RENTON TECHNICAL COLLEGE®

Board of Trustees – Special Board Meeting **October 20, 2021**
Virtual Meeting – Join Zoom Meeting **3:00 P.M.**
https://rtcedu.zoom.us/j/89850512354

MEETING MINUTES

SPECIAL BOARD MEETING

1. **CALL TO ORDER**

   The meeting was called to order at 3:00 p.m. by Board Chair Kirby Unti. A notation of quorum was made. Board Chair Unti shared the RTC Land acknowledgement, and referenced the recognition for this during the September faculty in-service.

2. **ADOPTION OF MINUTES**

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

   A. September 22, 2021 – Special Meeting/Retreat

   Trustee Page introduced a motion to approve the meeting minutes for the special meeting held on September 22, 2021 as presented. Trustee Takamura seconded, and the motion carried.

3. **COMMUNICATIONS**

   A. General Information/Introductions Dr. McCarthy introduced RTC's new LRCC Director Lisa Sandoval. Ms. Sandoval thanked Dr. McCarthy for the introduction and for welcoming her to RTC. Board Chair Unti complimented the work done in the LRCC, noting the more we can do in this type of setting, the more successful students will be.

   B. Correspondence Board correspondence has been linked as part of the Communications and Marketing report.

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

   D. Associated Student Government Associate Dean of Student Engagement and Retention Wade Parrott shared the work done in ASG since Ms. Iko's passing. New Student Orientations occurred on September 14 and 16. Invitations were sent to roughly 631 new students to attend. 384 students attended. A zoom poll was initiated to assist with questions. They began with the Guided Pathways framework, so students are aware of the process. Mr. Parrot thanked CCP staff for their collaborative work. *Handshake* has been implemented to help new students. Handshake is RTC's new online career platform. A virtual tour of campus and thorough walkthrough of daily health attestation and vaccination attestation were also included. Looking at the future, there are plans for a unified presentation and some additional time for questions. Interim Student Leadership Lead Connor Moore shared information about the work to include student participation on campus committees; tenure, presidential search, executive team, ASG senate, student ambassadors, and PTK honor society. ASG has secured funding in the amount of $6,500 to assist the RTC Foundation with the Book and Equip grants (up to $500 per applicant). Additional funding is also available in the form of gas and grocery gift cards (up to $300 each). These barriers can have huge effects on retention issues. Student Victoria Woodenlegs shared information about student activities: Gentle Yoga (6 sessions), a Native American speaker in November for Native American Heritage month, and virtual Halloween movie trivia. Board Chair Unti reminded students how important their voices are, and how students are leading the way when it comes to DEI. Trustee Page further advocated for student voices in legislative advocacy with fellow students across the state. Mr. Moore noted that they are connecting with CUSP, and student legislative groups. This is a topic that sparked his interest early upon his arrival to RTC. Board Chair Unti encouraged students to continue these wonderful things.

E. Renton Federation of Teachers RFT President Donna Maher informed the Board that they are working with administration on shared governance issues, specifically what counts for faculty and adjunct participation. They are also looking at programs of the future at RTC. When Dr. Delaney said two of thirty-nine programs had growth potential over next five-ten years, the RFT union felt some pressure in projecting forward, for both current and future programs. The need to continue to meet industry standards is also very pertinent. If program standards change for the industry, RTC and instructors need to be prepared. There was a ctcLink presentation shared today at the all-college town-hall, and unfortunately for most, it is still an unknown. Tales of problems have been shared throughout the system, and there are hopes all that will be worked out by the time we convert. There will be a lot of transition that could cause problems; payroll, benefits, etc. If adjunct faculty hours are not tracked, it will negatively impact their benefits. RFT will continue to work with administration on these topics.

F. Written Communication Reports Board Chair Unti continues to be wowed by the information the Board receives each month. The content is very vital. He is excited to see the framework in place for the dashboard. Such incredible work being done in the library, and the vetting of valid information is incredible and valuable. Trustee Page added that it is great to see a dashboard coming into place with real data. This will be something to study and explore. Good training on the dashboard will be necessary as well. Dr. McCarthy added that a straw dashboard for the Board is in development and will be shared within the next few months.

4. ACTION

A. 2022 Board Meeting Calendar

The draft 2022 Board meeting calendar was submitted for approval. Dr. McCarthy shared information regarding adding quarterly study sessions for tours on campus, program presentations, and dashboards.

Trustee Page introduced a motion to approve the draft 2022 Board Meeting Calendar as presented. Trustee Takamura seconded, and the motion carried.

B. Transforming Lives Scholarship Award

Trustees Takamura and Page noted their work as a sub-committee to review and recommend a selection of the ACT Transforming Lives scholarship essays received for consideration. It was great to see essays from students in different programs this year, and essays that included specific people who have made a difference in their lives. The committee recommends essay number three (3). This student is in the Land Surveying program and is an older student who has previously tried other things before landing at RTC, and this is fulfilling this person's dreams. This is true transformation in this person's life. The difference that a scholarship can make is tremendous. This student is identified as Gabriella Cotogna. The other essays received were from students in the Accounting and Aerospace Technology programs. This is a real shout-out to our faculty for connecting and inspiring these students.

Trustee Entenman introduced a motion to award the RTC Transforming Lives Scholarship award to essay number three (3), Gabriella Cotogna of the Land Surveying Program. Trustee Unti seconded, and the motion carried.

Trustee Page further noted the concern of fewer essays received. Vice President Gilmore English shared the processes established with assistance from student counselors, and additional factors of the start of the quarter and the passing of Michelle Iko. Di Beers added that the timing established by the ACT organization includes enough time for the ACT committee to select, and produce a bound book of scholars selected from each college, prior to the January Scholarship dinner. Trustee Page indicated he would be happy to inquire with ACT staff about relaxing the timeline, and perhaps a bound book of scholars might be less important than receiving them in the form of an electronic document.

C. Board Policy Review

Trustees Unti and Entenman formed a sub-committee to review the recommended Board policies sections 1 - Core Themes and 2 - Executive Limitations. It was noted by Board Chair Unti that the Policy manual is done well, particularly in section two. Because we no longer have Core Themes, most of section one will be deleted. A suggestion in the vision might be to add Renton Technical College will be a locally, regionally, and nationally recognized *leader in Diversity, Equity and Inclusion for the purpose of* improving lives and inspiring lifelong learning. Bringing this into the vision statement is what we want to be recognized for. This impacts students and life-long learning. Board Chair Unti noted that this is not an action item today, but to encourage more conversation in the future. He added that he is more convinced that our ctc system will be the moral compass due to our strong work in DEI and that our middle name is community. Trustee Entenman noted that this is not a fad, but is really a road-map to what we want to be in a college. If we see it, it will remind us and will make it clearer in the path we want to take to achieve student success. Dr. McCarthy noted that the vision statement comes from the strategic planning process. The current plan sunsets at the end of June 2022. As part of our succession planning, perhaps we don't do a full five-year plan, but instead a bridge plan for two-years that will allow us to narrow the focus in this time of transition. This will also give us a time to review the vision statement. He also noted that the first year of a presidency is not the best year to engage in setting a new strategic plan. In limited fashion we can look at the vision and a narrower scope of the strategic plan. Trustee Page recalls the Board adoption of the new vision statement. It is visionary, and the term DEI has almost become a catch phrase, but can appreciate Trustee Entenman's points of how important this is and communicates this to help people further their understanding of the Board. He also noted that the same questions were on the table when SBCTC chose to change their vision statement. In terms of how this promotes a more equitable opportunity, reversing trends of leaving people out and behind. We want the vision to inspire. Board Chair Unti added that the struggle is how do we embed in the culture of RTC, the deep yearning and hunger for a greater sense of justice, and dismantling white supremacy. He concurred with Dr. McCarthy's suggestion and looks forward to working on the two-year bridge strategic plan.

In Executive Limitations, EL4 a suggested change is submitted for the first paragraph of purpose, to read - With respect to the actual, ongoing financial condition and activities, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities *while demonstrating how the budget reflects RTC's commitment to Diversity, Equity and Inclusion.* The attempt is to say our budget needs to reflect the priorities. How we spend our money says a great deal. Dr. McCarthy added that the key points are that through the governance model, the board is essentially giving authority to the president to implement. It is the place where the Board identifies the expectations. There are a few areas that are truly limited, i.e., granting tenure and ratifying contracts still belong to the Board. AAG John Clark noted the duties and powers of the Board can be delegated or assigned to a designee. Every college handles it a little differently. Dr. McCarthy noted that the additions suggested by Board Chair Unti make great sense as the means for a policy board to put this commitment into place. It is great to tie it to the budget to show value. The fiduciary responsibility and stewardship are of interest of the leadership at the college. Next, Trustee Takamura inquired if the executive limitations section approaches the "no-surprise" rule. Board Chair Unti believes it telegraphs that, and we want to ensure it's covered. Board Chair Unti added that he is expecting that potential presidential candidates will be reviewing these Board policies. Dr. McCarthy believes the conversation is covered in EL8 – items 1 and 2. Accordingly, the President will:

1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
2. Inform the Board Chair of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, including changes in the assumptions upon which any Board policy has been established

Board Chair Unti wants to let this marinate before wordsmithing the policy. Trustee Page noted that conversely, there will be new members of the board in the future. This needs to be defining the work and mutual obligation with the president.

In EL8 – item 7, the question of a consent agenda was discussed. The college has not used this practice. AAG John Clark suggested that it can remain in the policy or be removed, without a legal implication. It is suggested that these items be added to the November Board agenda for action.

The next scheduled policy review will be Section 3: Governance Process in February, 2022. Board Chair Unti and Trustee Page have volunteered to review this section.

5. DISCUSSION/REPORTS

A. Presidential Search

Vice President Hogan presented three items to the Board. The timeline was shared, noting that it is becoming more compressed as we move forward. The job profile, and search and committee members are additional items for discussion. She continues working behind the scenes for other materials with Communications and Marketing for marketing this position. Board Chair Unti thanked VP Hogan for the timeline, and feels the pressure just looking at it. The profile hasn't changed much but has been enhanced in advancing our equity and inclusion initiatives. Elements of equity were added throughout. There was discussion about modifications to the profile. Trustee Takamura identified that the president and the Board have a unique relationship, that is highly collaborative based the Board governance model. VP Hogan will work to incorporate the suggested changes. The Board agreed to approve the profile in general with the additional suggestions.

Committee nominations and search committee applications are to be discussed in executive session. It is regrettable that there is not much representation from the classified groups. VP Hogan noted that many in these groups are doing a lot of heavy lifting in ctcLink. There was notice from the VP of AFT classified indicating there may be two other people, but there is no specific nomination for consideration at this time.

EXECUTIVE SESSION

Board Chair Unti called for an executive session at 4:40 p.m. for 30 minutes to review the performance of public employees. At 5:10 p.m. the executive session was extended 15 minutes, and further extended for an additional 10 minutes at 5:25 p.m. The Board returned to regular session at 5:35 p.m.

DISCUSSION AND POTENTIAL ACTION ON PRESIDENT SEARCH COMMITTEE

Following return to regular session, the following action was taken.

President's Profile

Trustee Takamura introduced a motion to approve the presidential profile with the suggested editorial changes. Trustee Entenman seconded, and the motion carried. VP Hogan will make the recommended changes.

Search Committee

Trustee Page introduced a motion to approve the presidential search committee (as shown below) and to add RTCF Executive Director Shaw to the advisory position of the search committee. Trustee Takamura seconded, and the motion carried.

Trustee Page further explained that Executive Director Shaw would be the best voice as an advisory member. She has strong relationships with constituency groups and would serve this committee well.

Board Chair Unti noted his appreciation to VP Hogan for her work and keeping the Board on track.

Constituency Group	Number of Representatives	Nomination
Students	1	Victoria Woodenlegs
Faculty	3 (2 from RFT, 1 at-large)	Camille Pomeroy Rick Geist Sarah Hoaglin
Classified employees	3 (from each bargaining unit)	Prof Tech – None WFSE – Keyth Sokol AFT – TBD
Exempt employees	3 (at-large)	Stephanie Delaney Warren Takata Eugene Shen
DEI Council Member	1	Huma Mohibullah
Foundation Board	1	June Stacey-Clemmons

Community Member	1 (recruited by Board)	Peter Aiau
Advisory Board Member	1 (recruited by Board)	Carrie Shaw
Ex-officio – Board of	1	Debra Entenman
Ex-officio – Campus	1 Liaison (HR)between	Lesley Hogan
Total	**13 + 2 Ex-Officio**	

B. Administration/Finance

1. **Monthly Finance Report** – Vice President Jackson shared the financial information for the month.

   For month ending August, we were about 17 percent through the year. Revenue collection is about 22 percent so we are trending up. Revenues are up about $1.5M compared to this time last year. Most of this increase is due to the scholarships and student loan awards to students, $757k. As well as the moving of two state allocations, BEdA master grant and EL Civics, into the grant's category, $638k.

   Tuition and fees are also up compared to this time last year, $100k. Our tuition and fee collection increase, mimics what we are seeing in our enrollment trends as well. However, our tuition and fee collection are still well below our enrollment/tuition/fees prior to the pandemic 2019-20.

   Expenses are about 19 percent. Expenses are up due to financial aid awards, $375k, as well as the pandemic stipends, $424k.

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

   Board Chair Unti thanked VP Jackson for his report, adding that the inclusion of the narrative in the Board materials was appreciated.

C. President's Report

Dr. McCarthy provided a presidential report.

Collaborative Relationships – Dr. McCarthy shared his pleasure with today's earlier all-college town-hall meeting with 193 participants; a great investment by the college employees. He reminded everyone that relationships are crucial and that students don't care what you know until they know you care. Another key to collaboration is communication. These are tense times, that challenge all of us, so in our communication, let each of us lead with inquiry rather than accusation. A ctcLink project presentation was included in the town-hall agenda. Lia Homeister is doing a great job as our project manager, as well as the many subject matter experts. They have all been putting in great work, which is sincerely appreciated. It was shared today in the ctcLink presentation, that we will be ending the bulk of our purchasing in January rather than early May, just one example of upcoming changes due to ctcLink migration. This endurance test will keep going, as this continues. We've also been dealing with compliance to the Governor's vaccine mandate. Dr. McCarthy shared gracious thanks to Vice President Hogan and the HR team: Sally Allen, Nancy Medbury, Soha Qassis, Alex Vinson and Cindy Leggett, for their fantastic work. Their compassion and discretion to implement this mandate on top of some very active hiring deserves our recognition! The campus staff and faculty are about 95 percent vaccinated, with some accommodations, and a handful of separations. Student verifications have been a challenge, but we continue working on this status. There will be a hold on winter/spring registration until they attest appropriately. Dr. McCarthy shared information about recovering enrollment from last year, although still shows evidence of fragility. Most colleges are down 5-14 percent from last year. VP Jackson noted that RTC's enrollment increase is 106 percent, and we are one of the very few who have increased enrollment. Vaccine holds on registration could cause some disruption to enrollment and its fragile status.

Equity – Dr. McCarthy joined the DEIC meeting last week. There was great attendance, many of whom may have been inspired by the opening week address with Erin Jones. DEI in conjunction with the Learning Council is exploring equitable grading, and they are developing a common reading. We continue to explore the DEI leader at the cabinet level. The key point is it is an institutional position, and not a one-person role, and needs support. Erin Jones will be continuing professional development with the campus, in a 3-part series "Three Stages of Equity" in person and Zoom. The first session is scheduled this Friday.

Succession Planning – A key point of succession planning is the presidential search. Generally, Dr. McCarthy noted we frame issues as institutional in the long-run, and not dependent on the transition. Staff and faculty are shifting some schedules to be available for the process. We are also talking already about budget processes beginning in November.

Financial Stewardship – Dr. McCarthy noted that financial stewardship has been assisted by the federal government stimulus. Reports from D.C. looks like free college will likely not happen. However, the state legislature has stepped up for institutions and for the WA College Grant. From a personal perspective, anything that can support childcare or early learning will also have great impacts on our enrollment. The foundation of our strength will give us a good basis to move forward in employing the Scott/Jewett gift. Stewardship can enhance our mission and vision. A main question would be do we spend over a short period of time or maintain principle over a longer-period of time. We are not in a position of maintaining a long-term endowment with a range of spending $212-248K/year. Dr. McCarthy believes we need to grow capacity. Trustee Page added that this can be a game changer for us in terms of strategic initiatives, and endowments provide a low yield. Suggesting to probably spend at least $2M within the next two-years, funding some initiatives or positions. Be smart, but be BIG. It is unrestricted, but received for certain things.

6. **TRUSTEES**

   A. ACCT Leadership Congress Report Out

   Board Chair Unti noted the privilege of attending the ACCT Leadership conference makes him continuously proud of RTC and meeting our student needs and student success. The conference focus was on DEI, and invited comments from Trustee Entenman. Events attended by Trustee Entenman included a presentation from EVCC where they talked about innovation and hopes for some application at our college. She enjoyed most that we seem to focus and move in a way that DEI isn't just something we say, we are intentional about doing it, and agreed that for most events, most were really trying to walk the talk in the focus. She furthered her intent to sit with people she does not know at sessions. Board Chair Unti enjoyed learning our history, and in much a way grounded in truth. The opening speaker, Dr. William B. Harvey was wonderful – sharing a narrative in story-telling fashion, dismantling incorrect history, yet in a hopeful way. A need to recommit as a community and an institution to be clear about our history. RTC has benefited from Dr. McCarthy's leadership in his background. Another speaker was Nicole Lynn Lewis, the author of the book *Pregnant Girl: A story of Teen Motherhood, College, and Creating a Better Future for Young Families*. Only two-percent of teen mothers go onto a professional pathway. A high percentage of our students are parents and the book is a great read. The more we can be very robust in the way we honor parents and restore their dignity with wraparound services are very convincing. Framing a conversation, safe conversations really work in favor of the privileged. We need brave conversations. We need to be reflective where there is the greatest resistance and for robust conversation. Dr. McCarthy added that we have a strong foundation and we've got the right people in place for this.

   B. Monthly Board Survey Board Chair Unti discussed the value of feedback, noting that we are going to pilot a survey to the Board, following each Board meeting. If it is not helpful we will dismiss it. We are currently using a 5-point rating scale, but could resort to a 3-point graph. Board members will receive it shortly after the meeting, and it is requested that Board members please complete it promptly.

7. **EXECUTIVE SESSION** (held earlier in the agenda - item 5A)

8. **DISCUSSION AND POTENTIAL ACTION ON PRESIDENT SEARCH COMMITTEE** (followed earlier executive session)

9. MEETINGS

A. The next regular Board meeting is scheduled for November 17, 2021.

10. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees' meeting and retreat at 6:18pm. Motion carried.

Kirby Unti

KIRBY UNTI, Board Chair
Board of Trustees

Kevin D. McCarthy

KEVIN D. MCCARTHY, President
Renton Technical College