RTC RENTON TECHNICAL COLLEGE®

Board of Trustees – Special Board Meeting and Board Retreat **September 22, 2021**
Technology Resource Center (C-111)/Hybrid Zoom **8:00 A.M.**
Zoom Link - https://rtcedu.zoom.us/j/84736161296 or telephone +1 253 215 8782 US (Tacoma)

MEETING MINUTES

I. BOARD RETREAT – PART I

1. Dr. Tia Brown McNair was invited to work with the Board and executive leadership in Equity, Diversity and Inclusion work toward succession planning for the college. Dr. McNair shared a slide presentation, and focused on the top three most significant challenges for Higher Education Institutions: 1) Financial constraints, 2) Recognizing and overcoming persistent inequities, and 3) Capacity-building for institutional change/transformation. Guiding questions were developed for engagement during the session.

II. SPECIAL BOARD MEETING

1. CALL TO ORDER

The meeting was called to order at 10:30 a.m. by Board Chair Kirby Unti. A notation of quorum was made, and the RTC Land Acknowledgement was read. Board Chair Unti called for a moment of silence, in honor of Michelle Iko and acknowledgement of her service to the college – her incredible gift to us all.

2. ADOPTION OF MINUTES

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

A. June 16, 2021 – Special Meeting

Trustee Entenman introduced a motion to approve the meeting minutes for the special meeting held on June 16, 2021 as presented. Trustee Page seconded, and the motion carried.

B. July 12, 2021 – Special Meeting

Trustee Page introduced a motion to approve the meeting minutes for the special meeting held on July 12, 2021 as presented. Trustee Entenman seconded, and the motion carried.

C. August 16, 2021 – Special Meeting

Trustee Entenman introduced a motion to approve the meeting minutes for the special meetings held on August 16, 2021 as presented. Trustee Takamura seconded, and the motion carried.

3. COMMUNICATIONS

A. General Information/Introductions Dr. McCarthy took the opportunity to formally welcomed CTS Executive Director Jay Mayer. Mr. Mayer comes to RTC from Seattle Colleges, and hit the ground drowning over the summer.

B. Correspondence Correspondence with respective links were included in the Communications and Marketing monthly report. Board Chair Unti gave a shout out to Katherine Hedland Hansen for the raised profile via Marketing and Communications efforts.

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

D. Renton Federation of Teachers RFT President Donna Maher introduced herself, and informed the Board that because the first formal e-board meeting had not yet taken place, she didn't have much of a report. RFT President Maher is a Tenured faculty member of the medical office programs. This program includes everything from medical terminology, office 365, and medical coding. She complimented last week's in-service and the wide-array of opportunities including the DEI session with Erin Jones. She noted that the Board was meeting in a Flex classroom model, which should give a good look of the student opportunity. She is looking forward to growing the future connection with the Board.

E. Written Communication Reports There were no comments or questions about the written communication reports. Board Chair Unti shared his delight of the work completed over the summer, which was very evident in the reports.

Dr. McCarthy noted that there was no formal report from ASG on the agenda, since this was the first week of classes, however Mr. Wade Parrot and Connor Moore were on the call and invited them to share any information they might have. Mr. Parrot informed the Board of Michelle Iko's Memorial service scheduled on Thursday, October 7 from 4:00 pm - 5:30 pm at the Alliance Bible Church located at 19320 SE 240th St, Covington, WA 98042. There will also a college memorial to honor Michelle on campus, which is still in the planning process. Mr. Moore informed the Board that the ASG executive board will continue to operate and were having a meeting today. Board Chair Unti thanked Mr. Parrot and Mr. Moore for their leadership and acknowledged that the Board considers ASG as one of the college's successes.

Trustee Page requested additional clarification on capital projects. We have received predesign/design money for health sciences. We have also started the process (PRR) for our next building which will be a replacement for Building A. The new proposal is a trades building which will consists of welding, aerospace machining, mechatronics, and commercial building engineering. We will likely request the max square footage of 75K. The proposal for the trades building is due in Dec. to SBCTC. Hopefully we will receive pre-design funds in 23-25. The proposed location according to the master plan for the new trades building is where Bldg. B is currently standing. KM – those are the programs we have now and will look into the future to have flexibility for new programs (next 6 years). New architect on this project.

4. ACTION

A. Transforming Lives Committee Selection

Trustees Page and Takamura volunteered to serve on this sub-committee. The award criteria established by ACT for the Transforming Lives scholarship award and the RTC timeline will be sent to the sub-committee.

B. Policy Review Committee Selection (Sections 1 and 2 in October)

Dr. McCarthy reminded the Board that section one will be deleted, as we no longer have core themes, so the review will be for section two only. Trustees Entenman and Unti volunteered for this sub-committee. A Word version of the policies will be shared to allow for suggested modifications.

C. Board Liaison Open Positions

1. Secondary Legislative Action Committee (LAC) – Trustee Takamura volunteered to serve as the RTC Secondary LAC representative.
2. RTC Foundation Liaison – beginning in October 2021 – Trustee Page agreed to continue serving as the RTC Foundation Liaison on behalf of the Board.
3. RTC Advisory Committee – Dr. McCarthy informed the Board that he is still looking at rebooting this Advisory committee, within the next month or two. A new member from Microsoft Philanthropies has recently been recruited. Board Chair Unti volunteered to serve as the Advisory Board liaison once it is re-established.

D. ACCT Voting Delegate – Trustees Entenman and Unti will be attending the ACCT conference. Trustee Entenman volunteered to serve this role, and will register as the RTC Voting Delegate upon arrival at the conference.

5. DISCUSSION/REPORTS

A. President's Report

Dr. McCarthy reported briefly on a few of his goals, skipping Accreditation as that immediate goal was effectively achieved.

Collaborative Relationships – This has been a great focus of goals with the Board over the last two-years. The college and the last two-years have been too complex not to do so. This year will have both challenges and opportunities. The written and video reporting from our cabinet members show great collaborative relationships within their divisions and collectively. A large area of focus has been COVID and adapting to the various mandates as they have changed. As a reminder of the basic policy, in July we determined we would be a fully-vaccinated campus, meaning everyone would be fully-vaccinated or request one of three exemption options. Since then, the Governor has mandated that all employees be vaccinated, whether working on or off-campus, and he also removed the philosophical exemption. The HR department is greatly involved with SBCTC, OFM, and the AAG's office – not without challenges of clear interpretation. We are doing well in the employee category of vaccinations. Some staff may choose to leave, even though we would hope this does not happen. October 18 is the current deadline. Vice President Hogan has sent the gentle nudge to those that have not yet responded, and is now working on student workers, ASG leaders and LRCC tutors. The challenge of exemptions is interesting. Trustee Takamura thanked Vice President Hogan for taking the lead on this. Vice President Hogan responded that this is a great learning opportunity! On the student side, the major change was students on campus must be vaccinated or claim an exemption, and the interpretation at RTC is that we are requesting attestations from ALL students. Information from the Governor's office came out late, so we've been messaging for five weeks about student attestations, but responses in the first four weeks were slim. This has involved a lot of work from communications and marketing, CTS, security, and cabinet. Security Director Vielbig has recorded his voice for Robo-calls to students, adding that personal touch so it doesn't feel like a scam. Following up on the data is a bit of a challenge. The ctcLink switch will be better for this. We have about 1800 student attestations; running about 70 percent vaccinated. In checking the King County website today, south King County was running at 72 percent vaccinated (in the county overall, 79.6 percent have completed vaccinations). The 20-29 age group represents the worst age group in the Renton and Kent regions of the county (53-57 percent). Universities are over 90%. We are working to keep the strong mask mandate, and discussed with faculty their need to keep this enforced. It is tough, but the smart thing to do. Dr. McCarthy is on the Higher Ed Reopening Group committee. The universities report that the most trepidation has been faculty, but as the semester began (five weeks in), they have settled in. Regarding students, we have between 400-700 on campus students on different days of the week. Dr. McCarthy shared his delight to see humanity back to campus. We need to stay smart and look at the positives that we've put in place to stay safe. IR is now working on a database to pull all this data together, with the assistance of VP Jackson, Executive Director Hansen, Director Vielbig and Executive Director Mayer. The vaccination clinic is in place, on Tuesdays each week, but has not been heavily used. We have increased our on-line presence. Dr. Delaney advised that students enrolled in Flex allows flexibility to students to be on or off campus at their choice, and will be an added bonus in the event of an additional surge. There were questions earlier today about campus culture – this is an opportunity to redefine ourselves and our culture. The message continues to be this is risk-management, hoping to mitigate it the best possible and provide a good education for students. Financial Aid is using some Federal funds to assist where drops for non-payment could get in the way. As of Monday, we were at 105 percent and tuition paying is at 109 percent in enrollment – we are softer in general education programs.

Questions about the nursing program status have caused a dip in general education programs. CCP enrollment is still occurring Right now, we look better than predicted. Dr. McCarthy spoke with Donna Maher and Rick Geist during their first check-in meeting about inquiring on the decisions of why people are choosing to attend now. There are great job opportunities available. The Instruction team is looking at upskilling. We are appreciative that we are building our capacity in IR. Trustee Takamura inquired if the same trends are reflected at other institutions. Dr. McCarthy responded, yes – although CCP enrollment is stronger at RTC than all others. Last year, we had people attend from out of state. He further shared that we started the quarter with irony – no internet for a couple hours on Monday, but the CTS group is working through that. The ctcLink project has taken tons of time, and by nature the work is unevenly distributed. This is a system issue, but we believe that we have been doing a good job of adding backfill positions to assist. It is basically uncompensated work. ctcLink audits our status and we continue to be "green light" – but it is making people tired. The uncertainties of COVID, workload, and stress causes the need to pause and continue giving grace. Most people will say that each deployment group finds it a little less cumbersome because SBCTC has learned some things. There are still some major issues, lingering and on-going issues. VP Jackson noted that tuition and revenue is kept in Campus Solutions (CS) pillar and the CS and Finance pillars don't cross, so that is problematic. We need to be creative. He is concerned about the ability of pulling financial data. ctcLink Project Lead Lia Homeister shared that much has changed from the first three waves, DG4 was the first wave that went through fairly well. There will be constant adjustments and improvements that will happen. Change is so different – some will be better, some worse. Until schools are in it, it is hard to adjust. Dr. McCarthy added that we are very lucky to have Ms. Homeister as the project manager on ctcLink. Trustee Page inquired as to the stability of the SBCTC ctcLink staff. Vice President Jackson responded positively, adding that additional staff has been added. There is a dedicated project team to those not yet live, and one in-house support team for those already live. We might lose some key members, which causes concern. We will continue doing the best we can. Dr. McCarthy added that during the design of the Trades building, collaborative relationships will be extremely important to pull teams together. Trustee Takamura suggested bringing in community on these teams. Dr. McCarthy also added that to we are working on the sound system in the cafeteria!

Equity – Dr. McCarthy noted that it was great to have Erin Jones as the keynote speaker for the Fall Kick-off this year. The first session drew 210 attendees and then 148 continued on for the second session of DEI focus. We will continue these discussions and sessions with Ms. Jones quarterly. The future focus is on the three stages of equity, but we will work with her as well on grading, and looking at data in equity work. Board Chair Unti stated that on behalf of the Board, the leadership at RTC has our deep appreciation in facing these challenges and still finding ways to keep forging ahead!

B. Presidential Search Update – Vice President Hogan noted that in this past month, she has truly appreciated the team that she works with. There are many people supporting her and the HR team. A huge shout-out to Michelle Canzano for her work and support with the application for the search committee to use. There was a bit of slow-down due to vaccinations requirements. The application deadline for the search committee is October 4. The Board should be promoting a community representative. VP Hogan added that today's meeting with Dr. McNair was fabulous. As the Board looks at the job description in October, please work to incorporate that we are an equity focused institution and also looking for some style, as well. We will be working with Associate Dean of Student Engagement and Retention Wade Parrot and ASG leader Connor Moore for a student representative. VP Hogan will provide a lot of this next month. Trustee Takamura inquired about the process to use in recruiting a community representative. VP Hogan suggested whatever the Board prefers can work. Maybe a follow-up of why they want to serve and what will they bring to the process. It will be important that Board members engage what it means to serve on this committee. Trustee Takakura's preference would be to be behind the scenes on the process – provide a name to VP Hogan and let her vet them. We want the committee to serve the campus well. Inclusion of the community increases community ownership. A question to community members might be, how do they value the college and what is it they look for in leadership. We want to be very transparent, but extremely confidential until they have been notified as finalists and posted on the website – then it's game on – exposure to community on campus and externally.

C. Budget Update Vice President Jackson shared information with the Board on the Year-End Financials.

Total revenues of $50.12M, plus $1.39M in other applications of cash, amounted to $51.51M through June 2021. Total expenditures amounted to $48.86M. The net of $50.12M - $48.86M is $1.26M, which is also the increase from our starting cash balance of $6.75M to our ending cash balance of $9.41M. Comparing this year's starting cash and ending cash through June with last year, last year we had increased the cash amount by $2.66M through the same period. This increase was only due to the federal HEERF funds as well as the GEERS funds that we received. Without this financial help, we would not have been able to add as much to our reserves.

Areas that are significantly underperforming compared to last year are the collection of Food Services revenues and tuition and fees. Food Services are down $799K. Services are down due to closures as a result of the ongoing pandemic. Tuition and fees are down $498K due to lower enrollments through for the academic year.

At the end of June, we had $3.22M in investments (reserves), for a total cash and reserves balance of $12.62M.

IV. BOARD RETREAT – PART II

1. BOARD AND TRANSFORMING LIVES SCHOLARSHIP DONATIONS

Board Chair Unti noted his encouragement for Board members to donate to the Foundation for these scholarships; $500 Board Scholarship and $50 Transforming Lives Scholarship.

2. FY21 BOARD SELF-EVALUATION

Board Chair Unti led the Board through the review and discussion of their annual Board self-evaluation.

3. PRESIDENT'S FY22 DRAFT GOALS

Dr. McCarthy's established goals for FY22:

1. Collaborative Relationships
2. Equity
3. Succession Planning
4. Financial Stewardship (emphasis of Scott/Jewett Gift)

4. FY22 BOARD GOALS

The Board of Trustees established FY22 goals:

1. Succession
2. Onboarding
3. Create a Board Dashboard

A. Activities/Priorities/Study Sessions

The Board would like to re-establish program Field trips during FY22 and schedule a mid-year retreat.

5. BOARD MEETING FORMAT DISCUSSION

A. Draft 2022 Board Meeting Calendar for Review/Discussion

Board Chair Unti requested that Board members review the draft calendar for conflicts. The draft calendar will be presented for approval at the October 20, 2021 Board meeting.

B. Board Chair Unti offered a suggestion of using a survey to the Board, immediately following a board meeting, to allow for reflection. A mid-year retreat was also suggested.

6. EXECUTIVE SESSION

No executive session was held.

7. **EXECUTIVE SESSION ACTION**

   No executive action was taken.

8. **MEETINGS**

   The next regular meeting is scheduled October 20, 2021.

9. **ADJOURNMENT**

   There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees' meeting and retreat at 3:04 p.m. Motion carried.

Kirby Unti

KIRBY UNTI, Board Chair
Board of Trustees

Kevin D. McCarthy

KEVIN D. MCCARTHY, President
Renton Technical College