

Agenda Items	Information/Action/Presenter
1. CALL TO ORDER	3:00 P.M.
A. Notation of Quorum and RTC Land Acknowledgment	
2. ADOPTION OF MINUTES	Action
A. March 16, 2022 Regular Meeting	
B. March 17, 2022 Special Meeting	
C. March 21, 2022 Special Meeting	
D. March 22, 2022 Special Meeting	
E. March 24, 2022 Special Meeting	
F. March 29, 2022 Special Meeting	
G. March 31, 2022 Special Meeting	
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 and Video Communication Reports	
G. Presidential Search Update	
4. EXECUTIVE SESSION	
A. An Executive Session will be held to evaluate the qualifications applicants (Presidential Candidates) for public employment in accordance with the Open Public Meetings-Act (RCW 42.30.110).	
5. ACTION	Action
A. Potential selection of a new president.	
6. DISCUSSION/REPORTS	Information
A. Disability Resource Center Presentation	Director Swanke
B. President	Dr. McCarthy
GOALS: Collaborative Relationships Equity Succession Planning Financial Stewardship	
7. BOARD OF TRUSTEES	
A. Board Policy Review Committees Selection - Section 2 (EL-4), Section 4	Board Chair Unti
B. Foundation Liaison Report	Trustee Page
C. Trustee Tuesday, April 12	Trustee Page
D. Trustee Recruitment/Succession	Board Chair Unti
E. Board Meeting Survey	Board Members
8. MEETINGS	
A. Regular Board Meeting: May 18, 2022	
9. ADJOURNMENT	

EVENT REMINDERS

- ACT Spring Conference | May 19-20, 2022 · The Silver Cloud Inn, Point Ruston Waterfront
- Kevin McCarthy Retirement Celebration | June 9, 2022 · RTC Cafeteria
- RTC Commencement | June 22, 2022 · ShoWare Center

2021-2022 BOARD GOALS

Succession · Onboarding · Create Board Dashboard



Renton Technical College
Board of Trustees Meeting
April 20, 2022

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
April 20, 2022

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

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

- A. A. March 16, 2022 Regular Meeting
- B. B. March 17, 2022 Special Meeting
- C. C. March 21, 2022 Special Meeting
- D. D. March 22, 2022 Special Meeting
- E. E. March 24, 2022 Special Meeting
- F. F. March 29, 2022 Special Meeting
- G. G. March 31, 2022 Special Meeting

RECOMMENDATION:

Approval as presented.



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

March 16, 2022
3:00 P.M.

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

MEETING MINUTES

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 3:03 p.m. Notation of quorum was made. Board Chair Unti read the RTC Land Acknowledgment.

2. ADOPTION OF MINUTES

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

A. February 16, 2022 – Regular Meeting

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

3. TENURE ADVANCEMENT

A. Advancement from Third Year to Tenure

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

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

B. Advancement from Second to Third Year Status

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

C. Advancement from First to Second Year Status

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

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

4. COMMUNICATIONS

A. General Information/Introductions

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

**Board of Trustees – Regular Board Meeting
March 16, 2022**

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

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

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

C. Associated Student Government

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

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

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

D. Public Comments from The Audience

There were no public comments.

E. Renton Federation of Teachers

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

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

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

F. Written Communication Reports

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

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

5. DISCUSSION/REPORTS

A. LRCC Presentation

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

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

B. ctclink Update

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

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

C. President Search Update

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

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

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

D. Administration/Finance

Monthly Finance Report - January

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

**Board of Trustees – Regular Board Meeting
March 16, 2022**

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

E. President’s Report

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

Collaborative Relationships

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

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

Equity

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

Succession Planning

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

Financial Stewardship

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

5. TRUSTEES

A. Board Policy Revisions, Section 3

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

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

B. ACT Trustee Tuesday, March 8

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

C. Foundation Board Liaison Report

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

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

D. Trustee Recruitment/Succession

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

E. Monthly Board Meeting Survey

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

6. MEETINGS

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

7. ADJOURNMENT

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

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College



Board of Trustees – Special Board Meeting

March 17, 2022

Hybrid Meeting: Renton Technical College || Building C, Room 111

4:30 p.m.

Join by phone: 1-253-215-8782 || Meeting ID: 864 0842 6891

MEETING MINUTES

SPECIAL BOARD MEETING

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 4:30 p.m. A notation of quorum was made.

2. COMMUNICATIONS

A. Public Comments from The Audience

There were no public comments.

3. TRUSTEES

A. Executive Session

- 1) At 4:41p.m. the trustees convened an executive session for 1 hour to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 5:41 p.m. trustees took a 10-minute break and then returned to executive session for 45 minutes. Trustees returned to regular session at 6:36 p.m.

4. MEETINGS

- A. Special Meetings of the Board are scheduled for March 21, 22, and 24, 2022. All meetings will begin at 4:30 p.m. and will occur in the Building C, Room 111 with a phone option available to join the meeting remotely.

5. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 6:36 p.m. Motion carried.

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College



Board of Trustees – Special Board Meeting

Hybrid Meeting: Renton Technical College || Building C, Room 111

Join by phone: 1-253-215-8782 || Meeting ID: 864 0842 6891

March 21, 2022

4:30 p.m.

MEETING MINUTES

SPECIAL BOARD MEETING

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 4:30 p.m. A notation of quorum was made.

2. COMMUNICATIONS

A. Public Comments from The Audience

There were no public comments.

3. TRUSTEES

A. Executive Session

- 1) At 4:31p.m. the trustees convened an executive session for 1 hour to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 5:31 p.m. trustees took a break for 14 minutes then returned to executive session for 45 minutes. At 6:30 p.m. trustees further extended executive session for 10 minutes. The trustees returned to regular session at 6:40 p.m.

4. MEETINGS

- A. Special Meetings of the Board are scheduled for March 22 and 24, 2022. The meetings will begin at 4:30 p.m. and will occur in the Building C, Room 111 with a phone option available to join the meeting remotely.

5. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 6:45 p.m. Motion carried.

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College



Board of Trustees – Special Board Meeting

March 22, 2022

Hybrid Meeting: Renton Technical College || Building C, Room 111

4:30 p.m.

Join by phone: 1-253-215-8782 || Meeting ID: 864 0842 6891

MEETING MINUTES

SPECIAL BOARD MEETING

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 4:30 p.m. A notation of quorum was made.

2. COMMUNICATIONS

A. Public Comments from The Audience

There were no public comments.

3. TRUSTEES

A. Executive Session

- 1) At 4:31p.m. the trustees convened an executive session for 1 hour to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 5:31 p.m. trustees took a break for 14 minutes then returned to executive session for 45 minutes. At 6:30 p.m. trustees extended executive session for 15 minutes. At 6:45 p.m. trustees further extended executive session for 5 minutes. Trustees returned to regular session at 6:50 p.m.

4. MEETINGS

- A. A Special Meeting of the Board is scheduled for March 24, 2022. The meeting will begin at 4:30 p.m. and will occur in the Building C, Room 111 with a phone option available to join the meeting remotely.

5. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 6:55 p.m. Motion carried.

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College



Board of Trustees – Regular Board Meeting

March 24, 2022

Hybrid Meeting: Renton Technical College || Building C, Room 111

4:30 p.m.

Join by phone: 1-253-215-8782 || Meeting ID: 864 0842 6891

MEETING MINUTES

SPECIAL BOARD MEETING

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 4:30 p.m. A notation of quorum was made.

2. COMMUNICATIONS

A. Public Comments from The Audience

There were no public comments.

3. TRUSTEES

A. Executive Session

- 1) At 4:31p.m. the trustees convened an executive session for 1 hour to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 5:31 p.m. trustees took a break for 12 minutes then returned to executive session for 45 minutes. At 6:30 p.m. trustees extended executive session for 10 minutes. At 6:40 p.m. trustees further extended for 5minutes. The Trustees returned to regular session at 6:40 p.m.

6. MEETINGS

- A. A Regular Meetings of the Board is scheduled for April 20, 2022. The meeting will begin at 3:00 p.m. and will occur in Building I, Room 108 with a phone option available to join the meeting remotely.

7. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 6:45 p.m. Motion carried.

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College



Board of Trustees – Special Board Meeting

Hybrid Meeting: Renton Technical College || Building I, Room 204

Join by phone: 1-253-215-8782 || Meeting ID: 864 0842 6891

March 29, 2022

12:00 p.m.

MEETING MINUTES

SPECIAL BOARD MEETING

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 12:00 p.m. A notation of quorum was made.

2. COMMUNICATIONS

A. Public Comments from The Audience

There were no public comments.

3. TRUSTEES

A. Executive Session

- 1) At 12:20p.m. the trustees convened an executive session for 1 hour to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 1:20 p.m. the trustees took a 10-minute break and then returned to executive session for 30 minutes. The Trustees returned to regular session at 2:00 p.m.

4. MEETINGS

- A. A Regular Meetings of the Board is scheduled for April 20, 2022. The meeting will begin at 3:00 p.m. and will occur in Building I, Room 108 with a phone option available to join the meeting remotely.

5. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 2:00 p.m. Motion carried.

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College



Board of Trustees – Special Board Meeting

March 31, 2022

Virtual Meeting - [Join by Zoom](#)

11:00 a.m.

<https://rtcedu.zoom.us/j/86408426891> or by telephone at 1-253-215-8782, Meeting ID: 864 0842 6891

MEETING MINUTES

SPECIAL BOARD MEETING

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 11:00 a.m. A notation of quorum was made.

2. COMMUNICATIONS

A. Public Comments from The Audience

There were no public comments.

3. TRUSTEES

A. Executive Session

- 1) At 11:02 a.m. the trustees convened an executive session for 1 hour to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 12:03 p.m. trustees took an 8-minute break and returned to executive session at 12:12 p.m. for 1 hour. At 1:13 p.m. trustees extended the executive session for 5 minutes. Trustees returned to regular session at 1:18 p.m.

4. MEETINGS

- A. A Regular Meetings of the Board is scheduled for April 20, 2022. The meeting will begin at 3:00 p.m. and will occur in Building I, Room 108 with a phone option available to join the meeting remotely

5. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 1:20 p.m. Motion carried.

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College

Renton Technical College
Board of Trustees Meeting
April 20, 2022

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A.** General Information/Introductions
- B.** Correspondence
- C.** Public Comments from the Audience
- D.** Associated Student Government
- E.** Renton Federation of Teachers
- F.** Written (and video) Communication Reports
- G.** Presidential Search Update

RECOMMENDATION:

None.

**Administration and Finance Report
Renton Technical College Board of Trustees
April 20, 2022**

Business Office

- Learning new jobs in the new system, while also staying current with paying bills, paying staff and collecting money.
- Will begin interviews for the new purchasing agent late next week.

Food Services & Rentals

- Currently advertising for catering cook positions. As our catering business is quickly increasing; we are having difficulties selecting new workers in these part-time positions.
- Credit card processing had issues with the new third-party processor. Thanks to our IT department we have identified and corrected those issues.
- Food Service staff are feeling comfortable with the new ctcLink payroll system. All foodservice staff completed their trainings and are able to enter their work hours correctly on a bi-monthly basis.

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.

- **Sound System Enhancement in Cafeteria** – This project has just been approved, and the IT department will be exploring options for project delivery. The project shall be funded by Capital Funds.
- **Campus Irrigation System Upgrades** –*Status: Completed included As-Built Drawing submission and owner training.*
- **Computer Network Technology Remodel**- The north end of the First Floor of Bldg. J will be remodeled to update the appearance and improve efficiency in this program. The campus architect has received a walk-through from which they will initiate a project proposal to the college for design, permitting, and contract administration to have the project bid out and performed this biennium. The second phase of the project will occur next biennium. *Status: Architect/Engineer's fee proposal has been submitted and is being reviewed.*

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

- **Dental Floor Replacement Project** – The college requested a proposal from a Job Order Contracting (JOC) contractor through the DES procurement system. The JOC Contractor submitted their proposal which was to the high end of the expected range, and the college initiated an inquiry with a flooring contractor who is on the state approved vendor list. That flooring contractor has submitted a bid which is considerably less than that of the JOC Contractor. The college is assessing all options and considerations before awarding the contract to the flooring contractor on the state-approved vendor list.

Additionally, testing for hazardous materials in the mastic of the floor tile and moisture testing of the underlying slab are occurring over Winter Break has come back and, in both cases, are negative. *Status Update: flooring has been selected and we are awaiting advent of new budget year (July, 2022) in order to be allowed to enter the purchase order.* Floor replacement is planned for Summer 2022.

- **Resurfacing Roof at the Annex** – The roof and parapets are past the useful life and prone to leakage. Our Campus architect conducted tests on the roof with a roofing consultant and found that the condition of the roof was worse than the level for which it was funded. The college contacted our SBCTC state Architect and was able to request the additional funds necessary to upgrade the repair from a re-surfacing to a full roof replacement and the funds necessary to complete the project were added into the Facilities Condition Request for the 2023–25 biennium just prior to the deadline. The college is directed to proceed with replacing the roof in two phases such that the first phase shall occur this biennium, and the second phase shall occur next biennium so as to complete the portion which was underfunded for the current biennium. Permit submission to City of Renton Building Dept. occurred on Monday, March 7th. *Status: Project is set to be released for bidding via the State Small Works Roster in the next two weeks. Construction is planned for Summer, 2022.*
- **Bldg. B Boilers Replacement** – The double boilers in the two-story wing of Bldg. B, Allied Health Center, are funded for replacement. The Department of Engineering Services Small Works Roster will be used to solicit bids under the design and contract administration services of the campus architects (Rolluda Architects) and their engineering consultants. Bid documents are to be released this week with a site walk-through scheduled for next week and bid opening later in the month. Work is scheduled for summer break of this year.
- **K1 & K2 Furnace Replacements** – Nine (9) gas fired ceiling mounted furnaces are to be replaced during Winter Break of 2022. RTC Campus Architects, Rolluda Architects, are preparing bid documents for bidding next month. Funds to support this project are to be moved from lower priority repair projects that received funding, and the necessary documentation to do so will be done through OFM this month for state legislature review in May.

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. *Update: An online meeting with the Sunset Area Transformation Resource*

Council occurred on Thursday evening, March 3rd, and the project was presented to the council for considerations and comment by our architect, college President, and others in the steering committee. In depth consideration of space needs for all programs within maximum allowable size of the building per funding guidelines is currently being evaluated and discussed and options are being accessed.

Infrastructure Projects for Current Biennium (2021 - 2023):

The college has received funding for the following project and the DES on behalf of the college is contacting the state on-call civil engineering firm to start investigation and design.

- **Replace aging storm water system on campus** – Some storm system jetting of lines has been completed to determine if the drain lines were merely clogged or in need of repair/replacement. Fortunately, the jetting successfully cleared the blocked lines. Camera work is being planned for the storm water lines in the middle portion of campus to determine their condition and assess the need for replacement. The college has received a proposal from the Civil Engineer to oversee the investigation and to incorporate the findings into design document, cost proposals, and a schedule. Camera work of existing lines in order to determine condition has been expanded to include additional storm lines that run along the western edge of campus has been performed, the college has been supplied with maps and videos of the storm drain systems and advised of its condition in a debriefing meeting. The results have been turned over to the Director of Maintenance and Grounds, who participated in the debriefing session. *Status: upon review of the survey, the pipes and storm water structures appear to be in good condition so deferring the project is being considered.*
- **Replace and Repair Aging Communication System including Fiber-Optic backbone-** We are investigating the possibility of repurposing allocation to this purpose with the intent of pursuing the funded storm water system replacement next biennium. Our Information Technology Dept. has conducted a survey of existing system and is quantifying work needed to update it. *Status: awaiting project reports and proposals from RTC IT dept., who had the surveys and oversaw the estimates.*

Capital Funding requests:

- The College is submitting a funding request for a Replacement Project in the upcoming budget cycle. RTC is working with Schreiber, Starling, and Whitehead (SSW) Architects to submit a Project Request Report (PRR) for a proposed Trades and Industries Building. The proposed building would house Welding, Aerospace, Commercial Building Engineering, Mechatronics, and Machining. We have met with each program intended to occupy the replacement building to determine their needs and the architects Mary Jo Lux and Ross Whitehead of SWW are establishing the necessary parameters of the proposed facility to accommodate those needs. *Status: The PRR was 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 has begun and the first phase is complete. *Status: Work by PSE is completed until spring when the last of the old poles will be removed. The new poles are erected,*

and awaiting the installation of the new high-voltage conductors. Artwork will be installed and funded 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.

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

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.*



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Communications and Marketing
Renton Technical College Board of Trustees
April 20, 2022

ctcLink Communications

Much of our work the last month continued to focus on [ctcLink](#) communications, including consistent messaging for employees and students, numerous web updates to current pages and URLs, and promoting troubleshooting support and training for the college community.

Foundation Support

The C&M team has created print and web graphics, invitations, and social media posts for the RTC Foundation's May 14, [Student Success Celebration](#).

MARKETING

Campaigns aimed at Summer and especially Fall enrollment are being prepared to launch when registration begins. Executive Director Hedland Hansen has been meeting with VPI Dr. Delaney and program faculty to set enrollment targets and work together on marketing and Outreach. We hope to soon hire a contract videographer to create promotional videos as well.

SOCIAL MEDIA HIGHLIGHTS

Instagram reach grew by more than 80 percent and new followers increased by more than 100 percent.



Communications and Marketing and Institutional Research
Renton Technical College Board of Trustees
April 2022

Institutional Research

The Office of Institutional Research (IR) has continued its efforts to improve institutional effectiveness by supporting programs, units, cabinet, and committees for their planning, assessment, and data-informed decision makings for RTC Mission fulfillment:

- The IR Manager and Data Analyst developed a finance management dashboard. The dashboard will replace FMS Query in the old Legacy system. Each department can check their remaining budget and they can track their budget records by budget period, ledger, fund description/ fund ID, account period, and account description.
- The Director of IR and the Manager participated in the third workshop for the Strategic Data Project (SDP) Fellowship. The workshop was held from March 16 to March 18 and focused on visualizing and presenting data to non-technical stakeholders, using qualitative analysis into quantitative projects. They had a chance practice their skills with other fellows and to get feedback on their final fellowship project from a group of fellows. The Director of IR and the Manager will share their progress with the IR team and other colleagues on campus to make the project meaningful for the College.
- The IR team worked with the Instruction Group and other campus units for on-demand or routine weekly or monthly data requests and survey supports. Those requests and reports include weekly enrollment reports, student evaluation surveys, diversity data for DEIC, student data for Financial Aid, and new student orientation list. Furthermore, IR supported some departments, including Veterans and Disability Resource Services, to find relevant queries for their operations and reports.

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

AFT	Effective Date	Position	Department
- Hires / Changes in Position			
None			
-Separations			
None			
WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
None			
-Separations			
Loreen, Kimberly	3/21/2022	Administrative Assistant 5 / Nursing	Nursing
Izutsu, Margaret	3/18/2022	Financial Aid Specialist	Financial Aid
Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position			
Diop, Aby	3/16/2022	Technical Support Analyst	Information Technology
Hameed, Hastie	3/16/2022	Security Officer	Security
Slaughter, Michele	3/15/2022	Schedule Curriculum Analyst	Instruction
-Separations			
Waiamau-Ariota, Kawika	3/18/2022	Purchasing Agent	Business Office
Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Case, Ralf	3/8/2022	Network & Security Engineer	Information Technology
Lee, Tim	3/8/2022	End User System Engineer	Information Technology
Lutsch, Walter	3/4/2022	Director of Student Leadership & Programs	Student Services
Jackson, Jacob	3/31/2022	Vice President of Administration & Finance	Administration
Phillips, Megan	3/16/2022	Student Success Specialist	Student Services
Solis, Christina	3/21/2022	Budget, Reporting & Financial Services Director	Business Office
Takata, Warren	3/21/2022	Dean of Workforce	Workforce
-Separations			
Smotherman, Brian	3/18/2022	Enterprise System Engineer	Information Technology
RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Palafox, Lisa	3/31/2022	Adjunct / General Education	General Education
-Separations			
Chio, Donmee	3/31/2022	Full-time faculty	College & Career Pathways

	Monthly Total Hires	% of Diverse Hires YTD
Full time	10	49%
Part time	1	33%



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College Technology Services - Information Technology Report
Renton Technical College Board of Trustees
April 20, 2022

Our End User team has grown by one as we have been joined by John Henry Whatley, Associate Director of Technology Support Services. He is an IT professional with significant experience in Higher Education, from a technology and student services perspective. Most recently John Henry was a project manager for ctLink. His skills and experience are exceptional. He is energetic, passionate about our mission at Renton Tech and I look forward to this next chapter for the Technology Support Team. The start of the spring quarter has been a little bumpy with ctLink, the continuing technology resource distribution to students, automation efforts around the creation of student accounts, and bringing the campus into Self Service Password Resetting. We are still looking for a new location in or near the C building to continue this important work for the campus community. CTS is working with other departments in the C building and we are waiting to hear about possible suggestions for alternative locations.

The team met to discuss the power outage that occurred this past month the day before the start of classes. It was better than the previous outages as we were able to failover to the cloud to keep online services authenticating with the campus Data Center offline. We also had the tools to bring the campus back online. However, there were lessons to be learned including work on a physical checklist, so that the Infrastructure services team has the tools they need locally to bring the system back online and ensuring that interdependent services are put in the proper place to set the team, and by extension the campus, for future success. We aim to have a process checklist in place by the end of April and then test it to make sure it works as intended.

The MS Teams phone upgrade is progressing. Notifications were sent to the executive leadership regarding remaining departments that require system configurations that will meet the needs of the campus community. As these determinations are made, CTS will begin a soft rollout in parallel with the existing system that should allow for minimal downtime and a completion date on Memorial Day Weekend.



Instruction Board Report
Renton Technical College Board of Trustees
April 20, 2022

Instruction Restructure

One year in, we are nearly done with the Instruction Restructure. We recently hired Dean Warren Takata for our Workforce group. We have just posted our last open dean position, the Dean of Business and IT, currently covered by interim Dean Stef McIrvine. This position will close at the end of April and we hope to have this position finalized by the end of May for a July 1 start.

Culinary and Continuing Education Update

Dean Doug Medbury shares some great info about recent cooking competitions, partnerships, our new Continuing Ed program and more. <https://youtu.be/V7TdR6xRDB0>

FLEX Update

As we enter our 3rd quarter of FLEX instruction, faculty continue to find the work a struggle but that the struggle is worth the effort. FLEX is helping faculty to serve students in ways that are helping students to persist. This is having a direct, positive impact on our enrollments. Faculty member Zefire Skoczen has done an excellent job of explaining the adventure of FLEX instruction and, with her permission, I share her report with you. [Zefire Skoczen W22: FLEX Modality CoP \(instructure.com\)](#)



RTC Foundation Report Renton Technical College Board of Trustees April 20, 2022

Scholarships and Events

GuideStar Charity Rating

The Foundation has earned a Gold Star rating from GuideStar (now called Candid). This is the world's largest clearinghouse of information for nonprofit organizations. We have posted our rating as an important symbol to donors of our commitment to financial transparency.

May 14th – Student Success Celebration

1-Day 2-Events: *Car Cruise-In & Career Showcase*, and *Student Success Celebration*

Outreach, planning and marketing production continues for the spring event that will serve as a community/campus open-house and the Foundation's main fundraising event. Video interviews of students and faculty were conducted the first two weeks of April for the Student Success video presentation. RTC alumnae Sandy Hebert is bringing her elevated, southern appetizers, and sommelier and mixologist RJ Minard III has agreed to do demonstrations and pairing. The theme for the evening is "A World of Champions" expanding on the car theme to include our students and donors who are champions of education. We will have a "world of travel and experiences" for the silent auction. Printed invitations dropped the week of April 11th to the community. The Event Landing page is live and tickets have already been sold through foundation.rtc.edu. To-date, **\$57,500** has been raised in sponsorship donations toward the **\$80,000** goal. Top sponsors include; Unico Properties, IAM 751, Urban Renaissance Group, Associate Builders & Contractors, and new sponsors Pacific Cascade Mustang Club, Honda of Seattle & Toyota of Seattle, South Hill Collision and Lakeshore – Era Living.

PNW Jeunes Chefs Rotisseurs Competition

On March 12th, RTC hosted the regional student culinary competition. Members from the Chaine – Seattle presented the RTC Foundation with gifts of \$7,500 for the Chaine's endowment and to support the culinary program.

Presidential Forums with Finalists

Select Committee members June Stacey-Clemons and Carrie Shaw helped with the facilitation of in-person staff and community forums to ask questions of the four finalists for president. Forums, campus tours, and interviews took place March 17, 21, 22, and 24th.

Grants

A donor has renewed their gift to support massage therapy students who need to take a final certification test and cannot afford the \$300 cost of the test. Students take this test during their final quarter at RTC and cannot practice post-graduation without passing.

A new \$5,000 grant has been created through the Foundation for a Liberty High School graduate to pursue a degree at RTC. A local family established the grant to create more access to the trades.

Finance Committee Q1 Report

Finance Committee members met with Badgley Phelps managers to review the Foundation's investments and investment strategy related to endowments. Despite Market volatility, all scholarship obligations and donor agreements have been honored.



Student Services Report
Renton Technical College Board of Trustees
April 20, 2022

Spring has sprung

Staff facilitated two successful New Student Orientations on April 4th, equipping students with crucial information and resources as they begin their studies. During spring break and the first week of the quarter, ctcLink staff provided amazing support in the I Building computer lab, right off of the lobby of Enrollment Services and Financial Aid. They assisted numerous students in activating their ctcLink account, logging into their student email, and/or logging into Canvas. It was incredibly helpful to have their expertise on-site to trouble shoot in real-time with students. This relieved pressure on student services staff and was a wonderful collaboration.

EAB Navigate is here!

Even as staff learn and work in the ctcLink system, we are maintaining momentum by launching EAB's Navigate platform. This replaces the Advisor Data Portal associated with our legacy system. We are implementing Navigate as part of our Guided Pathways work and it is connected to earmarked dollars associated with our College Spark grant. The Navigate tool allows us to track, collect data, and refine our services and supports to students. It is daunting and exciting to launch this platform on the heels of the ctcLink deployment; it provides the immense opportunity to learn, design and build systems simultaneously, influencing the student experience lifecycle (onboarding through program completion) for the better.

Around the division news...

An array of staff will be participating in the following training and professional development opportunities this month. The State Board is hosting an event called White People Working On It: Towards an Antiracist WA CTC System, that we'll have attendees participating in. Staff will also attend the Spring Guided Pathways Student Success Institute in addition to the Navigate training offered for high-end user participants. Each department continues to learn ctcLink and work through challenges as they arise. While there has been anomalies and issues to resolve, it has been pleasantly surprising to discover a greater functionality than anticipated based on previous colleges deployments. The staff have been remarkable in their collaboration, problem-solving and support of one another.

Renton Technical College
Board of Trustees Meeting
April 20, 2022

AGENDA ITEM: 4. EXECUTIVE SESSION

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A) An Executive Session will be held to evaluate the qualifications of applicants (Presidential Candidates) for public employment in accordance with the Open Public Meetings-Act (RCW 42.30.110).

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
April 20, 2022

AGENDA ITEM: 5. **ACTION ITEMS**

SUBJECT:

BOARD CONSIDERATION	
Information	
X	Action

BACKGROUND:

A. Potential selection of a new president.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
April 20, 2022

AGENDA ITEM: **6. DISCUSSION/REPORTS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A.** DRC
Disability Resource Center Director, Jake Swanke, will provide an update on DRC activities.
- E.** President
Dr. McCarthy will provide a report subsequent to the March 16, 2022 Board meeting.

RECOMMENDATION:

None.

AGENDA ITEM: **7. BOARD OF TRUSTEES**

SUBJECT: **A. Board of Trustees**

BOARD CONSIDERATION

X Information

X **Action**

BACKGROUND

A. Board Policy Review Committees Selection – Section 2 (EL-4), Section 4

1) **Action**

- a. The Board will select members to serve on committees that will review and present potential modifications to Section 2 (EL-4) and Section 4 of the Board Policy Manual.

B. Foundation Board Liaison Report

Trustee Page will provide a report from the March Foundation Board meeting.

C. Trustee Tuesday, April 12, 2022

Trustee Page will provide an update from the April Trustee Tuesday meeting.

D. Trustee Recruitment/Succession

Trustees will discuss recruitment efforts for the RTC Board of Trustees.

E. Board Meeting Survey

Board Chair Unti will share the results of last month’s Board survey.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
April 20, 2022

AGENDA ITEM: 8. MEETINGS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. The next regularly scheduled meeting of the Board of Trustees will be May 18, 2022.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
April 20, 2022

AGENDA ITEM: 9. **ADJOURNMENT**

SUBJECT:

<p style="text-align: center;">BOARD CONSIDERATION</p> <p style="text-align: center;">Information</p> <p>X Action</p>
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BACKGROUND:

RECOMMENDATION:

Motion required.