



RENTON
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Board of Trustees – Special Board Meeting

Virtual Meeting - [Join Zoom Meeting](https://rtcedu.zoom.us/j/81204558721)

<https://rtcedu.zoom.us/j/81204558721>

January 20, 2021

3:00 P.M.

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.

2. ADOPTION OF MINUTES

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

- A. December 9, 2020 – Special Meeting

Trustee Page introduced a motion to approve the meeting minutes for the special meeting held on December 9, 2020 as presented. Trustee Palmer seconded, and the motion carried. Trustee Palmer abstained from the vote due to her absence from the December meeting.

3. COMMUNICATIONS

- A. Public Comments from the Audience Welding Instruction Geist commented that the workload is overwhelming. He noted the need to have support in instruction, to allow instructors to focus on students with the support of a lab-tech or workstudy to put materials away and fix things.

Stefan Carr, current MART student sent a written public comment with his concerns regarding the possible closure of the MART program.
- B. General Information/Introductions Associate Dean of Student Engagement and Retention Wade Parrott introduced our new Vetcorp Navigator, Levi Christianson. Mr. Christianson is enrolled in the Welding program and served in the United States Marine Corps for four years. In this part-time capacity, he will provide afternoon/evening customer service and support for our new and returning veteran students.
- C. Correspondence Correspondence was included in the Communications and Marketing report.
- D. Student Leadership Transforming Lives Scholar Lea-Janelle Hufana was unable to join the meeting. Michelle Iko, Student Leadership Program Manager, shared information about upcoming events. Black History Month will likely highlight Vice President Kamala Harris. Connor Moore shared information regarding online student engagement in remote environments, a cooking show, and plans for an art competition. They are helping students to get involved and provide some general support. An Hoang spoke about the Lunar New Year celebration and honoring Asian American culture. Ms. Iko closed with information

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about the Pet parade Zoom meeting. Board Chair Unti thanked Ms. Iko and students for fostering a spirit of caring. Trustee Palmer added her appreciation for the student report.

- E. Renton Federation of Teachers** RFT President Sheila May-Farley welcomed the Board to winter quarter (week 3), recalling the college's power outage the week before. Home power outages also have a lot of impact on our students. A reminder of how fragile and vulnerable our student population is. For faculty - COVID, gearing up for a new quarter, power outages, etc. continues to add to the impact. These distractions and news of budget concerns put us on edge about whether or not we are going to have jobs in the future. There is a real inequity and shift on the number of students showing up in our classrooms. She enjoys having a full classroom, but classrooms are not equal across the board. The number of students in courses is shifting, and ramping up or down has large impacts. Overall, as shared in our Town-hall meeting, prof-tech & gen-ed numbers have changed [gen-ed is up; prof-tech is down]. She noted that they will begin ramping up for bargaining, certainly understanding the unknowns in the future budget. There is a lot of interest about being active with state legislation, to show their passion and input to being the lifeline of supporting economic improvement. Their eyes are wide-open for any federal funding. Board Chair Unti thanked President May-Farley for her efforts to support students and faculty. There are real people behind the numbers and appreciates her bringing them to life. Trustee Palmer added her concerns for making sure funding is equitably distributed. Board Chair Unti wondered how many remember the visit from Vice President Joe Biden to our campus in 2014.
- F. Written (and video) Communication Reports** Trustee Page noted that he was unable to open the Student Services video report. Board Chair Unti noted his enthusiasm about the EAB Program, phase I scheduled to launch in April. Vice President Gilmore English added that it will allow targeted campaigns to student groups.

4. DISCUSSION/REPORTS

- A. CWU Partnership** Dr. Sarah Wakefield shared information regarding this partnership. The effort was started in 2019, during Vice President Reyna's time at the college. Some guiding principles were given by then-Lt. Governor Cyrus Habib. Because the Carpenter Apprenticeships are the largest, the focus was placed on them. This partnership provides an opportunity to obtain an AAS from RTC and move to the on-line based ITAM Project Management bachelors of applied science pathway through CWU. Dr. Wakefield negotiated 74 total transfer credits from the AAS degree. She credited Executive Dean Jackson for the extra work to renumber all of our carpenter courses. CWU waived the first year requirement, foreign language and up to 109 credits can transfer, at about \$60/credit. We are excited about this, and will encourage these students to enroll. Executive Dean Jackson added that we are getting lots of inquiries from other schools and apprenticeships. Trustee Page inquired as to what degree is obtained. It is a General Project Management – Business degree. How many apprentice students do we serve that this would apply to? Pre-

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COVID, about 600 per quarter. Trustee Palmer noted that this is great news. Aside from the Carpenters have we thought of ways to get this out to others (members of other unions)? We are still looking at ways to market this. Board Chair Unti thanked Dr. Wakefield for her hard work to bring this great program to life. Dr. McCarthy noted that the true success of this was significantly due to Dr. Wakefield's work. CWU is the institution that receives the credits and must approve them, but Dr. Wakefield took on all of this work. This is a good model and it is crucial to have the Bachelor's degree to follow. We are confident we've built something that will work for students. Trustee Page asked if this partnership arrangement provides us with the opportunity in the future to grow our own BAS. Dr. Wakefield responded that Central has the approved competency based model, and we were not sure we had the pipeline to fill it. The Board sees the inspiration for an RTC Team member go the extra mile to share incredible efforts on these types of projects. Dr. Wakefield's Innovation and time should be billed to CWU. This is an incubator experience that we can leverage as we forge ahead.

- B. Legislative Advocacy** Dr. McCarthy informed the Board that he, Rick Geist, RFT Legislative Representative, and RFT President Sheila May-Farley will be leading this effort again this year. Last year, our timing was pre-COVID and we had successful visits. This year we are going virtual, collaboratively and individually. Instructor Geist testified in the Senate on HB1094. Former Governor Locke also testified - he is a great advocate for the system. Overall we will see our enrollment numbers come back but need we will need funding for resources. Instructor Geist is also working with Nursing Instructor Amy Murray on messaging about faculty salary cuts. His foremost mission is to represent RTC. RFT President May-Farley noted that her focus is on the community not individuals. - Faculty will push together as a team for this very important cause. Board Chair Unti noted that voices from students really have an impact with legislative representatives. Dr. McCarthy noted that virtual meetings will provide more opportunities for others. We are working to schedule meetings in February, identifying dates and times on the 4th, 5th, 8th, 10th and 12th. Once schedules begin to come together, they will be shared with the Board, RFT Leadership and identified student leaders for availability to join the scheduled meetings. Instructor Geist thought Levi Christianson would be a perfect student to participate and share during these meetings. Dr. McCarthy noted that there are eleven districts, with many new representatives. As Trustee/Representative Entenman reflects, legislators truly do not understand our work. The Governor's budget is very stark in reductions of salary, with retroactive COLA reductions. These are drastic cuts. We've done a good job of adding money to the system with robust services. Instructor Geist mentioned enrollments are down, but headcounts are not down as far as FTE is concerned. We are the solution! Dr. McCarthy added that we are using an equity lens with policy work and this is also a state system effort, and we are there. Board Chair Unti agreed that RTC, Dr. McCarthy, Instructors Geist, and May-Farley are making good gains in Olympia, and agreed that **WE are the solution!**

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- C. President Dr. McCarthy noted that the part of the Governor’s budget we appreciate is the capital budget. We will definitely continue advocating for this, which would put us in the design phase of the health sciences building. We support buildings for our students, as well as students in the entire system. This is also good for carpenter’s apprentices to have jobs. We are supportive of the capital budget and we appreciate the investments related to racial equity, technology, and job-training. This is key for serving diverse students and our economic recovery, but we are pushing back on other portions of the Governor’s operating budget.

Today is a good day! We often say CTC’s are “democracy’s colleges”, and we, paraphrasing Ronald Reagan, recognize the transition of power as both normal and incredible (because it happens every four-years). Civic discussions are incredibly important. We look for some good bi-partisan legislation.

Winter brought a difficult start to the quarter – facing on-going uncertainty of COVID with positives for vaccines, but at the same time news of other variants. Students, faculty and staff face a lot of challenges. We are also a product of our society – events like the attack on the capital had deep effects on all of us. This is an emotional time, and hope that collectively we work on this on our campus. On top of that we had the local power outage and related issues to our IT systems and services. Everyone’s patience and flexibility in going through these times is very important.

Collaborative Relationships – Dr. McCarthy noted that all of our relationships have to be collaborative, it takes everyone working together. Instructor Geist shared frustrations of needing assistance, with WABO testing and other matters for which we are trying to find solutions. Enrollment continues to be down, but is much better and improving each quarter. We are down about eleven (11) percent compared to a year ago, and doing pretty well compared to some other schools. In the system, the two areas of study hit the hardest are prof-tech and CCP. These are uneven and a struggle at the same time. Enrollment increases have involved many different collaborative efforts. Another area in which we are working closely together is the development of the 2020-21 budget. We are also working on laying out what the process will be – one effort is to move the focus of the College Council to more of a planning council. We are fortunate to be able to join the Aspen Institute and Guided Pathways Playbook workshop series focused on successful post-completion employment outcomes. This requires us to have hard discussions and make hard decisions for programs that won’t have a place in our evolving economy. Headcount enrollment was down 13.8 percent from Fall 2019 to Fall 2020. Proportionally, most racial/ethnic group enrollments were fairly stable (but notable shifts among Hispanics and Whites). Comparing Fall 2020 to Fall 2019: Alaska Native is down from .25 percent to .06 percent; American Indian up from 1.9 percent to 2.1 percent; Asian up from 23.7 percent to 24 percent; Hispanic down from 13.2 percent to 7.7 percent; Hawaiian/Pacific Islander down from .72 percent to .64 percent; “other” race down from 10.4 percent to 9.2 percent; White up from 28.6 percent to 33 percent, and No Race reported up from 3.7

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percent to 4.1 percent. Looking more specifically at Hispanics in program areas, the biggest drop was in CCP from 22.2 percent to 13 percent. Also, prof-tech was down from 6.9 percent to 4.2 percent, while Transfer was down from 7.2 percent to 5.6 percent.

We will continue to work with the Board, faculty and staff on enrollment. Trustee Takamura inquired if we are we doing things in the greater community about budget discussions. Dr. McCarthy responded, not yet but that will happen as we begin to work within the communities.

Equity – Dr. McCarthy informed the Board that we continue to keep equity in the forefront of our minds. We have recently been involved in statewide Guided Pathway (GP) equity work, Achieving the Dream (AtD) webinars on leading with equity, WACTC equity, and ACT Trustees association work toward this goal. There is continued need to work on these matters at the college as well.

Finance & Growth – Dr. McCarthy reported that an all-college Town-Hall was held just prior to the Board meeting today, where Vice President Rodriguez led the college through a budget presentation using the presentation shared with the Board when the budget was approved, with some clarifications. For some it's really new. A key point is there is still uncertainty in projections, so how the legislature determines the funding, and allocation model will take a while to come together. Enrollment drops have affected tuition revenue. We will be close to the projection but contingencies were built-in. A mid-year report will be available at the February Board meeting. There has been a projected amount of CARES Act funding, but we are awaiting details of how it can be allocated. There are suggestions that it will be more flexible, but needs to be spent by end of calendar year. As we learn these details, Dr. McCarthy will keep the college informed. This is one-time funding. Some of the student money will be more flexible (to include DACA students). From an advocacy standpoint there is hope the WA legislature doesn't see the federal funding as a substitute for state funding. We will need to watch for this. Trustee Page sees the consequences of one-time money. We need to keep our organization operational and strong and need to link up potential students for the future. Helping make sure people see us as the bright future. This is some of the infrastructure and healthcare potential of the new administration's effort. We have social need jobs that don't pay well. Long-term care and private healthcare are necessary jobs that pay horribly. People get stuck in a dead-end position. Trustee Palmer inquired as to whether there has been an uptick in mental health appointments with our mental health counselors, and caring for many more students using this service. Vice President Gilmore English responded positively that they are steadily building their clientele. She is not specifically clear about numbers related to the January 6, event however. The Behavioral Health team hosts weekly mid-week breaks, providing a space for anyone wanting to connect or share space. Trustee Takamura would like to see a demographic breakdown of students using these services. Board Chair Unti thanked Dr. McCarthy for tying in the inauguration day and equitable justice in his reporting today.

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Accreditation – Dr. McCarthy reported that final input for the Accreditation written report is due to Dr. Wakefield on the 12th of February. Dr. Delaney shared news of who the visiting committee chair is, and positive reactions from others whom also experienced his work. We continue laying the ground work for a successful visit. Trustee Takamura asked if anything is needed from the Board. Dr. Delaney responded that meeting times will be arranged times for the Board to meet during the visit, but that will happen later. Our April Board meeting is the first day of our official visit, so perhaps we can schedule the board members visit during this time period.

D. Administration/Finance

Monthly Finance Report – Vice President Rodriguez shared the November reports. Total revenues of \$17,574,567, plus \$1,244,773 in other applications of cash, amounted to \$18,819,340 through November. Total expenditures amounted to \$17,995,250. The net of \$18,819,340 - \$17,995,250 is \$824,090, which is also the increase from our starting cash balance of \$6,747,881 to our ending cash balance of \$7,571,970. Comparing this year's starting cash and ending cash through November with last year, last year we had increased the cash amount by \$1,000,822. This year we have increased it by \$824,090. 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 \$653,846 from last year and Food Services are down \$607,005. Tuition and fees are down due to lower enrollments this year, and Food Services is down due to closures as a result of the ongoing pandemic.

As of the end of November, we had \$3,217,816 in investments (reserves), for a total cash and reserves balance of \$10,789,786. Looking at the historic cash balances graph, our cash and investments increased slightly between October and November, similar to last year during that same period.

5. TRUSTEES

- A. New Trustees Onboarding** Trustee Page is developing a document to share with the Board based on materials from the ACT education committee. This comes close to a syllabus for the education of a trustee; different categories of information are needed within the first month, three months, and for the first year. This includes where they might be able to get the information and what to expect. ACT has a very good start on it, though some sections are further along than others. The ACT DEI committee has now set up working groups, one of which is trustee onboarding. Trustee Page is serving on this committee. This will provide a good starting point for our own onboarding process. It calls upon individuals at each college to take the lead. This is a board responsibility, explicitly. When a new trustee is joining the board, the board needs to take on the responsibility and make sure they are fully prepared. That has tended to devolve to the president's office, but he wondered if this makes sense to other Board members. The Board should guide that process and take responsibility; there was concurrence amongst the Board on this. Trustee

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Page will continue to work with Trustee Entenman and will have a concrete document for the February meeting. The goal is to work together to develop a safe space in developing a healthy and solid board.

- B. ACCT National Legislative Summit – February 8-10, 2021 Virtual event. Board Chair Unti announced the event and inquired as to registration Interest from Board members. Trustees Page, Palmer and Unti expressed their interest in attending. Dr. McCarthy will also join them.
- C. ACT Trustee Tuesday – Carver Governance Model Trustee Palmer shared information from the ACT Trustee Tuesday session on 12/22/20. This is great work, and a good benefit of best practice. Trustee Palmer appreciated ACT’s creation of these events. The presenter on Policy governance was the CEO of Jackson College in Michigan. A portion of the presentation defined the “owners” and who’s who. One of the lines on the slide defines employees as persons working in trade for a defined benefit. As a labor representative, this didn’t sit well with Trustee Palmer. She will talk with ACT Director Kim Tanaka so this doesn’t creep into use in our CTC system. Board decisions are policy decisions and the board speaks with one voice. Board Chair Unti appreciates Trustee Palmer’s enthusiasm for reporting out about professional development and events.

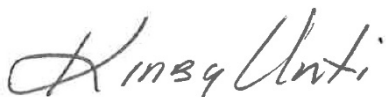
6. MEETINGS

- A. The next regular meeting of the Board of Trustees is scheduled February 17, 2021.
- B. There is a need to scheduling an additional Tenure Executive Session the week prior to the March meeting (week of March 8). Board Chair Unti asked that a Doodle Poll be sent to align calendars.

Board Chair Unti commented that this is hard work, our unity and the importance of it is important, and has brought the college through trying times and he appreciates the spirit of the day to day.

7. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees’ meeting at 5:13 pm. Motion carried.



KIRBY UNTI, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College