

Agenda Items

Information/Action/Presenter

I. STUDY SESSION

9:00 A.M.

1. Call to Order
Chair Frieda Takamura
2. Public Comments
3. Strategic Equity Plan
Be Culture

II. Meetings

Information

1. Regular Board Meeting – May 15, 2024 at 3:00 P.M.
2. Adjournment
Action

III. REGULAR BOARD MEETING

3:00 P.M.

1. Call to Order
Chair Frieda Takamura
 - A. Notation of Quorum
2. Adoption of Minutes
 - A. April 17, 2024 – Special Session and Regular Meeting
Action
3. Communications
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
4. Action Items
 - A. Building H Remodel
Action
5. Discussion/Reports
Information
 - A. President's Report
Dr. Yoshiko Harden
 - B. Financial/Budget Status
Vice President Jacob Jackson
6. Board of Trustees
 - A. Strategic Equity Planning Committee
Executive Director Doris Martinez
 - B. Foundation Liaison Report
Trustee Tim Cooper
 - C. Legislative Action Liaison Report
Trustee Debra Entenman

D. Association of College Trustees Conference Trustees Entenman/Bob Zappone

7. Meetings

A. Special and Regular Board Meeting – June 12, 2024

8. Adjournment

Action

Reminders:

- **April 2 – June 20 – SPRING QUARTER**
- May 15 – BoT
- May 22 – Exceptional Employee Awards*
 - 2:30pm-4pm, Cafeteria
- June 10 – Spring All-Campus Meeting*
 - 2:30pm-4pm, Cafeteria
- June 12 – BoT
- June 21 – President's Reception & Commencement
 - 4pm-5pm, Showare Center Dining Area / 6pm-8:30pm, Showare Center
- **July 8 – August 15 – SUMMER QUARTER**
- **September 16 – December 3 – FALL QUARTER**
- **January 6 – March 24 – WINTER QUARTER**
- **April 7 – June 24 – SPRING QUARTER**

* indicates FYI

Renton Technical College
Board of Trustees Meeting
May 15, 2024

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION
X Information
Action

Board Chair Takamura will carry out the Notation of Quorum and call the meeting to order.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 15, 2024

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BACKGROUND:

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

- A. April 17, 2024 Special and Regular Meetings

BOARD CONSIDERATION
Information
☒ Action

RECOMMENDATION:

Approval as presented.

I. STUDY SESSION

1. Call to Order

Chair Frieda Takamura called the meeting to order at 1:07 P.M. and noted a quorum.

2. Public Comments

There were no public comments.

3. Strategic Equity Plan (SEP)

Kristen Whitfield and James Whitfield from Be Culture joined the group to discuss the Strategic Equity Plan. James discussed implementation and walked the group through the Strategic Equity Framework. Every strategy needs: (1) moral imperative, (2) systems focus, (3) equitable practices, (4) manage change, and (5) strategic integration. The purpose or “moral imperative” of the SEP will shape objectives or the justice effect the SEP seeks to make. The Board’s role is to assess the activities the college is involved in to achieve specific outcomes. Be Culture is working with the Board on clarifying their vision so that there can be a better understanding of which systems the SEP seeks to impact, which will then dictate outcomes and outcome assessment. Community feedback has been essential to the SEP in order to prevent stall out. Key members of the community need to be on board in order for the SEP to be successful.

Be Culture briefed the Board on the Strategic Framework. Mission and values are at the center of the framework. Organizational effectiveness and accountability surround the mission and values, which then leads to theme areas with nested goals. Vice Chair Jessica Norouzi asked about adaptability in the SEP given that there are unknown future decisions yet to be made. The Board will need to use the strategic framework to assess recommendations before them. The job of the Board is to carry out the mission, vision, values and attendant strategies of the SEP. Trustee Tim Cooper asked about cadence for checking on SEP implementation. Be Culture recommended this be a part of each meeting’s discussion with an assessment with objectives of how close the Board feels they are getting to the long-term goals at least annually. The group discussed potential structure needed for the critical path to the SEP.

Be Culture has met with Executive Cabinet and the Instruction Leadership Team on the SEP. The group discussed what is meant by “diversification”. Closing disaggregated achievement and retention gaps between demographic student groups is not the same as reducing “firsts” by having proper representation. Be

Culture advised to start with objectives and then find data that helps measure those objectives, because the focus on the objectives may create more opportunity for gathering new data sets. Trustee Debra Entenman talked about the need to be clear on what we mean by “diversification”. The Executive Cabinet has had questions about what “transformation” and what “transformation through diversification” means. Vice Chair Norouzi shared that her vision of transformation through diversification includes community members entering the workforce without barriers. Trustee Cooper commented that the phrase “increasing accessibility” keeps coming up. The group discussed the need for support in addition to access. Research shows that when organizations lead with racial equity, circumstances for all groups improve. The SEP will be an opportunity for a reframe.

II. MEETINGS

1. Regular Board Meeting – April 17, 2024 at 3:00 P.M.

The next regular Board meeting will be April 17, 2024 at 3:00 P.M.

2. Adjournment

There being no further business, Vice Chair Norouzi moved to adjourn the Board of Trustees meeting at 2:58 P.M. Trustee Cooper seconded, and the motion carried.

III. REGULAR BOARD MEETING

1. Call to Order

Chair Frieda Takamura called the meeting to order at 3:09 P.M. and noted a quorum.

A. Notation of Quorum

2. Adoption of Minutes

A. March 19, 2024 – Executive Session

Trustee Entenman introduced a motion to approve the minutes for the regular meeting held on March 19, 2024. Vice Chair Norouzi seconded, and the motion carried.

B. March 20, 2024 – Executive Session and Regular Meeting

Vice Chair Norouzi introduced a motion to approve the minutes for the regular meeting held on March 20, 2024. Trustee Entenman seconded, and the motion carried.

C. April 3, 2024 – Special Session

Trustee Cooper introduced a motion to approve the minutes for the regular meeting held on April 3, 2024. Vice Chair Norouzi seconded, and the motion carried.

3. Communications

A. General Information/Introductions

- i. Eva Juarez introduced Le'Onna Lee (she/her). Le'Onna started in Outreach on April 1, 2024. Le'Onna is the Community Outreach and Recruitment Manager. Le'Onna expressed appreciation for how welcoming everyone is. She grew up in the Seattle Area and has a passion for education access and career readiness as a way to promote community empowerment.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Saleea Cornelius, ASG President, provided an update. The Student of Color Conference (SOCC) is at Green River College is tomorrow. Unity Festival will occur May 15, 2024 from 12 P.M. – 4 P.M. There will be four food trucks, outdoor activities such as hamster ball and henna, and community resources services. ASG is collaborating with Outreach. Indoor activities will include video games, traditional games, and a quiet space. ASG is doing classroom visits with election registration and an upcoming collaboration with mental health counseling.

E. Renton Federation of Teachers (RFT)

Elisa Westcrook gave the RFT update. Negotiations are ongoing with the next meeting coming up on Tuesday, April 23, 2024. RFT is continuing to meet and encourage collaborative bargaining. RFT extends a massive thank you to Director Christie Fierro for H5P, which helps make the classroom come alive. Thank you to John Henry Whatley and CTS. RFT signed up some new members this quarter—RFT is happy to have you! The sign-up process includes canvassing. Another canvassing event will occur next month. Yay to newly tenured faculty. RFT is excited to meet all faculty and staff.

F. Written Communication Reports

Chair Takamura thanked the group for the written communication reports. These reports are important, as they allow the Board to hear what's going on around campus from the units. Trustee Cooper commented on the video about closed captioning and stated that this aligns with RTC's mission and noted that it aligns with the literature that states that when you improve circumstances for one historically marginalized group, circumstances improve across the board. Chair Takamura expressed special gratitude for the accreditation report.

4. Discussion/Reports

A. President's Report

President Yoshiko Harden delivered her report.

Diversity, Equity, and Inclusion

President Harden provided a short keynote at the Enlighten Women's Forum. Thank you to Trustees Zappone and Entenman for attending. Trustee Entenman stated that it was wonderful to be in a room full of women in the trades. President Harden gave kudos to the Foundation and Construction Center of Excellence. The RTC Art Show is currently happening. President Harden attended the Bite of Duck competition, which is a culinary competition of 19 teams that each provided a small bite that featured duck. This was an exciting event because a smoking pan triggered a fire alarm. Dean Tim O'Donnell and Ms. Nona May were well-prepared! Thank you, as well, to Chef Tony Parker for coordinating this event. These types of events help RTC become a community hub. President Harden met with grantors that fund the Wellbriety Center. The grantors recognized the partnership with the food pantry, as well as the way that the grant was used inter-departmentally to provide great services for students.

SEP/Accreditation

Work continues to move forward on the SEP. The campus listening sessions have concluded. Be Culture sent the summary report yesterday, and the report will be shared broadly. Be Culture joined the Instruction team meeting, and today Be Culture met with the trustees for work on the SEP. We're on time for feedback and a draft of the SEP to the campus community and Board. Vice Chair Norouzi stated that this has been a refreshing process. She expressed gratitude for the commitment she sees around the RTC campus, and for all of the hard work and courageousness that the campus community is engaged in and that the Board is benefiting from regarding the SEP. Thank you for your ongoing work on this important initiative. Tomorrow, there will be a presentation at the Foundation Board meeting on the SEP. Be Culture will also be at the Industry Dinner for more feedback that will be integrated into the SEP. Accreditation is next week. The accreditors will be asking about your favorite indicators!

Financial Stewardship

Vice President Jacob Jackson held a budget meeting. Another budget meeting is scheduled on May 6, 2024. Overall enrollment for spring is up 19% with a 20% increase for tuition-paying students. Apprenticeships will continue to trickle in. We are still short of the district allocation base. We hope to continue building momentum and enrollment to meet the college's mission. We will continue to diversify revenue streams. The final phase of the IT Instruction remodel is underway. Tomorrow, there will be a kickoff meeting for the Multicultural Center.

Strategic Partnerships and Engagement

President Harden met with CEO Emily Yim from the Washington Alliance for Better Schools (WABS). Their mission is to provide programs that support student transition to careers. WABS team members have already been connected with RTC Outreach and Student Life. President Harden met with CEO Karen Stout from Achieving the Dream (ATD). President Harden was a guest on the New Beginnings Fellowship podcast. This connection was through the Renton Chamber of Commerce. New Beginnings provides many valuable community resources that include reducing hunger and invited President Harden back to be a guest on another podcast episode. President Harden serves on the Renton Chamber of Commerce and was appointed as the Board Secretary, and so is now on the Executive Board. President Harden serves on the Alliance for Education Board and was appointed to the Development sub-committee. As of today, President Harden was appointed to serve on the local Workforce Development Board for Seattle-King County.

B. Financial/Budget Status

Chair Takamura expressed appreciation for the budget forum. VP Jackson briefed the group on the revenues and financials for the month end in February. RTC is close to being on target, revenue-wise. Salary, wages, and benefits are the largest expenditures for RTC. We're on target for salary, while benefits are coming in under what was budgeted. Goods and services are ahead of schedule. Travel will change after NCORE. Financial Aid distributions are behind schedule. The debt service payments will be made in June. Transfers are done in Month 13 (June). Overall, \$28.7M has been expended.

Trustee Cooper asked about Financial Aid. The Business Office and Financial Aid met to ensure that RTC does not leave any money on the table. The State Board issued guidance on processing financial aid, but there are some questions around reimbursements and which funds can be used/transferred. This may impact what can be offered during the summer. Trustee Cooper asked about the Washington Application for State Financial Aid (WASFA). WASFA is a different system than the federal system. PeopleSoft has an anticipated system fix coming out in early June that will impact Financial Aid. Cash and investment balances have held relatively steady. There will be a slight decrease in May to June due to expending the allocation.

Enrollments are up for Spring quarter, especially compared to last year. Running Start enrolment is down compared to Winter and last Spring. Worker retraining has specific criteria for qualification and is expected to increase throughout the quarter. Program Enrollment is unsteady compared to last year, with some programs doing better than last year and other programs doing not a well. Trustee Entenman asked about program enrollment and viability. VP Jackson

stated that enrollment is only one factor in program viability assessment. Vice President Stephanie Delaney discussed that one metric is welcoming practices that ensure student retention.

5. Board of Trustees

A. Foundation Liaison Report

Trustee Cooper will have more next meeting after the next Foundation Board meeting.

6. Meetings

A. Special and Regular Board Meeting – May 15, 2024

The next regular Board meeting will be held on May 15, 2024 at 3:00 P.M. and will be preceded by a special Board meeting to begin at 9:00 A.M.

7. Adjournment

There being no further business, Trustee Cooper moved to adjourn the Board of Trustees meeting at 3:58 P.M. Trustee Entenman seconded, and the motion carried.

Reminders:

- **April 2 – June 20 – SPRING QUARTER**
- April 22-23 – NWCCU Mid-cycle Accreditation Visit*
- May 1 – Industry Connections Dinner*
- May 2 – Speaker: Dante King*
- May 2-3 – Association of College Trustees Conference
- May 15 – BoT
- May 22 – Exceptional Employee Awards*
- June 12 – BoT
- June 21 – President's Reception & Commencement
 - 4pm-5pm, Showare Center Dining Area / 6pm-8:30pm, Showare Center

* indicates FYI

Renton Technical College
Board of Trustees Meeting
May 15, 2024

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

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

BOARD CONSIDERATION

X Information

Action

RECOMMENDATION:

None.

Administration and Finance Report
Renton Technical College Board of Trustees
May 15, 2024

Financial Report

For month ending March, we are 75% through the year. Revenue collection is about 87.5%. Revenues are up about \$6.5M this year compared to last year. This is mainly due to drawing down our state allocation. We have drawn down \$25M this year compared to \$22.8M last year. We are also up in our collection of tuition and fees due to a change in how they are processed in ctcLink compared to legacy. Tuition and fees are up by \$1M from March 2023. It should be noted that tuition and fee collection is still well below our enrollment/tuition/fees prior to the pandemic 19-20 and enrollment is still well below our District Enrollment Allocation Base. Interest income is \$292K this year compared to only \$121K last year at this time. Scholarships and Students Loan Funds Received is up about \$1.2M. This is due to more financial aid and scholarships being awarded to students.

Expenses are about 77.4%. Expenses are about \$32.9M through March compared to this time last year of \$28.4M last year. Salary and benefits are about \$1.6M higher than last year at this time. Goods and Other Services is also about \$497K higher for month ending February compared to last year. Equipment purchases are \$300K higher as well.

Our ending cash balance is about \$22.9M.

Business Office

- Final interviews/stages of hiring the SF Specialist-Cashier II.
- General Ledger Accountant position has been posted. Hoping to begin interviewing this month.

Food Services & Rentals

- Sales Overview: This April, sales in our Catering and Food Services departments have remained consistent and on par with past performance. Our expanded and standardized menu options have played a key role in maintaining this level of interest and satisfaction.
- Cost Management Initiatives: Our ongoing commitment to reducing operational costs has been further intensified this month. By standardizing menus across services, we are achieving more consistent and predictable use of ingredients, which aids in minimizing waste. Additionally, improved inventory control measures have been implemented, leading to a significant reduction in food costs, which we estimate to be between 30-40% less than previous levels.
- Financial Trends: The strategic cost management measures have been instrumental in reinforcing our financial health as evidenced by the decrease in food costs, and stable sales.

Facilities & Capital

- Building I elevator: Has been repaired and is up and running.
- Working with PSE to have bollards installed around gas meter in K3. PSE will be out to install the new bollards in 6-8 weeks.
- Department of Labor and Industries Elevator inspection: Completed
- City of Renton Fire and Safety Inspection: Reinspection Friday, May 3, 2024.
- Facilities staff has cut an opening between F-105 and F-108. Drywall and paint is done. Threshold and cove base is left.
- Fire Sprinklers system repairs in Building K and J are pending as more information is needed from vendor.
- Grounds crew pressured the exterior walls of Building D.
- Grounds crew has purchased planters and annuals for Building I.
- Grounds crew has planted annuals at 4th and Monroe (along the wall and the planted outside of the staff lounge).

Capital

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

- **Bldg. J Computer Classroom Remodel, 1st Floor – Phase 1 (SWL Architects)**
 - Notice of completion received. Processing the retainage.

Minor Capital Program Projects for Current Biennium (2023-2025):

- **2022-511 A - Bldg. J Computer Classroom Remodel, 1st Floor – Phase 2 (SWL Architects)**
 - New furniture layout for Room 101 and Hard wiring Rooms 104 & 108 is still being discussed.
 - Request for Local Project raised with SBCTC which is added to the May 2024 State Board agenda.
 - \$100,000 needs to be added to the funds because of change orders.
 - Substantial completion on September 6.
- **2024-790 – Bldg. A Automotive Pit Filling (JOC)**
 - Forma provided a proposal of \$30,000. Public Works Requisition issued.
 - For the 14' x 10' x ~5' Pit, The scope includes: Import fill material, dowel rebar into existing slab and pour hard trowel finish concrete.

Minor Capital Repair Projects for Current Biennium (2023-2025):

- **2024-047 - Roof Top Unit replacement in Bldg D (Rolluda Architects)**
 - Advertisement published on April 19. Bids due to open on May 9. Pre-bid walk was scheduled on April 25 where 10 contractors walked the site. Regency NW being one of them.
 - Funds from two of the projects to be moved in minor works tool to supplement this project. Total funding is \$573,000.
- **2024-048A - Lower Roof replacement at the Annex (Rolluda Architects)**
 - Forma's proposal is being reviewed at DES. Probably to start by Mid-May – dependent on the weather

- Tony shared a cost estimate of \$174,000 whereas the Maximum Allowable Construction Cost for the project is \$220,000. Suggested to add guardrails or painting of the gas piping as an alternate.
- **2024-046 - Storm line Replacement Phase 2 (AHBL)**
 - Site walk was done with Insta-pipe on April 23. Waiting for a proposal.
 - Roughly the execution schedule is 6-8 weeks, depends on the lead time for the pipe-liner.
- **2024-531 - Roof replacement in Bldg. A (Burton Construction)**
 - RTC requested for Flashing covering the joints around the roof and the units. Job Order Contract to provide a proposal for the added scope.
 - Punch walk April 15. Completed.
 - Budget allocated in this biennium is \$385,000. PWR of \$282,865.14
- **2024-552 - Air handling unit's replacement in Campus Center (Bldg. I)**
 - Execution scheduled between June 10 to June 14.
 - NTP received on April 4. Received cost estimate of \$43,683.06 from Burton.
 - Hargis provided a narrative which was submitted to Burton for review and cost estimate.
 - Budget allocated in this biennium is \$133,000 for replacing four air handling units.
- **2024-551 - Transformer Replacement project**
 - For the design phase, Hargis estimate is \$49,995. Waiting for the quotes for 30 day metering from Brink before repurposing rest of the funds to Bldg. G Chiller unit.
 - Hargis provided a narrative with a proposal of \$423,102 after consultation with Cooper/Eaton, Hitachi and Maddox. Maddox had minimum lead time of 46 weeks.
 - Three transformers that have been identified for replacement are Bldg. A (1250 KVA), Bldg. F (750 KVA) and Bldg. J (1500 KVA) after the walk on Wednesday with Brink.
 - Budget allocated in this biennium is \$334,000 for replacing four 3-phase transformers.
- **2024-980 - Elevator upgrade for Bldg. I**
 - Public Works Requisition issued on April 24. Job Order Contract Site Walk scheduled for May 1.
 - Project approved by SBCTC and added to Captrack.
 - Funds (\$ 392,000) moved from one of the site repair projects (Chiller controller for Bldg. I).

- **2024-982 – Overhead door replacement (Bldg. A)**
 - Public Works Requisition issued on April 24. Job Order Contract Site Walk scheduled for May 1.
 - Budget allocated in this biennium is \$100,000 for replacing five doors.
- **2024-981 – Restroom upgrades (Multiple Bldgs.)**
 - Public Works Requisition issued on April 24. Job Order Contract Site Walk scheduled for May 1.
 - Budget allocated in this biennium is \$75,000.
- **Unanticipated Repair Projects**
 - **2024-856 - Sprinkler Repairs in Building L & C – Additional Scope / Elevator recall**
 - completed the work on April 22.
 - Forma provided the proposal of \$23,581.

Major Capital Growth Projects in Pre-Design/Design Phases for Current Biennium (2023 - 2025):

- **2022-001 B - Health Science Center (SWL Architects)**
 - SWL working on documents to present for OFM approval.
 - Cabinet has voted to move forward with remodeling Building H. Socialize the information with campus and take it to RTC's Board in May meeting.

Other Projects:

- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
 - Received the contract on April 24. Working on next steps.
 - \$100,000 Funds Awarded for 10 chargers under the WA EV Charging program.
- **2024-281 - Multicultural Center Bldg. D (Rolluda Architects)**
 - Regency NW walked the site on April 25.
 - NTP issued on April 22. Preconstruction meeting was held on April 18 .
 - 14 bids received: the lowest being at \$539,900 by Regency NW Const.
 - Local Capital Expend Authority Request Form with total expense of \$1,013,820 was approved by the state board of trustees.
- **2024-718 - Room 214A Bldg. I - Remodeling**
 - Documents to be shared to JOC for pricing by April 29. Waiting for Job Order Contract proposal.
 - Electrical scope ready by April 25. Windows structural ROM ready by April 26. NTP By mid-May. Geoengineers to be engaged for HAZMAT specification.
 - Local Capital Expend Authority Request Form with total expense of \$200,000 was approved by the State.
- **I-216 remodel**
 - Workpointe still needs to procure and assemble certain parts.

- **2024-791 - Bldg. F Wall Opening**
 - RTC team completed the work, only the wall corner protectors and the floor transition needs to be installed.
 - The scope includes: Cut in opening in existing wall, patch, tape, and paint dry wall.
- **Wall removal in Property Maintenance Bldg. A**
 - Need to check with team on the Grant status to proceed with Job Order Contract.
 - Removal of a non-load bearing brick wall to increase the usable space.
- **Welding Class Painting Bldg. A**
 - Scheduled for June 25 – during the summer break. Yolanda's Flooring LLC Provided an estimate of \$29,627.47.
 - Clean walls & conduit/pipes, mask, prime, paint walls including conduit.
 - Received Base bid of \$30,500 from PURCELL.
- **CBPS – SBCTC Utility submeters for Clean Buildings Act 40000878**
 - RTC received Fund allocation of \$423,000 for Utility submeters in 8 buildings (A, B, C, H, I, J, K1 and L) as per the Clean Buildings Act 40000878.
 - Shared with DES to get a proposal from Hargis.

College Technology Services (CTS)

Spring Quarter

CTS has continued to support students, faculty and staff for the Spring term and are working to procure replacement computers for multiple classrooms, the Testing Center as well as instructor computers. CTS is also partnering with Administration and Student Services to prepare the office space for more staff member workstations. Networking, cubicles, and hardware are underway.

Technology News & Updates

The remodel of the Building J first floor is continuing to progress. As we plan for the Fall term, CTS has worked with Vice President Jacob Jackson and Dean Warren Takata to procure 100 new computers and 100 new monitors for the new classroom space.

RTC experienced a cyber-attack in April and was able to stop the threat immediately. Kudos to the Infrastructure Services team and our security operations center (SOC) partners to identify and end the threat.

Technology Improvements

CTS has completed critical patches to the network infrastructure to mitigate security risks.

CTS has configured multi-factor authentication when connecting to the RTC network via VPN.

Upcoming

- Student account security updates
- Instructor PC replacements in 10 classrooms
- Student computer lab upgrades in H307 and B121
- Director of Information Technology onboarding

Communications and Marketing Report
Renton Technical College Board of Trustees
May 15, 2024

MARKETING

Communications and Marketing (C&M) collaborated with Outreach to create contemporary new displays for events, including designing and printing new floor banners, canopies, and table covers.

Campaigns geared toward spurring Summer and Fall registration begin in mid-May. They include video and photo campaigns of how students find their place at RTC. You'll also see banners at Renton Landing throughout the summer promoting registration and Renton Promise. A postcard was mailed to all Renton seniors promoting RTC and Renton Promise.

WEBSITE UPGRADE

We are excited to show off our new website to the college community from mid to late May, with the formal launch set for late June. We are confident the site will be easier to navigate and more inviting to external audiences.

EVENT PROMOTION

Marketing and Communications staff created invitations, print and digital promotion, and day-of materials and coverage for a variety of events, including Dante King, the All-Advisory Committee Dinner, the Spring Open House, and the High School Counselor Breakfast.

NEWS AND WEB

[Renton Promise makes college a reality](#)

[Dante King presents lecture at RTC May 2](#)

[Dr. Harden featured at Women's History Month event](#)

SOCIAL MEDIA

Impressions across platforms grew by 172% in April over the previous year. Audience growth is up 9%. Growth was the largest on Instagram and TikTok.

Diversity, Equity, and Inclusion Report
Renton Technical College Board of Trustees
May 15, 2024

Diversity, Equity & Inclusion Council (DEIC)

The Diversity, Equity & Inclusion Council (DEIC) concluded general meetings for the 2023-2024 academic year on May 6. DEIC meetings are held the second Monday of each month. Meetings will resume in October 2024.

This month's report will feature highlights from Multicultural Center Action Team and Professional Development & Training Committee.

Multicultural Center Action Team (MCAT)

The Multicultural Center project is continuing to move forward. Construction at the future site of the Center (south end of Building D) officially began May 1. The construction is expected to conclude mid-September 2024. This quarter, the MCAT is currently working on selecting furniture, technology, finalizing a mission and selecting a name for the Center. MCAT surveyed the campus community winter quarter to identify services the Center shall provide and suggestions for naming of the space. The team is using the feedback from the 157 respondents to inform spring quarter priorities.

Professional Development & Training Committee

The Office of Diversity, Equity & Inclusion (DEI) in partnership with the DEIC Professional Development & Training Committee hosted it's first event on May 2 featuring Dante King, author of *The 400 Year Holocaust: White America's Legal, Psychopathic, and Sociopathic Black Genocide - and the Revolt Against Critical Race Theory*. King's lecture, *Understanding the Origins of Anti-Blackness through Academic Scholarship and Scientific Theory* was attended by over 120 participants. King's book and toolkit were also available for continued learning. The Committee is in discussion to develop training sessions focused on the toolkit workbook in fall 2024.

Office of Diversity, Equity & Inclusion (DEI) – Departmental Updates

Palestine-Israel Community Listening Circle- April 18, 2024

In partnership with faculty and staff who hold identities related to the conflict, the Office of DEI hosted a community listening circle for students, faculty and staff on April 18. The circle, facilitated by the Equity Consortium, focused on humanizing the pain community members are experiencing through personal storytelling.

The Office of Student Leadership and Programs remains committed to providing students with enriching experiences, empowering student leaders, and contributing to the overall vibrancy of campus life. Below are updates on upcoming initiatives and programs:

- Commencement 2024 Preparation: Commencement will be held Friday, June 21 from 6:00-9:00 P.M. at Showare Center in Kent, WA. The RTC Commencement website is currently live. Registration to participate in Commencement will close May 31. For more information, please visit [Graduation & Commencement | Renton Technical College \(rtc.edu\)](https://graduationandcommencement.rtc.edu)
- Spring Unity Fest: Preparations are under way for Unity Fest scheduled for Wednesday, May 15 that will be held in the RTC Courtyard adjacent to the cafeteria from 12:00-4:00 P.M. Unity Fest is an end of year signature event that cultivates community and celebrates RTC's rich diversity. ASG in partnership with Outreach & Recruitment, is finalizing logistics for the event that will include indoor and outdoor interactive activities, food trucks, music and much more.
- Tentative Office of Student Leadership and Programs schedule of events for the 2024-25 academic year:
 - Student Leadership training (August) TBD
 - Student Government Leadership Training at Green River College (August)
 - Welcome Back week/RTC Spirit Week (September)
 - Legislative Brunch (September) (Voter registration continuous promotion)
 - Latinx Heritage Celebration (September)
 - Halloween/Harvest Fest (October)
 - Celebrating Veterans Dinner (November)
 - Native American Brunch (November)
 - End of year Celebration 2024 (Finals week TBD)
 - MLK Day (collab w/ Office of DEI/ January 2025)
 - Black History Celebration (February)
 - Lunar New Year (February)
 - Women's History Celebration (March)
 - Arab American Month Celebration (April)
 - SOCC (April)
 - Unity Festival (May)
 - Wellness week (Collab w/mental health counselors) (May)
 - AAPI Month (May)
 - Graduation/Commencement (June 2025)

Women + Men of Merit Meetings for Spring Quarter 2024

Established and implemented as a student of color retention initiative, Men of Merit and Women of Merit Groups were developed by faculty, staff and students in partnership with the Office of Student Leadership and Programs. Each academic quarter, both groups

individually host programs for RTC students, staff and faculty who seek community, professional development and personal growth.

For more information on Men of Merit, please contact menofmerit@rtc.edu or Women of Merit, womenofmerit@rtc.edu.

To streamline programming efforts and increase student engagement, Merit Group Leads will co-facilitate their respective meetings on the same day. This quarter, Tuesday, May 14 is the scheduled date for Merit Meetings. All meetings are FLEX modality and Zoom links will be sent in upcoming campus announcements.

Men of Merit Meeting

Tuesday, May 14

Topic: Check-in and Financial Planning with Nate Ezelle

11:00 A.M.-12:30 P.M., Library, Room 204

Women of Merit Meeting

Tuesday, May 14

Topic: Spring Meet and Greet

11:30 A.M.-1 P.M., C-110

RTC Foundation Report
Renton Technical College Board of Trustees
May 15, 2024

Scholarships and Events

Fall 2024 Scholarship Cycle

Applications for Fall quarter open May 6 through June 3, 2024. Two new memorial scholarships have been added to the offering. One to support automotive students by a Renton family who lost their son in a motorcycle accident, and the Renton21 Club for general programs to honor a longtime member.

Connell Scholar Lunch and Meet & Greet April 24, 2024

Overall a very successful event. Catering provided a pizza and salad lunch, and members of the Connell family went table-to-table to talk with students. There were 41 students in attendance – 71% of those who planned to attend. There were double the number of students for the lunch compared to the February dinner, so plans are to continue offering the meet and greet during school hours. The Connells shared their intent to continue funding their scholarship – great news!

McCarthy Bridge Grant for FY23-24

This academic year the Foundation awarded 55 McCarthy Bridge Grants (MBG). Students have four-quarters from the time they are awarded to utilize the grant.

Top programs of enrollment include healthcare (53%), IT (27%), and advanced manufacturing (10%).

Retention and persistence data is excellent from the previous year FY22-23 – over 90%! We are now looking at usage data. This includes the number of students who used the full grant amount (\$6,000), students who used a portion, and students who never accessed the grant. Spring quarter 2024 will be the final quarter for 22 students to utilize their grant. To date, 25% of students awarded FY22-23 have used the full grant amount. Only two students from FY22-23 never accessed the MBG grant.

Operations:

The FY22-23 independent audit and 990 Tax Return were presented to the full Board by CPA Michael Gintz, Brantley Janson, and approved on April 18, 2024. Staff continue an expansive update of QuickBooks – we're getting closer – to better utilize the platform for monthly financials and donation reports. Budget planning for FY24-25 has begun.

The Scholarship Committee met for their annual debrief. A new and more detailed Rubric for scoring was developed and approved, along with a decision tree to create a consistent

process when funds are limited, and scores are equal between applicants. Two new members from the community have been onboarded and will start during the Fall cycle.

Development & Community Engagement:

- Work through the Strategic Partnership Task Force (SPTF) included the Foundation facilitating a meeting with Geoffrey Roche, National Director of Workforce Development for Siemens, and Deans to explore how they partner with community colleges and local healthcare providers who need training on their equipment and systems.
- The Foundation facilitated a listening session with Providence Swedish to discuss expanding our current partnership and to hear how RTC's healthcare programs can be more responsive to workforce needs. Background exploration included learning more about the KNIT program at San Jacinto College in Houston that creates a nursing pathway for high school students.
- Alumni engagement – plans are underway to provide a LinkedIn workshop around best practices. Board member Brenda Collons has offered her services to help engage alumni through professional development.
- Sellen Community Foundation plans to renew their scholarship and has expanded program support to include Commercial Refrigeration Technology, Commercial Building Engineering, and Electrical Plant Maintenance.

The following personnel actions have occurred as of April 2024 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
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- Hires

-Separations

WFSE	Effective Date	Position	Department
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- Hires

-Separations

Prof Tech	Effective Date	Position	Department
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- Hires

Le'Onna Lee	4/1/2024	Community Outreach & Recruitment Manager	Student Services
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-Separations

Kelly Gonzalez	4/19/2024	Promise Program Specialist	Financial Aid
Chase Cesare	4/25/2025	eLearning Administrator	Center of Innovative Teaching & Learning

Exempt / Administrative	Effective Date	Position	Department
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- Hires

-Separations

Agnes Figueroa	4/15/2024	Enterprise Sytems Engineer	College Technology Services
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RFT	Effective Date	Position	Department
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- Hires

Jessica Marante	4/2/2024	Part-Time Faculty - ELA	CCP
Paola Garcia	4/30/2024	Part-Time Faculty - Welding Instructor	Advanced Manufacturing

-Separations

	Monthly Total Hires	% of Diverse Hires YTD
Full time	1	68%
Part time	2	31%

Institutional Research and Effectiveness Report
Renton Technical College Board of Trustees
May 15, 2024

Institutional Planning and Effectiveness

- The **NWCCU Year 3 Mid-cycle visit** has concluded. The Accreditation Team is working with feedback from the visit and the peer report.
- Resource & Planning Council has reviewed and scored the college as part of the 2022-2023 **Strategic Plan Monitoring Report**. This report assesses Year 1 of the Strategic Bridge Plan. The Council is also finalizing the **planning/resource allocation** workflow process for the college.
- Be Culture has provided the institution with a report on the 2024 **Campus Climate Listening Sessions**. The Campus Climate and Data Equity Committee is currently compiling themes and action items based on the report.

Student Learning and Assessment

- Assessment Committee work to collect data on **student learning outcomes assessment** has been reviewed and endorsed by Learning Council. This includes collecting data from Canvas based on faculty assessments using a standardized proficiency scale.
- Institutional Research and Effectiveness (IR&E) will review revisions to the **course evaluation** instrument with Learning Council later this month.
- The Program Review Committee has drafted a 3-year **program review cycle** for the college. Year 1 materials have concluded. Year 2 materials are being created by the team.

Data and Research

- New federal regulations on **Financial Value Transparency and Gainful Employment** (FVT/GE) require higher education institutions who receive Title IV funding to report on new metrics to assess the value of our programs for current and prospective students. The first reporting cycle will start this summer. The team is working with Financial Aid and SBCTC on compiling all the appropriate data. The regulations may impact specific programs.
- The IR&E team is collaborating with **College and Career Pathways** deans to conduct an environmental scan to better assess and support the department's programming. A cost-revenue analysis of **General Education** programming is also in progress.
- **Student Exit Survey** results and **Faculty Admin Survey** results have been compiled and delivered to their respective Vice Presidents.

ctcLink

- An update to the **Financial Aid** module is anticipated to go live in June. This is in response to the Department of Education's FAFSA simplification process for next

academic year. The CTC system is awaiting Oracle PeopleSoft updates before the revised system can be fully implemented for schools to use.

- All outstanding **enhancement requests** are currently being prioritized by the colleges. Currently, each college is scoring the enhancements and the ctcLink College Collaboration Group will finalize the order of enhancements. New enhancement requests are currently on hold through the end of this month.
- The SBCTC project management team is leading improvements to the **security administration** of ctcLink. This would make the management of security roles easier and more efficient for local security administrators. It would also make the platform more secure.
- Cross-department teams are working on improvements related to the **registration process**, based on recommendations from the **ctcLink Registration Task Force** that concluded this fall. Improvements include defining processes for making student registration easier for both students and staff.

Other

- The team continues to support the college in all of their reporting, data, and ctcLink needs. Ad hoc requests from this month included data requests on scholarships, programs, and outreach, and ctcLink data cleanup.

Instruction Report
Renton Technical College Board of Trustees
May 15, 2024

Mid-Cycle Visit: Our Mid-Cycle Accreditation visit went well. Our team, report author Dr. Sarah Wakefield, Andrea Samuels, Lia Homeister and Cle Roseboro, did a great job preparing the college for the visit and when the visiting team arrived, they felt welcomed, cared for and, of course, well-fed.

The Visiting Team was impressed by the hiring practices of our amazing Human Resources (HR) department, under the equity-minded leadership of Vice President Lesley Hogan. They also repeatedly remarked on the excellent data provided by our Institutional Research (IR) department, led by Lia Homeister. They noted that not only did we have great data, but people knew how to find and use it. Both HR and IR were also commended in our 2021 visit.

The Visiting Team was also delighted with the innovative work happening in our classrooms and noted the best practice examples by our faculty in meeting students where they are. The Visiting Team noted, however, that we have a lot of opportunity for growth in documenting the great work happening in our classrooms. One solution to that will be the Second Annual VPI Best Practices Showcase on May 24 from 9:00 A.M. to 2:00 P.M. This event will feature faculty from across the college highlighting their best instructional practices so that we can share them across the college. We hope that you can attend.

The Visiting Team also expressed concern that we would not be able to sufficiently document our progress towards meeting our institutional goals, including our Strategic Equity Plan and related strategic indicators, before our Year Seven visit in 2028. They frequently used the word “urgent” when describing the need for us to provide continuous evidence of our work and progress. We had a chance to review the draft report from the Visiting Team for factual errors and we expect a final report in late June or early July.

Other Reports: Instruction has updates from [Dean Shannon Matson talking about Continuing Education](#) (12 minutes) and [Associate Dean Andrea Samuels talking about our BAS programs](#) (4 minutes).

Student Services Report
Renton Technical College Board of Trustees
May 15, 2024

May is Mental Health Awareness Month

Behavioral Health Faculty Counselor Sarah Hoaglin is collaborating with the Library, the Office of DEI, and the Wellbriety Center to offer a variety of programming for Mental Health Awareness Month. Sessions and activities include 'Understanding Disordered Eating' facilitated by Rachel Farris of [The Emily Program](#), yoga facilitated by Faculty Academic/Career Counselor, Laura Knight, and Meditation Mondays facilitated by Instructional Designer, Yun Moh. Additionally, there is a [Mental Health Awareness Guide](#) available for resources and information.

Financial Aid Department prepares for summer quarter

Preparations for the packaging and awarding of summer aid continue as significant challenges with [FAFSA Simplification](#) impact students across the nation and locally. In addition to many students having trouble submitting their federal financial aid application, colleges are challenged by inaccurate data and errors being reported on the Institutional Student Information Record (ISIR), which is the key ingredient for determining a student's eligibility for federal student aid programs. As a result, summer federal aid (Title IV aid) disbursement will be delayed and student awards will need corrections and adjustments. Our Financial Aid (FA) department is working very closely with the State Board and system colleges to navigate this complex and exceptional time. Efforts entering summer registration include a big push for early enrollments. Early enrollments help the FA department to work with student files sooner, knowing student enrollment levels and ensuring enrollment appropriately aligns to the student's program of study. Additionally, the College will be leveraging to the extent possible funding sources that are not Title IV dependent – namely, funding via workforce education dollars and other sources (Worker Retraining, WorkFirst, Basic Food & Employment, scholarships, Foundation scholarships, Renton Promise eligibility, etc.).

High School Career and Counselor Breakfast

This month the Outreach & Recruitment department hosted a breakfast to welcome high school career staff and counselors on campus. The program included timely information for how to support the class of 2024 graduates in their transition to college, and specifically on RTC instructional programming and support services ready to welcome recent high school graduates. A variety of staff in Student Services shared essential information about FAFSA and WASFA, registration timelines for summer and fall, what students can expect when accessing disability resources in college versus high school, among other topics. Staff

also shared on the Renton Promise for the class of 2024 to bring Renton School District staff up to speed. Over forty participants from six different school districts attended.

Guided Pathways Leadership Team holds planning retreat for 2024-2025 academic year

In April, the Student Success Council and Learning Council co-hosted a successful presentation from Monica Wilson, Director of the Student Success Center and Strategic Initiatives at the State Board, who got us excited about the direction of Guided Pathways (GP) into the future. The RTC Guided Pathways Leadership team built on this momentum and engaged in thoughtful planning efforts for next year, as well as set priorities for the new two-year GP workplan that is due to the State Board in early summer. Planning for next year includes launching the Guided Pathways Committee, which will be an instrumental group to execute year-one activities in the workplan. The Leadership Team also focused attention on the ways to leverage and integrate the new GP Navigator staff members into student retention work moving forward, as well as plan for GP efforts to continue through implementation of the Strategic Equity Plan launching in the new academic year.

Renton Technical College
Board of Trustees Meeting
May 15, 2024

AGENDA ITEM: 4. ACTION

SUBJECT: BUILDING H REMODEL

BACKGROUND:

A. Building H Remodel

Vice President Jacob Jackson will present the Board with a recommendation for the Building H remodel.

The recommendation was to change plans from the new construction of a Health and Sciences Center to a remodel of existing Building H. The estimated costs of a new building are approximately \$40M. The estimated costs of the Building H remodel are approximately \$37.9M. Upon recommendation, Executive Cabinet unanimously voted to approval the recommendation be forwarded to the Board.

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Approve as requested.

Renton Technical College
Board of Trustees Meeting
May 15, 2024

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

A. President's Report

Dr. Harden will provide a report subsequent to the April 17, 2024 Board meeting.

B. Financial/Budget Status

Vice President Jackson will provide a report of the budget.

C. Strategic Monitoring Report

Director Lia Homeister will provide a report on strategic monitoring and the Bridge plan for AY22-23.

BOARD CONSIDERATION	
☒	Information
☐	Action

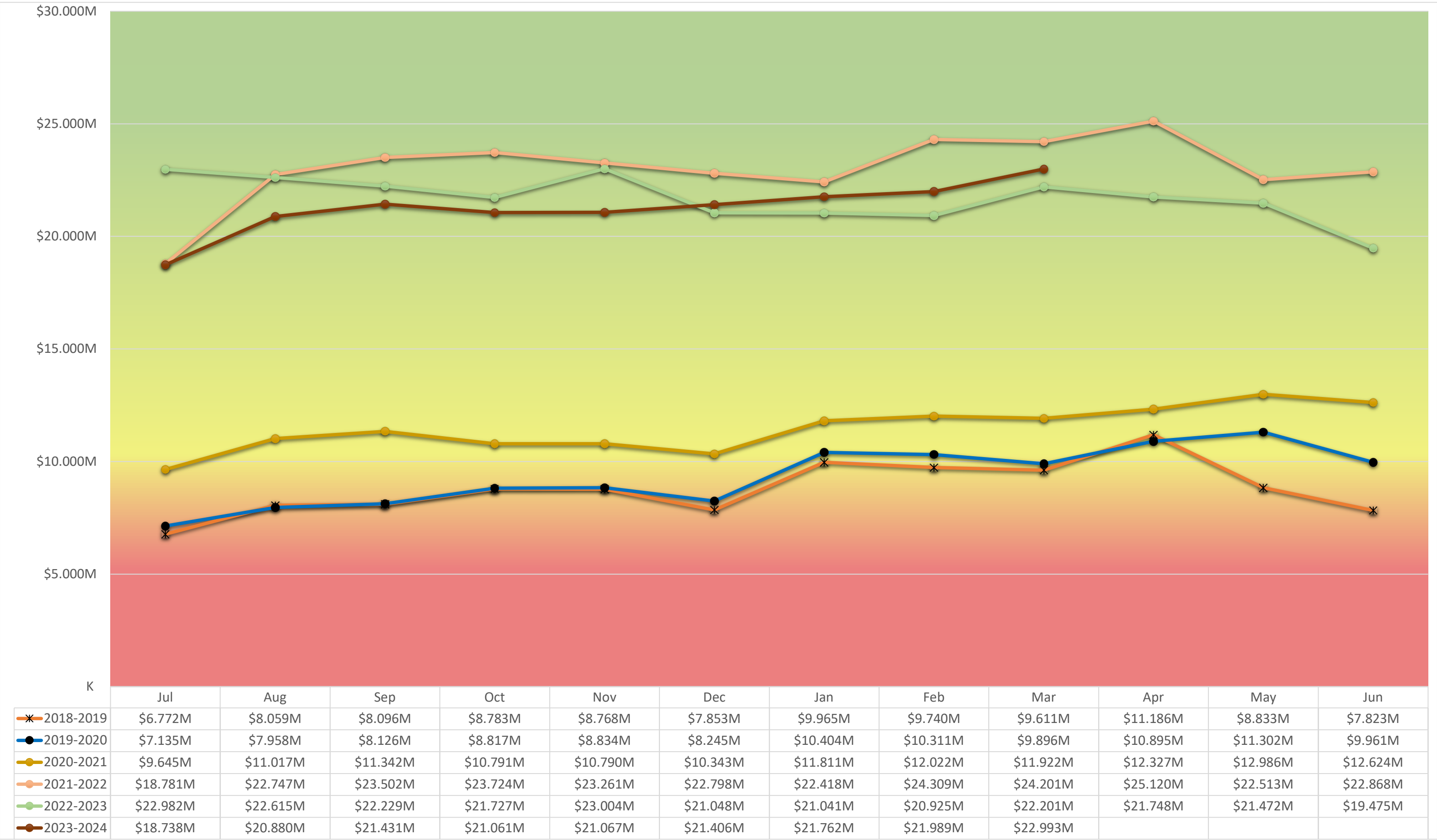
RECOMMENDATION:

None.

**RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2023-24
For the Month of March 2024**

	March 2024 - Actual		Prior Year to Date -	
	Year to Date -	March 2024 - Actual	March 2023 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	9,519,628	7,891,334	19,248,178	(11,356,845)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	1,382,814	9,249,321	8,212,396	1,036,926
Grants and Contracts	1,069,405	3,940,647	3,909,893	30,754
Donation Received	-	-	-	-
Student Government	105,493	688,009	605,380	82,629
Bookstore	79	201,385	15,443	185,942
Security/Parking	30,925	201,790	82,138	119,652
Culinary Arts - Food Services	86,210	592,723	525,266	67,457
Housing	-	-	32,196	(32,196)
Interest Income	45,100	413,799	121,343	292,456
Rental Income - Excluding 569	39,286	213,599	177,022	36,577
Scholarship and Student Loan Funds Received	467,936	6,645,350	5,395,992	1,249,358
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	3,227,248	22,146,623	19,077,068	3,069,555
Add - State Allocation				
State Allocation - VPA Expenses	2,984,771	25,001,291	20,884,924	4,116,367
Capital Allocation Fund 057	80,268	689,429	1,134,704	(445,276)
Capital Allocation Fund 060	-	11,664	224,798	(213,134)
Total State Funding	3,065,039	25,702,384	22,244,426	3,457,958
Total Revenues	6,292,288	47,849,007	41,321,494	6,527,513
Less - Expenses:				
Salaries	2,543,734	20,656,618	19,376,085	1,280,533
Benefits	780,932	6,667,076	6,330,015	337,061
Contracts	-	-	-	-
Goods and Other Services	1,010,610	6,333,033	5,836,356	496,677
Cost of Goods Sold	27,985	211,052	123,468	87,584
Travel	9,890	89,412	96,259	(6,847)
Equipment	605	360,195	63,701	296,494
Computer Equipment	-	-	-	-
Financial Aid	30,819	7,421,873	7,662,039	(240,166)
Debt Service	-	45,716	45,340	376
Bad Debt	-	-	-	-
Total Expenses	4,404,574	41,784,975	39,533,263	2,251,712
Net Operating Surplus (Deficit)	1,887,714	6,064,032	1,788,231	4,275,801
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(861,357.39)	(1,891,495)	(1,762,677)	(128,819)
Decrease/ (Increase) in Investments & Bond Amortization	(49,313)	(935,137)	(8,334,900)	7,399,764
Payment of Bldg, Innovation Fee, and VPA Advance to State	(18,332)	(650,394)	(705,312)	54,917
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	(929,002)	(3,477,026)	(10,802,889)	7,325,862
Adjustments to Cash	-	-	-	
Ending Cash Balance	10,478,340	10,478,340	10,233,521	244,819
Add College Reserves:				
Local Government Investment Pool (LGIP)	9,852,731	9,852,731	9,342,738	509,994
Investment Bonds held in trust by US Bank	2,661,696	2,661,696	2,622,764	38,932
Total Reserves	12,514,427	12,514,427	11,965,502	548,925
Total Cash and College Reserves	22,992,767	22,992,767	22,199,023	793,745
	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	31,463,688	28,997,513	2,466,175
Allocation Used - Year to Date	79%	25,001,291	22,244,426	2,756,865
Remaining State Allocation	21%	6,462,397	6,753,087	(290,690)

RTC Month End Cash and Reserves Balances - FYR 1819 to 2324



Renton Technical College
Board of Trustees Meeting
May 15, 2024

AGENDA ITEM: 6. BOARD OF TRUSTEES

SUBJECT: TRUSTEE REPORTS

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

- A. Strategic Equity Plan Steering Committee Report
Executive Director Doris Martinez will provide an update from the 2023-2024 Strategic Equity Plan Steering Committee.
- B. Foundation Liaison Report
Foundation Liaison Trustee Cooper will provide an update from the Foundation Board.
- C. Legislative Action Liaison Report
Trustee Debra Entenman will provide an update on legislative action meetings and activity.
- D. Association of College Trustees Spring Conference
Trustee Entenman and Trustee Bob Zappone will provide an update on the Spring Association of College Trustees Spring Conference.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 15, 2024

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION
X Information
Action

- A. The next regularly scheduled meeting of the Board of Trustees will be June 12, 2024.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
May 15, 2024

AGENDA ITEM: 8. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION
Information
X Action

RECOMMENDATION:

Motion required.