

Agenda Items	Information/Action/Presenter
1. CALL TO ORDER	3:00 P.M.
A. Notation of Quorum	
2. ADOPTION OF MINUTES	ACTION
A. December 7, 2022 – Regular Meeting	
3. COMMUNICATIONS	Information
A. General Information/Introductions	
B. Correspondence	
C. Public Comments from the Audience	
D. Student Leadership	
E. Renton Federation of Teachers	
F. Written Communication Reports	
4. DISCUSSION/REPORTS	
A. Administration/Finance	
1. Finance Update and Enrollment Report	Vice President Jackson
B. President’s Report	Dr. Yoshiko Harden
7. BOARD OF TRUSTEES	
A. Trustee Recruitment	Dr. Yoshiko Harden
8. MEETINGS	Information
1. Regular Board Meeting – February 15, 2023	
9. ADJOURNMENT	ACTION

EVENT REMINDERS

ACT New Trustee Orientation + Transforming Lives Award Dinner · Jan 23, 2023· Olympia Hotel, WA

ACT Winter Legislative Conference - Jan 24, 2023· Olympia Hotel, WA

ACCT National Legislative Summit - Feb 5-8, 2023; Marriot Marquis, Washington D.C.

Renton Technical College
Board of Trustees Meeting
January 18, 2023

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The Board Chair will carry out the Notation of Quorum, call the meeting to order.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 18, 2023

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BOARD CONSIDERATION	
	Information
X	ACTION

BACKGROUND:

The following meeting minutes are attached for approval by the Board of Trustees.

- A.** December 7, 2022 Regular Meeting

RECOMMENDATION:

Approval as presented.

MEETING MINUTES

1. CALL TO ORDER

Board Chair Entenman called the meeting to order at 3:00pm.

2. EXECUTIVE SESSION

- a. At 3:02 p.m., Board Chair Entenman called for an Executive Session in the board room (I-202) for 35 minutes to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30). Trustees returned to regular session at 4:01 pm.

3. ADOPTION OF MINUTES

Board Chair Entenman asked for a motion to approve the following minutes:

A. November 16, 2022 regular and special meeting

Trustee Takamura moved to approve the minutes for the special and regular meetings held on October 19, 2022. Trustee Norouzi seconded and the motion carried.

Board Chair Entenman recognized former RTC Trustee, and now current RTC Foundation Trustee Tyler Page, who read and presented a resolution recognizing former RTC board chair and Trustee, Kirby Unti whose term ended November 20, 2022 (addendum).

Dr. Harden Introduced new Trustee Tim Cooper, appointed by Governor Inslee, November 21, 2022.

Board Chair Entenman recognized RTC's Transforming Lives Nominee, automotive student, Abubacar Kante and presented him a small token on behalf of trustees. Mr. Abubacar expressed his gratitude to the trustees and college, stating that he was most honored and thankful to have been nominated and recognized.

3. COMMUNICATIONS

- A. General Information/Introductions There were no introductions.
- B. Correspondence There was no correspondence.
- C. Public Comments from the Audience There were no public comments.
- D. Student Leadership Director Walter Lutsch provided an update from student leadership. All Student Government (ASG) is providing 2 main holiday service for students which include 1), pre-stocked grocery bags which are available for pick-up now in the Student leadership Office; they are filled with holiday meal making items, and 2), ASG also purchased 100 holiday buffet ticket for student who wanted to attend but were concerned with cost.
- E. Renton Federation of Teachers RFT President, Donna Maher shared a report, noting that CANVAS shells are now open and extended through Dec. 8 for faculty to complete their work. RFT and Pres. Harden have been meeting and she looks forward to the ongoing discussions. 2 listening sessions have been scheduled to learn more about Computers on Wheels (COWs). RFT is always looking at RTC enrollment and efforts to increase it. President Maher wished happy holidays to trustees.
- F. Written Communication Reports Reports were included in the board packets.

4. ACTION ITEM – TENURE ADVANCEMENT

A. Advancement from Third Year to Tenure

After considering the recommendations of the tenure review committee and all other recommendations, Trustee Norouzi introduced a motion that Sarah Hoaglin be awarded tenure. Trustee Takamura seconded, and the motion carried.

B. Advancement from Second to Third Year Status

After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that Naser Chowdhury be promoted from second to third year status. Trustee Norouzi seconded and the motion carried.

C. Advancement from First to Second Year Status

After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that Samuel Woldemariam be promoted from first to second year status. Trustee Norouzi seconded and the motion carried.

5. DISCUSSION REPORTS

A. Diversity, Equity and Inclusion Report

Executive Director (ED) Martinez provided a report since her start at RTC on September 1, 2022 and shared a presentation on DEI efforts at RTC. Her role is an inaugural role at RTC. She has asked many questions of many faculty, staff, and students and is collecting information regarding strategy, DEI, programs and students at RTC. She is centering on how this collaborative role informs the mission of the college as well as internal/external partnerships. She is working on DEI trainings for staff, faculty. Her first months included 4 initiatives to work on through the academic year:

- a. Determining priorities through listening, building relationships and community.
- b. Revisioning current DEIC across the college.
- c. Reviewing the DEI Plan and performing gap analysis. The current plan was established in 2018 and on a 5-year cycle. A new plan will be drafted that aligns with the state legislative requirements.
- d. Planning for a Multicultural Space; RTC may want one and this will require a plan.

ED Martinez directed people to the DEIC Mission viewable on the college website. ED Martinez will embark on a campus climate survey starting sometime in the spring of 2023. She will be working with marketing to create a streamline online presence for DEI. She is still very interested in touring areas of RTC and urged the RTC community to please continue inviting her to classes and meetings. Trustee Takamura stated her concern regarding ED Martinez being the only employee to lead and carry the work of DEI at the college and asked about plans to ensure that DEI is an entire college project. ED Martinez reported that people at RTC have been coming to her to let her know she is not doing this work alone and mentioned that her Executive Assistant support will begin soon to support and develop the work. ED Martinez will be utilizing affinity groups so people will have the opportunity to see themselves in the work and use messaging/communications to share information from affinity groups' involvement. Trustee Takamura thanked ED Martinez for her work and hopes she will continue to urge her colleagues that RTC must have disaggregated and qualitative data to measure and further the DEI work. ED Martinez reported that the campus climate survey is key to the DEI plan and Trustee Takamura noted she will be looking forward to reviewing that.

B. Administration/Finance

VP Jackson provided a report detailing the annual budget process and timeline. In the absence of this month's budget report, VP Jackson provided an explanation: in preparing the report, he discovered that tuition was not calculating correctly out of ctclink and further discovered that item types had been incorrectly configured during ctclink conversion for all DG6 (9 community colleges). For the BAS program at RTC, 96% of

**Board of Trustees – Regular Board Meeting
December 7 2022**

the funds should be retained and the smaller, remaining 4% should then be passed to the state board, but the opposite occurred. The larger percentage (96%) of funds went to the state board with RTC only retaining 4%. Upon discovery, all the item types are being resubmitted to the State Board, and they are rebuilding these in ctLink. Once complete, RTC will bill the state board for the gap and the funds will be returned to 149, which is used for tuition collection. We will also need to do some internal accounting transfers, which will take some time to complete. . VP Jackson reported that RTC has also been underestimating tuition on the monthly operations reports due to this error. For example, ctLink showed tuition collection at \$1M; but the actual total tuition paying FTE for summer/fall through October 2022 should have been reported as closer \$2.1M. These reporting mechanisms in ctLink are being corrected and VP Jackson will provide a revised/corrected report to the trustees as soon as all the issues are corrected. The RTC Fee Committee is reviewing how fees are charged, if fees are equitable. We are also changing how fees are collected and are ensuring that fees collected be spent in the programs that generated the fees. The committee has been reviewing different models Budget development began in October 2022 for FY 2024. Budget sheets are due to VP Jackson on December 9. Materials/Supplies (M/S) budgets sheets due soon with Labor budget sheets to be submitted soon after. The Deans align their requests with the Strategic Plan and then the VPs prioritize those requests. All budget sheets, M/S and Labor, are due at the end of January 2023. Then VP Jackson will draft a preliminary budget projection which he will share with Trustees. VP Jackson shared a timeline for RTC budget updates, reviews and ultimate approval by Trustees:

- End month/March 2023 – 1st budget update; campus budget update.
- End month/April 2023 – 2nd budget update after Cabinet reviews; campus budget update.
- End May 2023– Campus budget update.
- Mid-June – Trustees review/approve final budget.

The goal with the monthly updates is to avoid any surprises and to share information as quickly as updates and shifts can be made from projections and information obtained. VP Jackson also reported that on December 13, Governor Inslee will be releasing his budget for the next biennium offering clues for the approaching long session starting in January 2023 (also the end of meeting discussion re enrollment at RTC - is this capture accurate/feedback?)

C. President’s Report

Dr. Yoshiko Harden provided a report highlighting activities subsequent to the November Board Meeting. Dr. Harden thanked Mr. Unti for his board service and especially his leadership during the president and board transitions. Dr. Harden attended the RTC Holiday Buffet, which was well-attended and the first since the pandemic. The Culinary program prepared for 3 days, and the Band Instrument Repair Team played music during the event. Thank you to all for the work that went into this successful event, and also Trustees Entenman and Takamura, and the RTC All Student Government for attending. The ACT Fall Conference was held in November and Dr. Harden attended, along with Trustees Unti and Takamura. The conference framed upcoming legislative priorities and the focus was on Workforce Development and its various models. SBCTC Legislative Director, Arlen Harris, shared the Capital and Operating budgets, which included the following 4 key points:

1. Fully funded and competitive CTC compensation.
2. Advancing DEI, building on funding provided in Senate Bills 5194, 5227.
3. Workforce Development with a focus on industry and business.
4. Expand Learning Technology to utilize hybrid/online modalities and upgrade equipment and IT infrastructure.

Dr. Harden met with Auburn Superintendent, Alan Spicciati this past week and reported that she would like to host Superintendents on the RTC campus in the near future. Dr. Harden is also working on a joint legislative reception, with Green River and Highline Colleges, February 1, in Olympia and will share that information with trustees once confirmed.

6. BOARD of TRUSTEES

- A.** 2022 ACT Fall Conference Report Trustee Takamura reported on the conference, noting that the attendance was very low this year. The highlight for her this year was getting together with colleagues from Green River Community College and Highline Community College to talk about each of their colleges. Trustee Takamura also had a chance to reconnect with Dr. Warren Brown from College Spark.

- B.** Trustee Recruitment Dr. Harden reported that Tim Cooper was appointed to the RTC board of trustees, effective November 21, 2022 and thanked him for joining the meeting today. The board’s labor seat is still being recruited for and Dr, Harden continues to work on identifying suitable candidates.

Trustees Takamura and Cooper asked the reasons for the decrease in enrollment and what might be driving it. VP Jackson stated that for summer and fall 2022, tuition paying enrolment is down about 12% from what was projected and that going into the next fiscal year projections show a decrease in FTE from 120 to 150. Dean Anthony Covington reported that while headcount is even or above this year, the actual loss in enrollments is in credits, with most students taking a reduced credit load. VP Jackson noted that for colleges across the nation, a thriving job market is luring people away from education and further reported that RTC class model, with full-day, cohort-based models do not offer students the flexibility to work while attending classes. VP Jackson also reported that the colleges that are doing better or are recovering have higher Gen Ed/Running Start students and that RTC’s transfer student population is much smaller than ProfTech. RTC is now offering weekend/evening programs as a result of grant award for Computer Science, RTC’s Automotive program is also offering evening courses this year for first time ever.

Board Chair Entenman stated that she would like to see a childcare center on the RTC campus since securing childcare is often a barrier for people with children who want to pursue higher education.

7. MEETINGS

- A.** The next regular board meeting is scheduled for January 18, 2023.

8. ADJOURNMENT

There being no further business, Trustee Takamura moved to adjourn the Board of Trustees’ regular meeting at 5:35 p.m. seconded by Trustee Norouzi; the motion carried.

DEBRA ENTENMAN, Board Chair
Board of Trustees

YOSHIKO HARDEN, President
Board of Trustees



Washington Community College District 27

Board of Trustees
Resolution No. 22-12-26

RESOLUTION IN RECOGNITION OF MR. KIRBY UNTI
NO. 26

WHEREAS, Mr. Kirby Unti served as a Renton Technical College Trustee from 2009-2022, nearly 13 full years and a substantial portion of his life; and,

WHEREAS, Mr. Unti consistently, genuinely, unrelentingly expressed his appreciation for the great work and care of students, staff, faculty; and,

WHEREAS, Mr. Unti is a fantastic ambassador for the college, sharing his love and gratitude for those who work to support students; and,

WHEREAS, Mr. Unti has, throughout his term, served with a full measure of engagement and participation, even when his responsibilities elsewhere increased greatly; and,

WHEREAS, Mr. Unti brought seamless continuity in Board leadership working with a variety of board members and presidents; and,

WHEREAS, Mr. Unti is a true, gentle man; and,

WHEREAS, Mr. Unti has been extraordinarily diligent in his professional development as a trustee, always looking for ways to serve the College; and,

WHEREAS Mr. Unti led the effort to establish the highest standards for Board Governance and Board-President relations at RTC; and,

WHEREAS, Mr. Unti is an impossible act to follow presenting at public events —with his masterful touch—passionate, personal, off-the-cuff, compelling— and with great voice, timbre, pacing, and comic timing; and,

WHEREAS, Mr. Unti and his wife, Kim, are wonderful people with whom to break bread and enjoy delightful companionship; and,

WHEREAS, Mr. Unti loves and advocates strongly for 'HOT' coffee; and,

WHEREAS Mr. Unti committed himself wholeheartedly to making sure that all Trustees understand the existential importance of being *on time* for Commencement; and,

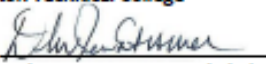
WHEREAS, the Board of Trustees and College appreciate his tireless and passionate service and hold tremendous gratitude for the multitude of Mr. Unti's significant accomplishments.


NOW, THEREFORE, BE IT RESOLVED, that the members of the Renton Technical College Board of Trustees, meeting in regular session this 7th day of December 2022, express their individual and collective gratitude and respect for Mr. Kirby Unti.

AND, be it further resolved that this statement of appreciation be appropriately inscribed and conveyed to Mr. Kirby Unti, with a copy to be included in the official minutes of the December 7, 2022 meeting of the Board of Trustees.


ADOPTED by the Board of Trustees at the December 7, 2022 regular board meeting.

BOARD OF TRUSTEES
Renton Technical College

By: 
Debra Entenman, Board Chair


Frieda Takamura, Board Vice Chair


Jessica Norouzi, Trustee


Tim Cooper, Trustee

Attest: 
Dr. Yoshiko Harden, President

Renton Technical College
Board of Trustees Meeting
January 18, 2023

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A. General Information/Introductions
- B. Correspondence
- C. Public Comments from the Audience
- D. Associated Student Government
- E. Renton Federation of Teachers
- F. Written (and video) Communication Reports

RECOMMENDATION:

None.

Administration and Finance Report
Renton Technical College Board of Trustees
January 18, 2023

Financial Report

- We are still working with SBCTC to correct the coding issues of item types of the tuition collection and distribution within ctclink. Once they are corrected the monthly operations report will be reinstated. As of January 4, 2023, it is still unresolved at SBCTC level and they are still working on a solution.

Business Office

- The Business Office continues to interview for the Purchasing position.

Food Services & Rentals

- Catering had a very busy successful month in December with over \$85,000 in revenue.
- The holiday buffet was a big success with the Culinary Arts and Professional Baking programs working with our Food Service staff. We hosted over 300 guests at this annual event.
- Vending machine challenges continue with our Smart-n-Go cold vending machine not operating properly. The vendor, Evergreen Vending is working on resolving this equipment failure as quickly as possible.
- Doug Medbury, Director of Food Services submitted his retirement letter after 34 years of service at RTC. His last day will be in April 2023.

Facilities & Capital

Minor Capital Program Projects for Current Biennium (2021-2023):

Projects in this category are more discretionary in nature and are not restricted to repairs.

- **Campus Irrigation System Upgrades – Completed**
- **Bldg. J Computer Classroom Remodel, 1st Flr.-** The north end of the First Floor of Bldg. J and two other classrooms on the first floor will be remodeled to update the appearance and improve efficiency in this program. This project will be conducted in two phases, with the first phase focusing on the Instructor Offices area and the second phase of the project will occur next biennium, focusing on the entryway and classrooms/labs. *Construction is to occur January - June of 2023 for the first phase, which predominantly consists of establishing a central suite of instructor's offices. Status: The Bid Documents were released, and a Bid Walk-through occurred on Thursday 12/08/2022, and was well attended. Bid Opening: Thursday, Jan. 6th.*

Minor Capital Repair Projects for Current Biennium (2021-2023):

- **Dental Floor Replacement Project** – Installation of a new floor for the dental lab and adjoining exam rooms. *Status: Work is completed.*
- **Resurfacing Roof at the Annex** – The project was separated into two phases by the SBCTC due to the cost, and the first phase, consisting of the upper portion of roof and

parapets is funded for this biennium. The lower portion of the roof and parapets will be done next biennium pending an allocation. roof and parapets are past the useful life and prone to leakage. *Status: All work funded for this biennium has been completed including securing some electrical conduit and gas piping that transverses the new roof membrane. Awaiting Manufacturer's Warranties and the Operations and Maintenance Manuals.*

- **Bldg. B Boilers Replacement** – Replacing the old, outdated, and problem prone boilers in the 2-story portion of this building with a new, high-efficiency boiler and associated digital controls. *Status: completed.*
- **K1 & K2 Furnace Replacements** – Nine (9) gas fired ceiling mounted furnaces are to be replaced during Winter Break of 2022. Funds to support this project are to be moved from lower priority repair projects that received funding. Supply problems with one Air Handling unit have been encountered, so the design team is exploring moving that unit to an adjacent area and substituting a unit that is more readily available and will not have the same low-noise requirements of the original unit. The change has been negotiated with the contractor and finalized. *Status: New Units were installed last month during Winter Break. All units are operational. A/E inspections and troubleshooting in progress.*
- **Site Repairs** - Repairs to damaged asphalt and concrete walkways and drives along with repair to the damaged storm drain system west of Bldg. L is being planned and bid documents are being prepared for public works bidding. Work is scheduled to begin in the Spring and be completed by the end of June 2023. *Status: Design is complete and Engineering consultant has provided a cost opinion. Bidding expected mid-January via the WA State Small Works roster.*

Major Capital Growth Projects in Pre-Design/Design Phases for Current Biennium (2021 - 2023):

- The pre-design and design portions of a new Health Sciences Center have been approved by the state legislature. The architectural firm of Schreiber, Starling, and Whitehead Architects, together with a core committee from the college are working on programming, planning, and conceptual design services necessary for executing and documenting the OFM predesign process. This includes Project Analysis, Program Analysis, Site analysis, Budget Analysis, Master Plan Analysis, Facility Operations Analysis, and coordination of various subconsultants and studies as warranted to complete the predesign for the Health Sciences Center. Predesign is completed and submitted to OFM. The design portion, in progress will follow and be completed early next biennium. An online meeting with the Sunset Area Transformation Resource Council occurred on Thursday evening, March 3rd, and the project was presented to the council for considerations and comment by our architect, college President, and others in the steering committee. OFM has approved the predesign for the Health Sciences Center project. *Update: The design funding has been released to the college and an agreement with the architecture firm that did the pre-design has been finalized. The Consultant is under agreement and working on coordinating meeting dates to begin discussions on programming.*

Infrastructure Projects for Current Biennium (2021 - 2023):

The college has received funding for the following project and the DES on behalf of the college is contacting the state on-call civil engineering firm to start investigation and design.

- **Replace aging storm water system on campus** – Camera work has been performed inside the storm water lines in the middle portion of campus to determine their condition and assess the need for replacement. The project is being implemented for completion prior to the end of the biennium. Surveying and site assessment (locates) have been completed and incorporation of that data is in progress. The college will be removing trees that may impede replacing some storm water lines/pipes. *Status: It has been decided to re-line the drainage pipes due to size of pipe and to lessen impact to surface areas of campus. Additional lines are being added to the project to better align with available funds. Pipe assessment by a third-party service is scheduled for next week. Bidding expected mid-January via the WA State Small Works roster.*

Capital Funding requests:

- The College is submitting a funding request for a Replacement Project in the upcoming budget cycle. RTC is working with Schreiber, Starling, and Whitehead (SSW) Architects to submit a Project Request Report (PRR) for a proposed Trades and Industries Building. The proposed building would house Welding, Aerospace, Commercial Building Engineering, Mechatronics, and Machining. We have met with each program intended to occupy the replacement building to determine their needs and the architects Mary Jo Lux and Ross Whitehead of SSW are establishing the necessary parameters of the proposed facility to accommodate those needs. *Status: The PRR was graded and ranked among the projects submitted statewide and the RTC application was ranked second among approximately twenty (20) submissions.*

Other Projects:

- **Energize Eastside** – The Puget Sound Energy project to replace the high-power electrical distribution poles and lines that run north and south across the student parking lots on campus is complete. Artwork has been funded and installed by PSE on the pole bases as part of the project. The college Arts Commission and other college representatives worked with the artist to collaborate on a design, which has been approved, and involves the themes of education, diversity, and inclusion. *Update: completed.*
- **COVID HVAC and Air Filtration Mitigation Project** – Funding has been approved to increase air ventilation and to upgrade the HVAC filters to higher MERV rated filters in selected campus buildings. MERV 11 filters have been ordered by the maintenance department and are responsible for implementing their installation in mechanical units that are equipped to receive them. A controls contractor on a service agreement with the college has had their contract expanded to include modifying mechanical ventilation settings and schedules, and buildings which are suitable for increasing ventilation rates have been increased at this time. *Status: HVAC control settings for various buildings have been finalized and implemented at this time by our Controls Contractor via a service agreement. Air Filters were installed for those buildings which will accommodate filters with a higher Merv rating (Merv 11), though the college has now returned to using the customary Merv 8 filters as it had been doing prior to the Covid pandemic measures taking effect.*

- **Machine Technology Grant for new CNC machines** – planning has begun, and an initial walk-through conducted to apply for an equipment grant for three (3) new CNC lathes to replace older CNC machines. A large window assembly separating the CNC Lab from the larger MTech lab will be removed and made into a passageway to improve access, sight lines, and occupant flow between the shops. *Status update: Cost proposals for both the electrical work associated with the new CNC Machines and removing a window assembly separating the shops to facilitate installation have been turned over to the program. Removal of the window assembly was completed during the summer '22.*
- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)** – the 2 existing stations were destroyed due to a vehicular accident. The college has met with an engineering firm to assess options and is in the early stages of initiating an agreement for services for the selection and installation of new stations to be placed at ex. location. *Status Update: An engineering firm with a history of working with the college and with experience in the field of EVCS has been selected and hired to help the college select replacement EVCS has recommended a supplier and Business Plans for that supplier are being reviewed by the college.*
- **Next Biennia's Facilities Condition Survey** – the college has scheduled the onsite survey with the OFM Capital Coordinator for review of the proposed Capital Repair Project for May 8th. Maintenance will be requested to provide input in preparing the request.



RENTON
TECHNICAL
COLLEGE®

Communications and Marketing
Renton Technical College Board of Trustees
January 18, 2023

Happy New Year

C&M created the new year message to our communities on behalf of the president and board.

[New Year Greeting](#)

NEWS

KOMO NEWS: The college and one of our students were featured prominently in a segment of [Eric's Heroes](#) that told the story of how Eva Gordon's unexpected gift is changing lives.

YAHOO FINANCE: [Invitation Homes Deepens Commitment to Supporting the Next Generation of Skilled Trades Workers With New Partnerships with Local Colleges](#)

AUBURN REPORTER: [Workers find success in apprenticeships carpenter program](#)

425 MAGAZINE: [One Way Renton is Working to Lower Small-Business Barriers Downtown](#)

WEB

In preparation for the Legislative Session, C&M created new web section and print flyer highlighting our student success and funding priorities. We also helped promote two events to commemorate Martin Luther King's Legacy.

rtc.edu/legislative-advocacy

rtc.edu/mlk-2023

SOCIAL MEDIA HIGHLIGHTS

We continue to see growth across platforms. Key metrics the past month over the same period last year:

- Audience growth: 200 percent increase.
- Engagements: 46 percent increase.

The following personnel actions occurred during December 2022 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires / Changes in Position			
Joseph Singh	12/16/2022	Lead Catering Cook	Food Services
-Separations			
none			
WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
Lisa Marie Carper	12/1/2022	Enrollment Services Specialist	Enrollment Services
-Separations			
None			
Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position			
Shelley Heath	12/1/2022	Testing Center Manager	Student Services
-Separations			
none			
Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Christina Rupp	12/1/2022	Construction Center of Excellence Director	Construction Center of Excellence
Maritza Ogarro	12/19/2022	Executive Assistant to the Executive Director of DEI	DEI
-Separations			
Kristina Grassman	12/30/2022	Construction Center of Excellence Director	Construction Center of Excellence
Jean Pierre Birbal	12/31/2022	Manager of Institutional Research	Institutional Advancement
RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Christine Sutton	12/22/2022	Computer Network Architecture faculty / Part-time	Business & IT
Sara Rose	12/1/2022	Science faculty / Part-time	General Education
-Separations			
Lisa Marx	12/16/2021	Construction Management faculty / Full-time	Construction Management

	Monthly Total Hires	% of Diverse Hires YTD
Full time	5	51%
Part time	2	44%

Institutional Research & Effectiveness Report
Renton Technical College Board of Trustees
January 18, 2023

Institutional Research & Effectiveness

The Office of Institutional Research & Effectiveness (IR&E) has continued its efforts to improve institutional effectiveness by supporting programs, units, cabinet, and committees for their planning, assessment, and data-informed decision making for RTC Mission fulfillment:

- Departments across campus have completed their unit plans to fulfill the priority activities outlined in the 2022-2024 Bridge Strategic Plan. The IR&E office is compiling all tasks and is creating a tracking tool for campus use. The purpose of this planning and tool is to keep the college on task with mission fulfillment and to inform resource allocation, based on recommendations from the NWCCU.
- Members of IR&E are compiling the data for the annual Strategic Plan Monitoring Report that will report metrics on Year 5 of the 2017-2022 Strategic Plan. The data will be shared with Resource & Planning Council to discuss and garner insights, before final comments and recommendations are shared out with the campus community.
- The IR&E team has hired a new Manager of Institutional Research. This person will lead efforts in RTC's state and federal reporting, dashboard creation, and data integrity.
- Data Integrity Group (DIG) has continued to convene to discuss matters related to RTC's data and metrics.
- The IR&E team has continued to work with departments across campus to update policies and processes with changes due to ctLink.
- The Director of Institutional Research & Effectiveness is collaborating with faculty and instructional deans on the program review process and assessment work.
- The team continues to support the college in all of their reporting, data, and ctLink needs.



RENTON
TECHNICAL
COLLEGE®

Instruction Report
Renton Technical College Board of Trustees
January 18, 2023

This month, VPI Stephanie Delaney interviews our new [Construction Center of Excellence](#) Executive Director, Christina Rupp. In this interview, you'll learn about Christina, about the Center and about upcoming events including the [Empower Conference](#).

 [Interview with Christina Rupp](#)



RTC Foundation Report Renton Technical College Board of Trustees January 18, 2023

Scholarships and Events

Spring 2023 Scholarship Cycle

The online applications have opened for spring quarter scholarships. Scholarship & Grants Manager, Ivonne Pereira is scheduling workshops in classrooms and virtually. Her work includes one-one meetings with applicants (both in person and virtually) and building awareness of the scholarships with students and staff through marketing channels around campus. Application closes Jan. 30th.

March 4th Student Success Celebration

Production, sponsorship development, and silent auction procurement continue for the Foundation's flagship fundraising event Saturday, March 4th in the Roberts Campus Center. The theme is Jazz Era and people are encouraged to dress-up in zoot suits and flapper dresses. A new structure for tickets was created including a 2-1 ticket promotion and tables are being sold for \$200. Confirmed sponsorships are at \$40,000 including the first Premier sponsor, Invitation Homes at the \$10,000 level. Postcard invitations will be mailed out the third week of January. Mark your calendars!

Development & Community Engagement:

- A new donor has pledged \$150,000 for 2023. This will be equally disbursed toward scholarships and the McCarthy Bridge Grant which include a MacKenzie Scott match of \$60,000. The donor recently made a six-figure donation to the WA Opportunity Grant and is new to higher philanthropy. A tour was conducted in early December which "sealed the deal" for engagement with the RTC Foundation. Hats off to Advanced Manufacturing Dean, Shannon Matson for leading the tour!
- The McCarthy Bridge Grant matching campaign update: Solicitation targets donors who have given a minimum gift of \$1,000 over the past three years. To-date 45% of the campaign goal for the year has been met including a \$50,000 individual gift. A \$60,000 pledge has been made and is expected to come in during spring quarter. With the pledge, we are at 83% of the target.
- Urban Renaissance Group and Unico Properties have renewed their annual scholarship support and Platinum sponsorship. IAW-751 and Puget Sound Energy renewed at the Gold level.
- A pledge of \$40,000 was announced by an existing endowment funder.
- Year-end giving included a \$15,000 gift to support the Life Essentials Grant.
- The 21-22 Annual Report brought in \$16,000 in year-end gifts. This is the highest amount to-date associated with the Annual Report.
- Grant proposals are being prepared for Medina Foundation and Bank of America to support students in the English Learning program.
- Staff attended the Eastside Chamber Coalition's Legislative Breakfast, and the State of the Kent Chamber luncheon as a Board member, Faculty & Staff of Color, and Women of Merit.

Finance Committee Q4

The Finance Committee members met with Badgley Phelps managers to review the Foundation's investments and Market impact on assets. Total portfolio is up 5.3% for Q4, but down year-over-year 14.8% (S&P 500 Index down 18.1%). However, bright spots include short-term bonds and holdings of value stocks which saw a 12.3% growth during Q4.



A busy start to winter quarter

The beginning of winter quarter was reminiscent of pre-pandemic levels in foot traffic and volume within our service areas. It was exciting and energizing. In the world of financial aid disbursement, the College disbursed nearly two million dollars in student aid in the first week of the quarter. This is remarkable and the result of continued implementation of ctcLink and Bank Mobile. We also welcomed two new staff. Sophie Marriott is our new Student Entry Specialist located in the front office of Student Success Center and Ronald Timm is a new Enrollment Specialist in our Enrollment Services office.

Monday Potlucks

The 2nd Monday Potluck resumed for winter quarter and was a wonderful opportunity to enjoy food and fellowship with our colleagues. Thank you to Trustee Frieda Takamura for attending. The potluck has become a treasured time to build relationships across campus over smoked meats prepared by Gerald Bradford and numerous delicious dishes brought by others to share. It's been wonderful to enjoy this face to face time with colleagues again.

Wellbriety Center Opening

The new Wellbriety Center hosted an open house. The center is the culmination of a wonderful collaboration between various cross-campus departments via a grant received last year. Nate Ezelle is the recently hired student case manager who is leading the efforts of the new space. The Wellbriety Center is a safe space for students who are in recovery, students who are interested in stopping or reducing their substance use, and their allies. It is a space to study, hang out, hold meetings, and get to know other students. With a small library containing books related to harm reduction, sobriety, and mental health, as well as information regarding recovery-based community organizations, the Wellbriety Center serves as a resource hub for all things recovery related.

Guided Pathways College Spark Cohort Retreat

The college is sending a team of student services, instruction, and institutional research staff and faculty to the winter Cohort Retreat. This is the first time in three years the retreat is happening in-person. It will occur during the last week in January in Spokane. The focus of the retreat reflecting on the work of the cohort colleges over the course of the grant and prioritizing the work moving forward as the grant comes to an end this year.

Renton Technical College
Board of Trustees Meeting
January 18, 2023

AGENDA ITEM: **4. DISCUSSION/REPORTS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. Administration/Finance

Vice President Jackson will provide a finance update and an enrollment report.

B. President's Report

Dr. Yoshiko Harden will provide a report subsequent to the November 16, 2022 board meeting.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 18, 2023

AGENDA ITEM: 6. **MEETINGS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. The next regularly scheduled meeting of the Board of Trustees will be February 15, 2023.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
January 18, 2023

AGENDA ITEM: 7. **ADJOURNMENT**

SUBJECT:

<p style="text-align: center;">BOARD CONSIDERATION</p> <p style="text-align: center;">Information</p> <p>X Action</p>
--

BACKGROUND:

RECOMMENDATION:

Motion required.