



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

**May 18, 2022**  
**3:00 P.M.**

## **MEETING MINUTES**

### **1. CALL TO ORDER**

Board Chair Kirby Unti called the meeting to order at 3:00 p.m. Notation of quorum was made. Board Chair Unti read the RTC Land Acknowledgment.

Chair Unit recognized Asian American and Pacific Islanders Heritage month, America Indian Day, and also American and Mental Health Awareness month all happening in May.

### **2. ADOPTION OF MINUTES**

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

- A. April 18, 2022 Special Meeting
- B. April 19, 2022 Special Meeting
- C. April 20, 2022 Regular Meeting

***Trustee Page made a motion to approve the minutes for the regular meeting held on April 20, 2022 and special meetings held on April 18, 19, 2022. Trustee Takamura seconded and the motion carried.***

### **3. COMMUNICATIONS**

#### **A. General Information/Introductions**

Dr. McCarthy recognized and congratulated RTC employee and former Transforming Lives awardee, Mr. Alan Abdullah, on receiving his United States citizenship as of May 17, 2022. Chair Unti also congratulated Mr. Abdullah and thanked him for his very good work with the college over the past several years.

#### **B. Correspondence was included in the Communications and Marketing report.**

#### **C. Associated Student Government**

Associate Dean of Student Engagement and Retention, Wade Parrot, informed everyone that the RTC commencement is on track for June 22 at the ShoWare Center.

#### **D. Public Comments from The Audience**

There were no public comments from the audience.

#### **E. Renton Federation of Teachers**

RFT President Donna Maher read a letter that she wrote regarding return to campus, commencement, under-enrollment, and communications. Board Chair Unti thanked President Maher for her input and clarified that non-policy issues related to faculty or RFT should be addressed with the president. If there are policy-related concerns, President Maher may frame those within the specific policy and forward that information to the board.

#### **F. Written Communication Reports**

Trustee Page requested clarification regarding RTC annex space rentals. VP Jackson confirmed that a majority of the space is rented and by July 1, 2022, 90-95% of the annex will be rented. Trustee Takamura inquired if annex rooms would be available for meetings as in previous years and VP Jackson confirmed one classroom would be available.

Chair Unti appreciated the stewardship and community partnership with regards to the annex rentals and recognized the strong partnership between CCP and I-BEST and its positive outcomes for students.

Trustee Page requested additional information regarding the ctclink report which noted that the majority of financial aid functions will not be used until beginning of the academic year. Per VP Jackson, the United

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States Department of Education stipulates that one financial aid record per student may be open at any time and continuing student records are open in the legacy system; those records are scheduled to close and transfer to ctLink at the start of the next academic year, at which time the financial aid functionality will be used in ctLink.

Board Chair Unti thanked everyone for their thorough and informative reports.

**4. ACTION ITEMS**

**A. Student Leadership FY23 Budget Approval**

Director of Student Leadership and Programs, Walter Lutsch, presented the Associated Student Government FY23 budget proposal. Per Director Lutsch, ASG is in a renewal process and the budget is similar to the FY22 budget with just three significant changes in this year's ASG proposal:

1. Consolidate two management positions into one Admin Spec within ASG;
2. Reduce the 10 ASG positions to 7 with clearly defined duties and provide a pay increase from \$14 to \$15 per hour;
3. Add a 2-week ASG training period to build a well-trained, integrated team.

In response to Trustee Page's inquiry regarding ASG training, Director Lutsch reported that he and RTC Subject Matter Experts, including the Business Office, LRCC and Student Services will offer training.

***Trustee Takamura made a motion to approve the ASG FY23 budget as proposed. Trustee Page seconded and the motion carried.***

Chair Unti thanked ASG, noting their volunteerism at the Foundation scholarship event May 14.

**B. Quid Pro Quo Agreement – RTC Foundation**

***Trustee Page made a motion to approve the 2022 Addendum to the 2010 Agreement between RTC and RTCF, previously approved by the Foundation Board at their April 27, 2022 meeting. Trustee Takamura seconded.***

Trustee Page provided background on the Quid Pro Quo Agreement (QPQA), noting its strategy which allows college funds to be used by the Foundation to continue its mission in securing and managing funding for programs and students. AAG John Clark stated that the college may enter into any third-party agreement deemed necessary and the QPQA provides funds to the Foundation which then provides expertise and work for the college that it cannot otherwise do, such as investing money. VP Jackson provided QPQA increased funding details (from \$235k in FY22 to \$340k in FY23) which includes 3 FT Foundation positions, one of which will be a new Foundation support person to be hired in FY23, partial salary funding (8%) for financial reconciliation completed by the RTC Budget Director, space rental costs required from the Foundation to the college.

***Discussion closed and the motion as stated by Trustee Page carried.***

Chair Unti said he is pleased with the Foundation's growth and the work done helping students. Dr. McCarthy added that Foundation growth is crucial due to inflation and economic impacts students are experiencing from it.

**C. High Demand MOU between RTC and RFT**

***Trustee Takamura made a motion to approve the MOU between RTC and RFT that continues compliance with HB 2158 High Demand/High Wage provision, effective July 1, 2022; the motion was second by Trustee Entenman.***

VP Hogan reported that that the Washington legislature approved the High Demand funding in 2020 and that RTC fully expends it annually.

*Discussion closed and the motion as stated by Trustee Takamura carried.*

## 5. DISCUSSION/REPORTS

### A. Preliminary FY23 College Budget Preview

VP Jackson presented the FY23 draft budget and discussed how this budget impacts future years.

Dr. McCarthy said this year's budget proposal plans for the bulk of the capacity building coming from the new positions funded in this year's budget with the goal of those impacts/increases occurring in program development for the next/following years. Scott-Jewett funds will also provide options for program development. National trends show enrollments decreasing but RTC is capacity building and will work on program development.

VP Jackson reported that RTC was awarded a grant to add a Computer Science evening program. From the capital side, RTC will make minor improvements across next two bienniums to improve spaces and technology to help the Comp Science programs return to the higher enrollments from previous year which were double current enrollments.

Chair Unti recognized VP Jackson for in-depth transparency sharing the complex RTC budget. Per Chair Unti, RTC is incredibly fortunate with their funding sources which at this critical crossroads. Chair Unti stated he is willing to look at a deficit spending because the spending is going towards increasing enrollments, which he is very hopeful will increase from the efforts RTC is taking.

Dr. McCarthy thanked VP Jackson for the budget tool he created that provides transparency for projections and funding scenarios across FYs and aids greatly in fiscal planning. Dr. McCarthy reported that it appears that almost every college in the system will be deficit spending next year. Trustee Page mentioned that he fully supports apprenticeship program toolkits being paid for and in his estimation, actions such as these signal that the college will partner with the students who are spending their own dollars to succeed. Trustee Entenman stated that she had many discussions with the President and the Chair about the budget and has used the projection tool built by VP Jackson to understand what happens with changes and can see the how spending is impacted.

### B. Administrative/Finance

#### i. Monthly Finance Reports

VP Jackson presented financials for March 2022 which is the first month closed in ctcLink.

- 2 conversion errors noticed require resolution: \$1.2M, \$700K. The numbers presented in this month's financial report match RTC bank statements so it is understood the errors favor RTC.
- Revenue collections are at 74%, slightly behind budget.
- Scholarship are up \$2.8M from last year due to HEERF dollar expenditure.
- Grants are up also due to CRRSAA and CARES ACT funds.
- Tuition and fees are up \$2.25M, which is due to a timing issue related to bulk/early registrations; April/June financial reports are expected to show this increase to even out.
- Expenditures are at 67%, and trailing.
- Salary and benefits are up \$1.7M due to ctcLink backfill positions hired and pandemic stipends which most RTC employees received.
- Ending Cash balance is \$19.3M, which included HEERF funds but not Scott/Jewett funds.

### C. President's Report

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

Dr. McCarthy opened his report by recognizing the disheartening effect the Buffalo shooting, an act of terrorism, has had on the RTC colleagues and students. Terrorist acts are meant to stop people from moving forward and the work we can all do to continue forward progress, including mindset, is important and he is looking forward to future conversations addressing this.

### **Collaborative Relationships**

Dr. McCarthy reported that in the wake of the King County Council’s approval of the King County Promise program, RTC received of the first King County Promise Partnership grants, with an award of almost \$1.4M to RTC and its partners: Northwest Education Access, Centro Rendu of St. Vincent de Paul of Seattle King County, and the Congolese Integration Network. Dr. McCarthy introduced Ali Cohen, Associate Dean of Youth High School Completions, to report on grant details and RTC work ahead. Associate Dean Cohen reported that the grant, split across networking/partnering entities, provides post-secondary education access to students who do not typically have access. RTC’s piece is high school completion, funded at approximately \$400k, which includes the salary for an on-the-ground Promise Navigator.

As the RTC team plans for Commencement, back-up COVID plans remain in place. Cabinet, along with Associate Dean Wade Parrot, toured the ShoWare Center this week in preparation for the in-person event on June 22. Dr. McCarthy looks forward to us all celebrating with the students. Dr. McCarthy also emphasized that RTC is a relational institution and will remain so which means people must have the ability to be on campus for work as we continue to evolve in our practices since the start of the pandemic. Dr. McCarthy noted how enjoyable it is to connect to people on campus. There is also much collaboration with regards to Tenure and portfolios will be sent to trustees by end of this week.

### **Equity**

Dr. McCarthy reported that hiring for the DEI Executive Director position is underway. Erin Jones presented her final session on the 3 phases of equity on Friday afternoon May 6 and attendance was 85. Dr. Delaney is scheduling Erin Jones for additional sessions at RTC. DEIC continue to hold valuable discussions which include the topics of hiring the DEI ED, the potential RTC Multicultural Center and implementation of Senate Bills 5227 and 5194 requirements at RTC. ACT will recognize RCT at the Spring Conference May 19 for winning the Equity Award this year. Trustee Entenman volunteered to speak to RTC’s receiving the award at the conference.

### **Succession Planning**

Dr. McCarthy is planning for the new president and onboarding ahead. An issue that will require the new president’s attention is the Nursing program at RTC, currently under ongoing review by the Nursing Commission. RTC has been asked to provide additional information to the Nursing Commission by June 30 by and a determination on program status and once again admitting new students is expected in July.

### **Financial Stewardship**

Dr. McCarthy reported that trustees, in groups of 2 or alone, will have the opportunity to review the proposed FY23 budget in advance of the June board meeting. Scott-Jewett funds are the final piece in the funding plan and the following expenditures are being considered with a more complete report to be offered at the June board meeting:

- Capacity building;
- Transition scholarships and tools;
- Furniture at the college, minor capital and equipment expenditures;
- Development related to DEI including increased translation of documents for English language learners;
- Funding more I-BEST-like instructional approaches.

Chair Unti thanked Dr. McCarthy and also Associate Dean Cohen for King Count Promise Grant work.

## **6. TRUSTEES**

### **A. Board Policy Review**

#### **Section 2, EL-4**

In 2021, when this policy addressing reserves was initially drafted, reserves were based on portions of the year; current draft changes shift the policy from time to dollar amounts. Draft changes allow money/variances to be used for deficit spending while still maintaining the reserves baseline.

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**Section 4**

Trustee Page reported no substantive changes to Section 4 as reviewed by himself and Trustee Wheeler-James, but noted the importance of trustees understanding this section as it defines the trustee-president working relationship and addresses how trustees may specifically and appropriately address policy issues. Trustee Page strongly recommended this section be reviewed at the Fall Board Retreat and every year by all trustees.

**B. Trustee Recruitment/Succession**

Chair Unti asked Dr. McCarthy for the most recent report from the Governor’s office and Dr. McCarthy reported that there should be new trustees July 1 and October 1 to fill Trustee Page’s seat and Chair Unti’s seats, respectively.

**C. Foundation Board Liaison Report**

Trustee Page reported on the Foundation’s Student Success Event, Saturday, May 14. Turn-out was good and Trustee Page extended his compliments to the RTC alumni chefs who provided excellent food. Trustee Unti thanked all who worked and attended to support the college and make a successful event.

**D. Monthly Board Meeting Survey**

Board Chair Unti noted that there was only 1 survey response this month. Secretary Malone will send the survey out for the May board meeting and if the tool does not provide good input other means may be considered to gather feedback.

**7. MEETINGS**

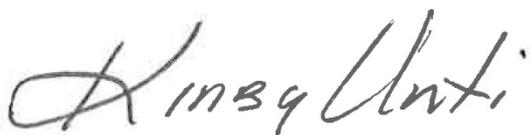
- A.** The next regular Board meeting is scheduled for June 15, 2022; there will be an earlier start due to Tenure Review.

**8. EXECUTIVE SESSION**

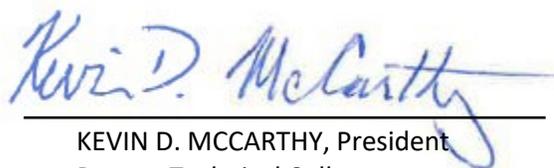
- D.** At 5:22 p.m. the trustees convened an executive session for 15 minutes to discuss contract negotiations, including proposals and positions to be taken during the course of collective bargaining. At 5:38 p.m. trustees ended their executive session and returned to the regular session.

**9. ADJOURNMENT**

***There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 5:38 p.m. Motion carried.***



KIRBY UNTI, Board Chair  
Board of Trustees



KEVIN D. MCCARTHY, President  
Renton Technical College