICY TYPE: **GOVERNANCE PROCESS**
POLICY TITLE: **GLOBAL GOVERNANCE COMMITMENT**
POLICY NUMBER: GP-1

The Board of Trustees is committed to governing Renton Technical College by means of a policy governance model. The Board of Trustees will always act in the best interest of Renton Technical College, its students, employees, and the community it serves. Accordingly, the Board of Trustees will ensure the accountability of Renton Technical College by assuring that it achieves its identified outcomes at an appropriate cost and avoids unacceptable activities, conditions, and decisions as specified by Board policy.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: GOVERNANCE STYLE
POLICY NUMBER: GP-2

The Board of Trustees will govern with an emphasis on outward vision rather than being preoccupied with internal college operations. The Board will encourage diversity in viewpoints, focus on strategic viewpoints rather than administrative detail, clearly define Board and presidential roles, make collective rather than individual decisions, focus on the future rather than the past, and be proactive rather than reactive.

Accordingly, the Board will:

1. Operate in ways mindful of its obligation to the public.

2. Direct the organization through the careful establishment of the broadest organizational policies reflecting the Board's values and perspectives. The Board's major focus will be on the intended long-term impacts outside the operating organization and not on the administrative or programmatic means of attaining those outcomes.

3. Be the initiator of policy.

4. Seek input from staff, faculty, students, alumni, employers, and other community members on Board policies when appropriate.

5. Enforce upon itself whatever discipline is needed to govern effectively, with efficiency and excellence. Discipline will apply to matters such as attendance, preparation for meetings, respect of roles, speaking with one voice, and ensuring the continuity of governance capability.

6. Pursue continual development, including orientation of new Board members in the Board's governing process and period discussions of process improvement.

7. Monitor and discuss the Board's process and performance regularly. Self-monitoring will include comparison of Board activity and discipline to policies adopted under Governance Process and Board-Staff Relationships.

8. Make consensus-based decisions, to the extent possible.

POLICY TYPE:	**GOVERNANCE PROCESS**
POLICY TITLE:	**BOARD JOB DESCRIPTION**
POLICY NUMBER:	**GP-3**

The Board of Trustees shall set direction for Renton Technical College and represent the citizens of Community College District No. 27 in determining and demanding appropriate organizational performance.

Accordingly, the Board will concentrate on the following:

1. Serving as the link between the College and the public.

2. Determining and enacting written governing policies that will address:
   a. *Goals:* College services, impacts, benefits, outcomes, recipients, impacted groups, and beneficiaries and their relative worth in cost or priority.
   b. *Executive Limitations:* Constraints on executive authority, that establish the prudent and ethical boundaries within which all executive activity and decisions must take place.
   c. *Governance Process:* Specification of how the Board conceives, carries out, and monitors its own tasks.
   d. *Board-President Relationship:* The President's authority and accountability, and how his power is delegated and its proper use is monitored.

3. Ensuring a consistent, equity-minded review of governing policies on a regular schedule.
   a. Sections 1 and 2 in October, section 3 in February, and section 4 in May

4. Monitoring college performance and the president's performance against established Board policies.

5. Ensuring college compliance with all applicable laws and regulations.

6. Serving as a link between the College and the Renton Technical College Foundation to ensure communication and coordination between the two boards.

7. Promoting a positive image and advocating for the College.

8. Keeping current with issues pertaining to higher education by participating in development and training opportunities including the following:
   a. Participating in the Washington State Association of College Trustees (ACT)
   b. Attending ACT new trustee orientation program
   c. Participating on the College's legislative committee and attending legislative sessions or functions
   d. Attending the annual Board of Trustees retreat

Renton Technical College
Board of Trustees Policy Manual

POLICY TYPE:	**GOVERNANCE PROCESS**
POLICY TITLE:	**BOARD JOB DESCRIPTION**
POLICY NUMBER:	**GP-3 (CONTINUED)**

9. Providing for the orientation, onboarding and mentoring of newly appointed members of the Board, by:

   a. Adopting an Onboarding Outline describing the expectations for the orientation and onboarding process, to ensure that new Trustees begin their service well prepared to participate and contribute to the work of the Board.

   b. Assigning a Board member to serve as Onboarding Delegate, whose duties will include:

      1. Working with the Office of the President in the development of onboarding materials to be used in the orientation and onboarding process, to support the Outline adopted under (a) above.

      2. Coordinating the orientation, onboarding, and mentoring of each new Trustee, in collaboration with the Board Chair and the President.

      3. Representing the RTC Board on the State Association of College Trustees' committee on Onboarding, if constituted.

      4. Reporting to the Board on these activities.

Reference: https://www.rtc.edu/trustee-onboarding-syllabus

RTC RENTON TECHNICAL COLLEGE®

POLICY TYPE:	**GOVERNANCE PROCESS**
POLICY TITLE:	**BOARD STRUCTURE AND ELECTIONS**
POLICY NUMBER:	**GP-4**

The Governor of the State of Washington appoints all members of the Board of Trustees. The officers of th Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary.

Accordingly:[MA1]

1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Renton Technical College, or ~~his/her~~ the President's designee.

    By convention, all members of the Board will serve as Chari and as Vice-Chari, rotating in the order of the appointment to the Board.

2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, ~~to serve for the ensuing year, from July through the following June~~ to a term of one year, to begin the following July 1.

    A. Election of Chair
       i. The sitting Vice-Chair will be presumed to be a nominated for Chair. This nomination may be declined.

       ii. The sitting Chair may be nominated for another year as Chair under extraordinary circumstances. Discussion concerning the extraordinary circumstances are to be held in a full Board open meeting.

       iii. Any Board member may be nominated as a candidate for Chair, beyond the provisions of (i) and (ii) above.

    B. Election of Vice-Chair

       i. The Board member having the longest time since serving as Chair or Vice-Chair will be presumed to be nominated for Vice-Chair. This nomination may be declined.

       ii. The sitting Vice-Chair may be nominated for another year as Vice-Chair under extraordinary circumstances. Discussion concerning the extraordinary circumstances are to be held in a full Board open meeting.

       iii. The sitting Chair may not be nominated for Vice-Chair.

       ~~2.~~iv. Any Board member may be nominated as a candidate for Vice-Chair, beyond the provisions of (i), (ii), and (iii) above.

3. Vacancies

    A. In the event of a vacancy in the office of Chair, the Vice-Chair shall immediately become Chair, and serve for the remainder of the current term. The office of Vice-Chair thereby becomes vacant, to be filled as described in (B) below.

Adopted: November 9, 2010
Revised: June 16, 2021
DRAFT REVISIONS, FIRST READ, GP 4: Feb 16, 2002

If there is no sitting Vice-Chair at the time a vacancy in the office of Chair occurs, the Board member with the most years of service shall immediately become Chair, and shall serve for the remainder of the current term.

B. In the event of a vacancy in the office of Vice-Chair, an election for that position will be scheduled at the next regular Board meeting, under the procedures of section 2.B above; the newly elected Vice-Chair will assume office immediately.

3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.

4. The responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.

5. The Vice-Chair will move into the position of Chair of the Board.

6. If a Board member does not wish to serve when his/her name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.

7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting with the full Board.

8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which he/she was elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

POLICY TYPE:	**GOVERNANCE PROCESS**
POLICY TITLE:	**CHAIR'S ROLE**
POLICY NUMBER:	**GP-5**

The Chair assures the integrity of the Board's process and secondarily, represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances.

Accordingly, the Chair will:

1. Ensure that the Board and individual Board members consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:

   a. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide.

   b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.

   c. The Chair will stimulate discussion among the Board members and will attempt to arrive at Board decisions through consensus.

   d. The Chair will confirm accuracy of transcribed, approved minutes, will sign the minutes of all special and regular meetings of the Board, and will sign other documents as required by law.

2. Make decisions that fall within the topics covered by Board policies on the Governance Process and Board-President Relationship, with the exception of employment or termination of the President, and where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.

3. Not make decisions about policies created by the Board within the Goals and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.

4. Chair board meetings with all the commonly accepted power of the position, to include ruling, recognizing, agenda setting and calling special meetings as required.

5. Ensure that other Board members are informed of current and pending Board issues and processes.

6. After Board discussion, appoint members to committees established by the Board.

7. Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.

POLICY TYPE:	**GOVERNANCE PROCESS**
POLICY TITLE:	**BOARD COMMITTEE PRINCIPLES**
POLICY NUMBER:	**GP-6**

Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job. The committees will operate to minimally interfere with the wholeness of the board's job and never to interfere with delegation of authority from the Board to the President. Committees will be used sparingly.

Accordingly, Board Committees are:

1. To help the Board do its job, not to help, guide or advise the employees of the College do their jobs. Committees typically will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will, by and large, not have direct dealings with current staff operations.

2. Not to speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.

3. Not to exercise authority over College employees. The President works for the full Board; therefore, the President is not required to obtain approval of a Board committee before an executive action.

4. To avoid identification with organizational parts rather than the whole. A Board committee that has helped the Board create policy on some subject will not be used to monitor organizational performance on that same subject.

5. Not to have standing committees. When necessary, the Board will form an ad-hoc committee. Committees will never consist of more than two Board members.

6. This policy applies only to committees that are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.

Renton Technical College
Board of Trustees Policy Manual

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD SELF-EVALUATION

POLICY NUMBER: GP-7

The Board of Trustees shall conduct an annual self-evaluation prior to the annual planning retreat.

POLICY TYPE:	**GOVERNANCE PROCESS**
POLICY TITLE:	**AGENDA PLANNING**
POLICY NUMBER:	**GP-8**

The Board, in order to carry out its responsibilities with a governance style consistent with Board policies, will follow an annual agenda that will include:

- *Completing a re-examination of Goals policies annually*
- *Continually improving its performance through Board education, through enriched input and deliberation.*

Accordingly, the Board will:

1. Hold an annual planning retreat in the early autumn each year so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board's most recent statement of long-term goals. At the annual retreat, the Board will:

    a. Review the Board and College Mission
    b. Establish priorities and budget parameters
    c. Develop subjects for Board discussion and action during the following year
    d. Review Board self-evaluation results
    e. Prepare the annual agenda

2. Establish, not later than October of each year, a Board meeting calendar, listing the dates and places for the regular monthly Board meetings for the ensuring year.

3. Request the agenda and supporting materials for each Board meeting to be delivered to the Board at least three (3) days before the meeting.

4. Be mindful that education, input, and deliberation will be paramount in structuring meetings and other Board activities.

5. Provide an opportunity for public input at each regular Board meeting.

6. Approve the College budget each June, or at a later date if circumstances dictate otherwise. The College will submit revised budgets to the Board for approval as necessary during the fiscal year but not less than quarterly.

7. Decide the President's remuneration during the month of June, or at a later date if circumstances dictate otherwise, after a review of the President's annual performance evaluation, including any monitoring reports received during the year.

POLICY TYPE:	GOVERNANCE PROCESS
POLICY TITLE:	BOARD MEMBERS CODE OF CONDUCT
POLICY NUMBER:	GP-9

The Renton Technical College Board of Trustees commits itself to ethical, businesslike, and lawful conduct. Such conduct includes the proper use of authority and appropriate decorum when acting as Board members.

Accordingly, Board Members will:

1. Maintain loyalty to the College. This loyalty supersedes any conflicting loyalty to or advocacy for staff, other organizations, interest groups, membership on other boards or organizations. This loyalty supersedes the personal interest of any Board member acting as an individual consumer of College services.

2. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:

    a. There will be no self-dealing or any conduct of private business or personal services between any Board member and the College.

    b. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.

    c. Board members will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, friends, or associates.

3. Not attempt to exercise individual authority over the College or on behalf of the Board as a whole, except as explicitly set forth in Board policies. Specifically:

    a. Board members will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.

    b. Board members will recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board in interaction with the public, press, or other entities.

4. Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.

5. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.

6. Not present an item for action at board meetings that is not on the agenda, without consensus of the Board.

7. Be properly prepared for board deliberation.

Adopted: November 9, 2010
Revised: June 16, 2021

Renton Technical College
Board of Trustees Policy Manual

POLICY TYPE:	GOVERNANCE PROCESS
POLICY TITLE:	BOARD MEMBERS CODE OF CONDUCT
POLICY NUMBER:	GP-9 (CONTINUED)

8. Strive to participate in educational activities, including local, state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's Board of Trustees.

9. Aim to be honest and ethical in their dealings with each other, with college employees, partners, suppliers and the public.

10. Treat each other and all people with respect, and will foster a productive environment free of harassment, intimidation and discrimination.

11. This policy will not restrict a Board member from communicating informally with the President, College staff, the public or other entities about College educational services or activities.

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: NAMING OF FACILITIES
POLICY NUMBER: GP-10

The Board of Trustees shall have the final authority in the naming of new and existing college facilities, including buildings, rooms, landscaped areas, or other significant locations. The Board will give consideration to naming for people or entities that have made extraordinary contributions to Renton Technical College through personal service or significant financial support, including individuals who have greatly enhanced the prestige of the institution through outstanding state or national achievement or recognition.

The naming of facilities should be done deliberately. The Board's consideration of naming facilities shall follow these guidelines:

1. Naming a facility to honor the extraordinary service of an employee or a person officially involved with Renton Technical College can be made one year or more after retirement or a person's death. Significant gifts benefiting the College will provide opportunities for donors or entities to name a new or existing facility, unit or other significant locations in honor of their donation, an entity, or another person.

2. The Board, in consultation with the president, Foundation director, and Foundation Board president, may rename a facility.

3. While the Board normally reserves the right to approve a proposed name, the Board may delegate the ability to grant preliminary approval to the president.

4. The Board delegates responsibility to the president and Foundation director to solicit input and develop proposals for naming opportunities involving donors and entities.

ACCT 2022 Legislative Summit
Report to the Renton Technical College Board of Trustees
Tyler Page
February 16, 2022

The Association of Community College Trustees (ACCT) held its annual Legislative Summit in Washington, D.C. from February 6 – 9. About 800 Trustees, President, students and guests were in attendance. About 30 representatives from Washington State attended, including myself on behalf of RTC.

General Sessions

The opening General Session on Monday included a noteworthy presentation by Ricardo Torres, President and CEO of the National Student Clearinghouse Research Center, on the scope and demographics of the decline in college enrollments over the last two years. He clarified how in some sectors private institutions have actually grown, and discussed some of the reasons this may be occurring.

The First Lady of the United States, Dr. Jill Biden, spoke on Monday as well, reviewing the wins for community and technical colleges in the American Rescue Plan and the Infrastructure bill, and urging support for the priorities of the Build Back Better plan.

At the Monday lunch session, Secretary of Education Miguel Cardona repeated these themes and was able to talk about a number of initiatives in his Department relating to two-year colleges.

After lunch the keynote speaker was Major Garrett, the Chief Washington Correspondent for CBS News. He started with a powerful personal testimony about the impact of his hometown's community college on himself and his family. Most of his remarks were about national politics.

On Tuesday, Secretary of Labor Marty Walsh addressed the morning session. He spoke at length about efforts to expand apprenticeships and pre-apprenticeships.

At the Tuesday dinner session, Representative Richard Neal received the 2002 National Education Service Award. Rep. Neal has been instrumental in expanding and reforming the Pell Grant program as well as crafting a successor to the Trade Adjustments grant programs. Also honored was Bryce McKibben, former senior staff member to Senator Patty Murray and now at the Hope Center.

On Wednesday, Representative Andy Levin of Michigan described the workforce development programs he helped stand up while in state government during the Great Recession, and how he has pursued that course in Congress. Rep. Levin authored the College Promise Act to create two years of tuition-free college, and talked about those efforts as well as efforts to extend the forgiveness of student debt.

Concurrent Sessions

I attended a presentation on "Student, Faculty, and Administrator Perspectives on Impactful Digital Learning in the Community College" by the President of Garden City Community College in Kansas and the digital resource firm Cengage. They told the story of the college's growth of online learning immediate before and then during the COVID pandemic.

Legislative Visits

Together with Trustees from Bellevue and Highline Colleges, I was able to visit with Representative Adam Smith. We thanked him for the House's vote on the previous Friday to authorize "short-term" Pell grants, and described efforts to reduce barriers for students.

The Washington delegation was also able to meet with Senator Murray via Zoom, and also with senior staff of Senator Cantwell.

Informal meetings

I took as many opportunities as possible to discuss our colleges' present and future with fellow Trustees and Presidents from around the country. We talked about the online learning revolution, revisiting our business model, growing the next generation of CTC leadership, ctcLink, coming changes at SBCTC, and more.

Conclusion

ACCT is aware that must work hard to be relevant and useful to its member colleges, and this event showed that effort. The national agenda (developed jointly with AACC) was concise and comprehensible, and the speakers were high-level and worth hearing. As expected, the "face time" with members of Congress was very limited, but there was the sense that those who did were glad to see us and are ready to help.

I appreciate the College's willingness to allow me to attend this event, and I encourage the Board to continue to participate in future ACCT events.

Renton Technical College
Board of Trustees Meeting
February 16, 2022

AGENDA ITEM: 6. MEETINGS

SUBJECT:

BOARD CONSIDERATION
X   Information
Action

BACKGROUND:

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 16, 2022

AGENDA ITEM: 7.   **ADJOURNMENT**

SUBJECT:

BACKGROUND:

RECOMMENDATION:

Motion required.