



RENTON
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Board of Trustees – Special Board Meeting
Virtual Meeting - [Join Zoom Meeting](#)
Join URL: <https://rtcedu.zoom.us/j/83844390626>

February 17, 2021
2:30 P.M.

MEETING MINUTES

SPECIAL BOARD MEETING

1. CALL TO ORDER

- A. Board Chair Kirby Unti called the meeting to order at 2:33 p.m. A notation of quorum was made. Trustee Entenman was absent from the meeting.

2. STUDENT SERVICES – LISTENING SESSION

- A. Student Stories through Advisors – Vice President Gilmore English informed the Board that the goal today is to deepen awareness of the student experience. Morenika Jacobs, Director, Enrollment Services/Registrar, Gerald Bradford, Student Success Specialist, DOC Outreach & Entry Services, and Wade Parrott, Associate Dean of Student Engagement were introduced and each shared student experiences, issues of balancing life with school and COVID, and hardship concerns for many students.

Vice President Gilmore English sees an increase in compassion and grace for our students and for one another. Specifically, staff of color showing up every day and working through trying times. Short-term solutions may fill an immediate need, but often require juggling, with the impact that could show up later in funding or other circumstances.

Board Chair Unti thanked the team for sharing the sobering stories and the work being done to support them, and for clearly communicating the need for a lot of grace for our students. There is great need to care for one another. Reaching out with some type of support feels good, but doesn't always provide that light at the end of the tunnel. Trustee Takamura echoed the sadness of the information shared, and asked what type of support is needed for staff. The hope is that staff and faculty work to give students, and each other, a break. Patience is crucial these days. Trustee Page acknowledged the various responses to circumstances, and asked if policy updates and recommendations are being made. He further commented that some of these are issues of state and federal funding. Trustee Palmer thanked everyone for sharing and assured staff that the Board has their backs.

3. ADOPTION OF MINUTES

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

- A. January 20, 2021 – Special Meeting

Trustee Tyler Page introduced a motion to approve the meeting minutes for the special meeting held on January 20, 2021 as presented. Trustee Susan Palmer seconded, and the motion carried.

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4. COMMUNICATIONS

- A. Public Comments from the Audience There were no public comments.
- B. General Information/Introductions Dr. McCarthy made introductions and thanked members of the legislative advocacy team: board members Unti, Page, Palmer and Takamura; Faculty members Rick Geist, Sheila May-Farley, and Amy Murray; as well as students Levi Christianson, Victoria Woodenlegs, Josaine Weston, and Amina Meshalla. The meetings have been very good.
- C. Correspondence Correspondence was included in the Communications and Marketing report.
- D. Student Leadership Student Leadership Program Manager Michelle Iko noted that student An Hoang did a great job on the Lunar New Year poster, working to create the poster with other student brought her closer to her culture. The cooking class is coming up, and for Black History month, an informational flyer was sent to students, faculty and staff highlighting Vice President Kamala Harris, with links on her bio and to a virtual Black History music concert via Stax Music Academy.
- E. Renton Federation of Teachers RFT President Sheila May-Farley began by thanking student leadership for sharing information and educating all of us about Lunar New Year, and that she has developed a real respect for learning about this as she engages in learning with our equity lens. Additionally, she recognized the information shared about Black History month and brought into the classroom. We all need to reach out, learn, and engage. Board Chair Unti noted that the Year of the Ox is a great image of persistence and labor. RFT President May-Farley has enjoyed working collaboratively with students, administrators, board members and legislators, and also feels the importance to continue equity learnings. She was also able to engage directly with Senator Hasegawa and Representative Bergquist, while sharing support of HB 5194 Equity and Access in CTCs. She encourages everyone to take a look at this and think about how we can inspire and educate ourselves. Their visions and views are very optimistic, and it felt very good hearing the commitment of the finances of our state. Representative Bergquist is interested in a relationship and a strong partnership with us, Renton School District and Running Start. As RFT embarks on another contract opening, she is hoping to engage in very robust conversations to put together the things that are most important. There have been a lot of conversations with a feeling of disconnect. It is a goal of hers to try to reach out and allow others to voice opinions and hear them in a healthy way. She thanked the work of DEIC and Dr. McCarthy on the indigenous land acknowledgement, in recognition of all parts of our community, and putting into action the many hours of research that went into this. Board Chair Unti acknowledged the photo behind him: Princess Angeline, the eldest daughter of Chief Seattle, of the Duwamish Tribe. It is absolutely critical that we hear, acknowledge and engage one another, particularly in the midst of this COVID year.

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- F. Written (and video) Communication Reports Board Chair Unti shared his excitement about the Instructional report from Dean Chris Carter, and the incredible mental health counselors in the Student Services division. The resources are available on the Behavioral Health website, and we should all help direct students there who may benefit from their services and/or website materials. Much gratitude for these reports and the work behind them.

5. DISCUSSION/REPORTS

- A. ctclink Update Paul Corigliano, CIO and executive sponsor of ctclink, shared a presentation on the status of the ctclink project. This is a college-wide enterprise project that promises to create efficiencies system-wide by replacing the legacy system currently in place and changing the way we do business. RTC is in deployment group 6, with a go-live date of March 2022. Members of the Steering committee represent each pillar of the college, and they will share an update with the college on February 19. Trustee Page congratulated CIO Corigliano on the report and the progress of ctclink – it can be done and it needs to be done. He questioned the platform stability, and asked if it had been cleaned up. CIO Corigliano responded positively that after disbanding the original consultant, and the newest version of People Soft was deployed, things are beginning to smooth out. Trustee Palmer was thankful for the update and questioned Canvas training for the Board, and if the go-live date might be any sooner than March 2022. Canvas is included in the plan. There is some concern that he is monitoring closely, and while there is always a possibility of a delay, that would cost the system; there is no chance of going early. Board Chair Unti thanked CIO Corigliano for his work on the project. It has been eleven years from initial concept and it's nice to hear some positives out of the most current deployment.

- B. President Dr. McCarthy reported out on his goals outlined with the Board.

Collaborative Relationships – It has been good working with faculty, students and board members in legislative advocacy. Remote is very different, yet it has worked well. We have had visits with 11 legislators so far with one more tomorrow. We will work again with another set of meetings after the March 9th Floor Cutoff. Compliments to Di Beers for her work in scheduling. On the National front, Senator Patty Murray did a great interview on PBS on her harrowing experience on the capital attack.

<https://www.pbs.org/newshour/show/sen-patty-murray-recounts-her-narrow-escape-from-a-violent-mob-inside-the-u-s-capitol>. Dr. McCarthy very much appreciates the sharing from the Student Services leadership at the beginning of this meeting. Often there are real challenges in balancing short-term solutions with long-term impacts. Creative solutions are complex, and he appreciates all the work of this team. This was a great representation and thanks to the Board for providing the opportunity. Evaluators from the Guided Pathways College Spark Grant were on campus last week. They walked away with a great impression with the level and energy and excitement that the RTC GP leaders exhibit. With the leadership of Vice Presidents Delaney and Gilmore English; Dr. Isadora Jiménez Hidalgo,

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Project Manager; Jawahir Ali and Marsha Dubuk, Pathway Coordinators; Camille Pomeroy, former Pathway Coordinator; and the 20 other faculty and deans who participated in the visit. Dr. McCarthy has most fun when visiting classes on campus, and enjoyed having his blood drawn in the Medical Assistant program. He continues to be impressed with the resilience of faculty and students and their commitment to high quality teaching and learning. He is appreciative of the work going into the ctcLink project, and glad we are starting early in order to take care of those requiring the most involvement. The creativity of Focus Fridays will be helpful for the institution and staff involved.

Equity – Dr. McCarthy sent communication today to the college regarding RTC’s Land Acknowledgment statement. Trustee Takamura asked had we shared with other tribes, and adding that the Duwamish is not federally funded. The Land Acknowledgment statement has not yet been shared widely yet, and is a work in progress. We will check with other tribes and work to incorporate any input they share. Dean Novotny has worked with Muckleshoot Tribe, and stated that CCP has a really strong partnership with the Muckleshoot, working with educators (curriculum is in place with a crosswalk to high school credits (HS21 program). We are still working with them through the pandemic. Instructor Lesmeister noted that there is tribal support through tribal communities for scholarships. Trustee Takamura advised that Claudia Kaufman is a great contact. Dean Carter also has a connection; the CNA program is offered at the Muckleshoot Tribal College. Dr. McCarthy noted that we have had meetings with interested parties on campus where we are looking at building up the Black History website and continuing to highlight this on an on-going basis. <https://www.rtc.edu/black-history-month>. This adds to all of our learning on campus. Kudos to Dr. Delaney in her weekly VPI update, highlighting important discussion on race and Black history. We recognized that the Independent Study space we provided during fall quarter was underutilized. This quarter we have expanded the space into a computer lab, and offering a larger space. The word is just getting out, and our hope is that this will provide an equitable opportunity for all students. A number of faculty & staff are participating this week in the virtual Achieving the Dream Conference. Hoping to get some of the material to share with others.

Finance & Growth – Dr. McCarthy noted that Vice President Rodriguez will be presenting results of our mid-year budget analysis shortly. Speaking to growth, an RTC team of ten people participated in WA/Aspen workshops centered on Equitable Guided Pathways toward post-graduation success and mobility out of low-wage work. Dr. McCarthy also had a 5-day Aspen New Presidents Fellowship session. This is strong equity work – equitable Guided Pathways with graduation success. Josh Wyner, Executive Director of the College Excellence Program at the Aspen Institute presented community colleges 3.0; 1.0 focused on access and getting students enrolled, 2.0 has focused on success and completion; now, 3.0 that it’s not just good enough to finish if it doesn’t help you in the long-run. It needs to go to post graduation success, transferring to BA degrees or strong emphasis on labor market success with family-sustaining wages and filling employer needs. This was a thorough review of advising, partnerships, and shared values we are invested in. We are

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excited about this work and having more time with the Board to discuss where we see ourselves now and moving forward. Dr. McCarthy noted a comment from a president in Illinois capturing the key insight that “students don’t care how much you know until they know you care.”

Accreditation – Dr. McCarthy noted that the self-imposed deadline is here. Dr. Delaney, Dr. Kim, and Dr. Wakefield have been doing much of the heavy lifting pulling all of this together. Our evaluation team has been identified and Dr. Delaney has been in touch with the team lead, and is working with NWCCU to organize everything. We are looking forward to the formal visit in April. She believes we are well positioned and feels very optimistic. We will set the schedule with Board members hopefully the day of the April Board meeting.

Dr. McCarthy advised the Board that the Tenure portfolios are ready for their review. Recommendations from Dr. McCarthy will be shared by the end of the week.

C. Administration/Finance

- 1) Mid-Year Budget Analysis – Vice President Rodriguez shared a mid-year budget analysis. The budget was analyzed after December revenues and expenditures had closed. We compared last year’s revenues and expenditures to this year’s through December. We found that this year we have collected approximately 83 percent (\$4.88M) of local revenues compared to last year (\$5.89M) through the same period, and that overall (with allocations included) we had received approximately 82 percent (\$29.45M) of total projected revenues. Last year we had received approximately 84 percent (\$30.10M) of actual revenues through December.

The level of expenditures this year were also less than last year. This year we had spent \$14.95M (42 percent) compared to last year at \$15.55M, or 44 percent of budget and 45 percent of year-end actuals.

Our analysis indicates that both revenues and expenditures will be lower this year than initially projected as follows:

Total revenues: \$34.32M (a \$1.66M decrease from the initial forecast)

Total expenditures: \$34.17M (a \$1.81M decrease from the initial budget projection)

Projected Net surplus: revenues – expenditures: 34.32M - \$34.17 = \$146K

This is a sound financial position for the year. However, as discussed when the FY21 budget was approved last fall, there are both significant one-time savings and one-time infusions of revenue at play that will need to be accounted for as we begin budget development for FY22.

- 2) Monthly Finance Report – Total revenues of \$21,411,697, plus \$1,596,173 in other applications of cash, amounted to \$23,007,870 through December. Total expenditures amounted to \$22,631,587. The net of \$23,007,870 - \$22,631,587 is \$376,283, which is

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also the increase from our starting cash balance of \$6,747,881 to our ending cash balance of \$7,124,163. Comparing this year's starting cash and ending cash through December with last year, last year we had increased the cash amount by \$407,883. This year we have increased it by \$376,283. This is an indication that we are underperforming compared to last year.

Areas that are underperforming compared to last year are the collection of tuition and fees and Food Services revenues. Tuition and fees are down \$276,940 from last year and Food Services are down \$730,962. Tuition and fees are down due to lower enrollments this year, and Food Services are down due to closures as a result of the ongoing pandemic.

As of the end of December, we had \$3,218,477 in investments (reserves), for a total cash and reserves balance of \$10,342,640. Looking at the historic cash balances graph, our cash and investments decreased slightly between November and December, similar to last year during that same period.

Dr. McCarthy noted the budget analysis shows that so far, we budgeted wisely. There is emphasize that one-time monies are having a significant influence on the budget and will so into the future. Following up on last month, we are still waiting both to receive the next round of Federal Funding CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act): Higher Education Emergency Relief Fund (HEERF II) and guidance for how it can be employed. We are beginning to track also what might be in the newest Federal legislation working its way through Congress. Early suggestions are that it could be substantial, but it all will depend on the flexibility we are given. AACC Vice President for Government Relations will be meeting with WACTC next Friday.

6. BOARD OF TRUSTEES

- A. New Trustees Onboarding Board Chair Unti noted that Trustee Page has done some excellent work on the written report prepared relative to New Trustee Onboarding. Trustee Page added that initially he and Trustee Entenman were planning to do this work, but Trustee/Representative Entenman is otherwise occupied with her duties as a state Representative. The Board of Trustees is distinct, and a new member becomes a member of this community. We need to step up the work by the Board and not expect the president to do it for them. Trustee Page wanted to draw upon the work done by the Education committee of ACT and suggest doing two things; add to our policy manual something that indicates the Board takes on this responsibility (a member of the board chosen to do so) as on-boarding liaison with the president's office and the person who would essentially involve taking the Trustee through the learning process. This would include connections with the Board Chair, president and a mentor. This will provide them the ability to participate fully by the time of their first meeting with the Board. The ramping up of knowledge is a prioritization of learning for about a year. Key elements will be laid out with the values we are striving to support through our actions being high on the list, equity, and student

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success. There has been a lot of time spent on these items, and they need to know to what we have been devoting ourselves. The draft document is the layout (or syllabus) then the next step is to attach resources; some will be conversation, some will be links to resources, but initially the sharing of our own learning as a Board continues. It's an organic process being absorbed so they can participate fully. Ultimately, we want to have this on-boarding process in place as a foundation. We need to agree to move forward on the drafting of a policy to vote on, then expand as a syllabus. Trustee Palmer thanked Trustee Page for this well written document, and with his tenure on the Board this really shows how much he understands, and thanked him for the overview and work needing to be done by the Board. Trustee Takamura requested the inclusion of working as a team, and questioned the clarity of the Trustee perspective and accountability. Trustee Page noted that this is with the explicit understanding that the Board constantly receive training toward this goal. Its good role modeling and commitment to training and education in these areas. This is a great element of the policy - no end point, but transition from agreeing, to making it happen. Board Chair Unti inquired as to what would work best to devote a concentrated effort. AAG John Clark confirmed that a study session or retreat could provide the opportunity to work out some details, or less than a quorum (2-trustees could work initially). Trustees Page and Palmer agreed to work out some draft policy language and then have a retreat or study session on it. March is tight with Tenure, and April is Accreditation. Maybe a retreat at the end of April, might allow Trustee Entenman's participation. Board Chair Unti added his appreciation for Trustee Page's work and using his expanded thinking from participation on the ACT DEI committee. We know from other Trustees that we have a valued and functional board.

- B. ACCT National Legislative Summit** The National Legislative Summit (NLS) was held February 8-10, 2021 as a virtual event. Board Chair Unti, Trustees Page and Palmer, and Dr. McCarthy attended. Trustee Palmer found many of the sessions to be valuable. Pell Grant funding is a big deal, wrap around services for students, and it was exciting to see Bezos' Child Care Center possibility in the Highlands Center. There is also a lot of work being done on workforce apprenticeships, and working with unions and business. Free college is still on the agenda. Dr. Jill Biden was a highlight – noting that Community Colleges are the most powerful engines of society. For profit colleges are doing better, because people are used to going there for hybrid learning. Board Chair Unti commented that keynote speaker Amy Walters was a wonderful speaker. She noted the tremendous tension around institutions – with parties wanting to either reform them or destroy them. The insurrection at the Capitol is an example of forces wanting to take down institutions. Defunding police was another example of broad tensions and what that means to different groups of people. Dr. Jill Biden adding that the Community College systems were the best kept secret, and now we know it is the pathway to the future. Speaker Nancy Pelosi talked about the Community College system being the key engine to the movement. Senator Patty Murray noting that it is now more important than ever to make our colleges whole, so we can find our way into a robust future. It was well worth the time to attend.

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- C. ACT Trustee Tuesday – Governance in the CTC System Board Chair Unti shared information from the ACT Trustee Tuesday session on January 16. This is monthly professional development offered by ACT that this month looked at the CTC Governance model. ACT, WACTC, SBCTC are each uniquely tasked with different responsibilities. The observation by Trustee Page was that 10 years ago, there was a great deal of tension between the three entities, and those three groups are now working in-sync, due to many presidents of Dr. McCarthy's generation being such great advocates. Board Chair Unti continually hears across the nation that the WA state system working as a cohesive body and individually in colleges is the best system in the nation. We are very fortunate.
- D. Foundation Liaison Report Trustee Page noted the anxiety of many Foundation Board members, and feeling out of touch due to the lack of ability to meet in person. He is planning to do some reaching out. Brenda Collins is doing a great job as president. There is hope for great support for the 80th Anniversary celebration at the Hyatt Water's Table on March 4. [Here are the options to pre-order or to make reservations](#) or, visit Waterstable.com to make a reservation.

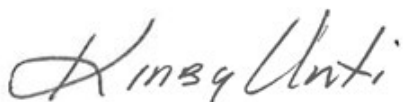
7. MEETINGS

- A. A special executive session meeting of the Board of Trustees is scheduled on March 10, 2021 at 2:00 p.m. for the purpose of reviewing Faculty Tenure candidates.
- B. The next regularly scheduled meeting of the Board of Trustees is scheduled on March 17, 2021. An executive session will begin at 2:00 p.m. prior to the meeting to accommodate further review of Faculty Tenure candidates.

Board Chair Unti commented on finding ways to connect and to help people. Zoom can be difficult. We are doing a great job, and the Board appreciates everyone's efforts.

8. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees' meeting at 5:20 p.m. Motion carried.



KIRBY UNTI, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College