

Hybrid Annual Retreat: Board Room (I-204)

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/83249488505> / +1 253 215 8782 US (Tacoma) 832 4948 8505

Hybrid Regular Meeting: Culinaire Room (I-108)

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## I. SPECIAL MEETING

### Information/Action/Presenter

1. Call to Order 11:00 A.M.
2. Board Retreat Board Chair Frieda Takamura
  - A. Review of Board Role
  - B. 2022-2023 Board Self-Evaluation Dr. Yoshiko Harden
  - C. 2023-2024 Board Goals
    - i. President's Draft Goals
    - ii. Establish Board Goals
  - D. Open Public Meetings Act, Public Records Information  
Facilitator: John Clark, Assistant Attorney General

### LUNCH BREAK

1:00 P.M. – 1:30 P.M.

### 3. EXECUTIVE SESSION

- A. An Executive Session will be called to review the performance of a public employee (RCW 42.30.110).
- B. Announcement of time Executive Session will conclude.

### BREAK

## II. REGULAR BOARD MEETING

### Information/Action/Presenter

1. Call to Order 3:00 P.M.
  - A. Notation of Quorum
2. Adoption of Minutes
  - A. June 21, 2023 – Regular Meeting Action
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 Information
- A. President’s Report Dr. Yoshiko Harden
    - i. Strategic Equity Committee Recommendation—Trustee
  - B. Strategic Equity Plan Dr. Yoshiko Harden
  - C. Financial/Budget Status Vice President Jacob Jackson
5. Action
- A. RFT High Demand MOU Vice President Lesley Hogan
  - B. President Contract Addendum Board Chair Frieda Takamura
6. Board of Trustees
- A. Annual Board Meeting Schedule 2024—Draft First Review
  - B. Transforming Lives Committee Selection Board Chair Frieda Takamura
7. Meetings
- A. Special Board Meeting/Retreat – September 26, 2023
  - B. Regular Board Meeting – October 18, 2023
8. Adjournment Action

Renton Technical College  
Board of Trustees Meeting  
**September 20, 2023**

**AGENDA ITEM:**      **1. CALL TO ORDER**

**SUBJECT:**

**BACKGROUND:**

<b>BOARD CONSIDERATION</b>
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<input checked="" type="checkbox"/> Information
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<input type="checkbox"/> Action
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Board Chair Takamura will carry out the Notation of Quorum and call the meeting to order.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**September 20, 2023**

**AGENDA ITEM: 2. ADOPTION OF MINUTES**

**SUBJECT:**

**BACKGROUND:**

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

- A. June 21, 2023 Regular Meeting

<b>BOARD CONSIDERATION</b>
Information
<input checked="" type="checkbox"/> <b>Action</b>

**RECOMMENDATION:**

Approval as presented.



## Board of Trustees – Regular Meeting

June 21, 2023

Board Room (I-204) / Culinaire Room (I-108)/Hybrid Zoom

3:00 P.M.

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

### SPECIAL MEETING MINUTES

#### 1. CALL TO ORDER

2:00 P.M.

Board Chair Debra Entenman called the meeting to order at 2:00 p.m. and noted a quorum.

#### 2. EXECUTIVE SESSION

A. The Executive Session is scheduled to review the performance of public employees for the purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30).

B. The executive session concluded at 3:00 p.m.

### REGULAR MEETING MINUTES

#### 1. CALL TO ORDER

Board Chair Debra Entenman called the regular meeting to order at 3:10 p.m. and noted a quorum.

#### 2. ADOPTION OF MINUTES

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

A. May 17, 2023 – Regular Meeting

B. June 7, 2023 – Special Meeting/Retreat

*Trustee Cooper introduced a motion to approve the minutes for the regular meeting held on May 17, 2023 and special meeting/retreat on June 7, 2023. Trustee Zappone seconded, and the motion carried.*

#### 3. COMMUNICATIONS

A. General Information/Introductions Board Chair Entenman expressed her thanks to interim Board Secretary, Di Beers for returning to work, putting her retirement on hold to assist the college in this interim period. Dr. Harden introduced the new Executive Assistant to the President and Board Secretary, erin lewis. They started at the college on June 20, and have worked in the community and technical college (CTC) system since 2018 in the Seattle Colleges. They are enrolled in Seattle University's Law School, focusing on CTC compliance, Title IX, and alternative dispute resolution. Dr. Harden also shared her thanks to Ms. Beers for her assistance since mid-March serving as interim Board Secretary. Director Morenika Jacobs introduced Emily Terry as the new Enrollment Services Information Specialist, replacing the retired Lee Chang. Ms. Terry is a Seattle University BA graduate, and City University MEd graduate, and very pleased to be a part of RTC. Dr. Stephanie Delaney introduced Tim O'Connell as the new associate dean replacing Doug Medbury at the college. Dean Medbury is retiring after 34 years with the college. Mr. O'Donnell thanked Dr. Delaney for the introduction and shared his industry and program experience both in the U.S. and abroad and noted that he knows he has big shoes to fill. He looks forward to sharing some new ideas. Trustees Takamura and Zappone both attended the Career Fair and thanked those who organized it. Trustee Takamura also thanked Jamie

McGinnis, Di Beers, John Henry Whatley, and IT staff for assisting Board members with Canvas. Trustee Zappone also noted his positive impression with the Career Fair and the number of vendors and industry on campus, and agreed with the assistance from the IT staff for guiding him through Canvas log-in. Board Chair Entenman also shared thanks to Agnes Figueroa and IT staff for their assistance and patience with assisting Board members with Canvas.

- B. Correspondence Included in Board Packets.
- C. Public Comments from the Audience There were no public comments.
- D. Student Leadership Director of Student Leadership and Programs, Walter Lutsch was not present at the meeting, as he was prepping for graduation scheduled for tomorrow. Vice President Jessica Gilmore English shared information from Student Leadership. She noted that the Career Fair included 75 vendors. Earlier this month, a Pride event was held, Student Services is prepping for commencement tomorrow, and students are amid finals. It's been an active and exciting month. We expect about 600-700 graduates tomorrow.
- E. Renton Federation of Teachers RFT President, Donna Maher shared a short update from RFT. Today is the final Board meeting of the year - that went by in a blink of an eye. This is a stressful time of the year for both faculty and students. They continue working with Director Lia Homeister and her team on ctLink and dashboards. On-campus instruction/technology is still a concern from campus. They have continued concerns about adequate support when faculty comes back to campus. Outreach/enrollment is good, and faculty will always continue these attempts. She wished everyone a relaxing summer.
- F. Written Communication Reports Reports were included in the Board materials.

#### 4. ACTION

##### A. Tenure Advancements

###### 1) Advancements from First to Second Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, I, Trustee Zappone move that **Amo-Mensah, Kwabena "Kobi"** be promoted from first to second year status. Trustee Takamura seconded and the motion carried.*

###### 2) Advancements from Second to Third Year Status

*After considering the recommendation of the tenure review committee and all other recommendations, I, Trustee Norouzi move that **Samuel Woldemariam** be promoted from second to third year status. Trustee Cooper seconded, and the motion carried.*

###### 3. Advancements from Third Year to Tenure

*After considering the recommendations of the tenure review committee and all other recommendations, I, Trustee Entenman move that **Ren Tarvin** be awarded tenure. Trustee Zappone seconded, and the motion carried.*

*After considering the recommendations of the tenure review committee and all other*

*recommendations, I, Trustee Takamura move that **Di Zhang** be awarded tenure. Trustee Norouzi seconded, and the motion carried.*

- B.** Prof-Tech Collective Bargaining Agreement                      Vice President Human Resources Lesley Hogan presented the 2023 to 2026 ratified Prof-Tech contract agreement. She highlighted the major changes from the executive summary included in the Board materials. The negotiation team included Rebecca Chase, College and Career Pathways Program Manager; Joyce Nicholas, Enrollment Technology Specialist; Catharine Wilson, Dental Assistant Clinic Coordinator, and Andre Betita, Enrollment Services Manager from the membership. The Management team included Jacob Jackson, Vice President Administration and Finance, Ebony Jackson, Human Resources Operations Manager; Morenika Jacobs, Director Enrollment Services; John Henry Whatley, interim co-director College Technology Services; and Lesley Hogan, Vice President Human Resources. There were new participants in the bargaining process. Membership ratified the agreement; 43 active members/23 voted a unanimous yes. Following the updates shared from the executive summary, the Board took the following action.

*Trustee Zappone introduced a motion to approve the Prof-Tech Association 2023 to 2026 contract as presented. Trustee Cooper seconded and the motion carried.*

- C.** HB 1751 Emergency Rule Extension                      Vice President Student Services Jessica Gilmore English presented the need of the emergency rule extension and offered discussion and questions. The request is for approval of the emergency rule, while we continue to work through the law. This is also called Sam's law, in honor of a young student named Sam Martinez, who passed away during a hazing incident in November 2019, while he was a student at Washington State University. This law revises the Student Conduct Code, and process hearings in respect to hazing. A hearing is scheduled for July 10, and then will be primed for final approval in September. Board Chair Entenman inquired why a hearing is being held in July when fewer students are enrolled in classes. Time frames are set by the Code Reviser, and not sure that delaying the hearing in the regular academic year would be better but could be possible. Outreach for the hearing will include a hybrid setting. Trustee Cooper inquired about a sample of the changes. The previous definition was a list of items, pertaining to hazing, and the new definition is more specified that any act that is likely to cause physical danger, and where and when the rules apply. There is a lot more clarity and specificity around anti-hazing. Matt Wurz, executive assistant to the VP of Student Services added there is much effort being done to notify students of the hearing and upcoming events. AAG John Clark added that this is a two-part rule making process. The emergency is to comply with the law, which is good for 120 days. The regular rule making process is a three-part process; notice of hearing, hearing, and if changes move forward, they will come to the Board in September, and approval at the same time. A red-line document will be provided prior to acting.

*Trustee Norouzi introduced a motion to adopt an emergency rule extension for changes made to the RTC Student Conduct Code and Hearing Procedures to maintain compliance with HB 1751, as presented. Trustee Zappone seconded, and the motion carried.*

- D.** RFT High Demand MOU Approval                      Vice President Lesley Hogan notified the Board that the updated High Demand MOU scheduled for discussion and approval will need

to be tabled for future approval. Discussions began in March, and negotiations were close but unfortunately not close enough to provide a prepared MOU at this time. We hope to have a final MOU in the first few weeks of summer quarter, which may require a special meeting, so that we have less retroactive increases to give to these faculty upon approval.

- E. FY24 College Budget Approval Vice President Administration and Finance  
Jacob Jackson shared a presentation and presented the proposed FY24 college budget for approval. Vice President Stephanie Delaney mentioned we are meeting students where they are/besides the lost costs that students. RTC is more reliant on state funding, with fewer local dollars to spread around. Salaries and benefits make up most of the expenses. There is no plan for layoffs this year. We looked at the last few years, and right sized that to help balance this year's budget. The Renton Promise will begin in the fall; students from any of the four High Schools in the Renton School District are eligible to participate and allows students to attend either full-time or part-time. It also permits them to start any quarter the year after they graduate. Financial Aid Director Rahel Weldu stated that we have 62 applicants as of today. The Renton Promise is a Big Deal and mission alignment for high school transition. Trustee Takamura inquired as to how the budget information has been shared with campus. A budget presentation was held yesterday and provided, and a Budget overview was included in winter quarter all-college meeting. Budget enhancements were also shared with the Resource and Planning Council. We will improve opportunities in the future. The Boards concern is that we are fully transparent.

*Trustee Takamura introduced a motion to approve the FY24 College Budget as presented. Trustee Zappone seconded, and the motion carried.*

**NOTE:** *Trustee Cooper was not present for the vote on the budget and from this point forward for action items in the meeting.*

## 5. DISCUSSION REPORTS

- A. Strategic Monitoring Report Institutional Research Director Lia Homeister shared information from the 2021-22 Strategic Monitoring Report and reviewed the recommendations. A slide presentation was shared of the report that was included in the materials and provided some background information to newer Board members. The Strategic Plan was 2017-2022 but has been extended two years to 2024. This report is annual, to measure the benchmarks and strategic indicators and is scored by the Resource and Planning Council. Key findings and recommendations were shared. Vice President Stephanie Delaney noted that the accreditation findings noted that we are chronically bad at closing the loop. All the things Ms. Homeister is sharing are a lot of information that NW Commission Fellows (Dr. Stephanie Delaney and Dr. Sarah Wakefield) are addressing as part of the process of finding connections with our work to indicate where the responsibilities lie for monitoring. There are great new ways how the governance structure also works into this. Board Chair Entenman appreciated this report, which gives us information that we can use when we evaluate the president. Trustee Zappone noted that when faculty and staff go through equity training, the Board should also be included. Trustee Takamura inquired as to the board's responsibility and role as far as policies are concerned. This is an instrument for improvement that needs to be a tool versus a schedule. She also asked Accreditation Liaison, VP Stephanie Delaney how this works with accreditation efforts. It will be evidenced that we



are continuing the path to close loops. The need for more and better data is related to disaggregation of data. This report is very general, but we are already looking at this for disaggregation. Trustee Takamura noted that this year for the first time K-12 (OSPI) is requiring use of disaggregation tool, which is included on their website. So many are not included in the appropriate categories. Trustee Norouzi added that coming off the recent retreat with Be Culture, wondered if there are better ways to capture and have our own research for qualitative data. Qualitative Research is not easy to capture. Students may not have the same goals as the college. A lot of efforts have been made into cleaning up existing data; we are building processes and we are working toward finding better solutions. Trustee Takamura inquired about how this extends externally to the community. A SWOT Analysis with the community using the Strategic Equity plan term and a model, timeline and framework will follow.

**B. Administration/Finance**

1. Monthly Finance Report Board Chair Entenman requested that since we had an extensive budget report to approve the FY24 budget, that Vice President Jackson waive his oral presentation of the financial report for the month ending April 2023.

**C. President's Report**

Dr. Harden extended her gratitude and appreciation to the Board of Trustees, college administration, faculty, staff, and students, as well as the broader community. She thanked students for their trust in the college. She looks forward to the culminating event at graduation tomorrow. She is grateful for the alignment around the mission, and thanked student leadership. Further thanks to RFT; Donna Maher and Rick Geist for their role to go above and beyond for students and the college. Many staff are at ShoWare today preparing for the big event tomorrow. Special thanks to the executive cabinet for their role in successes at the college and for embracing Dr. Harden's presidency at the college. A true indicator of a healthy (or unhealthy) organization is how many problems come to the president. The answer here is hardly any – most are taken care of before reaching her office. The Foundation has done a fantastic job this year, dispersing over \$700k in grants and scholarships. She thanked the Board members for their involvement in meetings and events, as well as state and national events. We have a funding model that is focused around money, but when students take less credits, let's stay galvanized around the mission versus funding. There is still hangover worry over the Covid-19. We've had specific attacks on our DEI efforts, and Critical Race Theory. We have a lot to celebrate. A great Legislative session included I-732 wage increase (which was extended to all employees at RTC), HB 1559 post-secondary student needs – we want hunger free students, in direct credit to Board Chair Entenman's work in the legislature. Remember your students deserve no less. There is a lot to be grateful for and things we can fix. Board Chair Entenman thanked Dr. Harden for her work this year, as well as the faculty, staff, and students. She commented that her work in the legislature causes absenteeism from meetings, but she is always here for the college. Many know she is in her second term of the board and will be complete in 2024. It has been a privilege and she will always support the college no matter where she is.

**6. BOARD of TRUSTEES**

A. Foundation Liaison Report On behalf of Trustee Cooper, Dr. Harden shared an update from the May 25, 2023 Foundation Board meeting. An upcoming retreat is

scheduled for the RTCF Board next week.

**B. Election of Officers FY24**

*Trustee Norouzi introduced a motion to elect **Trustee Takamura as Board Chair** of the Renton Technical College Board of Trustees effective July 1, 2023 and extending through June 30, 2024. Trustee Zappone seconded, and the motion carried.*

*Trustee Takamura introduced a motion to elect **Trustee Norouzi as Board Vice Chair** of the Renton Technical College Board of Trustees effective July 1, 2023 and extending through June 30, 2024. Trustee Zappone seconded, and the motion carried.*

**C. Appointment of RTC Liaisons FY24**

*Appoint **Trustee Cooper as the Liaison to the Renton Technical College Foundation Board**, effective July 1, 2023 and extending through June 30, 2024.*

*Appoint **Trustee Norouzi as the Liaison to the Renton Technical College Advisory Council**, effective July 1, 2023 and extending through June 30, 2024.*

*Appoint **Trustee Entenman as the primary Representative and Trustee Zappone as the secondary Representative to the Legislative Action Committee**, effective July 1, 2023 and extending through June 30, 2024.*

**7. MEETINGS**

- A.** The next regular Board meeting is scheduled for September 20, 2023. Once information regarding the September retreat is available, notification will be sent.

Commencement is June 22, 2023 at ShoWare arena in Kent. There will be a pre-commencement reception from 4 to 5:00 p.m. in the Club Room on the second floor of the arena. Board members should arrive by 4:00 p.m. to participate in the reception.

**8. ADJOURNMENT**

*There being no further business, Trustee Entenman adjourned the Board of Trustees' regular meeting at 5:35 p.m.*

DEBRA ENTENMAN, Board Chair  
Board of Trustees

YOSHIKO HARDEN, President  
Renton Technical College

Renton Technical College  
Board of Trustees Meeting  
**September 20, 2023**

**AGENDA ITEM: 3. COMMUNICATIONS**

**SUBJECT:**

**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

**BOARD CONSIDERATION**

Information

Action

**RECOMMENDATION:**

None.

**Administration and Finance Report**  
**Renton Technical College Board of Trustees**  
**September 20, 2023**

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## **Financial Report**

For month ending July, we are about 8% through the year. Revenue collection is about 11% so we are trending up. Revenues are up about \$2.6M compared to this time last year. Most of this increase is due to tuition and fees, \$1.3M. As well as moving an increase in grants and contracts, \$591.

Tuition and fees are also up compared to this time last year, \$100k. Our tuition and fee collection increased, and mimics what we are seeing in our enrollment trends as well. However, our tuition and fee collection are still well below our enrollment, tuition, and fees prior to the pandemic in 2019-2020.

Expenses are about 7 percent. Expenses are up about \$1.7M compared to this time last year. The largest increase is in salary and benefits, \$290; financial aid awards, \$192k, as well as the goods and other services, \$259k.

Our ending cash balance is about \$18.7

## **Business Office**

- Susan Kimmie in Cashiering retired on Tuesday, September 5, 2023. She started with RTC on February 14, 2022 and has been a wonderful asset to the team!
- Interviews for Susan's replacement will begin the week of Sept 11, 2023.
- We have successfully closed another fiscal year and are well into fiscal year 2024. We are preparing for the start of fall quarter and all purchasing, travel, and billing that come along with it.

## **Food Services & Rentals**

- Report will be given with Instruction's report.

## **Facilities & Capital**

- Open position – Maintenance Mechanic 3
  - Gabe Tripi – separated from the college in July of 2023
- Parking Lot Painting
- Striping parking stalls
- Painting curbs
- Painting crosswalks
- Stenciling signs (Fire lanes, stop signs and handicapped stalls)

## **Grounds**

- Hired three seasonal workers (Henry McCabe, Owen McGinnis and Damien Carmen\*)
  - \*Damien Carmen separated from the college in August 2023
- Pressure washed sidewalks around Building C and Building I
- Planting annuals (Campus Center)

- Weeding flower beds (Campus wide)
- Trimming and shaping bushes (Campus wide)
- Spread Beauty bark (Campus wide)
- Repairing irrigation issues (Campus wide)

## **Custodial**

- New hires – Patrick Ostrom (Custodian 1), Ron Weber (Custodian 1), Kurt Thompson (Custodian 1) and Alphonso Puc-Poot (Custodian 1)
- Summer Clean-up projects (cleaning carpets, washing windows, etc.)
- Removing furniture in D Building (Instructional Hub) and J Building (Remodel of 1<sup>st</sup> floor in J Building, Phase 2)

## **Capital**

### **Minor Capital Program Projects for Current Biennium (2023-2025)**

#### *J Building Computer Classroom Remodel, 1<sup>st</sup> Floor – Phase 2 (SWL Architects)*

- The project is going out to bid in the next couple of days.
- COP funding request is in progress.

### **Minor Capital Repair Projects for Current Biennium (2023-2025)**

#### *Roof Top Unit replacement in D Building (Rolluda Architects)*

- Studying the scope with the limited budget allocated.
- Site walks done with Tony and Lee to assess the current RTU ducts placement and routing.

#### *Lower Roof replacement at the Annex (Rolluda Architects)*

- Site walk completed with Tony.
- Rolluda provided a rough schedule of the design phase starting in December. Bidding in February and construction in April.
- Trying to figure out if HAZMAT survey is required for the lower roof.

#### *Storm line Replacement Phase 2 (AHBL)*

- TV inspections going on for the storm line pipes behind building D.
- Plumbing and Drain were called in pump out the stagnant water and use a water jetter to clear the blockage – not successful.
  - There is a blockage under the tree line outside the fence, trying to figure out the optimum way to clear the blockage.

#### *Unanticipated Repair Projects*

##### F Building Roof repairs

- Needs to be done immediately before the summer ends.
- Received Quotes from Queen City and Master Craft.
- Evaluating both to decide on the best approach.

##### L Building Fire Sprinkler System Leaks

- The time frame for execution is two weeks and since some of the sprinkler pipes are in classrooms. It's best done during the winter break when students are on vacation.
- Received Quotes from Columbia Fire.
- This may be a purchase order.

## **Major Capital Growth Projects in Pre-Design/Design Phases for Current Biennium (2023 - 2025)**

### *Health Science Center (SWL Architects)*

- Still in the predesign stage for considering Building H. Walks were done with the Electrical and Mechanical leads.
- Samples were collected by Krazan for the HAZMAT survey of the building. Results will be shared in two weeks.

## **Other Projects**

### *Replace and Expand Colleges Vehicle Charging Stations (EVCS)*

- Interacting with Dan from Brink Electric to get the quotes for the new transformer for the proposed 5 EV charging stations.

### *Multicultural Center D Building (Rolluda Architects)*

- A programming session was conducted with the DEI team to understand the requirements, Rolluda shared their report and RTC has provided their feedback.

### *Rivian Automotive Repair Instruction Shop (KPFF & Wood Harbinger)*

- Hydraulic Solutions came in for a site walk to assess the scope of work for the removal of the six existing lifts. Still waiting for the quotes from them.
- JOC - Forma also came in for a walk to assess the scope of work for the Rivian Lift installation.

### *PSE Easement*

- Easement papers from PSE for the new location of guy pole shared to John Clark for review and signatures.

**Communications and Marketing Report  
Renton Technical College Board of Trustees  
Sept. 20, 2023**

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## **MARKETING**

Fall Marketing and Communications campaigns outperformed expectations, and the implementation of the CRM and collaboration with Student Services and Instruction have contributed to an enrollment increase for Fall.

In short, the CRM provides for automatic imports of prospective students from applications and inquiry form submissions generated by Marketing and Outreach and creates a seamless flow of communication with those prospective students. Email open and click rates far exceed industry standards. (Average open rate for education is 37 percent, and the average click rate is 1.5 percent.)

### **CRM Key metrics**

- 419 inquiry forms submitted from marketing leads; 34 from scanned QR codes on printed materials
- For Fall applicants: 60 percent open rate; 51 percent click rate
- For Fall inquiries: 60 percent open rate; 64 percent click rate to apply button
- More than 40 percent of inquiring students who clicked on an email applied. This demonstrates that our targeted marketing effectively reaches prospective students and that timely communication with clear calls to action encourages prospects to apply and applicants to register.

## **NEWS and WEB**

Design work continues on the new website, with plans to show it to campus constituent groups starting in the fall. New web pages and stories include:

[Strategic Equity Plan](#)

[College and tribal leaders meet at RTC](#)

[National education summit comes to RTC](#)

[Campus recovery groups support student sobriety as overdoses rise in WA](#) (RTC mention)

Seattle Times, Sept. 10, 2023

## **SOCIAL MEDIA**

Key metrics compared to August 2022:

- Audience growth 3.6 percent
- Engagement growth: 150 percent
- Impressions: Up 81 percent
- Most popular posts: Renton Promise
- [Commencement Highlights video](#)

**College Technology Services**  
**Renton Technical College Board of Trustees**  
**September 20, 2023**

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Summertime is the busiest time of the year for College Technology Services (CTS). During the break, CTS works diligently on classroom and technology upgrades while also keeping a keen eye on support services. During the break CTS received and successfully closed out more than 1,000 service desk tickets. Classroom readiness is a top priority and the team pushed through and got more than 60 classrooms ready for in-person instruction (in-person, hybrid, web enhances, and FLEX).

With an emphasis on improving the classroom experience for students and faculty, 22 new computers were deployed to instructor stations in FLEX-enabled classrooms. In addition to updating more than 500 classroom computers, CTS deployed 90 new student computers in various classrooms, which includes new monitors, keyboards, and mice. CTS also had the opportunity to repurpose extra computers to three more classrooms to upgrade an aging fleet.

More work is underway with the wireless network. Access points are being provisioned and will start to deploy in September. There is also planning work with the copy machine fleet, which now will be managed by CTS.

CTS is assisting with the J Building first floor renovation, setting up new office spaces for IT faculty in J-110. Multiple classrooms needed to vacate, with all of the classroom technology relocating to the 3<sup>rd</sup> floor. This is a high priority so there is no interruption to fall instruction.

There have been a few personnel changes over the summer break as well. After a thorough search, John Henry Whatley was appointed as the permanent Executive Director of CTS. RTC thanks Agnes Figueroa on her efforts in a co-interim role, which helped the college fortify our cyber security protections. Tim Lee, End User Systems Engineer, will take on an interim role as Associate Director to provide leadership to the helpdesk staff (Technical Support Analysts). There are additional recruiting efforts underway to fill vacancies in CTS.

CTS is partnering with IT faculty to pilot internships for IT students. This partnership revives opportunities for students that are close to graduation and provides hands on experience to further enhance student's employment marketability. We are so excited to leverage this partnership!



**Diversity, Equity, and Inclusion Report**  
**Renton Technical College Board of Trustees**  
**September 20, 2023**

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**Diversity, Equity & Inclusion Council**

The Diversity, Equity & Inclusion Council (DEIC) will resume fall quarter on October 9, 2023. Due to the newly implemented College Governance model, fall quarter will focus on developing Council Bylaws and updating workplans to continue the work from the 2022-2023 academic year.

**Campus Climate & Data Equity**

The Action Team co-leads, Lia Homeister and Doris Martinez, received the survey data from Higher Education Data Sharing Symposium (HEDS) during summer quarter and have been disaggregating data in preparation for campus presentations fall quarter. Additionally, a formal report will be completed and published to the College and on the RTC website by Winter 2024.

The Campus Climate and Data Equity Action Team concluded administering the campus climate survey during spring quarter, from May 8-May 28, 2023. Created by HEDS, the survey was open to students, staff, and faculty. In collaboration with Institutional Research and Office of DEI, 308 individuals completed the RTC Campus Climate Survey.

**Multicultural Center**

Members of the DEIC Multicultural Center Action Team (MCAT) met with Rolluda Architects on July 27, 2023 for Programming Day in Building D, the future site of the Multicultural Center slated to open in spring/summer 2024. Facilitated by the Rolluda team, The Programming Day was a full day session in which the team facilitated various exercises with MCAT focusing on the identity, goals and vision for the physical space of the Center. This was the first of two meetings the firm will have with RTC. A community feedback session with Rolluda Architects will occur once the Center floorplan has been solidified.

**Professional Development & Training**

The Professional Development & Training Action Team is currently focusing on mental health as a theme for an inaugural session fall 2023 with a focus in addressing exhaustion, capacity, and racial battle fatigue. Additionally, the team is developing general learning objectives and outcomes for sessions. Team will reconvene fall quarter to establish and formalize an official training schedule.

**Office of Diversity, Equity & Inclusion (DEI)- Departmental Updates**

**Disability Awareness Month coming October 2023**

In collaboration with Disability Resource Services, Disability Awareness Month will offer the campus community with intentional programming that celebrates and examines the intersectionality of the disability experience through enriching learning formats including lectures, workshops, exhibits and much more.

Programming is sponsored by Student Services, Center for Innovative Teaching & Learning, Disability Resource Services and Office of Diversity, Equity & Inclusion. Special thank you to 2023

Disability Awareness Month Planning Committee: Agnes Figueroa, Ren Tarvin, Jake Swanke, Christie Fierro, Eugene Shen, Desmond Ragsdale, Lesley Hogan, Maritza Ogarro and Doris Martinez

### *Schedule of Programs*

Brittany Davis – October 3rd – 11:30am-1pm

Brittany Davis is a Seattle based recording artist signed to Loosegroove Records. Brittany's debut EP, I Choose to Live, was released in March of 2022.

RTC Cafeteria — In Person Event

Steve Ferreira – Oct. 11 – 2:30pm-4pm

Steve Ferreira is a motivational speaker and professional athlete. Steve's presentation "Living A Disabled Life" lets people know what it is like to live with a disability.

Blencoe Auditorium (C Building, 1st Floor) & FLEX

<https://rtcedu.zoom.us/j/85485329650?pwd=cWhWSFhxRnpuM1pzVnZKdTM1TjhYZz09>

Meeting ID: 854 8532 9650

Passcode: 533730

Sara Sanders Gardner – Oct. 19th – 2:30pm-4pm

Sara Sanders Gardner is the designer and Director of Bellevue College's Neurodiversity Navigators program. Sara's workshop "Neurodiversity Cultural Responsiveness: Supporting Autistic and Neurodivergent Students at College" covers common impacts of neurodivergent disabilities.

Blencoe Auditorium (C Building, 1st Floor) & FLEX

<https://rtcedu.zoom.us/j/87213755708?pwd=WjNZVVZpOTVWYWJ1b200aStoRWVKZz09>

Meeting ID: 872 1375 5708

Passcode: 633207

### **Umoja Fest**

The Office of Diversity, Equity and Inclusion in partnership with Outreach & Recruitment hosted a RTC table Umoja Fest, August 5 & 6 at Judkins Park located in the Central District. Umoja Fest honors Seattle's Black community's rich and historic heritage. The festival and parade celebrates our collective ability to make ourselves, our families, community, city, state, nation and world a better place for our future generations.

RTC Staff and Faculty volunteered at the two-day event, connected with community members, and shared our numerous educational offerings. This would not have been possible without the exceptional coordination of our Outreach & Recruitment Team (Eva Juarez, Kellie Luther and Firia Aguon-Flores).

Much gratitude and appreciation to our volunteers: Shanteal Valteau, Gerald Bradford, erin lewis, Bo Dong, Maritza Ogarro, Raquel Andre, Yoshiko Harden, Sterling McKernon, Linh Linh Tran, Jean Munro, Joyce Nicholas and Matt Wurz.

The following personnel actions have occurred as of June 2023 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
<b>- Hires</b>			
Edith Del Rayo Flores De Pelyao	6/20/2023	Temporary Part-Time Catering Lead Cook	Culinary Arts

<b>-Separations</b>			
Rosan Sicat	6/21/2023	Dining Room / Cashier Supervisor	Food Services

WFSE	Effective Date	Position	Department
<b>- Hires</b>			
none			
<b>-Separations</b>			
none			

Prof Tech	Effective Date	Position	Department
<b>- Hires / Change in Position</b>			
Siliphone Xayamouangbo	6/1/2023	Project Manager A ( <i>Position Change</i> )	Communications and Marketing
Firia Aguon-Flores	6/16/2023	Community Outreach and Recruitment Manager	Student Services
<b>-Separations</b>			
none			

Exempt / Administrative	Effective Date	Position	Department
<b>- Hires</b>			
Tim O'Donnell	6/1/2023	Associate Dean of Culinary Arts / Director of Food Services	Food Services
erin lewis	6/20/2023	Executive Assistant to the President	Administration / President
<b>-Separations</b>			
Rajwinder Kaur	6/30/2023	Director of Cert Nursing	Allied Health
Sara Newman	6/30/2023	Guided Pathways Tech Trainer	Student Success
Bryan Keyth Sokol	6/30/2023	Interim Associate Dean of the Library	Library

RFT	Effective Date	Position	Department
<b>- Hires</b>			
David Edwards	6/1/2023	Part-Time Faculty/ Welding	Advanced Manufacturing
Danielle Smith	6/16/2023	Part-Time Faculty/ High School program	College Career Pathways
<b>-Separations</b>			
Tiago Freitas	6/15/2023	Part-Time Faculty / Professional Baking	Culinary Arts
Christopher Jewett	6/15/2023	Part-Time Faculty / Wine Appreciation	Culinary Arts
Jeffrey Pulliam	6/26/2023	Full-Time Faculty / Construction Management	Workforce Trades
Vincent Phillips McLellan	6/30/2023	Full-Time Faculty / Manufacturing Fabrication Technology	Advanced Manufacturing
William Sanderson	6/30/2023	Full-Time Faculty / Cloud Network Technician (Retired)	Cloud Network Tech

	Monthly Total Hires	% of Diverse Hires YTD
Full time	3	60%
Part time	3	54%

The following personnel actions have occurred as of July 2023 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
<b>- Hires</b>			
none			
<b>-Separations</b>			
Gabe Tripi	7/21/2023	Maintenance Mechanic I-II	Facilities & Grounds

WFSE	Effective Date	Position	Department
<b>- Hires</b>			
none			
<b>-Separations</b>			
none			

Prof Tech	Effective Date	Position	Department
<b>- Hires / Change in Position</b>			
Megan Phillips	7/1/2023	Student Success Specialist ( <i>Position Transitioned from Exempt to Classified</i> )	Student Services
Linda Bui	7/1/2023	Student Success Specialist ( <i>Position Transitioned from Exempt to Classified</i> )	Student Services
Jamie McGinnis	7/1/2023	Schedule and Curriculum Analyst ( <i>Position Change</i> )	Instruction
Ronald Timm II	7/1/2023	Student Success Specialist ( <i>Position Change</i> )	Student Services
Heena Binukumar	7/17/2023	Capital Projects Coordinator	Facilities & Grounds
Yalda Naimzadeh	7/18/2023	Student Success Specialist	Student Services
<b>-Separations</b>			
none			

Exempt / Administrative	Effective Date	Position	Department
<b>- Hires / Change in Position</b>			
Stefanie McIrvn	7/1/2023	Temporary Special Projects Manager to the VPI ( <i>Position Change</i> )	Instruction
Cle Roseboro II	7/5/2023	Associate Dean of the Library	Library
<b>-Separations</b>			
Dominic Hill	7/10/2023	Junior Systems Administrator	College Technology Services
Hannah Pham	7/14/2023	EA to VP of Instruction	Administration / President
Nancy Medbury	7/3/2023	Human Resources Operations Manager ( <i>Retired</i> )	Human Resources
Douglas Medbury	7/3/2023	Dean of Culinary Arts/Director of Food Services ( <i>Retired</i> )	Food Service

RFT	Effective Date	Position	Department
<b>- Hires</b>			
Olla Ibrahim	7/1/2023	Academic Career Counselor	Student Services
<b>-Separations</b>			
none			

	Monthly Total Hires	% of Diverse Hires YTD
Full time	4	100%
Part time	0	0%

The following personnel actions have occurred as of August 2023 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
<b>- Hires</b>			
Patrick Ostrom	8/7/2023	Custodian 1	Custodial

**-Separations**

WFSE	Effective Date	Position	Department
<b>- Hires</b>			
Divya Teja KaKani	8/17/2023	Part-Time Administrative Assistant III/ Running Start	Student Success

**-Separations**

none

Prof Tech	Effective Date	Position	Department
<b>- Hires / Change in Position</b>			
Claudia Lovegrove	8/22/2023	Research Associate	Institutional Research & Effectiveness

**-Separations**

Megan Phillips	8/21/2023	Student Success Specialist	Student Services
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Exempt / Administrative	Effective Date	Position	Department
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**- Hires / Change in Position**

John Henry Whatley	8/1/2023	Executive Director of College Technology Services (appointed permanent position)	College Technology Services
Nia Williams	8/1/2023	Human Resources Manager Talent Acquisition & Development)	Human Resources
Kendra Nicole Van Beek	8/16/2023	Human Resources Manager – Employee & Labor Relations	Human Resources

**-Separations**

Robert Kowalski	8/9/2023	Human Resources Manager – Employee & Labor Relations	Human Resources
Walter Lutsch	8/28/2023	Director of Student Leadership and Programs	Student Engagement & Retention
Barry Baker (Retired)	8/2/2023	Capital Projects and Space Planning Director	Facilities & Grounds

RFT	Effective Date	Position	Department
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**- Hires**

none

**-Separations**

Susan Burnham	8/1/2023	Part-Time Faculty / Nursing	Allied Health
Ruth Buttler-Rehse	8/1/2023	Part-Time Faculty / Nursing	Allied Health
Baijie Wang	8/1/2023	Part-Time Faculty / Nursing	Allied Health
Ali Valibeigi	8/1/2023	Part-Time Faculty / Nursing	Allied Health
Kalanda Adcock	8/1/2023	Part-Time Faculty / Anesthesia Technologist	Allied Health

	Monthly Total Hires	% of Diverse Hires YTD
Full time	4	75%
Part time	1	100%



**Instruction Report**  
**Renton Technical College Board of Trustees**  
**September 20, 2023**

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The Instruction Team has a video update letting the Trustees know what they did during the summer and what is coming up in the fall. Watch the playlist at the link below.

[Instruction Board Report](#) -

<https://www.youtube.com/playlist?list=PLJaMcTwpG944co5wpnISCPzgwA0TOEek6>

**Institutional Research and Effectiveness Report**  
**Renton Technical College Board of Trustees**  
**September 20, 2023**

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### **Institutional Planning and Effectiveness**

- Members of the Institutional Research and Effectiveness (IR&E) office continue to collaborate with the Diversity, Equity, and Inclusion (DEI) office on the results of the 2023 HEDS Campus Climate Assessment. The official results will be shared out and published on the RTC website during fall quarter.
- To promote and reinforce RTC's college governance system, SharePoint sites have been created and organized on RTC's intranet site. The structure will be introduced to campus during fall quarter.

### **Student Learning and Assessment**

- The IR&E office presented and launched a new program review cycle. Every instructional program will complete their program review form during the first half of fall quarter.
- A Research Associate has been hired to primarily focus on course evaluations, surveys, and focus groups for the college.

### **Data and Research**

- Data dashboards have been published on the IR&E SharePoint site for faculty and staff to review while completing their program review.
- IR&E and the Outreach team kicked off collaboration on data-informed recruitment strategies.
- Analysis of Guided Pathways interviews, conducted by the former Guided Pathways manager, has been completed and will be shared out with participating CCP faculty and staff this fall.

### **ctcLink**

- The ctcLink Registration Task Force has concluded. A report with recommendations will be submitted to the President.
- The ctcLink Travel Task force has commenced and will be concluding in fall quarter.
- HPUX (legacy system) has been officially sunset by SBCTC.
- A contract researcher has been hired to explore fraud accounts solutions.

### **Other**

- The team continues to support the college in all of their reporting, data, and ctcLink needs. Ad hoc requests from this summer included foundation reports, grants data, and Fire Engine RED scripts.
- IR&E and ctcLink SharePoint sites have been redesigned to offer more ease of use for general employees seeking information.
- Revised/new policies related to data sharing, surveys, focus groups, reporting, and research are currently in progress.

**RTC Foundation Report  
Renton Technical College Board of Trustees  
September 20, 2023**

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## **Scholarships and Events**

### **Fall 2023 Scholarship Cycle**

The Scholarship Committee met August 1 to award scholarships for fall quarter. The Committee awarded 131 scholarships for a total of \$188,300 in direct support to students. This is the largest amount the Foundation has awarded in its history! The percentage of qualified applicants who were awarded was 93% – the highest rate since tracking began in 2016. The Foundation awarded a new \$2,000 scholarship to 45 students in fall quarter – the Connell Family Scholarship!

The FY22-23 Foundation scholarship data reported the following retention rates for recipients:

65% – Fall 2022

85% – Winter 2023

62% – Spring 2023

Year average 71% down from 73% FY21-22

### **McCarthy Bridge Grant**

As of August, 30 new McCarthy Bridge Grants (MBG) have been offered for summer and fall quarters. A new marketing schedule for 2023-2024 has been prepared and new MBG flyers created.

Now that a full academic year has been completed, data around retention and persistence rates for students has been gathered, and the MBG rates for FY22-23 are stellar! The data will be incorporated into the annual campaign to raise matching funds to the Mackenzie Scott investment draw and include student success stories.

- 90% Retention rate – the quarter-to-quarter enrollment rate for a student
- 93% Persistence rate – student has either completed their program or are still enrolled.

### **Book & Equipment Grant changes**

The FY22-23 persistence rate for students who receive the Book & Equipment Support grant (BES) is 90% – and another outstanding data point that reflects the impact direct support has on student education outcomes. The amount of BES grants awarded increased 12% over FY21-22 and more fundraising is planned.

### **2023 Celebrity Chef Dinner Oct. 19**

The Chef's Table and Patron Tickets are sold out! Only 14 tickets remain in the 2<sup>nd</sup> tier seating. We have exceeded our sponsorship goal with \$18,000 in support. Chef Miranda's menu is set, and Bruce Sturgeon has agreed to be the sommelier. Catalyst Presents is once again our production lead. No live stream will be done this year and Chef Miranda has donated her time for this event. She was Food & Wine Magazine's 2022 Chef of the Year and a 2023 James Beard awardee semi-finalist for



Best New Chef. She founded the restaurant Musang on Beacon Hill and is known for her Filipino and Asian fusion cuisine. She has always prioritized community and is active with FareStart.

## **2024 Student Success Celebration March 2**

The Events Committee finalized this year's theme – Come Together, a rock n' roll theme around the famous Beatles song. Sponsor benefits have been finalized and visual branding is being developed. The goal is to launch sponsorship outreach in early Fall.

## **Operations:**

### **Finance Committee**

The Finance Committee met to review the Foundation's investment Q2 Performance Report from Badgley Phelps. Highlights: Market has really come back, returning over 14% and 6% in just the past six months. Call it a "narrow Market" due to the growth index of some major stocks which saw 83% growth. Driven by the AI frenzy. RTC does not have commercial real estate stock, so there is no risk in this sector.

### **Alumni Relations**

A new LinkedIn page and alumni email has been setup to begin ongoing social media and communication with alumni. The Foundation's CRM will be used for tracking engagement and the alumni newsletter. Recent graduates received information about engaging with the RTC Foundation.

## **Development & Community Engagement:**

- Hobart Service is the Presenting sponsor for the 2023 Celebrity Chef Dinner at \$5,000. Viet Wah and Amazon are Premier sponsors at the \$3,000 level. Goals for sponsorships have been met. Providence Swedish Medical Center has provided a Platinum level \$5,000 for the 2024 Student Success Celebration.
- Grant proposals were submitted to Tulalip Tribe and Washington Federal Bank for emergency student grants, and Slalom Philanthropy to expand the Book & Equipment Support grant.
- Grant development included meeting with representatives from Umpqua Philanthropy to explore Board volunteer opportunities and financial competency training for students. Ideas around a 2024 grant proposal to support RTC's new Multicultural Center. Tour of IT remodel in Building J with Amazon Eastside community representative.
- Donor stewardship: the Executive Director touched base with several major donors through phone calls, a lunch hosted by Dr. Harden, and personal visits over the summer and follow up with scholarship funders continues with student impact notes and appreciation.
- 2022-2023 Annual Report production in collaboration with Communications & Marketing department: Work around content development and design continues. This year's theme is "Advancing student talent and success."
- The Strategic Partnership Task Force (SPTF) met bi-monthly over the summer. The goal is to secure 2-3 major partnerships for the college that provide revenue or resources, increase enrollment in targeted programs, and build stronger ties with employers. The SPTF did a SWOT analysis and developed the start of a strategic plan. Board member Tyler Page provided research and analysis around successful partnership programs highlighted by Aspen Institute. Met with former VP of Strategic Partnerships at Everett College to learn more about how they developed a robust and successful partnership culture, outreach, and engagement plan.

**Student Services Report**  
**Renton Technical College Board of Trustees**  
**September 20, 2023**

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**Renton Promise is underway!**

In June we were excited to announce this opportunity for the class of 2023 Renton School District graduates. To refresh, during the 2023 legislative session, Renton Technical College received 2023-2025 biennial funding to pilot a "[Renton Promise](#)" program. [Representative Steve Bergquist](#), from the 11<sup>th</sup> Legislative District, advocated for this exciting opportunity.

Over the course of the summer, we have worked with over 130 RSD graduates who submitted interest inquiries. Of those inquiries, over 80 students enrolled for fall quarter. This is remarkable, as it exceeds enrollment from the class of 2022 RSD graduates over the entirety of the 2022-2023 academic year.

The RSD has been a great partner in helping us to communicate to prospective students and families about this opportunity. Both Financial Aid and Entry Services staff executed intensive outreach to those who inquired, providing admission, funding, and enrollment support.

To continue this important work, the College has posted a Renton Promise Program Specialist. This position will serve as a single point of contact, with expertise in both Financial Aid and new student intake/onboarding to guide students through our processes. They will also support critical retention work and student tracking.

**The new Student Success Council will convene this fall.**

In the spring under Dr. Harden's leadership, Dr. Wakefield, Dean of General Education & Transfer, and Lia Homeister, Director of Institutional Research, evaluated the College's governance structure to provide increased transparency and clarity. Through this process, the new Student Success Council was established and will begin meeting fall quarter.

This council will focus on matters related to advancing student retention and completion, assessing policies and practices, and providing recommendations to the Resource and Planning Council. Moving forward, the Student Success Council will serve as a space to continuously advance Guided Pathways, convening a Guided Pathways committee to conduct and monitor this essential work on an ongoing basis.

The council, chaired by Vice President Gilmore English, will begin initial work recruiting members and developing its charter and bylaws. Beginning in the 2023-2024 academic year, the six council chairs will meet quarterly to promote increased collaboration and communication.

**Student Services welcomes the Director of Entry Services.**

Earlier this month Lindsey Smith joined the division as our Director of Entry Services. This is a new director role and will be a pivotal component in deepening our Guided Pathways work. One of the Guided Pathways pillars is helping students choose and get on their path. We do this through intake and onboarding. As we have staged out improvements to these critical student milestones, Director Smith will be coalescing our entry services staff and collocated CCP navigators under a new department called Entry Services. Their focus this year will be creating a more seamless experience for new students.

Renton Technical College  
Board of Trustees Meeting  
**September 20, 2023**

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

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
<input checked="" type="checkbox"/>	Information
<input type="checkbox"/>	Action

**BACKGROUND:**

- A. President's Report  
Dr. Harden will provide a report subsequent to the June 21, 2023 Board meeting.
  
- B. Strategic Equity Plan  
Dr. Harden will provide a report on an update of the Strategic Equity Plan.
  
- C. Financial/Budget Status  
Vice President Jackson will provide a report of the budget.

**RECOMMENDATION:**

None.

**RENTON TECHNICAL COLLEGE  
MONTHLY OPERATIONS REPORT  
FISCAL 2023-24  
For the Month of June 2023**

	June 2023 - Actual	Year to Date - June 2023 - Actual	Prior Year to Date - June 2022 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	9,741,684	19,248,178	9,407,669	9,840,509
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	(928,281)	8,271,461	10,697,236	(2,425,774)
Grants and Contracts	(211,152)	4,359,465	10,479,532	(6,120,068)
Donation Received	-	-	5,000,000	(5,000,000)
Student Government	(75,593)	588,029	725,166	(137,137)
Bookstore	127	15,570	73,876	(58,306)
Security/Parking	(17,455)	84,535	147,256	(62,721)
Culinary Arts - Food Services	86,952	762,862	391,326	371,535
Housing	-	48,294	58,228	(9,934)
Interest Income	40,629	243,379	19,250	224,129
Rental Income - Excluding 569	12,197	245,889	159,336	86,553
Scholarship and Student Loan Funds Received	83,857	7,064,251	8,863,551	(1,799,299)
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	<b>(1,008,718)</b>	<b>21,683,735</b>	<b>36,614,759</b>	<b>(14,931,023)</b>
Add - State Allocation				
State Allocation - VPA Expenses	2,107,281	28,715,547	-	28,715,547
Capital Allocation Fund 057	1,369,222	2,843,516	-	2,843,516
Capital Allocation Fund 060	639,597	901,811	-	901,811
Total State Funding	<b>4,116,100</b>	<b>32,460,874</b>	<b>26,095,404</b>	<b>6,365,470</b>
Total Revenues	<b>3,107,382</b>	<b>54,144,610</b>	<b>62,710,163</b>	<b>(8,565,553)</b>
Less - Expenses:				
Salaries	2,723,948	26,620,540	23,590,521	3,030,019
Benefits	954,291	8,734,073	7,301,189	1,432,884
Contracts	-	-	-	-
Goods and Other Services	4,146,831	12,365,708	7,697,338	4,668,370
Cost of Goods Sold	28,353	204,726	98,413	106,313
Travel	38,268	176,156	69,705	106,450
Equipment	183,699	401,765	1,025,043	(623,279)
Computer Equipment	-	-	-	-
Financial Aid	111,056	10,062,767	11,253,414	(1,190,648)
Debt Service	123,498	168,837	166,610	2,227
Bad Debt	-	-	3,076	(3,076)
Total Expenses	<b>8,309,944</b>	<b>58,734,572</b>	<b>51,205,311</b>	<b>7,529,261</b>
Net Operating Surplus (Deficit)	<b>(5,202,563)</b>	<b>(4,589,962)</b>	<b>11,504,851</b>	<b>(16,094,814)</b>
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	2,926,492.77	2,086,178	(1,092,437)	3,178,615
Decrease/ (Increase) in Investments & Bond Amortization	466,756.97	(7,952,966)	402,954	(8,355,920)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(41,037.00)	(900,094)	(974,859)	74,765
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	<b>3,352,213</b>	<b>(6,766,882)</b>	<b>(1,664,342)</b>	<b>(5,102,540)</b>
Ending Cash Balance	<b>7,891,334</b>	<b>7,891,334</b>	<b>19,248,178</b>	<b>(11,356,845)</b>
Add College Reserves:				
Local Government Investment Pool (LGIP)	9,461,867.50	9,461,868	987,377	8,474,491
Investment Bonds held in trust by US Bank	2,121,700.31	2,121,700	2,632,126	(510,425)
Total Reserves	<b>11,583,568</b>	<b>11,583,568</b>	<b>3,619,503</b>	<b>7,964,065</b>
Total Cash and College Reserves	<b>19,474,902</b>	<b>19,474,902</b>	<b>22,867,681</b>	<b>(3,392,779)</b>
	<b>Actual %</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Variance</b>
Total Current State Allocation	100%	29,836,109	27,370,435	2,465,674
Allocation Used - Year to Date	99%	29,473,042.37	27,137,474	2,335,568
Remaining State Allocation	1%	363,067	232,961	130,106



Renton Technical College  
Board of Trustees Meeting  
**September 20, 2023**

**AGENDA ITEM: 5. ACTION**

**SUBJECT:**

**BACKGROUND:**

- A. RFT High Demand MOU  
Vice President Hogan will share information and the status of the RFT High Demand MOU.
  
- B. President Contract Addendum  
President's contract addendum or other action items that may be necessary to be taken as a result of matters considered in the Executive Session.

<b>BOARD CONSIDERATION</b>	
	Information
<b>X</b>	<b>Action</b>

**RECOMMENDATION:**

Approve as requested.

**Report to Board of Trustees – RFT/RTC High Demand Salary Negotiations**  
**Renton Technical College**  
**September 20, 2023**

**RENTON FEDERATION OF TEACHERS/RENTON TECHNICAL COLLEGE**

**2023-2024 High Demand Salary MOU**

Attached please find the updated High Demand Salary Memorandum of Understanding as tentatively agreed to on July 10, 2023. These changes shall take place retroactively to July 1, 2023.



## MEMORANDUM OF UNDERSTANDING BETWEEN RENTON TECHNICAL COLLEGE AND RENTON FEDERATION OF TEACHERS

Renton Technical College (“College”) and the Renton Federation of Teachers (“Union”) agree to comply with the legislation as outlined in HB 2158 High Demand/High Wage provision, and both parties considered those industries identified as such using the Employment Security Department for King County designation of high demand. Both parties agree that the wage gap determined by the difference between industry wages as designated at the 75<sup>th</sup> percentile by SIC and SOC codes and the annualized faculty contract wages.

The College and the Union agree that implementation should be focused on identified high demand industry professionals instructing in the following areas, and further separated into a two-tier wage gap priority as identified in Attachment 1.

Tier 1:	Tier 2:
<ul style="list-style-type: none"> <li>• BAS – Application Development</li> <li>• BAS – Network Architecture</li> <li>• Cloud Network Technology</li> <li>• Computer Science</li> </ul>	<ul style="list-style-type: none"> <li>• Mechatronics</li> <li>• Welding</li> <li>• Commercial Building Engineer</li> </ul>

Any remaining monies from the HB 2158 High Demand/High Wage provision will be distributed as a stipend on July 10, 2024 to all affected (full time and adjunct) faculty included in this MOU by proportionally dividing the remaining funds based on credits taught by faculty included in this bargaining.

**RFT has the right to request and receive the accounting records of all HB 2158 High Demand/High Wage provision dollars paid to each faculty member.**

In the event the Legislature or SBCTC changes the funding level for high demand dollars, the salary increases will be reduced proportional to the reduction, or paid back to the College by individual recipients should the reduction be more than the unpaid amount.

Under no circumstances will local funds be used to supplement any portion of the high demand salary adjustments, including benefits coverage. It is further noted that the salaries and benefits of faculty funded through grant or other temporary funding sources should be funded through those dollars as opposed to special high demand monies. If there is an error in accounting or coding, the college administration will promptly correct the error.

The College and RFT agree that the full amount of the high demand allocation should to the fullest extent possible be distributed as salary through the last payroll date for the current fiscal year (July 10). This agreement, which supersedes the previous Memorandum of Understanding from May 18, 2023, is effective July 1, 2023 through June 30, 2024 and will be revisited separate from full scope bargaining, pending ongoing, dedicated high demand funding as allocated by the Legislature, and the interests of the faculty and College.

\_\_\_\_\_  
Donna Maher, Date  
President, Renton Federation of Teachers

\_\_\_\_\_  
Frieda Takamura, Date  
RTC Board Chair



## 2023-2024 High Demand Salary Schedule

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### Full-time HD Faculty

STEP	YEARS	HD TIER 1 2023-2024*	HD TIER 2 2023-2024*
1	0-3	114,424	91,317
2	4-10	121,359	96,849
3	11-18	128,295	102,381
4	19+	135,229	107,917
DEGREE STIPEND	MASTER'S	967	967
	DOCTORATE	1,935	1,935

### Adjunct HD Faculty

STEP		HD TIER 1 PER CREDIT 2023-2024	HD TIER 2 PER CREDIT 2023-2024
1		1,457	1,527
2		1,604	1,681
DEGREE STIPEND **	MASTER'S	967	967
	DOCTORATE	1,935	1,935

\* HD (High Demand) programs are outlined in 2021-2022 MOU in contract

**TIER 1 PROGRAMS**

BAS - Application Development  
 BAS - Network Architecture  
 Cloud Network Technology  
 Computer Science

**TIER 2 PROGRAMS**

Commercial Building/Industrial/Stationary Engineer  
 Mechatronics  
 Welding



RENTON  
TECHNICAL  
COLLEGE®

**2023 ADDENDUM TO PRESIDENT’S CONTRACT  
RENTON TECHNICAL COLLEGE  
COMMUNITY COLLEGE DISTRICT NUMBER 27**

**I. Parties**

This Addendum is entered into between the Renton Technical College Board of Trustees and its President, Yoshiko Harden, (hereinafter referred to as “the President”).

**II. Purpose**

This Addendum to the April 28, 2022, President’s Contract, based upon the Board’s extensive evaluation of the President’s performance and a determination that her performance merits an extension of his contract, modifies **Article II of the Contract (“Appointment”)** and extends the contract to a new end date of June 30, 2026. This Addendum also modifies **Article IV of the Contract (“Salary”)** to provide the President a cost of living adjustment (COLA) approved by the legislature of 8.9 percent, effective July 1, 2023.

The terms of this Addendum were approved in open session by the Board at a Board of Trustees meeting on September 20, 2023. All other terms and conditions of the President’s Contract and any addenda or modifications to that contract are expressly incorporated herein by reference.

**III. Acknowledgment**

The Parties have read this Addendum and attest that they fully understand and knowingly and voluntarily accept its provisions in their entirety without reservation.

IN WITNESS WHEREOF, the Board of Trustees and the President have executed this Addendum this 20th day of September 2023.

\_\_\_\_\_  
Frieda Takamura  
Chairperson for and on behalf of the of the Trustees  
of Renton Technical College

Terms and Conditions of  
this Addendum accepted by:

\_\_\_\_\_  
Dr. Yoshiko Harden, President  
Renton Technical College

Approved as to form:  
Office of the Attorney General  
State of Washington  
John Clark  
Assistant Attorney General  
Dated: 09/20/2023

Renton Technical College  
Board of Trustees Meeting  
**September 20, 2023**

**AGENDA ITEM: 6. BOARD OF TRUSTEES**

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
	Information
<b>X</b>	<b>Action</b>

**BACKGROUND:**

- A. Board Meeting Format Discussion and Calendar  
The draft 2024 Board Meeting Calendar is presented for review and discussion.  
Action to approve will occur at the October 2023 Board Meeting
  
- B. Transforming Lives Committee Selection  
A volunteer selection committee of two Trustees will be selected to review the initial applications, and to make recommendations to all Board members. The award criteria are attached for review.
  
- C. Strategic Equity Plan Steering Committee Recommendation  
The Board Chair will call for a Trustee to join the 2023-2024 Strategic Equity Plan Steering Committee.

**RECOMMENDATION:**

Approve as requested.

2024

# RTC Board of Trustees Meeting Calendar

DRAFT

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## COLLEGE HOLIDAYS

<b>Board Meeting Date</b>	January 1, 2024	New Year's Day	June 19, 2024	Juneteenth	November 11, 2024	Veterans Day
	January 15, 2024	Martin Luther King Day	July 4, 2024	Independence Day	November 28-29, 2024	Thanksgiving
<b>Board Planning Date</b>	February 19, 2024	President's Day	September 2, 2024	Labor Day	December 25, 2024	Christmas Day
	May 27, 2024	Memorial Day			January 1, 2025	New Year's Day

Notes: First Day Fall Qtr '23-24: [Sept 19, 2023](#) | ACCT Leadership Congress: [Oct 23-26, 2024](#) | ACCT NLS: [Feb 4-7, 2024](#) | Last Day Spring Qtr: [June 20, 2024](#) | Commencement: [June 20, 2024](#)

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# Transforming Lives 2022 Nomination Criteria

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## Description

The ACT Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. The ACT Awards Committee will select six keynote speakers from the nominations submitted by the Washington community and technical colleges.

All nominees will be invited to attend, at ACT's expense, the ACT Legislative Contact Conference (January 24, 2022), at the RL Hotel in Olympia), where they will be honored during the Transforming Lives Awards Dinner. Award winners will be the keynote speakers, and each recipient will receive a \$500 cash award from ACT.

Every nominee will have his or her story and picture included in an awards booklet that will be shared with legislators, the higher education community, and posted on the ACT website.

## Awards Criteria

Nominations must come from the student's board of trustees, based on the following criteria:

- The nominee may be:
  - a current or former Washington community or technical college student **[within 3 years (2018-19, 2019-20, 2020-21) of completing a degree, certificate or transfer]**
  - Or a current student who is making significant progress toward completing a degree or certificate that is helping him or her prepare for success in his or her future endeavors.
  
- The nominee must share in written format (**maximum 600 words**) about overcoming barriers to achieve higher education goals and how the education and support received at his/her community or technical college was life transforming. **The following questions must be answered in order for the nomination to be eligible for consideration:**
  - ✓ **What compelled you to attend a community or technical college? And most importantly was there an individual(s) or program at the college you feel contributed to your success?**
  - ✓ **What was it about that individual(s) or program that made the difference in transforming your life? Please explain.**
  - ✓ **Were there any barriers or obstacles that originally prevented you from attending a community or technical college?**
    - **If so, please identify those barriers or obstacles and tell us what you did to overcome those barriers or obstacles?**

- ✓ **What is next for you and what are your goals for your future?**
- ✓ **If you could share one piece of advice for other students or for those who are unsure about their ability to attend a community or technical college, what would that be?**

Each college may develop its own process for soliciting and selecting nominations. One student from each college may be nominated by the local board of trustees. Multi-campus districts provide one nominee from each college in the district. **Once the board identifies its nominee, the college is encouraged to work with the nominee to edit/finalize the student statement for submittal.**

**Nominations must include the completed nomination form, the student's final edited statement, a letter of support from the board of trustees outlining why the student's story was selected, and a head and shoulder photograph (300 DPI or higher) of the student. Materials must be sent electronically. The student's statement (600 word maximum) must be in a Word document.**

### **Deadlines:**

**Nominations must be received by ACT by Friday, November 4, 2021**

ATTN: Kim Tanaka at [ktanaka@sbctc.edu](mailto:ktanaka@sbctc.edu)

**\*\*Previous nominations submitted within the last 3 years are eligible to be resubmitted and reconsidered\*\***

**(Students previously chosen as ACT's keynote speakers are not eligible)**

**Awardees will be notified mid-December.**

**\*\*Please note: all student stories and pictures will be published in the Transforming Lives Booklet and posted online. The booklet is widely distributed to Legislators, CTC Stakeholders and the Public. \*\***

Renton Technical College  
Board of Trustees Meeting  
**September 20, 2023**

**AGENDA ITEM: 7. MEETINGS**

**SUBJECT:**

<b>BOARD CONSIDERATION</b>
X Information
Action

**BACKGROUND:**

- A. A special meeting of the Board of Trustees will be September 26, 2023.
- B. The next regularly scheduled meeting of the Board of Trustees will be October 20, 2023.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**September 20, 2023**

**AGENDA ITEM: 7. ADJOURNMENT**

**SUBJECT:**

**BACKGROUND:**

**BOARD CONSIDERATION**

Information

**X Action**

**RECOMMENDATION:**

Motion required.