RENTON TECHNICAL COLLEGE®

Board of Trustees – Regular Board Meeting **November 17, 2021**
Technology Resource Center (C-111)/Hybrid Zoom **3:00 P.M.**
Join Zoom Meeting: https://rtcedu.zoom.us/j/81375539974

MEETING MINUTES

REGULAR 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.

2. **ADOPTION OF MINUTES**

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

   A. October 20, 2021 – Special Meeting

   Trustee Page, introduced a motion to approve the meeting minutes for the special meeting held on October 20, 2021 as presented. Trustee Entenman seconded, and the motion carried.

3. **COMMUNICATIONS**

   A. Introduction of Trustee Wheeler-James Dr. McCarthy introduced new Trustee Shaunie Wheeler-James as our new labor Trustee, replacing Trustee Palmer. This is our first new Trustee since October 2015. Trustee Wheeler-James was appointed by the Governor's office in October to a five-year term. Dr. McCarthy enjoyed his meeting and tour with her on campus last week. It was great to watch her engagement with students, staff and faculty. Her tenure on the board will be a wonderful addition. Trustees Page and Takamura will be assisting Trustee Wheeler-James in her onboarding. Board Chair Unti expressed his delight in the appointment and looks forward to learning a great deal from Trustee Wheeler-James.

   B. Recognition of Trustee Palmer's Service Dr. McCarthy proudly began the recognition of former Trustee Palmer, noting that she was his first contact with any RTC Trustee as the Board liaison for the presidential search committee in 2015. Since then she has been an amazing Trustee, fulfilling the labor role so very well, including with labor organizations on and off campus. She is a joy to travel with and to attend social events with. Dr. McCarthy shared the award trophy that will be delivered to Trustee Palmer. Trustee Page commented on the pleasure of serving with Trustee Palmer for a full decade. She was always incredibly well prepared, and the model of a college trustee. It was his great pleasure to get to know and serve with her on behalf of the college. Trustee Entenman read resolution 21-11-22, prepared on behalf of Trustee Palmer. Trustee Palmer thanked everyone for their applause, and to all her friends at RTC she is grateful to have spent the last ten years with--such an amazing group of people. She takes pleasure in how much she learned, and will forever remain an advocate of the ctc system, and especially RTC! She shared some highlights from her

Trusteeship being forming the first Associated Student Government, making major improvements to the Tenure process, assisting in building the financial stability of the Foundation and the college, and hiring the number one ctc President in WA, Dr. Kevin McCarthy. It was an honor serving alongside top-notch fellow trustees, and of course with the wonderful support of Di Beers. She further shared her pride in being a part of the transformation of so many students, with the multiple Aspen award nominations, and outstanding faculty, staff, ASG, Dr. McCarthy and Foundation Executive Director, Carrie Shaw. She shared her best wishes to all for the challenging years ahead, and to Trustee Wheeler-James for filling the special role as RTC's labor-trustee. Board Chair Unti shared his very best to Trustee Palmer in retirement, and thanked her for joining us at the meeting to share this recognition.

C. General Information/Introductions There were no other introductions.

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

E. Public Comments from the Audience Welding instructor Rick Geist shared his concerns about students struggling due to inflation. We need to be prepared to assist them as we can.

F. Associated Student Government Wade Parrott, Associate Dean of Student Engagement and Retention shared information regarding scheduled events. The Yoga events have been well attended. A Native American Heritage guest speaker, Fern Renville is scheduled Friday, November 19. Everyone is invited to attend. Student Leader Connor Moore is monitoring student progress, and working with different employer representatives, to provide job placement opportunities for students. Each year, BIRT students go to their annual conference with ASG assistance which helps them with job placement, and ASG would like to assist all students in this endeavor. Board Chair Unti thanked Mr. Moore for being a champion for modeling student life. His comments in the meeting were spot-on in putting energy and effort in the greatest needs, and for being significant players in assisting with Foundation scholarships. Mr. Parrot also included Bo Dong was also on Zoom and next month perhaps she can share more about the platform, Handshake.

G. Renton Federation of Teachers RFT President Maher welcomed Trustee Wheeler-James. A labor-management meeting was held, and one of the topics included updating adjunct evaluations. The evaluation form is dated; therefore, a work-group will be working to update the form for spring quarter. The Tenure Steering Committee is doing good work on updating the alignment of the tenure process with the new contract. ctcLink still presents ongoing concerns about spring registration. Reports from the media and other colleges are that there are still a lot of bugs in the ctcLink system. New positions are being allocated under SB5194. RFT is willing to suggest an allocation for these positions. The union is looking at return to normal and unsure of what that will look like, including issues of safety, new variants, compromised people in the family, and face-to-face activity. They have concerns with student attestations. RTC is a tech school and with infrastructure bill passing there will be a lot of need for trades and gearing up for these students to be ready for this infrastructure production. We need to be certain that the Prof-tech programs and the trades are prepared for the surge we know is coming. Board Chair Unti thanked RFT President Maher for her report and many of the issues named around safety, noting that the Board recognizes this as a real challenge. Trustees are strong advocates of the Technical college mission. Being robust is our intent and often times we wish industry would better join us in the mission.

H. Written Communication Reports Board Chair Unti noted his enjoyment in watching the video done by Eugene Shen in the Instruction report, perfectly setting up the tour provided today by VP Jackson. The monthly board reports provide great inspiration to the Board while providing great information.

4. DISCUSSION/REPORTS

A. Board Dashboard Presentation VP Jackson introduced Jean Pierre Birbal, Manager of Institutional Research and Jichul Kim, Director of Institutional Research. Together they have created a dashboard for the Board. Dr. Kim thanked the Board for their participation. Mr. Birbal shared the dashboard developed for the Board that incorporates demographics with detailed disaggregation opportunities – all tied to retention and success rates. The information included is already available in a different form to faculty and staff. Following the presentation there was much discussion about improved data as we go to ctcLink, and use of the ethnicity filter. Board Chair Unti added that the Board has been dreaming about a dashboard for a while, and finds this very helpful – going from the very general to the very specific. Trustee Page added that the analogy of the dashboard is a foundation of information that the Board will keep up on, so it can be discussed or the right questions can be posed. As this is refined and the Board becomes comfortable with the state of the college, we could spend hours going through this but questioned if it is the right place to spend Board time. Dr. McCarthy noted that it provides detail for the administration's monitoring reports to the Board. It is for the administration to anticipate Board interests based on discussion with the Board and provide the deep-dive of data to provide information on mission fulfillment. This is guidance for the questions to ask in meetings. The data needs to be able to be analyzed and to make meaning of it. Mr. Birbal wrapped up by covering each of the icons and by making sure the definitions meet Board expectations: 1) Course Success – 2.0 or higher; 2) One-Quarter Retention – enrolled in any quarter, returning the following quarter or completing a one-quarter certificate; 3) One-Year Persistence – fall to fall, spring to spring, winter to winter; returning or completion; 4) Three-Year Graduation – a credential earned in three-years; 5) Enrollment of Students of Color as a percentage; 6) Three-Year Graduation by Race and Ethnicity – percentage of success; 7) High Demand Programs – community leads to strategic assessment report, strategic indicators and state data; 8) Program Outlook – overview of a programs health in regard to revenues, expenses, and enrollment; 9) Job Placement – data on wage and salary information (this will be more current on ctcLink); 10) Enrollment – live data; 11) Budget to Actual Variance – strategic plan monitoring report. Board Chair Unti thanked the IR team for this valuable information. Dr. McCarthy noted that the link will be shared with the Board following this meeting. It is currently on a SharePoint site and we will refine the location of this with IR, and CTS. He further noted that providing access to information for students in historically marginalized populations is a great start. We need to look at how often the Board would like to have a deeper dive and what other information might be queried. Trustee Takamura very much appreciates the presentation, the work involved, and noted her pride to be a Trustee at RTC. Board Chair Unti thanked Trustee Takamura for her continuous approach to get here.

B. Presidential Search

Vice President Hogan notified the Board that the search committee has actively started the process. There have been two kick-off meetings. The committee is doing their work, and an AFT representative, Nona May was added to the committee. There is still no representation from Prof-Tech, but we continue working on that. The application process is finalized, and is now on the website. https://www.rtc.edu/presidential-search. Advertising has been placed nationally. Community Listening Sessions have been added for November 30 and December 3. The advisory committee representative and the Foundation will do an additional forum. At this time, there is already one applicant. VP Hogan reported that there have been some great conversations at committee meetings. Trustee Entenman noted that she has learned a lot by being on the committee, adding that there are always perspectives from many angles. This is an opportunity to listen and come together so the people who apply understand who we are as a college. Trustee Page added that his perception is that we will be the first choice for presidential application in our system, making it as easy as possible to succeed, and a very successful search. Board Chair Unti thanked VP Hogan for her work and the safe and brave space created for committee discussions.

C. Administration/Finance

1. **Monthly Finance Report** – Vice President Jackson shared the financial information through the month ending September, 2021. We are about twenty-five (25) percent through the year. Revenue collections are slightly behind at about twenty-two (22) percent. We continue to claim lost revenue from our federal HEERF allocation, and we moved two state allocations, BEdA master grant and EL Civics, into the grant's category, of $690k. Enterprise revenue continues to trail at only seventeen (17) percent of expected.

   Tuition and fees are down by $454k compared to last year at this time. Given fall quarter enrollment, the lag in tuition collection is likely due to the timing of when the month end reports are ran. It should be noted that our tuition and fee collection are still well below our enrollment, tuition and fees prior to the pandemic 2019-20.

   Expenses are about twenty (20) percent for the year. Expenses are up mainly due to the pandemic stipends, $424k. Salaries would be higher but we have had a lot of salary savings from unfilled positions. Equipment purchases are trending up by $84k. This is mainly due to the purchase of new technology for faculty and staff.

Our ending cash balance, not including the Scott/Jewett gift and lost HEERF revenue, is about $13.7M.

Trustee Page noted he used to hear about the concern of departments not spending out their budgeted allocation, and wondered if that is of any concern. VP Jackson noted that normally, the annual spending cut-off is in April or May, but due to ctcLink implementation next year, we are moving this to January 7. You will see a higher spending trend until it gradually tapers out through the year following ctcLink implementation. Some supply chain issues are also impacting spending. Board Chair Unti thanked VP Jackson for the reports and the data graphs.

D. President's Report

Dr. McCarthy provided a presidential report. He shared information about the upcoming ACT Fall Conference, adding that registration is via the zoom link sent from ACT Director Kim Tanaka. He thanked VP Jackson for his leadership of the Board tour ahead of today's meeting.

Collaborative Relationships – Dr. McCarthy began with Tenure. Portfolios will be available following today's meeting. The assumption when hiring full-time tenure track faculty is so that they have the necessary qualities to achieve tenure, but this is not a foregone entitlement. This is a nine-quarter process with tenure committees working with the candidates to see growth, show a command of their curriculum and student learning, participate in the life of the college, and demonstrate evidence that they will continue to grow after the award. December's executive session will begin at 2:00 p.m. Please arrive to the Board meeting or sign-onto the Zoom link by 1:50 p.m. Dr. McCarthy praised Dr. Wakefield's presentation to the Senate Higher Education committee work session on the partnership program with CWU for Carpenters' Apprentices. The broad theme for the work session was higher education's role in economic development. This is a unique program, and Sarah has put in a whole lot of work to adapt the credits and course equivalents. It would be good to see more of these opportunities, but labor needs to value apprentices having an associate degree. There is potential for this. Lots of people worked together following the power outage on October 26 to make sure that faculty, staff and students on campus were informed and the day modified. An unfortunate consequence of this was that Representative Slatter's visit to campus was canceled. It will be great to have Trustee Wheeler-James and her experience on Board to collaborate in the advocacy arena. Dr. McCarthy met with the new CEO of Valley Medical Center, Jeannine Grinnell, and will engage in a follow-up meeting with her legislative person next week on how we might be able to collaborate. Labor management meetings and RFT union leadership meetings are going well. There is lots of collaboration in enrollment and registration. Generally, in the fall, we only register students for winter quarter classes, but due to ctcLink implementation, we are registering for both winter and spring quarters. This provides a widened gap of opportunity for students to register, and we are looking closely at assisting students with this. Some programs are completely registered, and we hope to keep this collaboration going.

Equity – Dr. McCarthy shared informed with the Board of the presentation by Erin Jones on October 22, on phase I of "Three phases of equity". Phase II will be presented in January. He attended a DEI meeting last week, which included good discussions about land and labor acknowledgments, and what they are looking for in a DEI executive leader. CCP instructor Alma Meza did a great presentation for "PD (Professional Development) Fridays" on "othering" and adverse childhood experiences; this is great peer development. Additionally, Dr. McCarthy attended a Social Justice Leadership Institute (SJLI) social to honor the culmination of those who have just completed the program. From RTC, Alma Meza, Chris Carter, Jessica Koshi-Lum, and Eugene Shen all attended and reported that it was very valuable. The RTC Advisory council is finally coming together. Interested parties from MS Philanthropies, Washington STEM, College Spark Washington, and Valley Medical Center have all expressed their interest in supporting the college on this committee. It was suggested that Trustee Wheeler-James might be a good Board liaison to this group.

Succession Planning – The executive cabinet held a facilities retreat on campus early in the month to take a very thorough look of our facilities. We definitely discovered that some of our internal spaces need to be updated to keep the college moving forward to the future. The dashboard presentation to the Board is ever more intentional on data driven decisions. The integration of the Aspen institute framework is in progress. We have decided not to apply for the Aspen Prize, as it is a very onerous process, and we do not believe the data shows we have made enough progress at this time. This gives us good goals of how to set things up, and heighten our intentionality to make for a good handoff to the incoming president.

Financial Stewardship – Dr. McCarthy informed the Board that he and VP Jackson have set aside time for an individual budget retreat to discuss all things budget, and ramifications going forward into the future. We want to get an early start on budget planning. We are in a position with good reserves, and a good reserve policy. The fragility of enrollment brings an aura of caution. We may want to modify Board policy EL4.6 and 4.7 on how to replenish initiative funds, so it is not a sunk asset.

Trustee Takamura inquired as to the status of the Scott/Jewett gift**.** Dr. McCarthy responded that we are looking at capacity building in staffing, where we might need to augment capital funds from the state, where instructional equipment needs to be modified, student scholarships, and how to use the gift to promote further fundraising. Want to use funds as a catalyst not a capstone. There have been no firm decisions, but this will also be a part of the conversation during the budget retreat next week with VP Jackson. This will not be used for a long-term endowment, but we want to start using this in an intersection of mission and revenue production. Board Chair Unti thanked Dr. McCarthy for his leadership.

5. TRUSTEES

A. ACTION

1. Following a completed review of Board Policy Sections 1 and 2, the modifications were presented for Board action.

   Trustee Page introduced a motion to approve the modifications made to Section 1 and 2 of the Board Policy: modifying the Introduction purpose and removing Core Themes in section 1, and the modifications to Section 2 EL-3, item 5 – to develop a budget that takes into account the Board's priorities, including funding actions and positions that lead to equity-producing outcomes; and the removal of EL-8, item 7 of Section 2 of the Board Policy. Trustee Entenman seconded, and the motion carried.

   A review process is set-up to identify review of Board policies in October, February and May. A first read of the reviewed policy changes will occur, with action to take place during the following month.

B. RTC Foundation Board Liaison Report

Trustee Page noted that Executive Director Shaw's written report was good, covering most of the detail during the month. It's very nice to see scholarship applications are up. The Celebrity Chef's dinner was held last week and was delicious, and once again, a great event. Ms. Shaw and crew did a wonderful job. There were new participants at the event and hope that will further promote new people in the future. The Foundation is sponsoring Thanksgiving Pie Orders again this year, with further opportunities for donations. It is thrilling to see the Foundation continue to grow – including by the ownership of the community. Chef Shota's motivation in the industry is to truly transform the lives of their workforce, which aligns quite well with our mission! Special thanks to Ms. Shaw and the Foundation.

C. Monthly Board Meeting Survey Board Chair Unti noted that we are just dipping our toes into this. We only had minor participation last month, and asked Board members to complete the survey promptly when they receive the link following the Board meeting. This should help us improve our work, and to operate under the mode of no surprises. It is a very simple survey, and he asked Board members to give the feedback of this meeting only versus history. Dr. McCarthy is also participating in survey responses.

Board Chair Unti again remarked on how thrilled it is to have Trustee Wheeler-James on board. She is a mom of five, with many competing priorities, so we thank her for her willingness to serve in this capacity. Trustees Takamura and Page will be meeting separately with Trustee Wheeler-James in support of Trustee onboarding.

It is Indigenous history month, and Board Chair Unti shared information about a video by Ken Workman, the great, great, great, great grandson of Chief Seattle: **3 years, 2 months, and 9 days** – https://player.vimeo.com/video/645586606? From the time the Denny party landed on Alki point on November 13, 1851 to the signing of the Point Elliott Treaty on January 22, 1855. This is all the time it took for the U.S. Government to order the Duwamish people to leave their ancestral lands, and be forced onto reservations, burying a culture, a memory and their wisdom, and to be ungrounded - **3 years, 2 months, and 9 days.** Many of our students feel these realities.

6. MEETINGS

A. The next regular Board meeting is scheduled for December 8, 2021.

7. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees' meeting at 4:56pm. Motion carried.

Kirby Unti

KIRBY UNTI, Board Chair
Board of Trustees

Kevin D. McCarthy

KEVIN D. MCCARTHY, President
Renton Technical College

RENTON TECHNICAL COLLEGE®

Board of Trustees

Washington Community College District 27

Resolution No. 21-11-22

RESOLUTION IN RECOGNITION OF MS. SUSAN PALMER

NO. **22**

WHEREAS, Ms. Susan Palmer served as a Renton Technical College Trustee from 2011-2021; and,

WHEREAS, Ms. Palmer always prepared meticulously for board meeting with an unsurpassed attention to detail on myriad complex matters; and,

WHEREAS, Ms. Palmer strongly and fearlessly advocated for the labor constituency she was appointed to represent; and brought national attention to higher education labor matters at ACCT Leadership Congress presentations; and,

WHEREAS, Ms. Palmer is first and foremost a compassionate person and took time to understand the challenges faced by staff, faculty, and students; and,

WHEREAS, Ms. Palmer worked diligently to solidify and advance RTC vision and goals; and,

WHEREAS, Ms. Palmer is generous, gracious, a truth-teller, loyal, collaborative, and fun; and,

WHEREAS, the Board of Trustees and College deeply appreciate her service and are proud of her significant leadership.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Renton Technical College Board of Trustees, meeting in regular session this 17th day of November 2021, express their individual and collective gratitude and respect for Ms. Susan Palmer.

AND, be it further resolved that this statement of appreciation be appropriately inscribed and conveyed to Ms. Susan Palmer, with a copy to be included in the official minutes of the November 17, 2021 meeting of the Board of Trustees.

ADOPTED by the Board of Trustees at the November 17, 2021 regular board meeting.

BOARD OF TRUSTEES
Renton Technical College

By: Kirby Unti
Kirby Unti, Board Chair

Debra Entenman
Debra Entenman, Board Vice Chair

Tyler Page, Trustee

Frieda K. Takamura
Frieda Takamura, Trustee

SWJ
Shaunie Wheeler-James, Trustee

Attest: Kevin D. McCarthy
Dr. Kevin D. McCarthy, President