



**Board of Trustees – Regular Board Meeting
Culiniare Room (I-108)/Hybrid Zoom**

**January 19, 2022
3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/85438098304>

MEETING MINUTES

REGULAR BOARD MEETING

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 3:00 p.m. A notation of quorum was made. Board Chair Unti read the RTC land acknowledgment.

2. ADOPTION OF MINUTES

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

A. December 8, 2021 – Regular Meeting

Trustee Wheeler-James made a motion to approve the minutes as drafted for the regular meeting held on December 8, 2021. Trustee Takamura seconded and the motion carried.

3. COMMUNICATIONS

A. General Information/Introductions

Dr. Kevin McCarthy introduced new Executive Assistant to the President and Secretary to the Board, Alanna Malone who is replacing Di Beers upon her retirement. Dr. Stephanie Delaney introduced three new Deans: Shannon Matson, Dean of Advanced Manufacturing; Emily Elliott, Associate Dean of the Library; and Indra Paolo Perez, Dean of College and Career Pathways. Vice President Lesley Hogan introduced three new Human Resources staff: Alex Vinson, Talent Development Manager; Chelsea Dillon, Human Resource Generalist; and Ebony Jackson, Executive Assistant to VP Hogan. The Trustees welcomed the new employees to Renton Technical College.

Departures - Recognition of Executive Assistant Di Beers' Service Board Chair Unti presented a Board resolution recognizing Di Beers, outgoing Executive Assistant to the President and Secretary to the Board, for her eleven years of extraordinary service to the college. Trustees shared their best wishes to Ms. Beers in retirement.

B. Public Comments from The Audience

There were no public comments.

C. Correspondence was included in the Communications and Marketing report.

D. Associated Student Government

Connor Moore reported on behalf of Wade Parrott, Associate Dean of Student Engagement and Retention. New ASG executive team leader Khalid Furmulie and Victor Fernandez reported about clubs. ASG continues club formations with additions of the BIRT club and the LGBTQ club. Two students, Elmi Abdalla from the Commercial Building and Engineering program, and Johnathon Kersey from the Computer Science program, have been nominated by the college to the All Washington and All USA Academic Teams for this year's \$5,000 Scholar Awards sponsored by Phi Theta Kappa (PTK). A Student Forum is scheduled on January 20 for students to provide input on the presidential search. New

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student orientation was held in early January and zoom invites were extended to 384 newly enrolled students with 156 attending the virtual evening orientation. Student survey completion was one-hundred percent for both sessions and will be helpful for RTC data collection purposes. Board Chair Unti thanked the ASG team for their commitment and leadership.

E. Renton Federation of Teachers

RFT Vice President Rick Geist reported on behalf of RFT President Donna Maher, noting the winter quarter challenge due to the COVID-19 positivity rate among students and the ctLink migration ahead. VP Geist reported his attendance at two legislative meetings held the morning of January 19 wherein legislators offered support for the development and construction of the Allied Health Building and recognized the importance of higher education, introducing bills to resolve affordability, loan forgiveness, mental health issues and more. RFT's legislative representative, Ms. Camille Pomeroy, also attended the morning's legislative meetings and is happy to provide information to anyone interested in the legislative process.

F. Written Communication Reports

Board Chair Unti thanked everyone who contributes in the communication reports, noting the value of informing the Board and the positivity offered in the reporting.

4. DISCUSSION/REPORTS

A. ctLink Update

ctLink Project Manager Lia Homeister provided updates on RTC's migration to ctLink. RTC is on track to start migration on February 28, 2022. A Strategic Advisory Committee will oversee needed post-migration development and upgrades. Board Chair Unti shared his appreciation for Ms. Homeister and the ctLink team for their persistent work.

B. Legislative Advocacy

Dr. McCarthy informed the Board that legislative advocacy is underway for the short 2022 legislative session. Four meetings were held the morning of January 19 with two more set for January 20. Meeting times will be shared with faculty, students, RFT leadership and the Board for availability to attend. Dr. McCarthy informed the Board that RTC broadly supports the Governor's budget and affirmed that Capital Funding for next year is competitive with Washington school levies. Dr. McCarthy stressed the importance of fully funding employee salaries and benefits to prevent reallocation of program funding.

C. President Search Update

Vice President Hogan reported that the posting for the president closed for first consideration January 18, with a diverse applicant pool including only twenty percent from Washington State. The Presidential Search Committee met January 18 and will meet again February 7 to review applicants and discuss next steps, including the comprehensive interview process which is likely to be a mix of virtual and in-person interviews due to the pandemic. The process will include faculty, students, the DEI Committee, the Renton Community, and all constituencies determined in the process. VP Hogan will work with Board Secretary Alanna Malone to coordinate Trustee calendars for upcoming interviews. Board Chair Unti thanked VP Hogan for her work in this formidable task.

D. Administration/Finance

1) Monthly Finance Report

Vice President Jackson shared the financial information through the month ending November 2021. RTC is approximately forty-two percent through the year. Revenue collection is approximately thirty-nine percent and slightly behind what was budgeted. Revenues are up approximately \$1.4M compared to this time last year, primarily due to increased scholarships, grants and contracts funding.

Tuition and fees are up approximately \$105K compared to this time last year. Tuition is trending slightly up while fees are slightly down. RTC's tuition and fees are mirroring enrollment which is slightly up, although enrollment for this winter is down about three percent compared to last winter. Compared to two years ago, winter enrollment is down approximately twelve percent.

Expenses are approximately thirty-six and a half percent. Expenses are up approximately \$1.6M compared to this time last year. The two categories seeing the largest increases are Financial Aid awards (\$1.5M) and salary and benefits (\$940K) due to pandemic stipends and ctLink.

Our ending cash balance, not including the Scott-Jewett donation and loss HEERF revenue, is approximately \$11.4M.

E. President's Report

Dr. McCarthy provided a presidential report on his goals for the year.

Collaborative Relationships

Dr. McCarthy reaffirmed what resonated in the communication reports; that all work at RTC hinges on collaborative relationships. Human Resources hiring efforts have coordinated an array of campus members to interview and help onboard RTC's many new employees this month. The influx of new employees has brought energy to RTC as Dr. McCarthy witnessed during the morning Instruction Team meeting. Energy and a positive attitude helps with team building and eases the strain in working remotely as COVID infections rise and RTC adjusts program by program to prevent on campus infections. The ctLink team continues to offer training while also preparing for system migration. To protect the health and safety of the teams working and learning at RTC, 10,000 KN95 masks have been purchased and campus air filters have been upgraded and replaced. Other key collaborations include ongoing conversations between the executive leadership and Dr. Huma Mohibullah to address maintaining operations from an equity perspective; RTC enrollments which are up at 105 percent from last year; and program and revenue stream diversification strategies.

Equity

Dr. Mohibullah and DEIC have been discussing their views on the pandemic and holding inclusive conversations with a primary focus of getting all faculty comfortable having a voice. Facilitator Erin Jones continues her 'Three Phases of Equity' series at RTC with Phase II scheduled for January 21 and an additional equitable grading session on February 2.

Succession Planning

Dr. McCarthy informed the Board that both the DEI executive and the VP of Administration are being recruited now to be placed within a strong team prior to the presidential transition. VP Hogan and HR are also beginning to post five faculty conversion positions.

Financial Stewardship

Dr. McCarthy asserted that financial stewardship is also about succession and setting up strong finances for future leaders. He echoed VP Jackson's confirmation that RTC is in a strong financial situation. The mid-year budget analysis will be provided in February and next year's operating budget will be approved in June. RTC is looking at a multi-year budget with projections through 2025 with consideration for the operating budget; reserves guided by the Board's revised policy; a positive variance budget; and the Scott-Jewett donation. Dr. McCarthy posed several questions including how to interrupt a falling trend of enrollment during the pandemic; how RTC will experience a recovery; what RTC's approach could be in developing new programs for any upskilling ahead; and how RTC could invest in new programming with current funds.

Board Chair Unti thanked Dr. McCarthy for his report and credited him and his team in building a culture of equity and change at RTC. Board Chair Unti also expressed gratitude to VP Jackson, a skillful financial steward doing amazing work.

5. TRUSTEES

A. Board Policy Review Workgroup

1) Section 3 shall be sent to Trustees for consideration at the February 16 Board meeting.

B. LAC Retreat Report

Trustee Entenman spoke at the Legislative Action Committee on December 21 and reported that due to the short session, fewer changes in higher education will be proposed with the aim being to hold onto changes previously made. Trustee Entenman noted her appreciation to RTC for increasing their legislative advocacy.

C. RTC Foundation Board Liaison Report

Trustee Page noted a positive report from the Foundation Board, included with Board materials. Trustee Page also noted that the March Foundation event will be virtual and the Student Success celebration in May will be in person. Trustee Page recognized the new members on the Foundation Board and recruitment efforts to get there.

D. 2022 ACT Winter Conference

This year's Winter conference will now be virtual, which also includes the New Trustee orientation January 24 which will be attended by Trustee Wheeler-James, Dr. McCarthy and Board Secretary Alanna Malone.

E. Monthly Board Meeting Survey

Board Chair Unti thanked all Trustees for their survey participation and also requested inclusion of narrative comments to aid in specific meeting improvements. Board Chair Unti noted that individual mics will enhance future meetings and then confirmed that surveys will continue for now with hopes for adding further meeting improvements.

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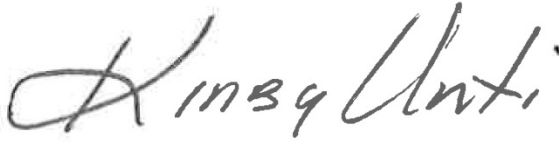
Board Chair Unti noted his concerns for COVID rates and continuing with the plan for RTC’s participation at the ACCT National Legislative Summit conference in February. Dr. McCarthy advised that he will get updated information from Ms. Kim Tanaka, Director of ACT regarding Congresses availability for in-person meetings before a decision to attend is made next week.

6. MEETINGS

A. The next regular Board meeting is scheduled for February 16, 2022.

7. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 4:52 p.m. Motion carried.



KIRBY UNTI, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College