RENTON TECHNICAL COLLEGE®

Board of Trustees – Regular Board Meeting June 10, 2020
Via Zoom Only 3:00 p.m.

MEETING MINUTES

SPECIAL MEETING

1. EXECUTIVE SESSION

A. The special meeting was called to order at 1:45 p.m. Board Chair Takamura called for an Executive Session beginning at 1:50 p.m. for sixty (60) minutes to review the performance of a public employee(s), in accordance with the Open Public Meetings Act (RCW 42.30.110 or RCW 42.30.140 to evaluate the performance of public employee(s).

B. The executive session concluded at 2:50 p.m.

REGULAR MEETING

1. CALL TO ORDER

A. Board Chair Frieda Takamura called the meeting to order at 3:00 p.m. A notation of quorum was made.

2. ADOPTION OF MINUTES

A. Board Chair Takamura asked for corrections and/or additions to the following minutes:

May 20, 2020 – Regular Meeting

Trustee Palmer introduced a motion to approve the meeting minutes for the special meeting held on May 20, 2020. Trust Page seconded and the motion carried.

3. COMMUNICATIONS

A. General Information/Introductions Vice President Rodriguez introduced Romy Tong, our new Budget, Reporting, and Financial Services Manager who began two days ago. Ms. Tong has a variety of experience as a senior financial analyst since 2008, including budgeting, forecasting and financial reporting. She earned a Master's of Business Administration degree from the University of Victoria, in British Columbia. We are excited to have her here.

B. Correspondence There was no correspondence to share.

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

D. Student Leadership Student leader, Connor Moore informed the Board that Student Leadership has started the recruitment efforts toward the fall, for the executive leadership team. They have had two interviews so far. They are hoping to fill at least three to five more seats. Communications regarding these opportunities and the application process have been sent via the senate list, email to Phi Theta Kappa members, and they are also working with Men and Women of Merit to promote the opportunities.

E. Renton Federation of Teachers RFT President Sheila May-Farley stated that this is the last meeting of the year and acknowledged colleagues for the very positive and forward movement efforts. She is humbled by students that have stepped up and by the accomplishments of colleagues and faculty. She noted how very proud she feels to be a part of RTC. There has been much resiliency for faculty, staff and students over difficulties with technology. The monumental task of moving to on-line instruction may have looked easy but was not. She was at a meeting with colleagues from other campuses and felt proud to represent RTC – our team is caring and that is not the case on some other campuses. She further acknowledged her own lack of education in the realm of the faculty and students of color, and stated that she wants to be a competent ally. The compliment of resources already shared have been overwhelming. She thanked those who shared a personal experience and or resources and reiterated her intent to be a competent ally going forward. President May-Farley ended by noting that during a membership meeting earlier this week, it was decided to table new leadership elections until fall. RFT will maintain a static team into the fall. Board Chair Takamura thanked President May-Farley and noted her appreciation for her leadership.

F. Written Communication Reports Board Chair Takamura commented that it is great to see the written reports of work on campus and further appreciated the instruction video. Dr. Delaney added that what was not included in the instruction report is that Jessica Koshi-Lum has accepted the permanent position as Associate Dean of the Library, effective July 1. Trustee Palmer recognized from reading the reports that there is a lot going on, and was curious about our intent to continue the creation of the Multicultural center. Dr. McCarthy responded that this is a minor capital project request carried over from the previous biennium. Vice President Rodriguez commented that the current Welding project is requiring some additional funding from minor capital this current biennium, but other projects will still be in place in the next year.

Board Chair Takamura thanked everyone for all their work toward Black Lives Matters, and noted the desire for RTC Board of Trustees to endorse State Board Resolutions recently adopted.

Trustee Entenman introduced a motion to endorse the Resolution adopted by Washington Association of Community and Technical Colleges (WACTC) Board of Presidents on June 5, 2020 denouncing violence against Blacks in America in support of Black students, faculty and staff and communities. Trustee Palmer seconded and the motion carried.

Trustee Entenman introduced a motion to endorse the Resolution adopted by the Washington Association of Community and Technical Colleges (WACTC) Board of Presidents on June 5, 2020 denouncing anti-Asian discrimination caused by COVID-19 pandemic in support of Asian American and Pacific Islander students, faculty, staff and communities. Trustee Unti seconded and the motion carried.

4. ACTION ITEMS

A. Faculty Tenure Advancements Board Chair Takamura commented that the Board takes this investment in RTC serious and considers this one of the pleasures of being a Board member.

1) Advancements – First to Second Year

*After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, Trustee Page introduced a motion to promote **Amy Murray** and **Shalahna Rhodes** from the first to the second year of candidacy. Trustee Palmer seconded and the motion carried.*

Trustee Page commented that there has been so much talk about building up the nursing program for the next generation of nurses. It is wonderful to see the range of experience and commitment of both candidates to serving all of our students, and we will look forward to seeing great progress in the next few years.

2) Advancements – Second to Third Year

*After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, Trustee Palmer introduced a motion to promote **Steven McKinnon** and **Dimpy Gill** from the second to the third year of candidacy. Trustee Unti seconded and the motion carried.*

Trustee Palmer added that amid the COVID pandemic, it is amazing to see that our students are still successful, and the work of all the candidates is appreciated. Trustee Unti add his additional support and appreciation, further stating that as a board we are thrilled with the spirit of how adaptive and responsive everyone has been during this pandemic and gracious space in times of late as articulated earlier by RFT President May-Farley.

Dr. McCarthy added his appreciation for the work of the tenure committees, and the tenure steering committee in their on-going spirit of work toward advancing and supporting faculty tenure candidates.

B. Prof-Tech Contract Approval Vice President Hogan opened by affirming that bargaining via Zoom was an exercise in patience with technology, caucusing difficulties, and overall a unique process. She thanked the bargaining teams: Vice President Gilmore English, Vice President Rodriguez, Director of Security Matt Vielbig, Deputy CIO Dennis Chin, and Prof-Tech President Kawika Waiamau-Ariota, Vice President Amy Parks, Secretary/Treasurer Catherine Wilson, and Prof-Tech members Debra Sanders and Joyce Nicholas. The result was another improved and completed document. Vice President Hogan reviewed the summary of changes:

Cover and Article 15 (page 46)	New 3-year term (2020-2023)
Article 1.3 (page 6)	Membership changes to reflect Janus Decision of 2018
Article 2.3.A.5 (page 9)	Telecommuting/Remote Work introduction
Article 2.4.E (page 10)	Campus Security Standby - Streamlined language for clarity and increase to standby stipend
Article 2.5.C (page 12)	Discipline/Dismissal – clarified discipline levels and basis for termination
Article 3.1 (page 19)	Increase of employee training funds
Article 4 (page 21)	Incorporation of changes made to sick leave article (MOU 2018)
Article 5.16 (page 26)	Paid Family Medical Leave participation
Article 6 (page 27)	Incorporation of changes made to leave sharing section (MOU 2018)
Article 6.9 (page 30)	Increase of Personal Convenience Leave and carryover
Article 11.5 (page 39)	Incorporation of Salary Overpayment/Correction MOU (2018)
Article 12 (page 41)	Grievances – clarified pre-grievance process and grievance timeline
Article 18 (page 49)	Campus closure/suspended operations – incorporated telework provision and incentive for members who are required to report to campus during suspended operations

Prof-Tech Vice President Amy Parks added that the process was enlightening and she learned a lot. She thanked Vice President Hogan for her guidance and appreciated the good experience. Prof-Tech Secretary Treasurer Catherine Wilson gave a big shout-out to Vice President Hogan for the heavy lifting and work to get this completed. Her work did not go unnoticed. Trustee Palmer added that this is not the first time that Vice President Hogan has received kudos for her negotiations. Vice President Hogan added that clarity is really important as well is good communications beforehand. She extended her commitment to communication and use of the labor management committee. Trustee Page inquired to the number of covered employees under this contract. It was suggested at approximate twenty-nine (29).

Trustee Unti introduced a motion to approve the RTC Prof-Tech 2020 to 2023 contract as presented. Trustee Palmer seconded and the motion carried.

Trustee Unti added that he loves the good spirit of entering into negotiations, having a win/win for all, and appreciates all the great attitudes to make this happen.

5. DISCUSSION/REPORTS

A. President Dr. McCarthy thanked everyone for all the great action that has taken place during this meeting. Looking at his goals – **collaborative relationships** was captured well by RFT President May-Farley. The work to respond to the COVID crisis is all about grace, patience, and creativity and all of this has been great. We are in an endurance and sustaining mode now. We continue to work at ongoing refinement of how we work with students, our peers and the public at RTC – in virtual classrooms and offices, and integrating on-campus assignments for some. It has been impressive, heroic, and so much appreciated. Formally, we do have a relaunch committee that is responsible for the detailed work that will allow us to come back to campus. There is a new COVID-19 Control and Response procedure. As it is an "emergent need," the procedure is being implemented at the same time it is under review. We are also in the process of finalizing a set of On-Campus Engagement Guidelines that will communicate our state of planning for instructional and operational modifications because of the COVID crisis. These are both living documents that will continue to be modified and improved. We are intensely exploring things locally, while also getting input from county and state officials, as well as our peers. The Governor's office has still not formally integrated Higher Ed into his phased recovery program, but hope that will come soon. The WACTC group had a presentation/discussion from the Boston Consulting Group, hired to assist Higher Ed and public officials on "back to school" planning. The four deliverables are: an aligned statement from Higher Ed for guidance on protocols; a decision framework for the intended re-opening plan; operational benchmarks for execution and implementation; and contingency planning and monitoring to prepare for changing conditions. Dr. McCarthy was on campus last week, and saw people putting together a choreography of laying out social distancing for Culinary and Food Service programs. There are many things going on, on campus. **Collaborative Relationships** and transparency will also be key in our FY21 **Budget Planning** as we collectively will face significant financial challenges. Everyone needs to be part of the solution.

Equity – No one, no institutions can be left untouched by the recent (yet sadly ongoing) events of violence in black communities in this nation. As a college with a very diverse student body, and highest proportion of faculty and staff of color in the system, this has hit home for many. Dr. McCarthy appreciates the conversations we have been able to have formally, and knows there are many others going on and occurring to help and to act. Dr. McCarthy is hopeful that it is better to be black or a person of color at RTC than many other campuses because of support that is available both within those communities and with white allies. From his perspective, other campuses must be more isolating. Dr. McCarthy shared with the Board that he was thankful and humbled to receive an invitation to attend the recent Men of Merit meeting. He listened and continues to learn. He has talked with Gerald Bradford further and he shared some resources to provide a deeper understanding of the frustration of the black community. On Monday afternoon, our Behavioral Health counselors, Makinie Soverall and Sarah Hoaglin gave a presentation to faculty and staff (135 in attendance) to help RTC continue to become an anti-racist community. Their focus was on race-based traumatic stress and how it might present itself in our faculty, staff and students, and how one can help manage the symptoms. They also explored white privilege and how to practice allyship as better allies. They then led a conversation where a number of people shared deeply personal experiences and thoughts. We are fortunate to have such a strong and increasingly diverse employee base. Dr. McCarthy expressed his strong impression of the leadership within our staff and faculty, and he looks forward to ongoing discussions, learning, and actions that make RTC a better institution, and dismantling the bricks of systemic racism. This is a chronic crisis in America that we continue to face.

Systemic racism has a tendency to be baked-in, and the college has made a commitment to reducing/eliminating equity barriers for students and employees that may be created through our own processes and systems. We have revised our **Policy Review and Approval Procedure** which includes (the paragraph below) our commitment to reducing and interrogating every policy as they are reviewed. The rubric included in the procedure is in draft form and will be shared with campus when finalized and fully accessible:

> *It is important at this point that any draft policy be reviewed through an equity tool, or rubric, to examine for inherent or systemic barriers that may impact community members of historically minoritized populations. As the College continues to build and support an inclusive campus environment that meets the needs of ALL students, staff and faculty at RTC, application of this policy equity rubric supports analysis from an evaluative/continuous perspective as opposed to a checklist. Policies and procedures shall be reviewed with this tool to progress towards the elimination of inequities.*

Dr. Delaney continues leading the charge on **Accreditation** with Dean Sarah Wakefield, working hard with teams looking at policies. Faculty are working on learning assessments, and the accreditation committee meets frequently.

Financial Stewardship and Growth – COVID is starting to show its effects. We have had layoffs for food services and custodians. Four will be back on July 5 and others will be back September 17. There are also enrollment issues involved with this crisis. Overall we are down 21.5 percent; tuition 17.2 percent; prof-tech down 25.4 percent; GenEd up 14.8 percent; tuition paying non-IBEST down 18.3 percent. We are still gaining student enrollments for summer. It appears the average credit load is slightly lower. We will pick up CCP (11) and apprenticeship (22) FTE as we go and throughout the quarter. Re-opening will effect choices for many. We are engaged with employee groups to talk about expenses versus allocation this coming year, of which the greatest expense includes salaries and benefits, and our efforts to mitigate actual personnel cuts. We shall continue to do so. Part of the discussion included the budget survey submitted to the SBCTC on May 29. A fifteen percent reduction of state allocation equals $3.5M (that is approximately half of our non-labor budget or an eighth of our labor budget). This was a bleak realization and we will all need to work to mitigate this and maintain as much funding as possible so we can support our communities' recovery through education and service. We expect numbers by June 30 that will help us move forward. Vice President Rodriguez informed the Board that our accountability audit is still underway, with no completion date identified at this time. He shared the monthly operations, cash and revenue/expenditure reports:

Monthly Operations – We have received $41.M in revenues through April this year. We received approximately $2.4M less than last year through the same month. About half of that is due to lower capital allocations and expenditures through the first year of the biennium. The other half is a result of lower enrollments. We have spent $36M through March this year. That is approximately $2.7M less than last year through April. More than half of that is due to lower capital expenditures, the timing of apprenticeship payouts, and less financial aid paid out. Our net operating surplus is $5.1M, which is higher than last year by $376K, but that, will go down once the apprenticeship programs are paid. Our ending cash balance is $7.7M, and about $346K less than last year. This will change in the May report when the CARES Act funds will be reflected in the balances. Total cash and reserves is $10.9M, about $219K less than last year.

Revenue and Expenditures – The charts included show the effects of lower enrollments and tuition. Tuition is really underperforming at 74 percent. Overall we are at 85 percent of expected, at 83 percent of the year. This is mainly due to conservative forecasting in fee revenues, and higher percentage in Enterprise funds. Our expenditure rate is lower than expected at this point in the year. However, we still have large payouts to apprenticeship programs. At the end of April, our operating net (including only tuition, fees, running start, and allocation) is $3.6M. Compared to the previous year and looking only at tuition, fees, and running start, we are approximately $1.5M less in revenues. Considerations – the impact of COVID-19 on finances is already apparent. We will have an influx of CARES Act cash ($1.7M) which will give the false impression of our cash balances as we go into future months.

6. BOARD OF TRUSTEES

A. Board of Trustees Election of Officers (FY21)

1) Board Chair

Trustee Palmer introduced a motion to nominate Trustee Unti to the position of Board Chair for FY 20-21. Trustee Page seconded, and the motion carried.

2) Vice Chair

Trustee Unti introduced a motion to nominate Trustee Palmer to the position of Board Vice Chair for FY 20-21. Trustee Entenman seconded, and the motion carried.

B. ACT Legislative Action Committee (LAC)

1) Primary/Secondary Representatives

Trustee Entenman expressed her interest in continuing as the primary LAC representative. Trustee Page further expressed his interest to remain as the secondary representative. There was no opposition. Trustee Takamura agreed to serve in a back-up role.

C. RTC Liaison Positions

1) RTC Advisory Council

Dr. McCarthy noted that we are in the midst of rebranding/refocusing this council, and looking for new membership to bring strength in equity and workforce. Trustee Palmer expressed her interest in remaining as the Board liaison to the RTC Advisory Council. There was no opposition.

2) RTC Foundation

Trustee Page expressed his interest in continuing to serve as the RTC Foundation Board liaison. There was no opposition.

D. September Board Retreat

1) Board Self-Evaluation

There were no suggested changes to the questions for the annual Board Self-Evaluation survey. Di Beers will send the survey link in July.

There were no liaison reports from Trustees or any further comments. There will be no further formal meetings until September. Board members agreed that Board Chair Unti, Vice Chair Palmer and Dr. McCarthy would meet over the summer to discuss the September Board meeting/retreat.

Dr. McCarthy will be meeting with the temporarily appointed person in the Governor's office replacing Keith Swenson. He will keep everyone informed via email.

Dr. McCarthy stated that we would need to be prepared to adapt to budget reduction variations, and asked Trustee/Representative Entenman for her insights from the legislative side. Trustee Entenman commented that the senate does not want a special session until after the next election. The 2010 recession proved we that we cannot continue tax cuts. This has been a busy time talking about revenue recovery and COVID. She is thoughtful in protecting the CTC's in Higher Ed. She is prepared with facts to do that, but will reach out if she needs assistance or documentation.

Trustee Page shared a highlight to the idea from the ACT LAC call last week. The message is; whatever cuts our system will be expected to absorb, should be managed by SBCTC and not the legislature. Guided Pathways (GP) is one example. We know that most of the senate has no idea of what we do and why GP is important. We worked too hard to get the GP funding, and should not go down easy on this. We need to begin writing letters to the editor to local papers on how we cannot afford to undo the work of GP.

7. MEETINGS

A. The next regular meeting and Board Retreat of the Board of Trustees is scheduled on September 16, 2020.

Trustee Unti included a shout out to current Board Chair Takamura for her excellent leadership; her transparency, efficient recognition of voices, and professionalism this year has been very deeply appreciated.

Board Chair Takamura noted her pleasure in the work of Dr. Delaney and the value of her wonderful communication skills.

9. ADJOURNMENT

There being no further business, it was moved by Board Chair Takamura to adjourn the Board of Trustees' meeting at 4:28 p.m. Motion carried.

Frieda K. Takamura

FRIEDA TAKAMURA, Board Chair
Board of Trustees

Kevin D. McCarthy

KEVIN D. MCCARTHY, President
Renton Technical College