



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

February 16, 2022
3:00 P.M.

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

MEETING MINUTES

REGULAR BOARD MEETING

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 3:00 p.m. Absent from the meeting were Trustees Shaunie Wheeler-James and Debra Entenman. A notation of quorum was made. Board Chair Unti read the RTC Land Acknowledgment.

Trustee Takamura also recognized February as Black History month and February 1 as the start of the Chinese New Year.

2. ADOPTION OF MINUTES

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

A. January 19, 2022 – Regular Meeting

Trustee Tyler Page made a motion to approve the minutes for the regular meeting held on January 19, 2022. Trustee Frieda Takamura seconded and the motion carried.

3. COMMUNICATIONS

A. General Information/Introductions

Vice President Jessica Gilmore English introduced Abi Bae, new Outreach and Recruitment Director at RTC. Director Bae most recently comes from Pierce College where she served as the District Outreach Manager. The Trustees welcomed Ms. Bae to Renton Technical College.

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

Wade Parrott, Associate Dean of Student Engagement and Retention presented RTC's two All Washington Scholars nominees for 2022: Elmi Abdulla, the Workforce nominee from the Commercial Building and Engineering Program, and Johnathan Kersey, the Transfer nominee from the Associate of Applied Science program for Computer Science. Both nominees joined the meeting via Zoom.

Mr. Abdulla thanked RTC for the nomination and expressed pride in his RTC program which is helping hone his professional skills.

Mr. Kersey expressed gratitude for his nomination and the opportunity to earn a 2-year degree in Computer Science at RTC before transfer to university and a career in the private sector.

Associate Dean Parrot introduced Gabriella Cotogna, a 2nd year Land Surveying student selected by RTC Trustees to receive the Transforming Lives Award conferred by ACT. Chair Unti presented the award to Ms. Cotogna who expressed her thanks for the scholarship, the Land Surveying program and opportunities it provided. Program instructor, Martin Paquette, received the award on behalf of Ms. Cotogna who was in attendance via Zoom.

Chair Unti wished the best to all three students in pursuit of their future endeavors and careers.

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E. Renton Federation of Teachers

RFT President Donna Maher shared the union’s pleasure regarding the decrease in COVID-19 and the good news that there are no campus cases. RFT is watching the ctCLink migration this month and concerned about Fall and Summer enrollment impacts, although President Maher has not heard of impacts from other technical colleges thus far. President Maher informed the Trustees that she will meet with legislators on Monday, February 21, AFT Lobby Day.

F. Written Communication Reports

Board Chair Unti thanked everyone who contributed communication reports with special thanks for the video reports which are lively and informative.

A discussion ensued about the enrollment downturn in the Ford ASSET program, prompted by a question from Trustee Takamura. Vice President of Instruction, Dr. Stephanie Delaney explained that high schools are not pushing student’s involvement in the Ford program. Interim Dean of Workforce, Warren Takata pointed out that dealers are interested in hiring students but do not want to release their employees to attend school and instead are starting in-house training with dealer mentors. Interim Dean Takata also reported that only 6 of 25 area dealers have currently committed to sending students to the Ford ASSET program. Other colleges are also feeling the impacts of this shift, citing the program shutdown at Clover Park Technical College as an example. Dr. McCarthy noted the enormous national focus on apprenticeships and expressed interest in how this may unfold in the future.

4. DISCUSSION/REPORTS

A. ctCLink Update

ctCLink Project Manager Lia Homeister updated the Board on the ctCLink migration. The statewide ctCLink Project Steering Committee approved RTC’s migration at their February 15 meeting. Ms. Homeister emphasized the importance of employee involvement on March 1 with timesheet submission deadline occurring the day after migration.

Trustee Page and Chair Unti thanked Ms. Homeister and the ctCLink team for their commitment and patience for their work during COVID and leaning into positive energy to do so.

B. President Search Update

Vice President Hogan provided a monthly update to the Board on the Presidential Search. The President Search Committee met February 7 to review and screen applications and will meet again February 21 to further consider the candidate group.

Interview dates for RTC President candidates have moved to March in order to remain competitive with other colleges conducting president searches. The interview process will be viewed through a diversity and equity lens, be inclusive of key stakeholders on campus (students, faculty and staff) and the greater Renton Community. The Board should give consideration to their interview questions as well as who may perform due diligence on the finalist(s). Specific interview times will be solidified with Trustees by Board Secretary Alanna Malone.

Trustee Page and Chair Unti thanked VP Hogan for her professional approach and work and understanding the highly competitive nature of the President search.

C. Administration/Finance

1) Mid-year Budget Analysis

Vice President Jackson shared the mid-year financial summary.

Approved budgeted revenue compared to RTC’s actual collections

- Revenues are trending below collections for this time of year.

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- State allocation increased due to GEER funding and the Center of Excellence grant.
- Tuition, fees, and enterprise are down from budget: 2 percent, 1 percent, and 7 percent respectively. These three will be closely watched for changes.
- Running start reimbursement will be booked in January.

Projected revenue; based on current revenues through month 6 and FY21 months 7-12 revenues

- Allocation will be completely collected.
- Tuition and Running Start should trend slightly ahead of budget; fees and enterprise will likely be well below budget.
- Fees are likely down because more students are taking fewer credits. The previous academic year's average credit load per student was 13.24. Current year is trending at 11.99 credits per student.
- Overall anticipated revenues will be down about \$566k.

Expenditures through December

- RTC is at 45 percent and trending in a positive direction.
- Labor is trending positively, mainly due to unfilled positions like the Executive Director of DEI, Administrative Support for DEI, and 3 GP navigators.
- Equipment is well above budget at 227 percent, due in part to starting FLEX lab and the purchase of new student/staff laptops and monitors.
- Client Services will be above what was budgeted due to increases in Worker Retraining and the Student Assistance grant allocation.
- Goods, services and equipment are trending toward overspending.

Projected Expenditures; current expenditures through month 6 and FY21 months 7-12 expenditures

- Overspending is just under \$24K due to previously noted salary savings from unfilled positions.
- Goods, services and equipment are expected to be overspent based on spending trends.
- Client Services will be over budget as per previously noted retraining and grant allocation.

Budget overage overall: \$356K

- This was a planned overspend this year for the hiring of additional ctclink and HEERF staff; temporary positions with varying termination dates. Salary savings from unfilled positions this year offset this overspend which would have been larger without these savings.

2) Monthly Finance Report

Vice President Jackson shared financial information through the month ending December 2021.

Grants and Contract revenue is up \$300k this year compared to last year, attributed to the work done by Ali Cohen in her programs. Food Services revenue is also up by \$134k compared to last year, but Food Services is \$595K lower now than before the pandemic for the same time period.

\$1.3M more in financial aid has been distributed this year compared to this time last year. Salaries are less than budgeted, but it should be noted they are \$1.2M more than last year at this time.

Total cash and college reserves, less the Scott/Jewett donation and loss HEERF revenue, were approximately \$10.4M. RTC has claimed all HEERF funding which had a May 2022 expiration date.

Enrollment for Winter quarter is about 99 percent of last year overall and 95 percent of tuition paying. Overall enrollment for Winter quarter will increase as apprenticeship students are registered.

Spring quarter enrollment is about 74 percent of our internal target for all students and 84 percent for tuition paying students. Faculty and staff have done a fabulous job of registering students early. As noted, we currently are not able to register new/additional students until March 14.

D. President’s Report

Dr. McCarthy provided a presidential report on his goals for the year.

Collaborative Relationships

Dr. McCarthy expressed his appreciation for the reports offered today at the Board meeting, including Ms. Homeister’s ctcLink report and her work with the State’s ctcLink Project Steering Committee, as well as her collaboration with VP Jacob Jackson and groups across the college. Dr. McCarthy stressed the importance of RTC continuing to extend a learning space for the migration as it unfolds, and further emphasized the importance of employee participation on March 1 with timesheet submissions. Dr. McCarthy affirmed that the Board has been doing a great job of checking in, asking questions and providing support for the ctcLink migration process all along the path.

Dr. McCarthy recognized the slowing of COVID cases which while also sharing his anticipation that more changes may lie ahead requiring our flexibility. Dr. McCarthy commended all of RTC for keeping people safe and maintaining operations during the pandemic.

Legislative advocacy continues. Six additional meetings have occurred since the January 19 Board meeting. Dr. McCarthy reported he is also helping with email campaigns to further the advocacy efforts and noted RTC’s good fortune in having much of their legislative representation on key committees where bills are up for consideration: 10 of RTC legislators sit on the House Appropriation Committee, 6 on Senate Rules and RTC Trustee and legislator, Debra Entenman is a member of the College and Workforce Development Committee where Dr. McCarthy will testify Thursday, February 17. Dr. McCarthy reaffirmed his recommendation that all should support the Governor’s budget, especially with such a positive revenue forecast.

The college had recent meetings with both Valley Medical and Fred Hutch to explore greater collaboration. The Allied Health Building project will be presented by architects at the Sunset Area Transformation Resource Council on March 3, as well as opportunities for student participation and input. The Nursing Commission extended suspension of admissions to the RTC Nursing program at a minimum through the Spring quarter 2022. The Nursing Director from Tacoma Community College will be working closely with RTC and a program manager has been hired to further assist with Nursing Commission reporting requirements. Dr. McCarthy informed the Board that he is collaborating with other colleges for data and that his current research shows RTC’s program produces the highest percentage of diverse nurses. Dr. McCarthy will keep the Board posted on all development.

The 2022 Achieving the Dream conference is in session February 14-17, with 9 RTC participants joining remotely. As announced at the conference, RTC’s national leader status has been reinstated, recognizing RTC as a college that has consistently made improvements. RTC has had great success with Veteran 4-year completion rates which increased from 60-80 percent, and students with dependent children credit completion rates increased from 74 percent to 83 percent in 2020 during COVID. Per Dr. McCarthy, these specific increases likely helped RTC’s leader status reinstatement.

Equity

Dr. McCarthy informed the Board that RTC held two sessions with equity facilitator Erin Jones since the January 19 Board meeting: approximately 119 people attended the January 21st session addressing the Three Phases of Equity, and 125 participants attended the Equity in Grading session which generated much future session interest. Discussion has been opened and will continue with the DEIC regarding the use of funds for the Multicultural Center on the RTC campus and DEI compliance with SB 5194 requirement of strategic equity plans by modifying our current 5-year plan.

Succession Planning

Dr. McCarthy informed the Board that the New Trustee orientation offered by ACT on January 24 went smoothly, was well attended and included many Presidents and many new faces from across the state including new RTC Trustee Shaunie Wheeler-James, new Board Secretary Alanna Malone and himself. Dr. McCarthy asserted the importance of these succession training for colleges and boards.

Financial Stewardship

Dr. McCarthy thanked VP Jackson for his reporting today and reminded the Board that the first mid-year budget report occurred in 2019 as a reactive measure, but reports have continued as a means for RTC to plan proactively. RTC now has a multi-year budget process, forecasted through FY 2025 with the current forecast showing strong patterns but also indicators that elements could be less strong if attention is not paid. Dr. McCarthy offered the examples of decreasing enrollments providing a decrease in local funds, basic inflation and supply chain issues forcing increasing materials costs, and the need for local funds to assist with legislated general wage increases that are only funded at 85% by the State. Dr. McCarthy noted that RTC will need to be very strategic going forward with regards to state funds, the variance budget, reserves, and the Scott/Jewett funds.

Dr. McCarthy informed the Board that we will be collecting more campus input on uses of the Scott-Jewett funds online through “Padlet” (in addition to what input faculty gave earlier in the year and general resource need discussions) and the Resource & Planning Council will engage our governance structure. These meetings are open to the campus community. The hope is that a wide audience attend the meeting for a broad and deep discussion around the use of the Scott-Jewett funds.

Board Chair Unti thanked Dr. McCarthy for his report and his work in situating the college in a remarkable place, acknowledging that times ahead will likely be tested. Chair Unti also recognized Dr. McCarthy for strongly positioning RTC for a new President.

5. TRUSTEES

A. Board Policy Revisions, Section 3 – First Read

1) Section 3, GP-4

Continuing to GP-4, suggested changes were shared related to Board structure and elections and discussed by Trustees. The changes discussed in the meeting will be added to Section 3, GP-4 for review by Trustees prior to the March Board meeting wherein action will be taken to amend and/or uphold the policy. Board Secretary Malone will distribute changes to Section 3 to Trustees in a timely following the February 16 Board meeting.

B. ACCT National Legislative Summit Report

Trustee Page offered additional comments to his submitted written report. Per Trustee Page, downsizing RTC’s participation in Washington, D.C. this year was appropriate due to Congress’ limited time. Trustee Page reported that he concentrated on formal summit opportunities including the initial session offering the [National Student Clearinghouse Center](#) video presentation that posited community colleges being on a downward trajectory prior to the pandemic which continues now. Trustee Page affirmed the view presented by the NSCC presenter that RTC must be agile and affirmed the need for RTC to discover what can work now to renew and build into the future. Chair Unti recommended that ACT Trustees convene a study session to view the NSCC presentation together. Trustee Takamura suggested the presentation be viewed at the August RTC Board Retreat.

C. ACT Winter Conference Report

Board Chair Unti noted that Dr. McCarthy previously reported on this year’s Winter conference. Secretary Malone offered her thoughts on participation of the New Trustee orientation and was thankful to have been included.

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D. ACT Awards

Chair Unti informed the Board that the ACT Awards are now open for nominations and he would very much like to see an RTC faculty member again receive this award. Dr. McCarthy concurred and offered that RTC could be very competitive with its current faculty. Chair Unti suggested the Board Secretary assist with this year’s application. All ACT nominations from the college are submitted via the Board Secretary to ACT.

Chair Unti also suggested submitting a nomination for the Equity Award this year. Per Dr. McCarthy, this award is bestowed collectively to a Board, not individual trustees or the college. He will be in touch with further details regarding ideas for the nomination for this award.

E. Foundation Board Liaison Report

Trustee Page provided a positive update from the RTC Foundation Board meeting occurring at the end of January. He thanked RTC Foundation Director Shaw for her good work in recognizing longtime RTC donor and Foundation Trustee, Harry Blencoe’s 98th birthday. Chair Unti echoed Trustee Page’s thanks to Director Shaw.

F. Monthly Board Meeting Survey

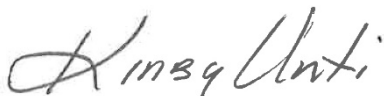
Board Chair Unti noted there was not 100 percent participation and polled members regarding the value of the survey and its continuance. Trustee Page expressed interest in continuing the survey. Chair Unti thanked Secretary Malone for compiling and distributing to all.

6. MEETINGS

- A. The next regular Board meeting is scheduled for March 16, 2022.
- B. An executive session of the Board of Trustees will be scheduled for March 16, 2022, beginning at 1:00 p.m. for the purpose of reviewing Faculty Tenure candidates.

7. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 5:05 p.m. Motion carried.



KIRBY UNTI, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College