RENTON TECHNICAL COLLEGE®

Board of Trustees – Special Board Meeting **April 21, 2021**
Virtual Meeting - Join Zoom Meeting **3:00 P.M.**
https://rtcedu.zoom.us/j/89811329697
Or by Phone at +1 253 215 8782, US (Tacoma) Meeting ID 89811329697

MEETING MINUTES

SPECIAL BOARD MEETING

1. CALL TO ORDER

A. Board Chair Kirby Unti called the meeting to order at 3:00 p.m. A notation of quorum was made. Trustee Entenman was absent from the meeting. Board Chair Unti noted his appreciation for Dr. McCarthy's email to the campus regarding the verdict in the George Floyd murder, and hopes for this to be a glimmer of hope for the future. As stated by David Axelrod– this is justice for all. We hope for this to make a difference in the community.

2. ADOPTION OF MINUTES

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

A. March 17, 2021 – Special Meeting

Trustee Page introduced a motion to approve the meeting minutes for the special meetings held on March 17, 2021 as presented. Trustee Palmer seconded, and the ***motion carried****.*

B. March 23, 2021 – Special Meeting

Trustee Palmer introduced a motion to approve the meeting minutes for the special meetings held on March 23, 2021 as presented. Trustee Page seconded, and the ***motion carried****.*

3. ACTION ITEMS

A. Adoption of Revised Student Conduct & Title IX Vice President Gilmore English presented revisions to the Student Conduct Code based on the new Title IX changes. She noted that six years ago on April 21 she was before the board bringing a previous change to the conduct code. A public hearing was held on March 24; there were eight attendees, plus one written comment. Most comments were much in the vein of discussions at previous Board meetings. Vice President Gilmore English noted specifically that the new Federal administration is reviewing the regulations and looking to address these, guessing it will be at least another year, possibly mid-way through this administration. John Clark, AAG agreed with the assessment of review time, adding that at this point the college does not have anything in the pipeline. Trustee Palmer shared her compliments for the work of Vice President Gilmore English on this.

Trustee Palmer introduced a motion to accept the recommendation to approve the revisions to Chapter 495E-110-WAC Student Conduct Code and Hearing Procedures, *which shall immediately become effective upon filing with the Washington Code Reviser to comply with Title IX in 20 USC Section 1681(a) and Title IX regulations under 34 CFR Part 106. Trustee Page seconded and the **motion carried**.*

John Clark noted that these current rules would apply for any case in existence at the time of potential future changes, but this is also a different administration. Current rules require an actual hearing (similar to a trial) before determining a violation. It could be a complicated issue should any case arise.

B. WFSE MOU Contract Extension Vice President Hogan advised the Board that in February, Richard Becker, the new WFSE labor representative, contacted her to see if the college would be interested in extending the current WFSE agreement for one-year. There is good reasons to do so, with good conditions in place which included allowing folks continuation of medical benefits if there was a lack of work. The MOU is drafted and included for Board approval. Mr. Becker added that given the state of the world and Higher Ed institutions it would be a good opportunity to extend the contract one-year. Members had the opportunity to vote and ask questions, there were no questions or concerns. Board Chair Unti is appreciative of the collaborative way to accomplish this. Trustee Page inquired which employees are covered by this agreement. Vice President Hogan responded approximately 35-40 employees, mostly clerical & administrative.

*Trustee Page introduced a motion to approve the requested one-year extension of the 2018-2021 WFSE collective bargaining agreement. The agreement will be extended through June 30, 2022 as noted in the attached MOU. Trustee Palmer seconded and the **motion carried**.*

4. COMMUNICATIONS

A. General Information/Introductions Acknowledging Administrative Professionals Day, Dr. McCarthy shared his appreciation and thanked Di Beers for her work in the President's office, for the College and for the Board of Trustees. He further noted that with Paul Corigliano's departure, Deputy CIO Dennis Chin will be taking on the role of interim Executive Director of College Technology Services. A new announcement is that Vice President Rodriguez gets to go home to be with his family, having earned the role as the new Vice President Admin and Finance at CBC. Associate Vice President Jackson will serve as interim VPA, and we will have a very robust and national search for the permanent VP of Admin and Finance at RTC next year. AVP Jackson and VP Rodriguez have been working closely together and believe we have an excellent internal person to guide us. Board Chair Unti thanked Dr. McCarthy for his announcements, and shared his appreciation for Ms. Beers, VP Rodriguez, Interim VP Jackson and Interim CIO Chin. VP Rodriguez thanked everyone for their comments and the experience he obtained while working at RTC. He believes that RTC will be in good hands with interim VP Jackson. He shared his compliments that RTC is a wonderful place to allow personal growth. Trustee Page took an opportunity to note that while the Board has shared in the absence of Trustee/Representative Entenman, her service in the legislature for the State of WA has been inspiring. Her leadership has been measurable. She was the primary sponsor on HB 1267, which creates independent investigation on police use of force, and HB 1517 expanding WA college grant awards, among others. These are difficult measures and she has been consistent in working to make changes that are long overdue. This is great news for WA State, and we salute her diligence and efforts in these legislative matters. Board Chair Unti agreed that Trustee/Representative Entenman has truly found her voice in Olympia and thanked Trustee Page for the inspiring comment.

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

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

D. Student Leadership Student Leadership Program Manager Michelle Iko spoke briefly about upcoming events organized by Student Leadership. These consist of a yoga event, Friday and murder mystery event next week. A musical festival and pride event are also in future plans. Student Jonathan Mantello of the Computer Science program shared information and data gathered to compare break periods of a variety of WA CTC's in a random sample. Trustee Takamura inquired as to his biggest aha moment. Mr. Mantello noted that this was a perfect project for his statistics class. The Board applauded him for his work here and his enthusiasm in sharing it at the meeting.

E. Renton Federation of Teachers RFT Vice President Michelle Lesmeister reported on behalf of RFT. They have begun bargaining, with each side having presented their issues. There is progress on the 2022-23 calendar. Accreditation guests are on campus this week, via Zoom. She had been in three-sessions herself, and commented about the positive comments in each of them, especially the DEIC session. Fruitful conversation occurred in the faculty session, with over 100 faculty in attendance. Dr. Kim was s superstar. People have been very engaged in the process and she thanked Dr. Delaney for encouraging people to use their voice. The Instructional restructure has been shared, and now people are awaiting further information and will negotiate where needed. AVP Jackson sent out information on HEERF funds, along with the strategic priorities, and the funds request form. Request for funds will be reviewed by the Resource and Planning Council in May. She was happy to see this process and the broad ability to request funds. Ms. Lesmeister thanked everyone for the sunshine they bring. Trustee Palmer thanked everyone for all the hard work, especially this week. Board Chair Unti thanked RFT President May-Farley and Vice President Lesmeister for their work and support. He further noted that in the Board accreditation visit, they spoke highly about the faculty, and their ability to truly rally and make necessary modifications as needed during the pandemic.

F. Written (and video) Communication Reports Board Chair Unti shared his appreciation for these reports. Trustee Palmer loved the video from the Testing Center from Dr. Tomaszewski. It's great to see RTC is third in the game for NCTA certification and hopes we can become number one in the future. She also enjoyed the Zoom student orientation video – and hope students will become more involved. The campus survey and response numbers were very interesting. Flexibility is exciting, and there is true appreciation for these reports.

5. DISCUSSION/REPORTS

A. Facilities Accomplishments Vice President Rodriguez shared a slide presentation of the campus improvements and enhancements over the past year. The Board doesn't always get a chance to see all the work done on campus. The plan going forward will be to highlight these projects annually. Our great facilities team is led by Mark Daniels, Director of Facilities, Grounds and Custodial, and Barry Baker, Director Capital Projects and Space Planning and their respective teams. Enhancements included: TIG Welding Expansion; Welding Lab HVAC replacement; Fire Alarm System Upgrades; Building-H. Cooling Tower; Bldg. J Cooling Tower Controller and Sump Repair; Annex parking lot sealed and re-striping; Registration/Cashiering roll-up windows; Reflection area in the Library; addition of a Lactation Room; Stucco repairs on buildings I, J, L, & O which will continue as we find cracks on our buildings; Building-C window glazing replacement; campus exterior lighting modifications; Building-I Food Service make up air unit replacements; Grant for epoxy flooring and two new alignment racks; and Building-A roof repairs. Board Chair Unti noted his appreciation in seeing the projects and photos. Trustee Takamura hopes in her lifetime that the audio system in the cafeteria will be replaced. VP Rodriguez informed the Board that is on the schedule for the next biennium. Welding instructor Geist thanked everyone involved in the Welding projects. It was nice from the beginning to end of the process, and he appreciated the attention of Director Baker's devotion to these projects. Trustee Page inquired if projects such as these end up having an expected useful life. Director Baker responded that they had to have at least a 13-year useful life, and we try to meet at least minimum energy standards. Trustee Palmer thanked the teams for all the work on these projects. Dr. McCarthy noted that even if Board members were on campus, Trustees would likely not be on the roofs to see these projects, but the grounds workers are also doing a really great job around campus!

B. Instructional Reorganization Dr. Delaney shared a presentation on the next steps for restructuring instruction. She noted that the faculty stated the need for more feedback opportunity. Yesterday, she shared out the next steps. She further paused to acknowledge her executive assistant, Jamie McGinnis, in keeping her supported in the restructure as well as the accreditation scheduling. She has moved to a modified Area of Study model, pulling programs into the appropriate areas. The presentation showed a very concise summary of the plan, and general direction of the ship. The new next steps will be to identify screening committees, work with finance, work with RFT to bargain any impacts, and follow-up with groups for administrative fixes. Trustee Page inquired as to how much of Dr. Delaney's thinking process was influenced by organization of other colleges. Dr. Delaney noted her work at many colleges, as well as engagement with colleagues that provided feedback to her. She is looking at Workforce and getting a sense of positions within her own experience and that of her colleagues across the state. Trustee Takamura noted the inclusion of a variety of people and very much appreciates that style. The budget is often the tail that wags the dog. She shared her fears of the contingencies of the budget and questioned the timeline for full implementation. Dr. Delaney responded that by this time next academic year this should all be done. Most hiring processes should be done by end of Spring quarter and having positions in place during summer. She is cognizant that there is a lot going on in HR, so this could take some time but hopes to have in place by Fall quarter. The next step is listing out all of the roles that have budget impacts and prioritizing them. As Dr. McCarthy has said, there are other needs in the institution besides just instruction, so maybe a portion will need to be delayed. The initial number of additional staff is 15. Trustee Takamura is supportive of the effort. Board Chair Unti added that this appears to be very organic and is appreciative of that. As Dr. Delaney begins to look at additional costs, perhaps identifying one-time only costs vs. on-going would be helpful. We want to put the college in a position where we can be responsive. He further queried about the plans toward continuing education. Dr. Delaney noted that with the cohort model there is no way for the community to engage without people quitting jobs to enter our programs. Having someone focused in this area will vastly improve these opportunities, and provide a productive way to better engage the community with RTC. Board Chair Unti is encouraged by all of this discussion. The college is truly in existence to serve the community in the first place. Trustee Takamura inquired that in all of the 32 sessions, how many students were included. Dr. Delaney thanked Trustee Takamura for her encouragement to include students. She did have a session with students, and discovered that the conversation mostly centered on complaints (engagement with their deans). There are hurdles and processes for complaints. Students would be reluctant to complain if there was no relationship with their dean. The new structure will ensure that deans have the bandwidth to walk around campus to be more connected with students. Board Chair Unti noted that the Board is supportive and encouraged by these courageous efforts to work this restructure. Trustee Page added that the important part of this reorganization model is preparing for new growth. He sees this as encouraging light in that respect – people structure and organization structure to think about new programs and opportunities. He is very happy to see this move forward.

C. President Dr. McCarthy thanked others for their previous reports.

Collaborative Relationships – Dr. McCarthy noted that Dr. Delaney's report well captured how busy faculty and staff are in instruction and hints at all that is going on in other parts of the college. This is quite a lift at the start of the quarter in her work toward moving the needles. Dr. McCarthy shared his high praise for Dr. Delaney's inclusive and transparent process. He provided information to the Board about the listening sessions that took place over the last month to help us understand the variety of viewpoints, and to inform work toward re-opening plans. That was followed up by the survey results shared in Director Hansen's communication report showing students had the highest desire to maintain remote learning at 33 percent. Flexibility was the most common response. Trustee Palmer noted her appreciation for the efforts to engage and include survey results. Dr. McCarthy continued that this is an indicator of how we are serving our students and their needs. There is opportunity for growing new groups of students if we can have new, old, and flexible-hybrids. This also has to include all of our other operations, and how we serve students with other services. There are clear distinctions for K-12 and Higher-ed, which continue to be at the six-feet while K-12 is being pushed to CDC guidelines of three-feet. This will be an ongoing discussion with Executive Director Jan Yoshiwara and her team with the Governor's office. The Department of Health is hesitant to move right now. As we have mentioned in previous meetings, there is a cabinet+ group that meets on these issues every other week. It's been a great time to try new opportunities, yet we don't have firm clarity for moving forward. Some were able to have a break between quarters. There are two short time periods between quarters (11-days including weekends), and there is much work that happens between quarters: including turning around information for registration, satisfactory academic progress, and financial aid to name a few. As always it's good to see students in classes and a hive of activity around campus. Dr. McCarthy has been able to see a number of classes during the first week of the quarter, and looking to drop in on more next week. The BIRT students are virtually attending their national conference. There have been two bargaining sessions so far with RFT, which is good to see. Technology distribution continues, to ensure students have the technology they need. Blenco auditorium has been transformed into a technology distribution center. Interim CIO Chin and the CTS team are doing a great job of refreshing and recalibrating machines for students. The Computer/Study lab (H-301/302) is seeing more student usage. Many students are appreciative to have a place to truly focus on their work. This has been a fast and furious start to the quarter but productive and he is appreciative of everyone's hard work. There is a lot of program mapping for Guided Pathway (GP) efforts. The goal of program mapping is to clearly communicate the expectations and steps necessary for students to successfully complete a program. Faculty have been deeply involved, with the majority of programs fully complete. GP Project Manager Isadora Hidalgo is working diligently to tie up loose ends on the programs who have yet to be completed.

Equity – Dr. McCarthy noted that as Board Chair Unti started the meeting discussing the news on the verdict of the George Floyd murder trial, this points to important glimmers and possibilities in justice. He commended Behavioral Health Counselor Makinie Soverall for her ability to share a campus email "Your Black Friends are Emotionally Drained" through her own pain yet through her heart. As a college, we don't make public policy on law enforcement. Our challenge is very different – we do have many responsibilities where there are much less glaring instances that add trauma nevertheless. We have a long-way to go, and this is an ongoing charge. Trustee Takamura noted her appreciation to Dr. McCarthy's point of the intersection of all of these experiences. This is good modeling and she hopes he continues with these statements to the college. Board Chair Unti thanked Dr. McCarthy and Trustee Takamura for their comments. There are many allies that are trying to strive for justice. The college is one in many ways that is leading, trying to be more equitable, much under the leadership of Dr. McCarthy.

Finance & Growth – Dr. McCarthy informed the Board of the restructure and renaming of the College Council to the Resource and Planning Council, under the direction of AVP Jackson. The focus of the council will be budget and resources, and are expected to review increased budget requests, and prioritize funding recommendations to cabinet. The group will also provide recommendations in spending federal HEERF funds. Vice President Rodriguez and Associate Vice President Jackson will share in the delivery of budget items further in the agenda.

Accreditation – Dr. Delaney reported that we are in the middle of visit and so far it's gone well. There was preparation "drop-in sessions" provided to the campus with Dr. Wakefield and Dr. Kim. The team of accreditors are requesting documents and many people are participating. She encouraged campus staff and faculty to use their voices. Dr. McCarthy noted that it was nice to see Sonny Ramaswamy, president of the NWCCU, as a fly on the wall in many sessions. Trustee Page thanked Dr. Delaney for all of the prep materials for Board members. He further noted that Trustee Takamura was a great partner in the session. Trustee Takamura shared that her observation was their interest in the governance structure. Trustees Palmer and Unti also created a great team and shared their additional appreciation for the prep materials. It helped remind them that they do know a lot about the college. Board Chair Unti was pleased at the ability to talk about the role of the Board, and the president and over and over again talk about the growing trust with the president, and as a board, that they are vulnerable together. This seemed to strike a note with the accreditors. How we as a Board and president have our own communication networks for which we are able to be advocates for RTC and bring feedback in a more robust nature. There is a lot of pride of our students, faculty, staff, and president. Dr. McCarthy thanked everyone for their input and interest in wanting to talk about the college. The accreditors during the mock visit were also very impressed, so we hope they will have found everything to be strong, but also know they will find some commendations and some recommendations for us going forward. This is intrinsically valuable. Trustee Takamura inquired about the plan to share the findings. Dr. Delaney noted she could develop a short video to share. Dr. McCarthy shared that there will be time to work on plans. The Chair of the team will deliver the preliminary findings as the team wraps up the visit. Final work will be submitted to NWCCU for their meeting on June 23rd for approval. There are plans to share a first blush at the All-College Town-Hall on May 5.

D. Administration/Finance

Vice President Rodriguez informed the Board that the financial audit was going well and there were no concerns so far.

1) FY22 Budget Development Vice President Rodriguez and Associate Vice President Jackson shared a presentation on the development process and what the numbers are looking like. This same presentation was shared last week with campus.

Revenues: This year our revenue budget has increased by $1.87M to $35.80M. This is mainly due to the full reinstatement of our allocation. It also includes one-time GEER funds. Previously we had reduced some portions by 5%, 15%, and 30% based on early SBCTC projections. The additional $171K of Guided Pathways funds and $340K of COLA increase funds are not yet included.

Expenditures: Our expenditure budget at this time includes all additional requests totaling approximately $2.1M that also includes several new positions, reinstated furlough dollars, and COLA increases for all employees, including exempt. The initial proposed FY22 proposed budget totals $37.48M, $3.56M higher than our FY21 adopted budget. Our initial deficit is $1.69M.

We will be working on vetting the proposed budget increases, on incorporating any new requests, and balancing the budget over the next month to present a balanced budget to the Board in June.

2) Monthly Finance Report Vice President Rodriguez shared information on the monthly finances.

Total revenues of $30.61M, plus $1.19M in other applications of cash, amounted to $31.81M through February 2021. Total expenditures amounted to $29.75M. The net of $31.81M - $29.75M is $2.06M, which is also the increase from our starting cash balance of $6.75M to our ending cash balance of $8.80M. Comparing this year's starting cash and ending cash through February with last year, last year we had increased the cash amount by $2.47M through the same period. This is an indication that we are underperforming by $410K compared to last year, all funds considered.

Areas that are significantly underperforming compared to last year are the collection of Food Services revenues and tuition and fees. Food Services are down $863K. Services are down due to closures as a result of the ongoing pandemic. Tuition and fees are down $787K due to lower enrollments through February.

At the end of February, we had $3.22M in investments (reserves), for a total cash and reserves balance of $12.02M.

Board Chair Unti is appreciative of stimulus funds we received which has allowed us to sustain healthier operations.

6. BOARD OF TRUSTEES

A. ACT Trustee Tuesday Board Chair Unti informed fellow Board members of the focus, which was on governance and evaluations. Emphasis was made by presenter Preston Pulliams to develop solid intentional communication between the Board and president. Attitude is a skill set, an inherent (soft skill) relationship. Much of the other information were things we have previously covered, such as aligning Board and president evaluations and goal setting. There was sideline conversations about equity. Bellevue

College has spent some time connecting with Everett, believing that Everett is ahead of the game (from Bellevue College) and he respects the Board leadership for seeking this out.

B. Trustee On-Boarding Discussion From the sub-committee formed, Trustees Page and Palmer shared draft documents with fellow Board members. Two documents were included in an email to the Board. A proposed policy amendment GP3 included revision of section 7, and a new section 8 would provide more specific direction about onboarding members. This calls for an onboarding outline, and an onboarding delegate to assist the Chair with onboarding. Essentially, an attempt to create some defined mechanism (outline and delegate for measuring). This is presented for discussion today and possible adoption in May. This starts with the Board Chair, then to the president, Board secretary, and onboarding delegate. The outline from ACT shares a continuation of onboarding. Trustee Page is still looking for some reference points. The Board could adopt this as a current road map and enhance it as a tool. Trustee Takamura thanked the committee for putting this together. She offered a suggestion on the policy proposal new section 8 – providing for the orientation, onboarding and mentoring. Additionally, for the Onboarding syllabus – under Introduction to Trusteeship, adding statutory/legal requirements and responsibilities, as there are a lot of off-cycle opportunities. Providing links to these would also be good. The mentorship role is good for helping new members for some of the unspoken items, and introductions to other Trustees across the state. The new policy suggestion will enhance new Trustees. Trustee Page noted that this is great stuff to think about. Board Chair Unti confirmed that this allows us to set appropriate expectations, such as participating in opportunities in professional development. The DEI committee on ACT is working on Trustee recruitment and would like to see some substantial enhancements. An environment in which Trustees will be invited to engage. These documents are submitted today for first reading. It is recommended that trustees send any further changes to Di Beers and she can share the updated draft with entire board with enough time to review ahead of the May meeting for action. Board Chair Unti further commented that this timing is spot on. We have been blessed with longevity on the Board to build a trust amongst each other and the president.

C. Foundation Board Liaison Report Trustee Page noted that at the last Board meeting included a video chat with those putting together the Student Success week. There is no limit to the capacity, so it would be exciting for everyone to join. The Foundation is also working on finalizing the Affinity card with Gesa Credit Union. Director Shaw is also lined up to get her certified fundraising credentials which is a great development to her skills. Hopefully, this will not price her out of our market. Board Chair Unti called attention to the Board scholarship letters received. Former Transforming Lives recipient Alan Abdulla is now working in our College Technology Services department.

D. Discussion to Revise Board Meeting Dates Trustee Palmer informed fellow Board members that she is recruiting a new Trustee in the labor position, who has a conflict with the Board meeting dates as they are set for the third Wednesday. Board Chair Unti asked Di

Beers to send an email to the Board to gather the dates of the month that will not work for future meetings, for presentation back to the Board in May.

7. MEETINGS

A. The next regularly scheduled meeting of the Board of Trustees is scheduled on May 19, 2021.

8. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 5:38p.m. Motion carried.

Kirby Unti

KIRBY UNTI, Board Chair
Board of Trustees

Kevin D. McCarthy

KEVIN D. MCCARTHY, President
Renton Technical College