

**MEETING MINUTES****1. CALL TO ORDER**

Board Chair Kirby Unti called the meeting to order at 3:03 p.m. 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. February 16, 2022 – Regular Meeting**

*Trustee Page made a motion to approve the minutes for the regular meeting held on February 16, 2022. Trustee Wheeler-James seconded and the motion carried.*

**3. TENURE ADVANCEMENT****A. Advancement from Third Year to Tenure**

After considering the recommendations of the tenure review committee and all other recommendations, Trustee Wheeler-James introduced a motion that Aaron Barquett be awarded tenure. Trustee Entenman seconded, and the motion carried.

After considering the recommendations of the tenure review committee and all other recommendations, Trustee Wheeler-James introduced a motion that David Uryash be awarded tenure. Trustee Entenman seconded, and the motion carried.

**B. Advancement from Second to Third Year Status**

After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura introduced a motion that Hussein al Kinani and Elisa Stuart be promoted from second to third year status. Trustee Page seconded and the motion carried.

**C. Advancement from First to Second Year Status**

After considering the recommendation of the tenure review committee and all other recommendations, Trustee Page introduced a motion that Josh Emery, Scarlett Kendrick and David Wynne be promoted from first to second year status. Trustee Wheeler-James seconded and the motion carried.

Chair Unit thanked the tenure-awarded faculty for modeling real-life education that prepares students for work, noting they are an inspiration to all. Dr. McCarthy thanked candidates, the committees supporting candidates and the informal, peer-to-peer mentoring important for tenure track candidates.

**4. COMMUNICATIONS****A. General Information/Introductions**

Vice President Jessica Gilmore English introduced the new Director for Student Leadership and Programs, Walter Lutsch, who joins RTC after a decade of experience in student life positions, including stints at Western Washington University, Whatcom Community College and most recently, Pierce College. Director Lutsch began employment with RTC 2 weeks ago and is passionate about student life and the ASG.

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Dr. Delaney updated the board about Instruction restructure and introduced the new Dean of Workforce, Warren Takata. Dean Takata was serving as interim Dean of Workforce before being hired permanently into the role.

Chair Unit welcomed Director Lutsch and Dean Takata into their new positions with RTC.

**B.** Correspondence was included in the Communications and Marketing report.

**C.** Associated Student Government

Wade Parrot, Associate Dean of Student Engagement and Retention, commended VP Hogan for her excellent messaging to ASG regarding the upcoming forums for the Presidential Search. Associate Dean Parrot confirmed that students will likely attend the March 17 forum, but final exams may prevent students from joining forums during the week of March 21.

ASG Coordinator, Connor Moore, shared updates on events and happenings on and around the RTC campus. In conjunction with student survey input, the library will add wall murals created by community artists. Virtual Yoga is continuing. The March 16 Wellness Event on campus had a large student turnout with Community Resource members present to inform students about new transportation and food resources and also letting students know about RTC's new United Way partnership.

Chair Unti thanked Associate Dean Parrot and the ASG, noting that creating an inclusive on-campus community is an important part of student life.

**D.** Public Comments from The Audience

There were no public comments.

**E.** Renton Federation of Teachers

RFT President Donna Maher thanked the tenure candidates and congratulated them on their advancements. RFT is concerned about enrollment due to ctcLink and inflation. Faculty have worked hard to promote classes and enrollment, using social media, working with industry, community, local schools, and conducting mock clinics and other participatory events. Faculty have also been working with Dr. Delaney on shared governance at RTC and in the community. As RTC moves forward with instructional changes, RFT wants to make sure faculty are recognized for doing more. President Maher wants to ensure the RFT contract is followed by administration and faculty. One condition to review is the change to remote work and instructional approach with regards to applying the contract.

Trustee Takamura asked who is responsible for contract training. VP Hogan offered that RTC has an obligation to train faculty and the administration after contract renewals and provides insight to the instruction group regarding the new contract. Labor Management meetings, occurring twice each month, often provide opportunities for discussion and additional clarity to RFT and RTC management, per VP Hogan.

Board Chair Unti thanked President Maher for report and is encouraged hearing about the work faculty and tenure candidates are doing on retention and that when looking at data across the CTC system, is pleased to see that RTC's enrollment has not dropped as significantly as many during the pandemic.

**F.** Written Communication Reports

Board Chair Unti expressed his gratitude to all for submitting reports and keeping the Board informed with the many events that are happening at RTC. The video that Dr. Delaney provided was extremely informative and fun to watch. Trustee Page concurred and thanked Dr. Delaney for presenting.

Trustee Takamura recognized Executive Director Katherine Hansen for her appointment to President of the Public Information Commission for the State Board of Community and Technical Colleges.

## 5. DISCUSSION/REPORTS

### A. LRCC Presentation

Director Lisa Sandoval and Career Resource Manager, Bo Dong, presented information about the LRCC's endeavors, including student resources, tutoring and events. Director Sandoval highlighted the new United Way of King County partnership, the 3 new Tech Sector internships established at RTC, the upcoming Job Fair on June 3, and the LRCC's expanded hours for Winter/Spring quarters. Director Sandoval and Manager Dong confirmed for Trustees Entenmann and Page that the LRCC is currently working with the Washington State Legislature's, Career Connect Washington and other Learning Center Directors across Washington to solve tutoring challenges in colleges. Dr. McCarthy also let Trustee Entenman know that he serves on the executive council for Career Connect Washington's King-Pierce Regional Network and that the college has several career connect programs.

Chair Unti thanked Director Sandoval and the LRCC for the strong presentation and important work they do for the college.

### B. ctclink Update

ctclink Project Manager Lia Homeister presented ctclink migration updates covering the Feb 28 Go-Live and workshops with the state board. Ms. Homeister highlighted first successes of the RTC payroll (March 4) and completion of Financial Aid (March 11). Ms. Homeister recognized Clover Park Technical College (CPTC) for their support and RTC will return the favor with CPTC's April migration.

Chair Unti thanked Ms. Homeister and the ctclink team and was impressed that things went better than expected.

### C. President Search Update

Vice President Hogan updated the Board on the Presidential Search which is happening in parallel with ctclink implementation and the end of the quarter. VP Hogan thanked Director Hansen for posting the Presidential search details to the RTC website and then shared the candidate interview itinerary with Trustees. VP Hogan noted that RTC is the only college among all CTCs in Washington that is holding an interview with a Diversity, Equity and Inclusion group.

Assistant Attorney General John Clark clarified for Trustees that to avoid a quorum, only 2 Trustees from the Board may attend each forum session as listening to questions and answers from candidates may be considered candidate evaluation. VP Hogan requested Trustees let her know who will be attending each forum. The interviews that are occurring specifically for the Board in Executive Sessions and within Special Meetings are open public meetings as per Washington State Law.

VP Hogan and Trustees reviewed and assigned Presidential interview questions to Trustees. Trustee Takamura asked for and received clarification from AAG Clark that he would not be attending Board meetings for the Presidential interviews.

### D. Administration/Finance

#### Monthly Finance Report - January

- RTC is approximately 58% through the year for month ending January.
- Revenue collection is approximately 59%, and RTC's collections are slightly above budget.
- Reported revenues are up. Scholarships are at \$1.1M, grants are up roughly \$900k (due to moving BEDA master grant), and lost revenue (HEERF) is up compared to the previous year.
- Tuition and fees are up approximately \$1.11M compared to this time last year.
- Enrollment is trending slightly down from budget. The revenue increase reflected in reports is actually early collection of Spring tuition and fees from this year's early Spring registration.
- Expenses are at approximately 53%, lagging roughly 5%.

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- Expenses are up approximately \$6.9M compared to this time last year, which is misleading. The two categories seeing the largest increases are financial aid awards (\$3.2M) and salary and benefits (\$3.2M) due to the pandemic stipends and ctLink staffing.
- Ending cash balance is approximately \$17.4M, not including the Scott/Jewett donation. This amount includes HEERF lost revenue as per our reporting of related expenditures.

**E. President’s Report**

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

**Collaborative Relationships**

Dr. McCarthy recognized retiring Board Secretary, Di Beers, and her lasting legacy and contribution to the college leadership, noting this is her last board meeting. Dr. McCarthy is thankful for her support and work over the years. Dr. McCarthy recognized tenure candidate, Elisa Stuart’s consistent participation in board meetings. Dr. McCarthy thanked faculty, staff and students and RFT President Maher for their support and positive attitude during ctLink migration. The RTC community has worked strongly together during COVID and amidst evolving protocols, the most recent of which is masking, which will become optional on campus effective March 28, 2022. Per Dr. McCarthy, further COVID protocol determinations will be shared with campus once information from state agencies and the Governor’s Office is received.

Dr. McCarthy thanked Trustee Entenman and all for her advocacy in this year’s very successful legislative session which adjourned March 10, 2022. The WACTC-Operating Budget Committee (OBC), which Dr. McCarthy serves on, will be discussing final distribution of funds the week of March 21. RTC is now working on a budget proviso from Representative Steve Bergquist. RTC capital projects garnered excellent ranking with the RTC Trades Building scoring 3<sup>rd</sup> for possible award in the 2023-25 biennium for new major projects.

**Equity**

The Diversity Equity and Inclusion Committee (DEIC) is involved in Presidential screening and forums which is in alignment with RTC mission and the right thing to do. The DEIC is modifying RTC’s DEI Strategic Plan to fit within the dictates of the law (SB 5194) and has collaborated on criteria for the DEI leadership position which will be posted soon.

**Succession Planning**

March 14 Dr. McCarthy met with a representative from the medical field interested in joining the RTC Board of Trustees. Dr. McCarthy contacted the Governor’s Office to consider the applicant and a meeting is being coordinated with Board Chair Unti and Vice Board Chair Entenman to further discuss.

**Financial Stewardship**

RTC has worked diligently on the budget and is far ahead of budget process deadlines. Budget requests are being vetted by the Resource and Planning Council (R&PC) and Cabinet, and we are modeling consequences of decisions through FY25. The Board of Trustees will have the opportunity to review and ask questions about the proposed budget in groups of 2, in advance of the June Board meeting and taking action. Trustee Page asked Dr. McCarthy what the follow-up would be regarding the use of the Scott/Jewett funds. Dr. McCarthy informed Trustee Page that the Resource and Planning Council will be reviewing input prior to the April 20 Board meeting. Board Chair Unti thanked Dr. McCarthy for situating RTC in a good financial position for the future President.

**5. TRUSTEES**

**A. Board Policy Revisions, Section 3**

- 1) Following a completed review of Board Policy Section 3, the modifications were presented for Board action.

***Trustee Entenman introduced a motion to approve the modifications as drafted (with corrections) to Section 3 of the Board Policy. Trustee Takamura seconded, and the motion carried.***

**B. ACT Trustee Tuesday, March 8**

Chair Unti provided an update from the meeting that Choi Holiday offered budget information that was detailed but understandable. This was a reminder to Trustees to be on their toes as decisions are made. Trustee Page also noted that it was helpful for ACT members in thinking about other budget models.

**C. Foundation Board Liaison Report**

Trustee Page provided a positive update from the RTC Foundation Board meeting which took place at the end of February and informed Trustees that here are 2 Foundation events planned for May: The May 14 Student Success Showcase Event and evening celebration. Trustee Page reminded everyone that the Exceptional Employee awards are coming up this Friday, March 22.

Chair Unti noted that every dollar the Foundation gathers improves the lives of students and thanked Executive Director Shaw for continuing to do an excellent job.

**D. Trustee Recruitment/Succession**

Chair Unti reminded Trustees that his Board service ends with the September Board meeting and emphasized the importance of Trustee recruitment. Dr. McCarthy agreed and further emphasized the Governor's Office preference to see multiple names and requested Trustees focus on recruitments.

**E. Monthly Board Meeting Survey**

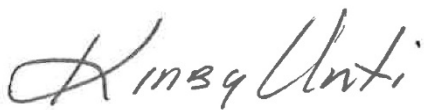
Board Chair Unti said there were just 3 return surveys due to the small quorum at the February meeting. The ongoing feedback around technology continues to be noted in surveys and Trustees look forward to the arrival of new microphones.

**6. MEETINGS**

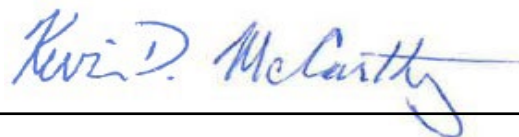
- A. The next regular Board meeting is scheduled for April 20, 2022.
- B. Executive sessions of the Board of Trustees for the purpose of reviewing applicants for public employment are scheduled for March 17, 21, 22 and 24, 2022, beginning at 4:30 p.m.

**7. ADJOURNMENT**

***There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 5:08 p.m. Motion carried.***



KIRBY UNTI, Board Chair  
Board of Trustees



KEVIN D. MCCARTHY, President  
Renton Technical College