



RENTON
TECHNICAL
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BOARD OF TRUSTEES REGULAR MEETING
Technology Resource Center (C-111)/Hybrid

Join Zoom Meeting: <https://rtcedu.zoom.us/j/86427710417>

December 8, 2021
3:00 P.M.

MEETING MINUTES

REGULAR BOARD MEETING

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m. by Board Chair Kirby Unti. A notation of quorum was made.

2. EXECUTIVE SESSION

At 2:00 p.m. an Executive Session was called for 50 minutes to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30). At 2:45 p.m. executive session was extended 10 minutes.

The Board returned to open session agenda matters at 3:03 p.m. Board Chair Unti welcomed everyone to the open meeting, and recognized the RTC Land Acknowledgment.

3. ADOPTION OF MINUTES

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

A. November 17, 2021 – Regular Meeting

A correction was noted at the bottom of page two of the minutes, under Renton Federation of Teachers, the word comprised should be compromised. The correction to the minutes has already been made by the secretary, and will be appropriately reflected in the approved minutes.

Trustee Page, introduced a motion to approve the meeting minutes for the special meeting held on November 17, 2021 with the noted correction. Trustee Wheeler-James seconded, and the motion carried.

4. COMMUNICATIONS

A. General Information/Introductions

Unfortunately, Gabriella Cotogna, the RTC Transforming Lives Scholar, was not present for an introduction. Dr. McCarthy instead referred everyone to her story linked in the Communications and Marketing report.

Dr. McCarthy shared the sad news of former instructor Dan Bainbridge's recent passing. Mr. Bainbridge was a graduate of RTC's Band Instrument Repair Technology (BIRT) program in 1982. Following a successful career at Kennelly Keys Music, he brought his talents back to RTC in 2005, where he made great changes to the program and brought a national and international reputation with his outreach to the program. He truly cared for his many students, and often said he got paid to break things. Mr.

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Bainbridge returned to industry in 2016 in the Sacramento area. He was an amazing teacher, seeing the good in every student he taught and every person he met. Dr. McCarthy added that Mr. Bainbridge epitomizes what is best about RTC's faculty. He took such pride in the quality of his program; the relationships developed among students, faculty, and external partners and employers; and the need to look to the future so education is always relevant. He will be missed by all who knew him.

Dr. McCarthy queued up a video from PBS recounting the ups and downs of the pandemic <https://www.pbs.org/newshour/show/poet-recounts-ups-and-downs-of-the-pandemic-on-a-literal-rollercoaster>.

- B. Public Comments from the Audience** There were no public comments.
- C. Correspondence** Correspondence was included in the Communications and Marketing report.
- D. Associated Student Government** Wade Parrott, Associate Dean of Student Engagement and Retention introduced Victor Hernandez. Mr. Hernandez spoke about clubs and new activities, and the hope to be more in-person soon. Connor Moore discussed the December 2 club fair event where different club opportunities, some past clubs, and activities were shared. Mr. Parrott noted that ASG will continue to notify campus regarding opportunities and development of clubs. An exciting update is RTC's nominations of students to the Phi Theta Kappa (PTK) All USA Academic Team. We have two strong candidates: Johnathon Kersey of the Computer Science program and Elmi Abdalla of the Commercial Building Engineering program. New Student Orientation is being planned for January 3, 2022, providing both an a.m. and p.m. option. We are in the process of e-mailing incoming students to register for a session and to begin their programs prepared. Physical campus tours will also be included. Victoria Woodenlegs discussed Native American Heritage month, with speaker Ren Fern, and informed the Board that Yoga will be back in winter quarter. Kirby thanked the ASG team for their continued support of students and the college.
- E. Renton Federation of Teachers** RFT President Donna Maher informed the Board that the faculty are happy for the end of the quarter. A recent outage of Amazon Web Services (AWS) affected access to Canvas for students and faculty. Everyone lost a full-day of Canvas work and grading. Dr. Delaney and Enrollment Services Director/Registrar Morenika Jacobs have agreed to arrange for an extension of grade posting from December 10 to December 13. This relieves much pressure for faculty, and Ms. Maher thanked them both for the extended time. Work continues with Dr. Delaney on shared governance categories. The tenure concerns are being addressed, and progress is being made. The faculty is becoming more concerned about enrollment with concerns about going live with ctclink. The Behavioral Health MOU workgroup has had two meetings and are continuing information discovery. The adjunct workgroup is finalizing the members and hope to begin meeting in January, and the 5194 committee is still forming. RFT would like to wish the Board of Trustees a happy holiday.

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- F. Written Communication Reports Board Chair Unti thanked everyone who contributes in the communication reports, noting the value in how they inform the Board.

5. ACTION

Faculty Tenure and Advancements

1) Tenure Advancement

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Wheeler-James moved that **Megan Graham** be awarded Tenure. Trustee Page seconded and the **motion carried**.*

2) Second to Third Year Advancement

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Sarah Hoaglin and Makinie (Soverall) Fortino** be promoted from the second to third year of candidate status. Trustee Takamura seconded and the **motion carried**.*

3) First to Second Year Advancement

Naser Chowdhury Application Development BAS

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that **Naser Chowdhury** be promoted from the first to second year of candidate status. Trustee Wheeler-James seconded and the **motion carried**.*

Trustees Wheeler-James noted that this is her first-time reviewing Tenure as a new trustee. She enjoyed reading the portfolios and was impressed. It is a pleasure to be a part of an institution that takes the time to see change as a good thing, and to see it supported. Trustee Takamura added that the Tenure awards and advancements gives her great hope for the future of everyone at RTC. Board Chair Unti further commented that this is more than just pedagogy of the classroom – it is the involvement in many different layers of the community. The Board is grateful for the investment in RTC. This is one of the most important responsibilities of the Board, and will always seek improvements. Dr. McCarthy recognized the faculty and administration that support the candidates, setting them up for continued growth following steps in advancement and the Tenure award.

6. DISCUSSION/REPORTS

- A. Capital Project – Trades Building Presentation VP Jackson informed the Board that RTC is doing a Project Request Report (PRR) to replace building-A. We are working with Schreiber Starling Whitehead Architects and Ariel Birtley, DES Project Manager. An update to the work in progress was provided. A short presentation was shared regarding timelines, key programs, and key considerations. It is expected that this part of the process, design phase and preliminary budget for construction, will be

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wrapped up by mid-December. The timeline for funding would be 2023. All state colleges are eligible to apply. Construction would hopefully be 2025-2027. This is a quick process for design, for the lengthy six-year process to build. There is a formula for scoring, and we need to be at 70+ in order to be considered for funding. Draft diagrams were shared. The plan is supported by the current Facilities Master Plan. Key programs included will be Welding, Mechatronics, Commercial Building Engineering (CBE), Manufacturing and Fabrication Technologies, Machining Technologies, and Bachelor of Applied Science (BAS). Trustee Takamura inquired about including the City or Community in any of this. It was noted that this will be included in the next phase, should RTC be approved for funding. We want to be good neighbors, once funding is obtained. The first phase will be pre-design and that will include community involvement. Dr. McCarthy inquired about flexibility for future program adaptations, as this has potential of another 60 years. All those on campus in the proposed affected programs have been a part of the conversation. Trustee Page finds this information especially valuable that the Board is getting this information at this stage of the project, and know that we are adhering to Board policy.

- B. Youth High School Completion Programs Presentation** Associate Dean Ali Cohen shared a lively presentation regarding the varied Youth High School Completion programs that she oversees. She gracefully thanked former Dean Jodi Novotny for getting these programs started at RTC. The presentation included the network of partnerships and contracts with OSPI, School Districts, YouthSource, WIOA (Workforce Innovation & Opportunity Act) and RTC. These completion programs help interested community-based organizations incorporate their GED instruction into OSPI's framework with RTC as their "district" and fiscal agent. That contributes to honoring the work and relationships of community-based organizations, provides state resources usually unavailable to non-profits, provides a pathway to RTC college resources and programs, and diversifies RTC program enrollments.

C. Presidential Search Update

Vice President Hogan informed the Board that three presidential search listening forums were held last week, and thanked Dr. Delaney for her facilitation. Listening forums were not well attended by students. We want to think broadly as it relates to presidential candidates. There has been good feedback, but no revolutionary feedback. There is a need to provide support for our faculty, staff and students through. The announcement has been posted in national publications. So far, four applications have been received and there has been one nomination received by a member of the greater Renton community. The application deadline is January 17, 2022. Trustee Takamura feels it may be important to hear from community organizations, perhaps someone would be willing to assist with supporting another forum within the community. VP Hogan will discuss this with the community representative on the committee.

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D. Administration/Finance

- 1) **Monthly Finance Report** – Vice President Jackson shared the financial information through the month ending October, 2021.

For month ending October, we are about 33 percent through the year. Revenue collection is about 30.7 percent so we are slightly behind what was budgeted. However, revenues are up about \$1M compared to this time last year – mainly due to increased state allocation, HEERF, and GEER funding.

Tuition and fees are down about \$120K compared to this time last year. Tuition is trending slightly up, while fees are slightly down. Our tuition and fees are mimicking our enrollment which is slightly up. Enrollment/tuition/fees are still trending lower than prior to the pandemic 2019-20.

Expenses are about 27.1 percent, and are up about \$1M compared to this time last year. The two categories seeing the largest increases are Financial Aid awards and salary and benefits, due to the pandemic stipends.

Our ending cash balance, not including the Scott/Jewett donation and loss HEERF revenue, is about \$13M.

E. President's Report

Dr. McCarthy provided a presidential report. He likes having tenure candidates at the Board meeting. Good to have a completion of a successful quarter. Only 3-COVID cases interrupted students' education, but no documented transmission of cases on campus.

Collaborative Relationships – The Culinaire room is a symbolic place where Dr. McCarthy enjoys seeing students, faculty, staff and community members all in one space, and he has seen that this quarter. ctclink is taking up a great deal of time for a whole lot of people. He simply cannot speak enough about that. There are concerns about registration as mentioned by RFT President Maher. However, Dr. McCarthy is very impressed with how smoothly registration is going with all that is going on. Some of the enrollment picture is very positive in some ways. Overall enrollment in the state system is down 8.1 percent, and state-funded down 4.7 percent. In contrast at RTC, in the summer we were up two percent from the previous summer and total fall enrollment is up 109 percent from last year and 89 percent of two-years ago. Yet, enrollment is still pretty fragile. As mentioned in the Instruction report, a lot of success in instruction has been with interim deans. We are struggling in the Nursing program. The Nursing Commission has put admission of a new cohort on indefinite suspension, at least through winter 2022. We are designing a position of a project manager to assist with all the reporting details from the Nursing Commission. Their primary concern was a lack of sufficient qualified faculty after the untimely September resignations. We have now filled those spots and are addressing ongoing matters. We need to be honest brokers and continue the communication with students on hold.

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Equity – Dr. McCarthy expressed gratitude in presentations with Erin Jones. He recently joined the Band Instrument Repair Technology (BIRT) students and while they do their hand exercises, they share gratitude at the same time, putting into practice from trainings we’ve had with Ms. Jones on campus. The Board Dashboard presentation last month showed the Board how much data is available, allowing implementation of great things – last week, it was shared with the new Achieving the Dream (AtD) coach. The package we have with them looks at both equity and data. We are looking forward to a positive relationship with AtD this year. We are continuing to use our equity data as we set basic numbers into fiscal year 2025 and will begin an early budgeting process within the next few weeks.

Succession Planning – The FY 19 budget struggles prompted us to do a mid-year budget review for more timely financial data to use in the budget process for the following year. We will do that again this year – January work for presentation in February should give us a sense, before finalizing the budget process. Dr. McCarthy noted that he feels the college is in a strong position, compared to many times of the past. Trustee Page noted that the downward trend is National, and not only local – so we’re not just better than most of our colleagues across the state, but most of our colleagues across the country. There is a lot of collaboration, and discussion about infrastructure. CTS Executive Director Mayer and his team are doing a network analysis on campus technology, including servers. We need to invest in the infrastructure of the college.

Board Chair Unti thanked Dr. McCarthy for the truthful ability to share the positive aspects, while also being transparent about the challenges.

7. TRUSTEES

- A. ACT Virtual Fall Conference Report Out** Board Chair Unti noted that there was good participation for the virtual event. Dr. McCarthy was recognized for ACT CEO of the year award. It is unfortunate that the event was not in-person. The equity work needs to continue to be reinforced. A Trustee Recruitment Handbook was created by ACT and is available here: [trustee-recruitment-and-selection-handbook-draft-as-released.pdf \(sbctc.edu\)](https://sbctc.edu/trustee-recruitment-and-selection-handbook-draft-as-released.pdf). This is a resource we should tap into. SPSCC Trustee, Doug Mah is doing a wonderful job as Chair of ACT.
- B. ACCT National Legislative Summit, WA, D.C. – February 6-9, 2022** Board Chair Unti asked about interest to this session. There is still a lot to be done on the National level. Trustee Entenman believes that while the current administration and Democratic delegation is still in the majority, it might be a good time to go. There is much to learn at these conferences. Trustee Wheeler-James may be interested, as well as Board Chair Unti. Representation from RTC would be good. If Dr. McCarthy could also attend, that would be great.
- C. RTC Foundation Board Liaison Report** Trustee Page noted that RTCF Executive Director Shaw’s report is great, with not much more to add. An additional

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executive board member has been added.

- D. Monthly Board Meeting Survey** Board Chair Unti added that the monthly Board meeting survey is an affirmation of the work we are doing, and written feedback adds to that. Last month the feedback was mostly directed to technology.

8. MEETINGS

- A.** The next regular Board meeting is scheduled for January 19, 2022. The plan is to move the location of Board meetings to the Culinaire room (I-108) for 2022.

9. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees' meeting at 5:12pm. Motion carried.

KIRBY UNTI, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College