

## Agenda Items

## Information/Action/Presenter

- |   |                          |
|---|--------------------------|
| <b>1. CALL TO ORDER</b>                     | <b>3:00 P.M.</b>         |
| A. Notation of Quorum                       |                          |
| <b>2. ADOPTION OF MINUTES</b>               | <b>ACTION</b>            |
| A. October 19, 2022 – Special Meeting       |                          |
| B. October 19, 2022 – Regular Meeting       |                          |
| <b>3. COMMUNICATIONS</b>                    | Information              |
| A. General Information/Introductions        |                          |
| B. Correspondence                           |                          |
| C. Public Comments from the Audience        |                          |
| D. Student Leadership                       |                          |
| E. Renton Federation of Teachers            |                          |
| F. Written Communication Reports            |                          |
| <b>4. DISCUSSION/REPORTS</b>                |                          |
| A. Administration/Finance                   |                          |
| 1. Monthly Finance Report                   | Director Christina Solis |
| B. President’s Report                       | Dr. Yoshiko Harden       |
| <b>5. BOARD of TRUSTEES</b>                 |                          |
| A. Program Tour Report – Culinary Program   |                          |
| B. 2022 ACCT Leadership Congress Report     | Trustee Norouzi          |
| C. Liaison Reports                          |                          |
| 1. RTC Foundation                           | Trustee Unti             |
| 2. Advisory Council                         | Trustee Norouzi          |
| D. Trustee Recruitment                      | Dr. Yoshiko Harden       |
| <b>6. MEETINGS</b>                          | Information              |
| A. Regular Board Meeting – December 7, 2022 |                          |
| <b>7. ADJOURNMENT</b>                       | <b>ACTION</b>            |

### EVENT REMINDERS

ACT Fall Conference & Legislative Action Committee Retreat · Nov. 17-18, 2022 · Hilton · Seatac, WA

ACT New Trustee Orientation · Jan 23, 2023 · Olympia Hotel · Olympia, WA

ACT Transforming Lives Award Dinner · Jan 23, 2023 · Olympia Hotel · Olympia, WA

Renton Technical College  
Board of Trustees Meeting  
November 16, 2022

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

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
<b>X</b>	<b>Information</b>
	Action

**BACKGROUND:**

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

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**November 16, 2022**

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

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
	Information
<b>X</b>	<b>ACTION</b>

**BACKGROUND:**

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

- A. October 19, 2022 Special Meeting
- B. October 19, 2022 Regular Meeting

**RECOMMENDATION:**

Approval as presented.

**MEETING MINUTES**

- 1. CALL TO ORDER** Board Chair Debra Entenman called the meeting to order at 1:33 p.m. Notation of quorum was made.
- 2. PUBLIC COMMENTS FROM THE AUDIENCE** There were no public comments.
- 3. STRATEGIC PLAN DISCUSSION** Trustees and Dr. Harden discussed the current strategic bridge plan with a focus on enrollment, graduate employment placement and the value and benefits of an RTC education.
- 4. ANNUAL GOAL SETTING** Trustees and Dr. Harden discussed annual goals for the 2022-2023 Academic Year. Trustees adopted 3 goals for the 2022-2023 academic year:

  1. Build and strengthen a collaborative relationship with the president, anchored in trust and transparency, to effectively meet the needs of the college.
  2. Succession: Professional board development and trustee recruitment.
  3. Infuse and integrate equity-minded decision making in all of the trustees' work.
- 5. MEETINGS**

  - A. The next regular meeting is scheduled for October 19, 2022, 3:00 P.M.
- 6. ADJOURNMENT** There being no further business, Trustee Norouzi moved to adjourn the Board of Trustees' regular meeting at 2:49 p.m., seconded by Trustee Takamura; the motion carried.

DEBRA ENTENMAN, Board Chair  
Board of Trustees

YOSHIKO HARDEN, President  
Board of Trustees

**MEETING MINUTES**

**1. CALL TO ORDER**

Board Chair Debra Entenman called the meeting to order at 3:00 p.m. Notation of quorum was made. Board Chair Entenman read the RTC Land Acknowledgment.

**2. ADOPTION OF MINUTES**

Board Chair Entenman asked for a motion to approve the following minutes:

**A. September 21, 2022 Retreat and Regular Meeting**

*Trustee Norouzi moved to approve the minutes for the retreat and regular meeting held on September 21, 2022. Trustee Takamura seconded and the motion carried.*

**3. COMMUNICATIONS**

**A. General Information/Introductions**

Vice President of Student Services Gilmore English introduced new employees Matt Wurz, who is the Executive Assistant (EA) in Student Services. EA Wurz has a broad administrative background with years of experience in the fields of law and real estate. EA Wurz is also a fiction writer having received his bachelor’s degree in writing from Loyola University in New Orleans. Dr. Harden introduced RTC’s new Executive Director of Diversity, Equity and Inclusion, Doris Martinez, to Board Chair Entenman. Communications and Marketing Executive Director, Katherine Hansen recognized RTC Creative Services Director (CSD), Evyson Beasley who received the regional Rising Star Award from the National Council for Marketing and Public Relations, the national organization of communications professionals at two-year colleges. CSD Beasley received the district 7 award, which includes colleges in Washington, Oregon, Idaho, Alaska, and Canada, at the district conference in Vancouver earlier this week. CSD Beasley will automatically be considered for the national award to be presented in March. CSD Beasley expressed his gratitude for receiving the award and his delight in working with such a wonderful team at RTC. Chair Entenman congratulated Director Beasley on receiving the prestigious award and thanked him for representing RTC at nationals.

**B. Correspondence** There was no correspondence.

**C. Public Comments from the Audience** There were no public comments.

**D. Student Leadership** Director Walter Lutsch provided an update from ASG and Student Leadership. The ASG Presidency role was just offered to Sarah Simon. She will chair ASG’s first assembly meeting of the year on October 26. Director Walter Lutsch let trustees know that ASG is in the process now of developing goals which include building a stronger presence around ASG and letting folks know the ASG is available and ready to engage with students. Additional goals will be shared with trustees as ASG goal development continues.

**E. Renton Federation of Teachers** Vice President of RFT and Welding instructor, Rick Geist reported for RFT in the absence of RFT President, Donna Maher. RFT Vice President Geist thanked Dr. Harden for her leadership and hopes she and faculty can continue working together. Labor Management meetings are occurring now and addressing carry-over issues such as the Behavioral Health MOU, Behavioral Health needs on campus generally, and shared governance. The RFT and faculty have been meeting to discuss collective bargaining and working conditions as RFT returns to campus. Arizona State University (ASU) is moving into Yakima Valley High School offering online education for free to all their Running Start students. Oregon State University is also offering free online courses in Washington high schools, which is happening more and more throughout Washington state high schools. The welding remodel is finished, and welding could use additional support to get projects done including cleaning up the welding shop. Welding enrollment is strong now and more students are hoped for in the winter quarter. Board Chair Entenman reported that ASU free course offerings in Washington state is not supposed to be occurring. Per Dr. Harden, this issue was raised in WACTC discussions this week and she will seek clarity from the SBCTC and provide an

update in the near future. Dr. Harden appreciates the RFT collaboration and relationship building occurring now. She is excited to hear folks are coming back and working to get things done together.

- F. Written Communication Reports Reports were included in the board packets. Board Chair Entenman noted that the video report from VPI Delaney is always most appreciated. VP Jackson provided an update for Board Chair Entenman and trustees regarding Energize Eastside, an ongoing 6-year improvement project, now in its final phase; old power lines at RTC have been removed and taller poles have been added which are being painted now. The planting of shrubbery and trees along the street should wrap the project for RTC. VP Jackson also reported that the vehicle charging stations at RTC were hit several weeks ago and RTC is exploring funding options for replacement and increasing to 4 stations (from 2). An electrical engineer has been hired to scope this project and stations may be available from the state bid. VP Jackson will provide additional information soon. Trustee Takamura asked if any public comments had been received about the power poles and VP Jackson reported that he has not seen or received any public comments at RTC to date. Trustee Takamura also requested information on the RTC's Foundation annual holiday pie fundraiser and when pies will be available to order. Board Secretary Alanna Malone will forward this information to Trustees once available.

#### 4. ACTION ITEMS

- A. Transforming Lives Award (TLA) Trustees Takamura and Norouzi reported on the student essays submitted for the RTC TLA scholarship this year. They thanked everyone for the input and the six essays submitted this year. It was challenging to select just one, as all student essays were strong and both Trustees Takamura and Norouzi felt that all who submitted deserved an award. The final selection and recommendation were solidified by the specificity around why the student wanted to work towards their career and personal goals and why did they want to do this at RTC? Trustee Takamura recommended that the Automotive Technology student, Abubacar Kanteh, receive the RTC TLA this year and be the RTC nominee for the ACT Statewide TLA.

***Trustee Norouzi moved to award the RTC Transforming Lives Scholarship award to Abubacar Kanteh from the Automotive Technology program, seconded by Trustee Takamura. The motion carried.***

- B. Emergency Rule: House Bill 1751, Sam's Law Vice President Gilmore English presented a summary of proposed emergency changes to the College's Student Code of Conduct so that RTC's rules comply with Sam's Law which requires each Washington Institution of Higher Education to implement anti-hazing programming for employees and students. The law also requires IHEs to publish an annual report identifying student organizations, athletic teams, and living groups found responsible for engaging in hazing. The emergency rule/policy is on the RTC website now. An RTC student has volunteered to join the RTC anti-hazing committee. And a training module will be available soon which provides education on anti-hazing to RTC staff and students. Assistant Attorney General John Clark reported that the adoption of the emergency rule will be effective immediately, and that it brings the college into compliance for 120 days which should provide enough time to make changes to the code and adopt permanent rules. AAG John Clark provided clarification to Trustees regarding Sam's Law and the HIV Law, which address separate issues. Vice President Gilmore English provided additional clarification around the process for any rulings which include hearings and an appeals process.

***Trustee Takamura moved that the Renton Technical College Board of Trustees adopt as emergency rules the changes to the Renton Technical College Student Conduct Code and Hearing procedure as presented in the Board materials, and that such emergency rules are necessary to comply with Washington State House Bill 1751 known as "Sam's Law," and that the emergency rules will become effective upon filing with the Washington Code Reviser. The motion was seconded by Trustee Norouzi. The motion carried.***

- C. 2023 Board Meeting Calendar Approval Trustees reviewed the 2023 board meeting calendar. Takamura requested that the date for the 2023 RTC Commencement be added to the calendar.

***Trustee Norouzi moved to approve the draft 2023 Board Meeting Calendar with changes, seconded by Trustee Takamura. The motion carried.***

**D. ACCT Voting Delegate**

***Trustee Takamura move to confirm Board Chair Debra Entenman as the ACCT Voting Delegate, seconded by Trustee Norouzi. The motion carried.***

**4. DISCUSSION REPORTS**

- A. Administration/Finance** Vice President Jackson provided an update prior to the September 2022 board meeting and for the month . ending August. RTC is reporting for 16.67 percent of the year for revenues and expenses. RTC's revenue collection through August is about 14 percent, so approximately 2.6 percent lower than expected. Tuition collection is at 13.2 percent. This represents a collection of \$831K or about \$200K less than expected. Fees to date are about 23 percent or about \$160K more than expected at \$585K. Food Services continues to improve over last year with a collection of \$177K compared to \$27K last year. For the year, RTC is at approximately 87 percent of our internal enrollment target overall and at 95 percent compared to this time last year. For tuition paying students, RTC is at approximately 85 percent of the internal target and 85 percent compared to last year at this time. Unlike other institutions, fall quarter is not RTC's largest percentage of new student starts. RTC starts as many students in the winter quarter as fall, so the hope is that a healthy start of new students is seen in the winter quarter. Through August, RTC expenditures are running about 13 percent, or about 3.7 percent lower than expected. Even with lower expenditures, it should be noted that salaries and benefits are about \$300K higher than last year at this time. Overall expenses for August are roughly \$1.3M more than they were in August 2021. Most of this increase is in Financial Aid, \$942K, which will be reimbursed. RTC's total cash and reserves is about \$24.5M compared to \$22.7M last year.

VP Jackson provided clarity around the ctclnk staff retention budget item, noting that staff were hired last year to fill ctclnk positions and those salaries are now formally included in the current year budget as approved by the board in June 2022. VP Jackson added information around a downward showing in enrollments, noting the increases of student email activations as compared to previous quarters; activations have often been an early marker of an increasing enrollments. In addition, the RTC winter quarter enrollment has historically offered equal or greater new starts than fall quarter, which differs from other CTCs that show their greatest numbers in fall. Trustee Takamura noted her concern in seeing negative spending and asked about the optimism with funds and enrollments. VP Jackson will have monthly solids for November in February 2023 board meeting when he will present the mid-year budget report. VP Jackson noted that the majority of losses are due to Higher Education Emergency Relief Funds (HEERF; lost federal dollars), which have all been claimed for the year, and that RTC's budget is holding steady with actual revenue and expense at 14% and 13%, respectively.

- B. President's Report** Dr. Yoshiko Harden provided a report highlighting her activities and plans as she moves forward in her presidency at RTC.

**Introduction:**

As I come to the end of my fourth month as president of RTC, I am incredibly honored and energized by the college community, both internal and external. I know I made the right decision to join this community and I am grateful for the opportunity to serve and lead at RTC. This role allows me to live in my calling--to do the work to support and increase equity and equitable outcomes for students and the communities we serve. As our community moves into new stages of living and working in a pandemic we continue to discuss and assess how we do our work, how we build community, how we tell RTC's story and how to we stay equity focused on student access, support and completion. Moving forward, I believe all of this is possible because we have a supportive and engaged Board of Trustees, a solid executive cabinet, strong relationships with our labor partners, and excellent faculty and staff.

## Highlights:

### Campus Activities

- Attended and engaged faculty and advisory committee meetings at the college's Industry Connections dinner.
- Began formally touring instructional programs, starting with Culinary Arts and Professional Baking
- Held well-attended all College meeting on October 18, 2022. Focused on feedback from attendees regarding college priorities and relationship building. New staff and faculty were introduced.
- Attended all-campus BBQ organized by Gerald Bradford

### Community Activities

- Met with Representative Sharon Tomiko Santos, 37th District
- RTC Foundation sponsored a table at the Alliance for Education 2022 Community Fundraiser. I serve as a board member for the Alliance for Education
- Attended Foundation lunch at Merrill Gardens with long-time supporters of RTC and community leaders
- Attended the Northwest Region of the Ferrari Club of America's annual Ferrari Concours d'Elegance at the home of Denny and Bernie Dochnahl.
- Positive and generative site visit with Jolenta Coleman-Bush, Microsoft Philanthropy. She was on-campus to hear an update on the grant funded SAFE program led by Ren Tarvin, IT faculty.
- Keynote presenter (virtual) for ACPA, NASPA and NODA joint 2-year summit. My keynote was titled, "Still Leading in a Pandemic, huh?" Remarks focused on managing and leading during times of transitions.
- Generative meeting with MJ Van Cleave, oversees the Equity, Housing and Human Services department for the City of Renton. Highlights: new department, coordinates the city's Equity Commission.
- Attended a dinner event coordinated by the RTC Foundation with long-time supporters and donors to the college. Former trustee and current RTC Foundation board member, Tyler Page, attended.

Dr. Harden requested that Trustees continue to help her get to know people and noted that this is important with the approaching January legislative session. Board Chair Entenman asked about the number of students on campus during advising day and if other opportunities existed for students that day, such as providing food donations. The season change and soaring inflation can be challenging. Board Chair Entenman asked to broaden the scope of Advising Day, including partnering with community to provide opportunities and assistance to help struggling students. Dr. Harden will follow-up on opportunities and keep Trustees apprised.

## 5. BOARD OF TRUSTEES

- A.** Trustee Tuesday, October 11, 2022                      Chair Entenman reported on the Tuesday meeting and provided background on the formation of this meeting which began during COVID to connect trustees across the state in needed trustee business via zoom virtual meetings. The focus of this month's meeting was the upcoming ACCT conference in New York City. There will be 83 Washington state attendees this year. There is a rich and extensive agenda and attendees are encouraged to participate in official activities. There is an official tour of CUNI in Brooklyn which Board Chair Entenman is looking forward to attending. Elections for ACCT offices and board seats will also be held at the meeting next week in New York City.
- B.** Board Liaisons - Open Positions
1. Legislative Action Committee (LAC) Liaison      Board Chair Entenman volunteered to fill this LAC liaison role for the 2022-2023 academic year.
  2. RTC Advisory Council Liaison                      Trustee Norouzi volunteered for this role. With Board Chair Entenman and Trustee Takamura in agreement, Board Chair Entenman appointed Trustee Norouzi to the RTC Advisory Council liaison role for the 2022-2023 academic year.





Renton Technical College  
Board of Trustees Meeting  
**November 16, 2022**

**AGENDA ITEM:        3.        COMMUNICATIONS**

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
<b>X</b>	<b>Information</b>
	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.

**Administration and Finance Report  
Renton Technical College Board of Trustees  
November 16, 2022**

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## Financial Report

- For month ending September, we are 25 percent through the year. Revenue collection is about 20.9 percent. As you can see from the reports, tuition and fees are down about \$337k from September 2021. Scholarships and Student Loan funds are down about \$375k due to having spent out our student portion of HEERF funds. Grants and Contracts are up about \$730k from last September. Overall revenue is down \$10.1M from last September to this September. This decrease is from having already claimed our portion of CRRSA and CARES funding as well as the donation from Scott/Jewitt.
- Expenses are about 20.2 percent. Expenses are about \$12.8M through September compared to this time last year of \$10.5M last year. Financial aid awards are up this year by \$1.65M compared to last year at this time. Salary and benefits are \$662k higher due to the retention of ctclink staffing as well as positions added due to legislative provisos.
- Our ending cash balance not including the Scott/Jewitt donation is about \$22.3M.

## Business Office

- Interviewing for the temporary backfill Fiscal Specialist position.
- Purchasing Agent position title modification... Procurement Manager position has been posted, we've received six applicants.

## Food Services & Rentals

- The Holiday Buffet reservations for December 2, 2022 are now open. Due to a large number of community member inquires on bringing back our annual Holiday Buffet; the faculty have agreed to offer the student conducted holiday buffet in the cafeteria.



2022 Holiday Buffet  
Menu.pdf

*Figure 1: Link to 2022 Holiday Buffet Menu*

- We have a full complement of long-term, non-profit, community-based organizations leasing rooms at the Annex facility. Our tenants include; Communities in Schools of Renton, Renton Innovation Zone Partnership (RIZP) and STEM Paths Innovation Network (SPIN). We do have one multi-use room for daily rentals and internal meetings.
- Catering is currently interviewing for a full-time, benefited Lead Cook position. With the addition of this position, we will be able to accommodate more catering contracts; as the catering business is returning with an abundant amount of inquiries.

## Facilities & Capital

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

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

- **Campus Irrigation System Upgrades** – *Completed*
- **Bldg. J Computer Classroom Remodel, 1<sup>st</sup> Floor**- The north end of the First Floor of Bldg. J and two other classrooms on the first floor will be remodeled to update the appearance and improve efficiency in this program. This project will be conducted in two phases, with the first phase focusing on the Instructor Offices area and the second phase of the project will occur next biennium, focusing on the entryway and classrooms/labs. *Status: Construction drawings suitable for bidding are nearing completion. Bidding is scheduled for December and Construction is to occur January - June of 2023 for the first phase, which predominantly consists of establishing a central suite of instructor's offices.*

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

- **Dental Floor Replacement Project** – Installation of a new floor for the dental lab and adjoining exam rooms. Work is completed.
- **Resurfacing Roof at the Annex** – The project was broken into two phases by the SBCTC due to the cost, and the first phase, consisting of the upper portion of roof and parapets is funded for this biennium. The lower portion of the roof and parapets will be done next biennium pending an allocation. roof and parapets are past the useful life and prone to leakage. All work funded for this biennium has been completed with the exception of securing some electrical conduit and gas piping that transverses the new roof membrane, which is being completed as a punchlist item.
- **Bldg. B Boilers Replacement** – Replacing the old, outdated, and problem prone boiler in the 2-story portion of this building with a new, high-efficiency boiler and associated digital controls. *Work is substantially complete, and the system is operational. Close-out in progress.*
- **K1 & K2 Furnace Replacements** – Nine (9) gas fired ceiling mounted furnaces are to be replaced during Winter Break of 2022. Funds to support this project are to be moved from lower priority repair projects that received funding. *Supply problems with one Air Handling unit have been encountered, so the design team is exploring moving that unit to an adjacent area and substituting a unit that is more readily available and will not have the same low-noise requirements of the original unit. The change has been negotiated with the contractor and finalized.*
- **Site Repairs** - Repairs to damaged asphalt and concrete walkways and drives along with repair to the damaged storm drain system west of Bldg. L is being planned and bid documents are being prepared for public works bidding. Work is scheduled to begin in the Spring and be completed by the end of June 2023.

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

The pre-design and design portions of a new Health Sciences Center have been approved by the state legislature. The architectural firm of Schreiber, Starling, and Whitehead Architects, together with a core committee from the college are working on programming, planning, and conceptual design services necessary for executing and documenting the OFM predesign process. This includes Project Analysis,

Program Analysis, Site analysis, Budget Analysis, Master Plan Analysis, Facility Operations Analysis, and coordination of various subconsultants and studies as warranted to complete the predesign for the Health Sciences Center. Predesign is slated for completion in early 2022, and upon approval by SBCTC, the design portion will follow and be completed by the end of the current biennium, June 30, 2023. Pre-design is ongoing. An online meeting with the Sunset Area Transformation Resource Council occurred on Thursday evening, March 3<sup>rd</sup>, and the project was presented to the council for considerations and comment by our architect, college President, and others in the steering committee. The Pre-Design has been submitted to OFM for their review and approval. Design Phase follows immediately with a due date for submission of June 30, 2023. A revision to the programs being served has been submitted to OFM with Board Approval for the change. *Update:* OFM has approved the predesign for the Health Sciences Center project. *The design funding has been released to the college and an agreement with the architecture firm that did the pre-design is being finalized this week.*

### **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 has been performed for inside the storm water lines in the middle portion of campus to determine their condition and assess the need for replacement. *Status: The project is being implemented for completion prior to the end of the biennium. Surveying and site assessment (locates) have been completed and incorporation of that data is in progress. The college is assessing options on removing some trees that may impeded replacing some storm water lines/pipes.*

### **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 SSW are establishing the necessary parameters of the proposed facility to accommodate those needs. *Status: The PRR was graded and ranked among the projects submitted statewide and the RTC application was ranked second among approximately twenty (20) submissions.*

### **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 is complete. Artwork has been funded and installed and by PSE on the pole bases as part of the project. The college Arts Commission and other college representatives worked with the artist to collaborate on a design, which has been approved, and involves the themes of education, diversity, and inclusion. *Update: completed.*
- **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 were installed for those buildings which will accommodate filters with a higher Merv rating (Merv 11), though the college has now returned to using the customary Merv 8 filters as it had been doing prior to the Covid pandemic measures taking effect.*

- **Machine Technology Grant for new CNC machines** – planning has begun, and an initial walk-through conducted to apply for an equipment grant for three (3) new CNC lathes to replace older CNC machines. A large window assembly separating the CNC Lab from the larger MTech lab will be removed and made into a passageway to improve access, sight lines, and occupant flow between the shops. *Status update: Cost proposals for both the electrical work associated with the new CNC Machines and removing a window assembly separating the shops to facilitate installation have been turned over to the program. Removal of the window assembly has been completed during the summer.*
- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)** – the 2 existing stations were destroyed due to a vehicular accident. The college has met with an engineering firm to assess options and is in the early stages of initiating an agreement for services for the selection and installation of new stations, to be placed at ex. location. *Status Update: An engineering firm with a history of working with the college and with experience in the field of EVCS has been selected and hired to help the college select replacement EVCS and the process is underway.*



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

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## **MARKETING**

Marketing priorities are Winter Quarter enrollment and promoting the Fall Open House. We're continuing with our theme of Find Your Place at RTC. We've launched six new videos in addition to [recruitment video](#). All videos have been added to web pages across our site, and short "teaser" videos will be used in video ads. Unique web landing pages for each will help us measure ROI and generate leads for follow-up. Spanish-language versions are in the final editing stages.

[Advanced Manufacturing](#)

[Business Programs](#)

[Information Technology](#)

[Health and Human Services](#)

[College and Career Pathways](#)

[Transfer, Running Start, and General Education](#)

## **Customer Relationship Management**

We have entered the implementation of the long-awaited CRM, Fireworks. Executive Director Hedland Hansen and Outreach Director Eva Juarez are providing data, meeting weekly with our vendor, and including others Student Services representatives. When in use, the CRM will help us manage prospective students and shepherd them through the enrollment process, with automated follow up and will provide useful data to see where students are stopping out in the process.

## **Conferences and Awards**

Creative Services Director Evyson Beasley received the [District 7 Rising Star Award](#) from the National Council on Marketing and Public Relations, made up from communications professionals from two-year colleges across the country. He and Hedland Hansen accepted three silver Medallion awards at the conference in Vancouver, Wash. They both attended the first in-person Public Information Commission Meeting in Puyallup in early November, while web content specialist Matt Stephen attended remotely. Hedland Hansen serves as president and helped set the meeting agenda.



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

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### **SOCIAL MEDIA**

We are now measuring social media growth year-to-year, rather than over the previous month, for a more accurate measure of our long-term success. Highlights from October 2022 over 2021:

1. Audience growth of 91 percent
2. Impressions grew by 96 percent
3. A sponsored post promoting the Career Fair far exceeded industry standard, with a 40 percent conversation rate (compared to an expected 1-2 percent), resulting in more than 180 job seekers filling out a registration form to attend.





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

AFT	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
none			
<b>-Separations</b>			
Stephen Giovi	10/3/2022	Custodian II	Custodial
WFSE	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Neclisa Floyd	10/17/2022	Credentials Evaluator	Enrollment Services
<b>-Separations</b>			
Elodia Srey-Ramirez	10/21/2022	Financial Aid Specialist	Financial Aid
Gary Bagnell	10/19/2022	Tool Room Attendant	Workforce, Trades & Economic Development
Linda Bui	10/1/2022	Enrollment Services Specialist	Enrollment Services
Neclisa Floyd	10/16/2022	Enrollment Services Specialist	Enrollment Services
Prof Tech	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Candice Nye	10/17/2022	Instructional Support Technician / Computer Science	Information Technology Studies
Floyd, Neclisa	10/17/2022	Credentials Evaluator	Enrollment Services
<b>-Separations</b>			
none			
Exempt / Administrative	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Samantha Nelson	10/1/2022	Interim Associate Dean of College & Career Pathways	College & Career Pathways
Linda Bui	10/1/2022	Student Success Specialist / Entry & Support	Student Services
Matt Wurz	10/3/2022	Executive Assistant to VP of Student Services	Student Services
<b>-Separations</b>			
none			
RFT	Effective Date	Position	Department
<b>- Hires / Changes in Position</b>			
Aghabegian, Diana	10/4/2022	Part time faculty / General Education	General Education & Transfer
Pardakhtim, Shokouh	10/24/2022	Part time faculty / Basic Students	College & Career Pathways
<b>-Separations</b>			
none			

	Monthly Total Hires	% of Diverse Hires YTD
Full time	6	52%
Part time	2	60%

**Institutional Research Report**  
**Renton Technical College Board of Trustees**  
**November 16, 2022**

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## 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 making for RTC Mission fulfillment:

- The Director of Institutional Research & Effectiveness has been meeting with division and department leads to review new direction for unit planning. Stronger alignment efforts are a priority for unit planning activities for the 2022-2024 Bridge Plan.
- Data Integrity Group (DIG) has convened for the first time this academic year and has set priorities for the institution's data management procedures. They include accuracy with data entry in ctLink, consistency with calculations and definitions of measurements, and clarity in reporting and presentation. The group is co-chaired by the Director of IR&E and the Manager of IR. Members include representatives from each pillar in ctLink, as well as IR, faculty, and executive leadership.
- The IR team has begun systematic review of policies and business processes. This will be led by three members of IR and will be a collaboration with departments across the college. Many policies need to be updated following the transition and adjustment to ctLink. Business processes will be officially documented to help with change management.
- The Institution Review Board (IRB) has updated membership with the Department of Health and Human Services. Training activities will take place in the coming months.
- Members have been recruited for the Resource and Planning Council and will convene later this month.
- The IR team has continued to update dashboards based on ctLink data structures and update PS queries, as needed. Ad hoc data requests have been completed as they come up.
- Course Evaluations are being released this month. IR will communicate with faculty any issues or questions that may come up.
- The Business Systems Analysts have continued to work with ctLink leads and SMEs on streamlining business processes and improving efficiency. This includes pulling queries, creating reports, and developing tools to help staff work more efficiently with ctLink. They have also been supporting students via Service Desk tickets and support rooms/Zoom Lobby.
- The team continues to support the college in all of their reporting, data, and ctLink needs.



## **RTC Foundation Report Renton Technical College Board of Trustees November 16, 2022**

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### Scholarships and Events

#### Winter 2023 Scholarship Cycle

Applications have closed for winter quarter and the good news is that total applications are up – double from Fall quarter at 142. The Scholarship Committee is reviewing and scoring the applications and will meet Tuesday, Nov. 29<sup>th</sup> to make the awards.

#### Upcoming Events: Thanksgiving Pie Project and March 4<sup>th</sup> – Student Success Celebration:

The RTC Bakery will once again be providing Thanksgiving pies with proceeds going toward the Foundation's Life Essentials Grant. Deadline is Nov. 17<sup>th</sup> to order pies. Planning continues for the March 4<sup>th</sup>, Foundation's flagship fundraising event for scholarships. Invitation Home is the premier sponsor at the \$10,000 level. Additional Platinum sponsors include Amazon, ABC of Washington, Unico Properties, and the Urban Renaissance Group.

#### Development & Community Engagement:

- ATS Building has renewed their scholarship for 2023 with a \$4,400 gift.
- Rottler Manufacturing has renewed their scholarship at \$10,000 for 2023 to support machining and mechatronics students.
- Microsoft Philanthropy has renewed their \$20,000 grant for 2023 to support the Secure A Future Experience (SAFE) project in computer science.
- The Foundation sponsored a luncheon with regional Chamber of Commerce CEO's and Dr. Harden to discuss how the business community and college can better partner and create engagement opportunities.
- Met with City of Renton Equity lead to discuss student homelessness and the City's upcoming health and human services assessment.
- Attended the annual U.S. Marine Corps birthday celebration at RTC, hosted by the Marine Corps Support Group (MCSG). The MCSG supports grants to Marine veterans at RTC through the Foundation.
- Production of the 21-22 Annual Report continues with content development.
- A grant proposal to the Ash Grove Foundation was submitted to support the emergency fund.

#### Faculty and Staff of Color Conference

The Foundation Operations & Events Manager (who is an Aleut Unangan) attended the conference in Pasco for the first time. There were 23 RTC staff and faculty in attendance at the conference.

#### McCarthy Bridge to College Success Grant

Fall quarter applications opened and currently 16 students have been awarded the grant which covers up to three quarters of tuition. The grant is for College & Career Pathway students who are transitioning to college degree or certification programs. The evaluation of the grant application has included CCP leadership and the Executive Director of EDI. Updates to the application and additional marketing is planned for winter quarter along with a new webpage to guide students and staff.



## **Fall Quarter Career Fair**

This month, Bo Dong, our Career Services Manager organized a large fall quarter career fair. Over the past several years, we've held a career fair in spring. Demand exceeded capacity with numerous employers seeking to reserve tables. This, coupled with the nature of our programs and students graduating in fall and winter quarters, prompted Career Services, in partnership with the Renton Chamber of Commerce, to provide an additional opportunity to introduce employers to recent or soon-to-be graduates.

The fair had excellent turnout, with 180 jobseekers registering for the event, as well as those who dropped in. Attendees included a fairly even mix of both students and community members. Jobseekers were predominantly from Renton, though we had representation throughout the RTC service district. There were 55 employers present representing a number of industries including health care, manufacturing, and transportation. Through survey feedback, employers noted their appreciation of how well the event was organized and attended, with the vast majority indicating they would come again. A special thank you to the RTC Board of Trustees Chair, Debra Entenman, and Trustee Freida Takamura for coming by to support the fair.

## **RTC Open House**

We are excited to resume broader outreach events, inviting both students from K-12 and the community on campus to learn about what RTC has to offer. This month, Outreach & Recruitment hosted our first Open House since pre-pandemic. The Open House was staged in two parts. During the day, we welcomed approximately 300 middle and high school students from districts including Renton, Kent, Auburn, and Seattle. This included 25 5<sup>th</sup> graders from Highland Elementary. Their visit took them on campus tours and included lunch. We provided transportation through chartered busses, as this can be cost prohibitive for schools to bring their students to campus. The early evening event was centered on highlighting instructional programs with tables set up in the cafeteria staffed by faculty, and included tables for the variety of student supports offered. The evening was geared towards our CCP students and external community members.

Resuming this type of event was a big lift for Outreach & Recruitment to coordinate. We are excited to begin offering these opportunities again and will take learnings from the Open House to create and tailor more events moving forward.

Renton Technical College  
Board of Trustees Meeting  
**November 16, 2022**

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

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
<b>X</b>	<b>Information</b>
	Action

**BACKGROUND:**

**A. Administration/Finance**

On behalf of Vice President Jackson, Budget Director Christina Solis will provide an update on the monthly operating reports for September 2022.

**B. President's Report**

Dr. Yoshiko Harden will provide a report subsequent to the October 19, 2022 board meeting.

**RECOMMENDATION:**

None.

**RENTON TECHNICAL COLLEGE  
MONTHLY OPERATIONS REPORT  
FISCAL 2022-23  
For the Month of September 2022**

	September 2022 - Actual	Year to Date - September 2022 - Actual	Prior Year to Date - September 2021 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	18,990,161	19,248,178	9,407,669	9,840,509
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	301,164	1,956,422	2,293,517	(337,095)
Grants and Contracts	412,436	1,106,690	375,982	730,708
Donation Received	-	-	5,000,000	(5,000,000)
Student Government	45,834	227,286	180,182	47,103
Bookstore	-	-	11,898	(11,898)
Security/Parking	-	-	57,147	(57,147)
Culinary Arts - Food Services	62,431	125,153	67,944	57,210
Housing	-	-	17,710	(17,710)
Interest Income	3,600	12,954	9,877	3,077
Rental Income - Excluding 569	14,311	58,489	41,119	17,370
Scholarship and Student Loan Funds Received	1,228,235	2,051,615	2,427,074	(375,459)
CRRSA	-	-	5,155,082	(5,155,082)
CARES Deferred FY20	-	-	-	-
<b>Net Operating Revenues</b>	<b>2,068,011</b>	<b>5,538,609</b>	<b>15,637,531</b>	<b>(10,098,922)</b>
Add - State Allocation				
State Allocation - VPA Expenses	2,229,869	6,627,387	5,412,382	1,215,005
Capital Allocation Fund 057	163,548	212,751	388,836	(176,085)
Capital Allocation Fund 060	61,630	61,630	186,496	(124,866)
<b>Total State Funding</b>	<b>2,455,047</b>	<b>6,901,767</b>	<b>5,987,714</b>	<b>914,053</b>
<b>Total Revenues</b>	<b>4,523,058</b>	<b>12,440,376</b>	<b>21,625,245</b>	<b>(9,184,869)</b>
Less - Expenses:				
Salaries	1,980,386	5,372,302	4,975,033	397,269
Benefits	682,360	1,895,518	1,630,771	264,747
Contracts	-	-	-	-
Goods and Other Services	395,810	1,228,615	952,206	276,409
Cost of Goods Sold	5,883	7,698	11,850	(4,152)
Travel	5,367	12,091	2,925	9,165
Equipment	6,816	7,085	333,838	(326,753)
Computer Equipment	-	-	-	-
Financial Aid	1,747,060	4,288,129	2,637,269	1,650,860
Debt Service	-	-	-	-
Bad Debt	-	-	1,382	(1,382)
<b>Total Expenses</b>	<b>4,823,681</b>	<b>12,811,437</b>	<b>10,545,274</b>	<b>2,266,163</b>
<b>Net Operating Surplus (Deficit)</b>	<b>(300,623)</b>	<b>(371,061)</b>	<b>11,079,971</b>	<b>(11,451,032)</b>
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(18,943.13)	(120,667)	(454)	(120,213)
Decrease/ (Increase) in Investments & Bond Amortization	(1,754,598)	(1,749,049)	7,111	(1,756,160)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(66,783)	(158,189)	(184,654)	26,465
Land Purchase	-	-	-	-
<b>Total Other Sources (Applications) of Cash</b>	<b>(1,840,325)</b>	<b>(2,027,905)</b>	<b>(177,997)</b>	<b>(1,849,908)</b>
Adjustments to Cash - Posting Errors	-	-	-	-
<b>Ending Cash Balance</b>	<b>16,849,213</b>	<b>16,849,213</b>	<b>20,309,643</b>	<b>(3,460,430)</b>
Add College Reserves:				
Local Government Investment Pool (LGIP)	2,744,059	2,744,059	984,998	1,759,061
Investment Bonds held in trust by US Bank	2,635,592	2,635,592	2,225,257	410,335
<b>Total Reserves</b>	<b>5,379,650</b>	<b>5,379,650</b>	<b>3,210,255</b>	<b>2,169,395</b>
<b>Total Cash and College Reserves</b>	<b>22,228,863</b>	<b>22,228,863</b>	<b>23,519,898</b>	<b>(1,291,035)</b>
<b>Actual %</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Variance</b>	
Total Current State Allocation	100%	28,926,488	26,446,462	2,480,026
Allocation Used - Year to Date	23%	6,627,387	5,801,218	826,169
Remaining State Allocation	77%	22,299,101	20,645,244	1,653,857



**AGENDA ITEM:**        **5. BOARD OF TRUSTEES**

**SUBJECT:**

BOARD CONSIDERATION

X    Information

**ACTION**

**BACKGROUND**

**A. Program Tour Report**

Trustees will provide an overview of the November 16 Culinary Program tour.

**B. 2022 ACCT Leadership Congress Report**

Trustee Norouzi will provide an update from the conference, October 24 – 29, 2022.

**C. RTC Liaison Reports**

- 1) RTC Foundation Liaison – Trustee Unti will provide an update from the RTC Foundation
- 2) Advisory Council Liaison – Trustee Norouzi, liaison to the Advisory Committee, will provide an update from the November 7, 2022 meeting.

**D. Trustee Recruitment**

An update will be provided regarding recruitment of RTC Trustees.

**RECOMMENDATION:**

None.



Renton Technical College  
Board of Trustees Meeting  
**November 16, 2022**

**AGENDA ITEM:      6.      MEETINGS**

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
X	Information
	Action

**BACKGROUND:**

**A.** The next regularly scheduled meeting of the Board of Trustees will be December 7, 2022.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**November 16, 2022**

**AGENDA ITEM:**                    9.     **ADJOURNMENT**

**SUBJECT:**

<p style="text-align: center;"><b>BOARD CONSIDERATION</b></p> <p style="text-align: center;">Information</p> <p><input checked="" type="checkbox"/> <b>Action</b></p>
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**BACKGROUND:**

**RECOMMENDATION:**

Motion required.