

Agenda Items	Information/Action/Presenter
1. CALL TO ORDER	3:00 P.M.
A. Notation of Quorum	
2. ADOPTION OF MINUTES	ACTION
A. January 18, 2023 – 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. Mid-year Budget Review	Vice President Jackson
B. President’s Report	Dr. Yoshiko Harden
7. BOARD OF TRUSTEES	
A. President’s Advisory Council Liaison Report	Trustee Norouzi
B. ACT Winter Legislative Conference	Trustees Cooper and Norouzi
C. National Legislative Summit, February 5-8	Dr. Yoshiko Harden
D. Trustee Tuesday, February 14	Trustee
E. Trustee Recruitment	Dr. Yoshiko Harden
8. MEETINGS	Information
A. Regular Board Meeting – March 15, 2023	
9. ADJOURNMENT	ACTION

EVENT REMINDERS

ACT Spring Conference, May 15-16, 2023 – Marcus Whitman Hotel, Walla Walla, WA

Renton Technical College
Board of Trustees Meeting
February 15, 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
February 15, 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. January 18, 2023 Regular Meeting

RECOMMENDATION:

Approval as presented.



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

**January 18, 2023
3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/83842491793> Meeting ID: 838 4249 1793

MEETING MINUTES

1. CALL TO ORDER

Vice Board Chair Takamura called the meeting to order at 3:02 P.M. and noted a quorum.

2. ADOPTION OF MINUTES

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

A. December 7, 2022 regular and special meeting

Trustee Cooper moved to approve the minutes for the regular meetings held on December 7, 2022. Trustee Norouzi seconded and the motion carried.

Vice Board Chair Takamura recognized the Lunar New Year, celebrated by many Asian cultures and encouraged everyone to join festivities in Seattle’s International District this weekend. She also expressed her gratitude for being able to represent the Board at recent enjoyable RTC events including, the MLK event today, with keynote given by Judge Nicole Gaines Phelps, the Diversity Potluck and the staff/faculty engagement event with Dr. Harden: Cocoa with Dr. Yo.

Vice Board Chair Takamura recognized the newest RTC board member, Tim Cooper, who joined today’s meeting in person. Trustee Copper was born and raised in Washington and has lived in Renton with his family for the past 17 years. He works at Kaiser Permanente of Washington where he is the Director of Medical Specialties, overseeing the entire state of Washington. He is honored to be on the RTC board and affirmed how critical technical colleges are to the whole education system. He looks forward to getting to know the RTC community. Vice Board Chair Takamura noted that the board is still looking to fill the Labor Seat.

Vice Board Chair Takamura thanked everyone for the well written and informative board reports they are much appreciated.

3. COMMUNICATIONS

A. General Information/Introductions

Dr. Harden introduced Nathe Ezelle, the new

and first manager of RTC’s Welbriety Center, which opened January 10. Manager Ezelle has been with RTC for 2 months, hailing originally from Portland, Oregon. Manager Ezelle reported that the center provides services for those who are recovering, their allies, and all who join in the wellness around recovery and wellbeing around mental health. He is establishing programming at the center, and will be scheduling guest speakers and events. Resources are also provided to students. Manager Ezelle is currently building partnerships with the Kent Department of Public Health and others. In addition to being the center’s manager, he is also a case manager on campus. Dr. Harden thanked Manager Ezelle and noted the importance of this work and the center at this particular moment. ED of DEI, Doris Martinez, introduced her new EA Maritza Ogarro, who began her employment at RTC December 19, 2022. Ms. Ogarro most recently came from the UW School of Drama and before that, the State Attorney General’s Office of Civil Rights. Ms. Ogarro is proud to be at RTC supporting the DEI work.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

**Board of Trustees – Regular Board Meeting
January 18, 2023**

- D. Student Leadership Associate Dean of Student Engagement and Retention, Wade Parrot provided an update from student leadership. Associated Student Government (ASG) is planning for Black History month in February, and a guest speaker has been retained; Rishad Norris, who offered the keynote at Highline Community College’s Black Brown Male summit in November will be speaking at RTC the 1st week February. ASG is also collaborating with ED Doris Martinez around DEI efforts on campus, including going into classrooms to share DEI event/other information with RTC students and faculty. This collaboration and classroom presence fulfills a winter quarter goal for ASG. Associate Dean Parrot reported that ASG now has 4 leaders and continues their recruitment for the last 3 and noted that the next Student Senate meeting is Monday, January 23 at noon and all are welcome to join. Vice Board Chair Takamura requested Associate Dean Parrot extend an invitation to ASG and students to join the RTC Board meetings as they are most welcome.
- E. Renton Federation of Teachers RFT President, Donna Maher thanked the president and trustees for consistently inviting RFT leadership to board meetings. She spoke to the challenges living in today’s world with COVID, the general mental health issues, and increased expenses. She noted how limited everyone is with resources and reserves which also impacts RTC enrollment: school may be the last thing on students’ minds. RFT President Maher has questions and concerns about evaluating program viability but expressed support for faculty to evaluate their own data and also ensure the State Board receives accurate data. RFT President Maher noted the opportunity the college has to improve programs, raise the bar, and spotlight RTC as the premier technical college in the State of Washington.
- F. Written Communication Reports Reports were included in the board packets.

5. DISCUSSION REPORTS

- A. Administration/Finance VP Jackson offered a presentation explaining the errors that were discovered in ctcLink in December, which are being resolved. All tuition collection reporting moving forward should be correct in ctcLink. The State Board of Community and Technical Colleges (SBCTC) confirmed that Deployment Group-6 (DG-6) colleges (9 of them) had been impacted. SBCTC is determining the best way to reimburse the DG-6 group for the current and past fiscal years, which primarily include amounts from the BAS (Applied Bachelor’s) programs. VPA Jackson reported that student disbursements were not impacted by the ctcLink error.
- VPA Jackson reported that enrollments are projected to drop over the next two years if trends continue. This is primarily a result of students taking reduced credit loads (from 12 to 9.7 per student) while headcounts are expected to slightly decrease, per formulations from the multi-year budget tool (est. at RTC 2022) which looks at future enrollment trends using projection parameters grounded in transformational moving averages that factor COVID, CPI, and unemployment. Adult Basic Education is an area of decline as are Prof-Tech programs. The significant drop in Prof-Tech programs is expected to continue through at least 2025. Projections for GenEd remain constant; CCP continues their drop, apprenticeship shows a slight growth. For the current year, we are expecting about 200 less FTE than what was initially budgeted, which will result in monetary decreases of \$900K. We are anticipating another 50 FTE drop in 2023-2024; and about 40 FTE drop in 2024-2025. Other colleges are experiencing similar trends, with ProfTech heavy technical colleges experiencing the largest losses. RTC is down 15%, compared to the 6-8% drop other Washington state technical colleges are experiencing. Per Dr. Harden, enrollment declines and reduced credit loads have been occurring over the past 9 years and COVID decelerated drops. People are feeling uncertain with changes in the world with COVID events, and other happenings impacting student outlooks around enrolling and completion. This

thinking is impacting our entire community. This information is being shared with trustees so that it can be understood with regards to RTC's planning strategies. VPA Jackson is exploring options to create a comprehensive Student Success Management plan addressing the current outreach approach, which will also include recommendations on program mix and whether it is working or if resources need to evolve and shift in order to build more successful programs. Dr. Harden reported that while funding and enrollment concerns will be shared with legislators in Olympia in the coming days, legislators do have awareness of these issues and are making investments in workforce education to help. Dr. Harden further iterated that her President's Advisory Council, comprised of community and business leaders, share concerns regarding dropping enrollments in healthcare and other programs. RTC will spend the next few months disseminating current state information to students and faculty and collecting input to parlay into RTC planning. Governor Inslee released his budget in December 2022, which included funding for high-cost programs: \$30M year after year. VPA Jackson will provide a budget update in March. He noted that the RTC contingency fund will cover RTC expenditures through the current fiscal year

B. President's Report

Dr. Yoshiko Harden provided a report highlighting activities subsequent to the December Board Meeting. She thanked the MLK Day speaker, Judge Phelps and also reported that a film will be shown tomorrow, January 19 at RTC's Blencoe Auditorium. Dr. Harden also shared information about Dr. Martin Luther King Jr.'s life and education noting that he earned his PhD at the age of 26. And it was from then and inside 13 years that he did all his work before he was assassinated. Dr. Harden recommended people read his final book, *Where Do We Go from Here*, very different from his earlier books. Dr. Harden asked people to reflect on the question if we are better off today than in 1960 with racism, poverty, and war alive today. She posited that there is still much work to do around Diversity, Equity and Inclusion. Dr. Harden thanked everyone for pulling together RTC's first MLK events. Dr. Harden informed trustees that she has several meetings and events scheduled in the next few weeks, including a student engagement event on January 30: Cocoa with Dr. Yo. She is meeting with legislators in Olympia January 24, February 1 and 3 to show and garner support for the State Board's legislative capital and operating budget request proposals. She will be joined in Olympia by Trustee Norouzi, former RTC Board Trustee/current Foundation Trustee Tyler Page, VPA Jackson and Welding Instructor and RFT Vice President Rick Geist. A student will also join each of the legislative meetings. RTC is joining forces with Green River Community College and Highline Community College to host a joint legislative reception, February 1 in Olympia. Trustees, Presidents and leaders from each of these colleges will attend to speak with the legislators. Thank you to the ED of Marketing and Communications, Katherine Hansen for working with the colleges to coordinate this. Dr. Harden met with the Superintendent of the Renton School District (RSD), Dr. Damien Patenaude and looks forward to building a mutually beneficial partnership with RSD. Dr. Harden also met with the new ED of the SBCTC, Dr. Paul Francis. She will work more closely with him and SBCTC colleagues and Dr. Amy Morrison, as she is now serving on the SBCTC Workforce Committee. Thank you to RTC Manager, Gerald Bradford for organizing the RTC Diversity Potluck. And thanks to the eighty-plus staff and faculty members and Trustee Takamura who attended the Cocoa with Dr. Yo event. A survey has been sent to collect data and input from the event. And lastly, Dr. Harden will be inducted into the Renton Rotary on January 19 and looks forward to building community partnerships within Rotary.

6. BOARD of TRUSTEES

A. Trustee Recruitment

Dr. Harden reported that we have 2 potential candidates that she will meet with to discuss joining the RTC board and filling the labor seat. Board Secretary Alanna Malone is coordinating additional meetings with candidates and Board

**Board of Trustees – Regular Board Meeting
January 18, 2023**

Chair Entenman and Vice Board Chair Takamura to further the discussion and recruitment efforts.

7. MEETINGS

A. The next regular board meeting is scheduled for February 15, 2023.

8. ADJOURNMENT

There being no further business, Trustee Cooper moved to adjourn the Board of Trustees' regular meeting at 4:24 pm seconded by Trustee Norouzi; the motion carried.

DEBRA ENTENMAN, Board Chair
Board of Trustees

YOSHIKO HARDEN, President
Board of Trustees

Renton Technical College



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.

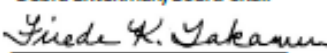
NOW, THEREFORE, BE IT RESOLVED, that the members of the Renton Technical College Board of Trustees, meeting in regular session this 7th day of December 2022, express their individual and collective gratitude and respect for Mr. Kirby Unti.

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
February 15, 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
February 15, 2023**

Financial Report

- Mid-year budget presentation will be shared.

Business Office

- The business office doesn't have an update for this month.

Food Services & Rentals

- Lindsay Tanzi, Catering Events Manager has left RTC to accept a similar position at the University of Washington. This position is currently posted on our HR website. Catering events office is continuing to build catering/facility rental business.
- Challenges continue with our Evergreen Vending vendor to replace parts in one of our main Smart-N-Go vending machines. Hopefully, the cold food vending machine will have a replaced compressor in the very near future so that we have a full line of products for our evening and weekend students.

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 February - June of 2023 for the first phase, which predominantly consists of establishing a central suite of instructor's offices. *Status: Contract with the low bidder contractor is being finalized and the Notice to Proceed is expected any day now.*

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.*

- **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 and activated in December during Winter Break. All units are operational and noticeably quieter than the old ones. Involved in project close-out.*
- **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: Bidding has been initiated today 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 design meetings with each program are in progress.*

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 have been added to the project to better align with available funds. Pipe assessment by a third-party service occurred in January. Bidding was initiated yesterday via the WA State Small Works roster. The Bid walk through: 2/9, and Bid Opening: 2/23.

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:

- **L Bldg. Dry Sprinkler System Repairs (new)**- Renton Fire Dept. is requiring immediate action be taken by the college to rectify frequent tripping of the system due to loss of air pressure. The underlying issues have been identified and a Job Order Contracting contractor has been hired to replace a poorly matched air compressor that pressurizes the lines, conduct a thorough assessment of leaking pipes and joints throughout the system, and to replace outdated and leaky valves and seals in the sprinkler riser room. Replacement of the faulty joints and pipe to follow. First action will be to install a temporary air compressor sufficient to reactivate the system.
- **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. *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. An engineering firm with a history of working with the college and with experience in the field of EVCS has been selected and with their recommendations, the college has decided on a vendor and one of the available business models. *Status Update: Initial correspondence with the vendor has been made and selection of options is in progress.*
- **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.



Communications and Marketing
Renton Technical College Board of Trustees
February 15, 2023

MARKETING

C&M collaborates with Outreach, program directors, and faculty to promote programs and Spring Registration. Ads are running to promote the Feb. 22 Info Session, as well as separate campaigns for registration. An awareness campaign to let the campus community know the various marketing materials and assistance available to them is underway.

CRM

Implementation continues on the Fire Engine Red Customer Relationship Management tool. This will allow us to better manage prospective students and lead to enrollment growth. Our goal is a core group of users trained to use it for Summer/Fall enrollment.

WEB

New web pages and news announcements include:

[Healthcare administrator joins Board of Trustees](#)

[RTC student honored at Transforming Lives Dinner](#)

[Instructor discusses Cloud Network Technology program](#)

NEWS

[Chocolate Crawl takes downtown Renton by storm](#)

SOCIAL MEDIA

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

- Audience growth: 67 percent increase.
- Engagements: 50 percent increase.

The following personnel actions occurred during January 2023 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires / Changes in Position			
Gabriel Tripi	1/23/2023	Maintenance Mechanic I/II	Facilities & Grounds
-Separations			
Joseph Singh	1/14/2023	Catering Lead Cook	Catering
WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
Sophie Marriott	1/4/2023	Student Entry Specialist	Student Services
Ronald Timm II	1/9/2023	Enrollment Services Specialist	Enrollment Services
-Separations			
None			
Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position			
Rachel (Maizy) Brown	1/23/2023	Promise Navigator	College & Career Pathways
-Separations			
Hastie Hammed	1/27/2023	Campus Security Officer	Safety & Security
Ly Chang	1/31/2023	Enrollment Services Information Specialist	Enrollment Service
Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Daniel Kang	1/1/2023	Manager of Institutional Research (<i>Position Change</i>)	Institutional Research & Development
Steve McKinnon	1/1/2023	Interim Dean of Business & IT	Business
-Separations			
Lindsay Tanzi	1/20/2023	Catering Events Manager	Catering
RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Kwabena Amo-Mensah	1/17/2023	Full-time faculty / Accounting Tenure	Business
Christine Sutton	1/3/2023	Part-time faculty / Computer Networking	Business
-Separations			
None			

	Monthly Total Hires	% of Diverse Hires YTD
Full time	7	53%
Part time	1	41%

Institutional Research & Effectiveness Report
Renton Technical College Board of Trustees
February 15, 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:

- The Director of IR&E attended the Guided Pathways winter cohort retreat, along with nine other RTC staff. The team reflected on the Guided Pathways work and discussed the future of this work, as the College Spark grant ends this year.
- The first draft of the 2021-22 Strategic Plan Monitoring Report has been shared with Resource & Planning Council. Discussions around the data metrics have begun and will continue in February to complete scoring.
- The Program Review Committee has commenced for the first time to establish a program review process for RTC. The goal of the group is to establish a sustainable systematic process that promotes continuous improvement for the college's programs.
- Data Integrity Group (DIG) has continued to convene to discuss matters related to RTC's data and metrics.
- The IR&E office is reforming its internal processes to effectively maintain and track mandated reporting and ad hoc requests from members of campus. IR&E-related policies are being reviewed for updates this month.
- The IR&E team has continued to work with departments across campus to update policies and processes with changes due to ctclink. Current policies in progress are related to curriculum and student financials.
- The team continues to support the college in all of their reporting, data, and ctclink needs.



RENTON
TECHNICAL
COLLEGE®

Instruction Report
Renton Technical College Board of Trustees
February 15, 2023

This month, you'll get a chance to go Behind the Curtain to meet the administrative support for our deans. These are folks who keep the Instruction Team running. I hope you'll enjoy meeting them.

[February Board Report - https://youtu.be/bTVBv1sag3A](https://youtu.be/bTVBv1sag3A)



RTC Foundation Report Renton Technical College Board of Trustees February 15, 2023

Scholarships and Events

Spring 2023 Scholarship Cycle

Scholarship applications are now at pre-pandemic levels! Completed applications totaled 153, well within the pre-pandemic average. Staff scheduled a dozen workshops in classrooms and virtually and provided added one-on-one consultations. We are working with Financial Aid to finalize student eligibility. Three new Scholarship Committee members from the Foundation Board have joined, and reviews begin this week. Committee meets March 7th to make the scholarship awards.

Life Essentials and Book & Equipment Grants

The Foundation is at the halfway point for disbursement of the emergency and education support grants. To-date, 150 students have received the Life Essentials Grant (LEG) representing \$45,000 in direct support. In comparison to the 2021-2022 academic year, we served a total of 221 students. At the halfway point for the Book & Equipment Support (BES) grant, we have provided 56 students \$43,500 in support, compared to a total of 80 students last year. We working to replenish these valuable funds in order to keep up with student requests.

McCarthy Bridge to College Success Grant

There were 17 students out of the set 20 goal who applied and accessed the Bridge Grant for winter quarter. The grant application is open for spring quarter and a workshop and promotional campaign have been set to build awareness with CCP instructors and students. Staff will be working on a video presentation that students can access including a Spanish version.

Industry and Faculty Network reception:

The Foundation is co-sponsoring on campus the first Industry and Faculty Network reception February 15th. This event came out of the Industry Appreciation Dinner in Oct. as something our industry partners want to develop along with RTC's Learning Resource & Career Center. The goal is to have these gatherings on a bi-annual basis.

March 4th Student Success Celebration

Video 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. Sponsorships are down over last year's event by half. Anecdotally, this has been true for other nonprofit organizations in our community. Social media and campus promotion begin in February with the hope of increasing ticket sales and reservations. Mark your calendars!

Development & Community Engagement:

- The year-end report to Swedish Medical Center was prepared for their nursing scholarships in 2022. The current grant request for 2023 expands the Swedish scholarships to include the Medical Assistant and other high-demand healthcare programs.

- Grant proposals are being prepared for Bank of America and Wells Fargo to support students in the English Learning program. The grant contractor is doing the lead research to better match LOI and outreach. This includes Group Health and WA Women's Foundation. The Ash Grove Foundation provided \$1,000 for the Life Essentials grant. Our request was for \$5,000. This is a test run since AGF has never funded RTC Foundation work in the past.
- Staff and Foundation Board members attended the annual Legislative Reception in Olympia along with the presidents from RTC, Green River, and Highline colleges, co-chaired the Education Committee for the Kent Chamber, attended Renton Rotary Legislative review with Rep. Steve Bergquist, Faculty & Staff of Color, and Women of Merit.

Annual Audit

The Foundation and team at Brantley Janson Yost CPA continue to coordinate information requests of the Foundation's annual audit and 990. The field work and findings are wrapping up in early February. Michael Gintz has provided this service since 2018 through an RFP process and will present the findings to the full Board during the February meeting.

Year-End Tax Letters

Staff prepared over 300 year-end tax letters. The Bloomerang donor database functionality continues to make this process more streamlined and accurate. We are working to migrate to Quickbooks for the Foundation's monthly financial statements to streamline the process and save staff time.



Veterans Affairs Federal and State Agency audit results

In late fall quarter, the College was notified it would be undergoing two audits via Veterans Affairs (VA) federal and state agencies. It was a coincidence that they were scheduled on back to back days during the second week of winter quarter. Collecting the requested materials for two separate audits was a very heavy lift that occurred over the end of the quarter and holidays.

We are thrilled to report that both audits produced ‘no findings’. Our exceptional Veterans Services Manager/School Certifying Official, Julie Darrah-Cappelli, and Director of Financial Aid, Rahel Weldu guided a robust team of staff to support the documentation collection and uploading, as well as graciously host the auditors who were physically on-campus. Manager Darrah-Cappelli provides outstanding service our student Veterans, as was evident during the audit process.

Eva Juarez, Director of Outreach and Recruitment shares on recent and upcoming events and activities:

Link to video:

<https://rtcedu.zoom.us/rec/share/5rQA0r6yKPsQFV1g9DBd5XTPIMohG6fA0gmU7LkVngniPHlyokLwZmNxd5X5hOS1.ZRln0L52QDnXbluD?startTime=1675722675000>

Passcode:

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Renton Technical College
Board of Trustees Meeting
February 15, 2023

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

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. Administration/Finance

Vice President Jackson will provide a mid-year review of the budget.

B. President's Report

Dr. Yoshiko Harden will provide a report subsequent to the January 18, 2023 board meeting.

RECOMMENDATION:

None.

AGENDA ITEM: **5. BOARD OF TRUSTEES**

SUBJECT:

BOARD CONSIDERATION

X Information

ACTION

BACKGROUND

A. President’s Advisory Council Liaison Report

A report from the January 30, 2023 meeting will be provided by Trustee Norouzi.

B. ACT Winter Legislative Conference, January 2023

Trustees Cooper and Norouzi will report out from the Olympia conference in January.

C. National Legislative Summit, February 5-8, 2023

Dr. Harden will report out from the Washington D.C. conference.

D. Trustee Tuesday, February 14, 2023

A trustee will offer an update from the meeting this week.

E. Trustee Recruitment

An update will be provided regarding the recruitment of the open RTC Trustee seat.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 15, 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 March 15, 2023.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
February 15, 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>
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BACKGROUND:

RECOMMENDATION:

Motion required.