



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

**May 17, 2023  
3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/6959649663> Meeting ID: 695 964 9663

## **MEETING MINUTES**

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

Board Chair Debra Entenman called the meeting to order at 3:00 p.m. and noted a quorum.

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

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

#### **A. April 19, 2023 – Regular Meeting**

*Trustee Takamura introduced a motion to approve the minutes for the regular meeting held on April 19, 2023. Trustee Norouzi seconded, and the motion carried.*

### **3. COMMUNICATIONS**

- C. General Information/Introductions** Vice President Jackson introduced the new executive assistant in Administration/Finance, Kelly Lugtu. Ms. Lugtu has fifteen (15) years of executive level support experience in healthcare and is enjoying the transition to higher education.
- D. Correspondence** Included in Board Packets.
- E. Public Comments from the Audience** There were no public comments.
- F. Student Leadership** Director of Student Leadership and Programs, Walter Lutsch informed the Board that student leadership is rounding out the first year fully-back from COVID. They are excited for the Unity Festival next Thursday, May 25<sup>th</sup> from 11 a.m. to 3 p.m. We are full steam ahead toward Commencement and looking for volunteers for that event.
- G. Renton Federation of Teachers** RFT President, Donna Maher thanked the Board and other attendees at today’s meeting. RFT is at a high simmer but not yet a high boil for the end of quarter. They continue to collaborate with administration regarding ctcLink. There are still concerns regarding data dashboards. Progress is continuing, working with Director Homeister as we identify campus priorities. There are still some concerns regarding instruction, and on-campus instruction in general. Membership response has been good. Technology access/connectivity tends to still be an issue. Remedies are still being looked at given our financial constraints. A meeting with the Business Administration Committee (BAC) is upcoming and will give information regarding the BAC ctcLink data survey. Program faculty are reaching out to local high schools in Renton and Kent with efforts toward increasing outreach and enrollment. Trustee Takamura noted that she attended the outreach Breakfast for High School counselors. It was a wonderful event, and she learned a lot.
- H. Written Communication Reports** Reports were included in the Board materials.

#### 4. ACTION

- A. Student Leadership FY24 Budget Approval** Director Lutsch presented the proposed FY24 Student Leadership budget. He noted that more students are returning to campus from the pandemic, versus the low participation earlier in the year. Last year's budget had some inaccuracies, and the approved budget was unfortunately loaded incorrectly into the ctcLink system. The FY24 preliminary budget before the Board was approved by the ASG Senate Committee last Monday. Enrollments are down, and Service and Activities (S&A) fees are all tied to enrollment. The budget is entirely funded by student fees. The BIRT Program conference attendance provides an opportunity for students to connect with industry leaders, and future job prospects. As a unique program, support for students to attend this annual conference is included as a part of the budget. The Tech Fee is different and separated out. Those funds are used for any technological equipment upgrades. Trustee Cooper inquired about contingencies built into the budget. The student portion of funding is carried over each year to reserves. The Trustees noted their appreciation for the level of detail included in preparing the budget. In the future, separating salaries from the work would be helpful.

*Trustee Takamura introduced a motion to approve the 2024 ASG Leadership budget, as proposed. Trustee Cooper seconded, and the motion carried.*

- B. Certificate of Participation (CoP) Approval of IT Instructional Remodel – Building J**

Vice President Jackson shared information on the proposed use of a CoP for the IT Instructional Remodel in building J. We have already engaged in the remodel this past year; this request is to bring phases two and three into one phase. Some minor capital funding (\$1.5M) could be used, with the remaining to be funded through a CoP. The remodel creates a hallway similar to building C, with large windows for natural light. It also includes an internet café for students. We were expecting to request \$1.8M, but SBCTC has recommended \$2M, which is the max for a minor project, at an interest rate of four (4) percent. A CoP can be stretched out twenty (20) years. We have not committed interest on any other projects. The CoP for the building across the street is funded from local tuition dollars. Trustee Cooper inquired if we were staying on the original timeline, have we done an assessment to understand the annualized twenty (20)-year CoP. The consensus of those closest to the project; Barry Baker, Director of Capital Projects and Space Planning, and our representative from Department of Enterprise Services (DES), is that this will be cheaper, projecting \$2.2M. Anticipating that costs will continue to go up - building a linear wall has tripled and carpet squares have quadrupled. We are seeing about a 24 percent per year cost escalation in construction costs. Trustee Cooper asked if this prevents us from moving forward with other capital projects. VP Jackson responded that this is just a way to condense financing. We will only pay interest on what we request reimbursement for. Josh Emery, Computer Science instructor added that a variable to Computer Science classrooms, allows a brighter future for the new facilities for the program. Students will choose because they see upgraded, and desired classroom spaces. Trustee Cooper further inquired as to how we are going to keep this new space relevant for years to come with this investment. VP Jackson confirmed the installation of the newest CAT lines for services. Colleen Day, Computer Network instructor noted her excitement about retention and improvement of the programs space. The program is hoping for a sooner than later outcome. Trustee Cooper suggested an

overview of all projects, so when approvals move forward, everyone has a good overall picture.

*Trustee Takamura introduced a motion to approve the use of a CoP to fund a portion of the project at no more than \$2.2M as proposed. Trustee Cooper seconded, and the motion carried.*

## 5. DISCUSSION REPORTS

- A. Preliminary FY24 College Budget Preview Vice President Jackson shared a presentation of the preliminary FY24 budget. The FY24 budget will come to the Board for approval in June.

From the presentation, VP Jackson reviewed the revenue forecast. State allocation is up by \$2.6M while tuition is expected to be down by \$750K. It was highlighted that the general wage increase was fully funded, that the tuition includes a three (3) percent tuition increase, that the new DEI allocation was included, as well as the Renton Promise provision. Overall RTC is expecting to receive about \$1.2M more in revenue.

VP Jackson further reviewed the expenditure forecast from the presentation. Labor is up by \$1.2M. Financial aid is also up due to the Renton Promise and the inclusion of the Opportunity Grant for Allied Health students. The budget includes the general wage increase for all employees, not just represented employees. Overall RTC is expecting to receive about \$1.5M more in revenue.

The FY24 summary shows that we are expecting to present a budget deficit to the Board in June of roughly \$300K. This is in alignment with what was presented last year as part of the FY23 budget approval. It was noted that budget enhancements are being vetted by Cabinet so this amount may change.

Historic FTE FY20 to (projected) FY24 by intent as well as current and next year projected enrollments were included. It was discussed that overall enrollment has dropped by 1000 FTE over the past four (4) years. The main area of this decrease is within our prof-tech enrollment which has been reduced by one-half. This is concerning as prof-tech enrollments are tuition generating. It was shared that the average credit load per tuition paying student is about two (2) credits less than historical average.

Tuition Paying FTE graphs show the decrease in tuition paying FTE over time and projected. Individual program enrollments graphs were shared, prior to COVID, through current and projected.

The governor just signed the budget yesterday, which included the Renton Promise. The proviso is geared to Renton School District (RSD) class of 2023. Graduating seniors of RSD can attend RTC for two years for free. Students must complete FAFSA or WAFSA, so we can determine their aid. The Renton Promise design team is being created by Vice President Student Services, Jessica Gilmore English. This could be a game changer for RTC's mission fulfillment. Dr. Damien Pattenau, RSD Superintendent mentioned that many students go to Bellevue College, so we have work to do to launch this successfully. Special kudos to Representative Bergquist. Trustee Takamura noted the excitement of the counselors when

this was announced at the recent Counselor Breakfast. Trustee Norouzi questioned the sustainability of the program. There is still a lot to be determined.

**B. Administration/Finance**

**1. Monthly Finance Report**

Vice President Jackson presented the financial report for the month ending March 2023. Revenue collection is about eighty-one (81) percent or approximately six (6) percent higher than expected due to collection of state allocation. As noted in the reports, tuition and fees are down about \$781k year over year, as are grants and contracts. Overall revenue is down \$12.2M from last March to March 2023. This decrease is from having already claimed our portion of CRRSA and CARES, \$7.3M, funding as well as the donation from Scott/Jewett of \$5M.

Expenses are about sixty-nine (69) percent or six (6) percent lower than expected. Even with overall expenses lower, salaries and benefits were higher this March, \$38.2M, compared to this time last year of \$36.6M. Financial aid awards are down this year by \$1.6M compared to last year at this time due to the spending out for our student portion of CRRSA and CARES. Our ending cash balance is about \$22.2M.

**C. President's Report**

Dr. Harden thanked everyone for attending today's meeting. She shared a story of her recent presentation at Renton Rotary. The presentation went well. There were lots of questions about college offerings, followed by amazement about our offerings. During the question-and-answer portion, a guest stood up and shared that RTC gave him his start in life. He took welding, as well as a business course here. He went on to share that he started a global business, a local pie shop, and accumulated a large real estate portfolio. He sold the business for \$29M and no longer owns the pie shop, but still owns around nineteen (19) homes. Now, he focuses on mentoring youth that have been previously incarcerated or are transitioning out of the criminal justice system, to pay it forward. It was a beautiful story. Executive Director Shaw and Dr. Harden will reach out to collaborate on capturing the story.

Dr. Harden's **Campus Engagement** highlights during the month include:

- We held a Spring All-College meeting.
- The DEI office launched the campus climate survey.
- A Monthly Community Check-in has been initiated — coordinated with the president's office, office of DEI, and Gerald Bradford. About 50 people attended the first scheduled event; the topic was "ethic of love".
- Scheduling meetings with instructional deans, with the goal to meet with all leadership.
- A successful High School Counselor Breakfast was held last week coordinated by the Outreach and Recruitment services team. The Breakfast featured information on dual enrollment opportunities, Financial aid, scholarship information, and a student panel. Dr. Harden thanked Trustee Takamura for attending the event.
- Formed Strategic Partnerships Taskforce. Executive Director Carrie Shaw will lead this group. *Objectives:* inventory of partnerships (current, lagging, missing), focus on revenue and enrollment growing partnerships and recommendations. We expect this to be about an 18-month Taskforce. Partnerships should be mutual and in alignment with the community we serve. If any Board member is interested in joining this Taskforce, please contact Dr. Harden.

- At the April Board meeting, RFT President Maher shared frustrations with ctcLink. Lia Homeister, Director of Institutional Research and Effectiveness recommended, launching a ctcLink Taskforce to identify and prioritize challenges with the software. For example, functions such as registration, student financials and other departments.

Dr. Harden's **Community Engagement** highlights for the month include:

- Attended an event at Highline College on Uplifting our community. This was even more special as Board Chair Entenman, an alum of Highline and community leaders, was a panelist. Trustee Norouzi was also in attendance.
- Spoke at Renton Rotary about RTC and her background. Continue to observe a lot of support for RTC and misnomers about what we do at RTC.
- Congressman Adam Smith visited RTC on May 1: Dr. Delaney, Katherine Hansen, and student, Abukar Siad, spoke about RTC, and what we do. Congressman Smith continues to promote the Community and Technical College Investment Act to create tuition free CTC colleges across the country with support services. The legislation would provide grant funding for states.
- Met with Representative Steve Bergquist, as he shared his excitement to announce the Renton Promise.
  - Renton graduates in the class of 2023 could attend Renton Technical College for free for the next two years.
  - State Representative Steve Bergquist, Renton Technical College, and Renton School District announce the launch of Renton Promise, a college tuition and success program to offer graduating students of Renton Schools more opportunities for a successful future. Renton Promise will provide full tuition and fees to 2023 Renton School District (RSD) graduating seniors to attend Renton Technical College regardless of grade point average (GPA), income, ability, or country of birth.
  - Renton Promise core components:
    - Full tuition and fees for RSD graduates to attend Renton Technical College for up to two-years or a student's first associate degree, whichever comes first.
    - Students must first complete a Free Application for Federal Student Aid (FAFSA) form and Washington Application for State Financial Aid (WASFA).
    - Internally, VPSS Jessica Gilmore English is leading an internal Renton Promise Design Team to design the program.
  - Attended the Umoja Symposium, along with about nine (9) RTC staff. Umoja is a program out of the California Community College system that uses African principals. Umoja, (a Kiswahili word meaning unity) is a program dedicated to enhancing the cultural and educational experiences of African American and other students.
    - Umoja actively serves and promotes student success for all students through events, conferences, and curriculum that is responsive to the legacy of the African and African American Diasporas.
  - Attended the Faculty of Color Mentoring program, along with Dean Tanaka. This is great support faculty across the state.

- Was a guest presenter for Seattle Central College's Social and Human Services class, students in counseling fields. She spoke on her dissertation topic; racial microaggressions.
- RTC Foundation sponsored a table at the Renton Schools Foundation Benefit Breakfast to support Renton public schools.

Dr. Harden noted upcoming calendar items for the Board's radar:

- Scholar and Donor Reception is scheduled for tomorrow, May 18, 2023 in the Library from 5 to 7 p.m.
- The June 21, 2023 Board meeting will require an Executive Session for Tenure prior to the Board meeting.
- A Board Retreat will take place on June 7, 2023 in the RTC Board Room. This is an opportunity for Board members to come together, look at the mission/vision and strategic plan. We would like to see everyone in attendance.
- RTC Commencement on June 22, 2023.

## **6. BOARD of TRUSTEES**

**A. Board Dashboard Review/Training** Board Chair Entenman noted that there is a dashboard that exists that can provide useful information to the Board. The Board members need training on this. She would appreciate some scheduled time to learn how to use the dashboard and understand its usefulness to the Board.

**B. Foundation Liaison Report** Trustee Cooper shared an update from the April 27, 2023 Foundation Board meeting. This was his first meeting as Board liaison, and noted his appreciation for the work that Executive Director Shaw does for the Foundation and the college.

Board Chair Entenman reminded the Board of the Board Scholarships that are supported directly from Board member participation. The annual requested contribution is \$550 to support the Board Scholarship Fund and the RTC Transforming Lives scholarship. Please give what you can.

**C. ACT Spring Conference Report** Board Chair Entenman attended the ACT Spring Conference in Walla Walla, WA May 15-16, 2023. Attending state conferences are perfect opportunities to learn what it means to be a Trustee and find out what is happening at other colleges within the system, so that together we can make sure we have adequate state and local funding. Being in Walla Walla was great, with opportunities for critical thinking, and life-long learning. Discussion included the pre-conceived notions of what it looks like to be professional looking, and how this should not be a part of the tenure process. There is a need to increase students in medical fields. Meet them where they are to aid them as to where they want to go and give them that opportunity. Discussions included partnerships between colleges and multi-care. We have better outcomes when staff look like the community they represent.

The National ACCT conference will be held in Las Vegas in October 2023. Ms. Beers will send information to the Board regarding the conference, so Board members can determine if they want to attend.

**7. MEETINGS**

- A. A special meeting/Board Retreat is scheduled for June 7, 2023. This will be held in the Board room. Food will be provided.
- B. The next regular Board meeting is scheduled for June 21, 2023, with an Executive Session prior to the regular meeting. Commencement is June 22, 2023 at ShoWare arena in Kent. Board members will need to be there at 5:00 p.m.

**8. ADJOURNMENT**

*There being no further business, Trustee Takamura introduced a motion to adjourn the Board of Trustees' regular meeting at 5:03 p.m. Trustee Norouzi seconded, and the motion carried.*

DEBRA ENTENMAN, Board Chair  
Board of Trustees

YOSHIKO HARDEN, President  
Renton Technical College



---



---