

## Agenda Items

## Information/Action/Presenter

### I. STUDY SESSION: TENURE

1:00 P.M.

### II. REGULAR BOARD MEETING

3:00 P.M.

1. Call to Order  
Chair Frieda Takamura
  - A. Notation of Quorum
  
2. Adoption of Minutes
  - A. September 20, 2023 – Regular Meeting Action
  - B. September 26, 2023 – Special Meeting Action
  
3. Communications Information
  - A. General Information/Introductions
  - B. Correspondence
    - i. Representative Steve Bergquist, Renton Promise Recognition
  - 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
  - B. Strategic Equity Plan Dr. Harden
  - C. Financial/Budget Status Vice President Jacob Jackson
  
5. Action
  - A. Annual Board Meeting Schedule 2024 Board Chair Frieda Takamura
  - B. HB 1751 Vice President Jessica Gilmore English
  - C. PSE Easement Vice President Jacob Jackson
  
6. Board of Trustees
  - A. Strategic Equity Committee Dr. Harden
  - B. Foundation Liaison Report Trustee Tim Cooper
  - C. President’s Advisory Council Liaison Report Vice Chair Jessica Norouzi
  - D. Legislative Action Liaison Report Trustee Debra Entenman

7. Meetings
  - A. Regular Board Meeting – November 15, 2023

8. Adjournment

Action

Renton Technical College  
Board of Trustees Meeting  
**October 18, 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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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  
**October 18, 2023**

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

**SUBJECT:**

**BACKGROUND:**

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

- A. September 20, 2023 Special and Regular Meetings
- B. September 26, 2023 Special Meeting

<p><b>BOARD CONSIDERATION</b></p> <p>Information</p> <p><b>X Action</b></p>
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**RECOMMENDATION:**

Approval as presented.

## I. SPECIAL MEETING

## Information/Action/Presenter

### 1. Call to Order

- A. Board Chair Frieda Takamura called the meeting to order at 11:09 A.M. and noted a quorum.

### 2. Board Retreat

#### A. Review of Board Role

President Harden welcomed the group introduced the Trustee laptops from College Technology Services to the Trustees.

#### B. 2022-2023 Board Self-Evaluation

Board Chair Takamura walked the group through the 2022-2023 Board Self-Evaluation. President Harden expressed appreciation for RTC's full Board, and proposed quarterly check-ins on goals with the Board, renewed campus tours and study sessions, and deepening legislative advocacy. Trustee Cooper expressed gratitude for the Board's investment in the RTC mission.

#### C. 2023-2024 Board Goals

##### i. President's Draft Goals

President Harden discussed her goals for the upcoming academic year. Chair Takamura asked for high level updates on President goals throughout the year. The Board agreed that strategic enrollment management runs through the President's goals. Trustee Cooper asked for updates on items that the Board previously voted to support.

##### ii. Establish Board Goals

President Harden walked the group through their stated 2022-2023 goals, which include: (1) Continue to nurture the Board-President relationship; (2) Continue professional development for the Board and deepen knowledge of RTC's programs and role in the community; (3) Deepen connections to the community to advance the College's mission which could result in a pipeline of Board members and friend- and fund-raising.

#### D. Open Public Meetings Act, Public Records

Assistant Attorney General John Clark provided training on the Open Public Meetings Act and the Public Records Act.

## II. EXECUTIVE SESSION

At 1:37 p.m., an Executive Session was called for thirty-eight (38) minutes to review the performance of a public employee (RCW 42.30.110). At 2:15 p.m., the Executive session was extended for seven (7) minutes. The Board returned to regular session at 2:22 p.m.

1. Executive Session Action

No action was taken as a result of the executive session.

2. Adjournment

There being no further business, Vice Chair Norouzi motioned to adjourn the Board of Trustees meeting at 2:23 p.m. Trustee Cooper seconded, and the motion carried.

## III. REGULAR BOARD MEETING

### Information/Action/Presenter

1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 3:00 P.M. and noted a quorum. Chair Takamura noted the special session where the Board discussed their self-evaluation and the President's evaluation.

2. Adoption of Minutes

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

A. June 21, 2023 – Regular Meeting

*Trustee Cooper introduced a motion to approve the minutes for the regular meeting held on June 21, 2023. Trustee Zappone seconded, and the motion carried.*

3. Communications

A. General Information/Introductions

Anthony Covington introduced new Student Services staff. Linsley Smith is the new Director of Entry Services. Ronald Timm is new to the Entry Team and previously lived in Texas and worked in higher education. Yalda Naimzadeh started in July and has previous experience in non-profit refugee youth services. Vice President Lesley Hogan introduced new Human Resources staff. Kendra Van Beek is the HR Manager of Employee and Labor Relations. She came from private sector and is having run learning higher education acronyms. DeNia Williams is the HR Manager of Talent and Acquisitions, was a previous RTC student and is happy to be back with community. Dr. Stephanie Delaney introduced Associate Dean of Library, Cle Roseboro II. Associate Dean Cle has been a Library Administrator for over 20 years and is an archivist. Trustee Entenman expressed appreciation for Associate Dean Cle's work in libraries. Chair Takamura expressed appreciation for meeting new RTC community members.

Chair Takamura asked for an update about the Campus Climate Survey. President Harden noted that presentation roll out is scheduled to start next month.

Chair Takamura asked about the number of part-time Allied Health separations. VP Hogan stated that the separations were due to HR cleaning up files.

The Certified Nursing Assistant Program is moving under Continuing Education with a curriculum restructure. Enrollment will commence in Winter, and the partnership with the Muckleshoot Tribe will continue.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Wade Parrott, Associate Dean for Student Engagement and Retention, briefed the Board on Student Services. 243 new students were welcomed during New Student Orientation. In returned surveys, students identified wanting more information on Canvas and the Financial Aid portal. During orientation, students were walked through Canvas and Financial Aid, and over 80% reported feeling confident in their Canvas and Financial Aid abilities after orientation.

Sarah Simon, Associated Student Government President and recent graduate gave an update. ASG will be hosting several events during Fall, including events in partnership with Latinx Club which will celebrate the rich history of the Latinx community that will make the campus stronger by bringing students together. Chair Takamura asked for e-mail follow-up regarding ASG events. There will also be a community Halloween event in partnership with Outreach on Monday, October 30 between 5 p.m. and 7 p.m. in the parking lot and cafeteria. ASG is asking for staff and faculty to participate in trunk or treat. Candy will be provided to those who volunteer their cars for trunk or treat. There will be games and other events to foster community togetherness and show that RTC is a vibrant place to be for students to have fun. ASG and DEIC are planning an Indigenous Celebration the second Monday of October (October 9) in conjunction with the Community BBQ.

E. Renton Federation of Teachers

RFT President Maher greeted the Board and noted that it's been an exciting Fall Quarter. Lots of things are happening, enrollment is trending up, the Nursing

Program is back, and Welding enrollment is great. This shows that RTC is doing something right and students are interested in the programs RTC has to offer. The Medical Administrative Programs are testing Yellowdig, an online platform that is game based. This empowers learners, and is a dynamic, game-based, enticing learning system that builds an online community with other students. This is exciting! In June 2024, the Collective Bargaining Agreement closes, and November 2023 will be the start of meetings for new Collective Bargaining Agreements. CBAs cover a large amount of topics. Chair Takamura asked if the RFT leadership team has changed. RFT leadership is now Donna Maher, Fatih Killi, Michele Lesmeister, Sheila May-Farley, Cheryl Stover, and Elisa Stuart. Chair Takamura asked about who will be speaking about the High Demand MOU. Rick Geist will represent RFT on this.

F. Written Communication Reports

Reports were included in the Board materials.

4. Discussion/Reports

A. President's Report

Dr. Yoshiko welcomed the group and Fall Quarter and thanked the group and Student Services for a successful commencement. Wade Parrott stated that starting and ending on time and moving College and Career Pathways (CCP) to the middle of the program was helpful in facilitating student attendance. RCT hosted the Office of Career and Technical Adult Education Summit in July. The theme was transportation. Cindy Marten, Deputy Secretary for the U.S. Department of Education and Shailen Bhatt of the U.S. Department of Transportation were both speakers. Most recently, RTC was the host site of the Government-to-Government Summit. This was a convening of fourteen (14) regional college leaders as well as Tribal leaders from Snoqualmie, Suquamish, and Muckleshoot. Following G2G Summit activities include College leadership attending Tribal events, hosting Tribes on campus, and building our sustainable Tribal-college relationships. Trustee Zappone noted an engaging event where all parties learned a lot and underlined the importance of tribal sovereignty.

Executive Cabinet started work on the Strategic Equity Plan (SEP) over summer. The new website for the SEP is up. Chair Takamura asked for a trustee liaison for the SEP Steering Committee, which will meet once a month the first Monday of the month from 2:30 p.m. – 4:30 p.m. Enrollment trends this year are better than last Fall. There is a resource and budget impact when enrollment declines. In the last legislative session, Renton Promise funding was launched. Promise programs are designed to be programs for high school graduates going into college with “last dollar” scholarships. There are currently about eighty (80) Renton Promise students enrolled for Fall. For historical context, there would be about fifty (50) Renton high school students enrolled over the course of the



academic year. The Board asked for acknowledgement of Representative Berquist's role in Renton Promise. Vice Chair Norouzi gave big kudos to the team for such a tight turn time. Anthony Covington briefly discussed the ripple effect of Renton Promise on Running Start enrollment. Dr. Yoshiko reported that the Renton Promise Specialist position is posted. College Technology Services (CTS) has been working over summer on a variety of projects so that classrooms are upgraded and prepped for Fall. Campus grounds are looking fresh. Nursing has accepted a twenty-one (21) student cohort. Interim Dean Teri Trillo and VP Delaney have been working on getting Nursing students in. Fall Kick-Off was last week, and Chair Takamura and Trustee Zappone were in attendance. Thanks to Executive Director Doris Martinez for her help planning and executing. Shared Governance will be activating next month. Disability Awareness Month is next month with attendant activities and events. Starting in Fall, management will be entering RFT negotiations for a new collective bargaining agreement in June 2024.

B. Strategic Equity Plan

Dr. Yoshiko thanked the group for their support of the Strategic Bridge Plan. She discussed that the SEP centers equity and integrates the equity plan with the strategic plan. Historically, the President leads the Strategic Planning process. This is the case here, and ED Martinez is co-leading the SEP. Dr. Yoshiko, ED Martinez, Be Culture, and Erin Lewis are the project management team. Dr. Yoshiko walked the group through various roles involved in the SEP. The timeline for the SEP is on the website and there will be internal and external community engagement that will continue to evolve. Winter will include gathering feedback, analyzing data, drafting strategic framework, and more. Chair Takamura asked about whether the SEP will dovetail with accreditation. VP Delaney reported that while SEP and accreditation relate to one another, the timelines keep them from completely dovetailing. VP Delaney and Dean Wakefield will present on accreditation at the NWCCU. Spring will see the SEP firming, and the SEP will go up for adoption by the Board in Summer. Vice Chair Norouzi asked about trustee involvement. President Harden said that there would be opportunities for trustee involvement outside of the SEP Steering Committee.

C. Financial/Budget Status

Vice President Jacob Jackson presented on the FY24 Budget update through July 2023. Tuition and fees are up, partially due to enrollment and partially due to changing how accounting was done. Percentages will continue to be high this year due to the new accounting system. Next year, the numbers will level out and be more accurate. Food service and Rentals have been busy over the summer. Some positions are being paid out of the Innovation Fund and the Scott-Jewett donation. Expenditures are lighter with the exception of Salaries and Wages. RTC is up in Goods and Services expenditures than in previous

years. Equipment costs are up due to purchasing new CTS equipment with cascading expenses down. Financial Aid numbers may be off. VP Jackson will work with the Business Office on this. Transfers occur at the end of the year. Vice Chair Norouzi asked about anticipated equipment costs. VP Jackson stated that there was an additional allocation for HVAC, and so there will be additional expenses. VP Jackson shared the Cash and Investment Balance chart and projected that, with the COP, there will be a dip in cash reserves that will go back up. Vice Chair Norouzi asked about an influx between 20-21 and 21-22. VP Jackson stated that this was due to claiming HERF funds and the rest of the Scott-Jewett donation. For the most part, targets are very close to what was budgeted for tuition over summer. There were 2,122 total FTE for fall Quarter with 1,273 being tuition-paying. Overall, up 8% compared to last year. VP Jackson shared the enrollment comparison chart and shows that overall, programs are doing better in enrollment. Trustee Cooper asked about the drop in Computer Science program. This may be due to the legacy of past faculty matters and/or the facilities shown during tours. Trustee Cooper asked for further updates on the remodel and where Scott-Jewett money was invested. Previously, there was about \$2M in bonds and \$2 in ELGIT with \$16M not collecting any interest. This has now been moved.

5. Action

A. RFT High Demand MOU

VP Hogan shared the updated High Demand MOU for discussion and approval. The High Demand legislation took place in 2020 to hire professionals who receive high pay in their industries. This is a renewal of the High Demand MOU. Rick Geist stated that part of the MOU is to cover a second shift welding instructor. This MOU will help RFT to get closer to industry pay. Trustee Cooper asked about how the Employee Security Department defines the roles that are included and noted that there is an absence of healthcare roles. VP Hogan stated that there is a different allocation for healthcare roles.

*Trustee Cooper introduced a motion to approve the RFT High Demand MOU as presented. Vice Chair Norouzi seconded. The motion carried.*

B. President Contract Addendum

Chair Takamura outlined the President's evaluation conversation from the earlier executive session. 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.

*Trustee Norouzi introduced a motion to approve the President's Contract Addendum as presented. Trustee Cooper seconded. The motion carried.*

6. Board of Trustees

A. Annual Board Meeting Schedule 2024—First Review

Chair Takamura asked for adding the study sessions to the calendar. Trustee Norouzi asked for adding when quarters begin and end as well as any large campus events.

B. Transforming Lives Committee Selection

Trustees Cooper and Zappone agreed to be on the Transforming Lives Committee.

7. Meetings

A Special Board meeting is scheduled for September 26, 2023. This meeting will be a Retreat will be with Be Culture at the Cedarbrook Lodge and will revolve around team building and the SEP.

The next regular Board meeting is scheduled for October 18, 2023.

8. ADJOURNMENT

There being no further business, Trustee Norouzi introduced a motion to adjourn the Board of Trustees' regular meeting at 4:48 p.m. Trustee Zappone seconded, and the motion carried.

FRIEDA TAKAMURA, Board Chair  
Board of Trustees

YOSHIKO HARDEN, President  
Renton Technical College

## I. SPECIAL BOARD MEETING

## Information/Action/Presenter

### 1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 9:26 A.M. and noted a quorum.

#### A. Public Comments

There were no public comments.

### 2. Strategic Equity Plan

Dr. Yoshiko, James Whitfield, and Kristen Whitfield welcomed the group. The group looked at the 2017-2022 Strategic Plan Mission, Vision, and Values and talked about visioning. Executive Cabinet joined the Board, and the group discussed the importance of co-creating a vision with Executive Cabinet. Be Culture walked the group through the HOSTing framework as discussed during the June Retreat. The group discussed shared ownership for constructing and maintaining an equitable shared purpose of student-centered success. Be Culture led the group through a student mini-profile activity and also talked about how adaptive leadership strategy could support envisioning a future for RTC. The trustees were asked for parting goals for the upcoming year. Chair Takamura underlined that the group is facing the future together and noted that we need to use power wisely. Vice Chair Norouzi challenged Cabinet to be innovation and think differently about the needs of students while also personally tending to individual wellness. Trustee Entenman expressed gratitude to the group and shared some of her personal story. She reminded the group that the work of education is transformational and demands that we get comfortable with being uncomfortable. Trustee Cooper asked the group to focus on mutual relationships with potential future employers, and, as the keepers of culture, to examine how we can set up programs to include more people. Trustee Zappone reiterated the messages of the other trustees and expressed gratitude to the group.

### 3. Adjournment

A. There being no further business, Vice Chair Norouzi moved to adjourn the Board of Trustees meet at 4:37 p.m. Chair Takamura seconded, and the motion carried.

FRIEDA TAKAMURA, Board Chair  
Board of Trustees

YOSHIKO HARDEN, President  
Renton Technical College

Renton Technical College  
Board of Trustees Meeting  
**October 18, 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**  
**October 18, 2023**

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**Financial Report**

For month ending August, we are 16.7 percent through the year. Revenue collection is about 17.7 percent. Revenues are up about \$2M this year compared to last year. This is mainly due to how the collection of tuition and fees is processed in ctcLink compared to legacy. Tuition and fees are up by \$1.5M from August 2022. However, our tuition and fee collection are still well below our 2019-2022 enrollment/tuition/fees, which was prior to the pandemic. Interest income is \$91k this year compared to only \$9k last year at this time.

Expenses are about 14.6 percent. Expenses are about \$6.2M through August compared to this time last year of \$5.1M last year. Salary and benefits are about \$600k higher due than last year at this time.

Our ending cash balance not including the Scott/Jewitt donation is about \$20.9M.

**Business Office**

- Final interviews/stages of hiring the SF Specialist-Cashier II.
- General Ledger Accountant position has been posted. Hoping to begin interviewing this month.

**Food Services & Rentals**

- An Events Coordinator position has been posted. This position will support the Food Services team as well as the College Technology Services Team. This is primarily a customer service position for events that take place in the evenings and Saturdays.
- Catering and Event Bookings continue to be robust. We are developing an online presence for Catering where clients can now create an Event Request online. This helps the department to gather more complete and accurate customer information and increase our response time.
- Catering & Events and the Food Service Department are developing more vegetarian/vegan menu options.

**Facilities & Capital**

- Antonio is busy patching and painting the new Instructional Hub. He is also working on the lower level of Building I.

**Grounds**

- Purchased a new stump grinder and has begun grinding stumps in front of Building F.

## **Custodial**

- Emptying the North End of Building J (80 percent complete).

## **Capital**

### **Minor Capital Program Projects for Previous Biennium (2021-2023):**

- **Bldg. J Computer Classroom Remodel, 1<sup>st</sup> Floor – Phase 1 (SWL Architects)**
  - The permanent cores for the new offices in Building J 110 were received on October 3 from Kinship.
  - Need to touch base with BFC Construction for installation.

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

- **Bldg. J Computer Classroom Remodel, 1<sup>st</sup> Floor – Phase 2 (SWL Architects)**
  - The pre-bid walk with ~15+ contractors was held on September 21. Bid open date is on October 19.
  - COP funding request for the project is in progress.
  - A revised PWR amounting to \$3.9M was signed for the project.

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

- **Roof Top Unit replacement in Building D (Rolluda Architects)**
  - Because of the limited budget, the scope of work is limited to the unit replacement only, duct work is not included. Tony and Lee to provide the project execution strategy.
- **Lower Roof replacement at the Annex (Rolluda Architects)**
  - 50% CD progress set of specs and drawings shared by Tony for review on September 20.
  - Next steps would be submitting for permitting sometime in November, and gearing up for going out to bid in December/January.
  - The hazmat report from last year's upper roof project covers the lower roof as well, so no additional surveys needed.
- **Storm line Replacement Phase 2 (AHBL)**
  - Unable to get TV inspections done for the storm line pipes behind Building D on September 12 due to water retention in the drains.
  - Even after pumping out the water, it keeps filling up.
  - Confined space entry permit is required from the city to get down there and let the camera in the pipe. APS is working on it.
  - 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**
  - **Building F Roof repairs**
    - Master Craft completed the repair work on September 15.
    - The estimate for the repair was \$29,735.12.

- **Bldg 0 (The Annex) Roof repairs**
  - Master Craft completed the patch work on the emergency roof leak on September 19.
  - The estimate for the repair was \$9,750.
  
- **Bldg L Fire Sprinkler System Leaks**
  - Contacted DES for the JOC approach to fix the leaks.
  - Forma to provide revised quotes for fixing the leaks so DES can issue the NTP by November second week, so the execution can be planned by December last week.
  - The time frame for execution is two weeks since some of the sprinkler pipes are in classrooms. It's best done during the winter break when students are on vacation.

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

- **Health Science Center (SWL Architects)**
  - Schematic Design Phase is complete. Considering using Building H to support the health programs and reviewing the options on any scope modifications necessary is advance of moving into Design Development.
  - Anticipating moving into the DD phase in October.
  - Still waiting on the HAZMAT report from Krazan.

**Other Projects:**

- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
  - Interacting with Blink on the hybrid contract to replace the two charging stations.
  - Under the Hybrid contract, the units will be owned and installed by Blink, but RTC will have to prepare the site and check for the electrical provision prior to the installation.
  
- **Multicultural Center Building D (Rolluda Architects)**
  - Tony submitted the schematic drawings and preliminary estimate of over \$1M on September 24, which was reviewed with Team to look up options of reducing the cost.
  - Trying to find ways to reuse existing furniture from Buildings N and J and couple of major appliances for the Kitchenette from Building E to reduce the overall cost.
  
- **Rivian Automotive Repair Instruction Shop (KPFF, Wood Harbinger & Forma)**
  - Hydraulic Solutions removed all the 6 lifts in Building K1 on September 21.
  - Received a quote for the relocation of lift in Building K3 on October 3.
  - A pre-construction meeting with the DES (Eric), JOC (Forma), Structural (KPFF) and Electrical (Wood Harbinger) was held onsite on Oct 3. Forma provided with a construction schedule starting October 16 and ending on November 11.



- Forma to arrange a call with Pete (Rivian) and KPFF to finalize on the lift location.
- Structural scan and marking is scheduled on October 13.
- **PSE Easement**
  - Easement papers from PSE for the new location of guy pole need to be discussed in the Board meeting.



**College Technology Services**  
**Renton Technical College Board of Trustees**  
**October 18, 2023**

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**College Technology Services (CTS)**

CTS is so excited to have the Fall term kick off and support students, faculty and staff. September brought CTS many support requests, and during the first three weeks of the term, saw over 900 service desk tickets. CTS supported new and continuing students in the Student Success Center during the first week of the term to provide exceptional, live, on-the-spot support for student accounts.

During the transition from Summer term to Fall, CTS filled a vacancy for the Junior Systems Administrator, further bolstering our support team. Torri Murray starts October 16 and joins RTC from the University of New Orleans. CTS is pumped to have Torri join our team. CTS is hiring! The Service Desk Manager position (posted October 9) will be a vital contributor to our team's support efforts as well as a contributing resource to RTC's cyber security team.

October is Cyber Security Awareness month and CTS is front and center with knowledge, sharing and awareness messaging each week. Recently, CTS completed a pilot phishing campaign with executive cabinet members. This training tool, known as KnowBe4, allows CTS to engage in real time cyber security exercises, while not compromising our systems. CTS will also begin an external IT audit later in the month. RTC will also be moving forward to a multi-factor authentication (MFA) process in the near future, strengthening our infrastructure and network by requiring two methods for logging into RTC resources (for employees only).

**Communications and Marketing Report**  
**Renton Technical College Board of Trustees**  
**Oct. 18, 2023**

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**MARKETING**

C&M staff are planning campaigns for programs that start Winter Quarter in consultation with academic deans. One focus area is BAS programs, with campaigns starting October 15 on multiple platforms. We are analyzing data for all campaigns to determine the best ROI for Winter Quarter ad placement. One surprising thing was the success of our Snapchat campaigns, with higher than expected click-through rates.

**CRM**

Additional analysis shows that in the past two months, 52 students who submitted an inquiry form through a marketing campaign and received communications through the CRM enrolled for Fall Quarter. That's a high yield rate, which shows our ads target a captive audience, and that regular communication moves them through the enrollment funnel. We are compiling more detailed data to see which messages to inquiries and applicants were most effective and had the highest impact leading to application/enrollment.

We have begun using this tool for event registrations and email invitations to further segment and target prospective student audiences.

**SOCIAL MEDIA HIGHLIGHTS**

Net audience growth of 18.5 percent year over year.

**COMMUNICATIONS**

C&M staff have collaborated on several projects, including:

- Celebrity Chef website, programs, and recipe book.
- The Foundation Annual Report (in process)
- Flyers and posters for programs and areas of study, including editable templates.
- Career Fair website/marketing/materials.
- Renton Promise promotion.

**Diversity, Equity, and Inclusion Report**  
**Renton Technical College Board of Trustees**  
**October 18, 2023**

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**Diversity, Equity & Inclusion Council**

The Diversity, Equity & Inclusion Council (DEIC) resumed its monthly meeting on October 9, 2023. In compliance with RTC's new [College Governance](#), the structure of DEIC has changed to accommodate short term (Action Teams) and long term (Committees) Council work. In the 2022-2023 academic year, DEIC Action Teams were created to streamline DEI efforts.

**DEIC Committees**

- Campus Climate & Data Equity
- Professional Development & Training
- Tribal Relations (New)

**DEIC Action Teams**

- Multicultural Center
- Bias Incident Response Policy Review (New)
- DEIC Bylaws (New)

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

**Indigenous Peoples' Day Observance – October 9, 2023**

Since August 2023, the Indigenous Peoples' Day Planning Committee has been curating an observance that is rooted in tradition, community and storytelling. The observance was a two-hour event in collaboration with the DEIC monthly potluck led by Gerald Bradford and featured educator, musician and storyteller Arlie Neskahi who provided the keynote address. Attendees were welcomed by Dr. Yoshiko Harden and a powerful welcome ceremony by Maizy Bear. The program was attended by over 100 people both in person and virtually. Recording of the program will be available via RTC YouTube in the coming weeks.

Much gratitude to the RTC Indigenous Peoples' Day Planning Committee:  
Maizy Brown (Bear), Teresa Woods, Firia Aguon-Flores, Maritza Ogarro, Mercedes Ramirez, Shanteal Valteau, Faye Watanabe, Eva Juarez, Kelli Luther, Jean Munro and Doris Martinez

**Faculty and Staff of Color Conference**

This year, 33 RTC faculty and staff will attend the [28th Annual Faculty and Staff of Color Conference \(FSOCC\)](#), held October 25-27, 2023 at the Hilton Vancouver Hotel. FSOCC centers, honors and celebrates Washington State black, indigenous, people of color (BIPOC) in higher education through intentional workshops, keynote presentations and spaces for community building and collective healing. All attendees will participate in a pre-conference meeting in preparation for the

conference in addition to a post-conference debrief session to discuss learning and community next steps.

### **Disability Awareness Month – October 2023**

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. All programs are in person with a virtual option and is open to all students, faculty, staff and community members.

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*

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

[Steve Ferreira Zoom Link](#)

Meeting ID: 854 8532 9650 / Passcode: 533730

Sara Sanders Gardner – October 19 – 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

[Sara Sanders Gardner Zoom Link](#)

Meeting ID: 872 1375 5708 / Passcode: 633207

*Crip Camp*, Film & Discussion – Oct. 23rd – 6pm-8:30pm

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

[Crip Camp - Zoom link](#)

Meeting ID: 885 7951 0593 / Passcode: 764648

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

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**Scholarships and Events**

**Winter 2024 Scholarship Cycle**

Applications for winter quarter opened October 2. Outreach to students includes in-person and virtual workshops with a pre-recorded Zoom Lobby option in the works. Currently, nine workshops have been scheduled with more planned. Data from Student Services reveals that students are feeling more confident in their ability to access financial support. Foundation staff have contributed expertise to the new Paying for College Task Force and development of a Virtual Welcome Center and webpage.

**2023 Celebrity Chef Dinner – October 19**

The dinner is sold out! The staff is busy doing final preparations and Chef Miranda will be meeting with the students on October 17 to share her professional journey. New sponsor Johnny's Seasoning is one of the Chef's favorites, and Board members have procured 15 items for the silent auction.

**Thanksgiving Pie Project**

The Pie fundraising project launched with digital advertising. Campaign raises funds for the emergency grant and sells out every year. <https://foundation.rtc.edu/events/2023-thanksgiving-pie-event>

**2024 Student Success Celebration – March 2**

Top sponsors include Invitation Homes at the \$10,000 Presenting sponsor level Providence Swedish Medical Center has provided a Platinum level \$5,000. Sponsorship outreach will ramp up in October/November.

A "save the date" postcard has been developed and will be on the back cover of the Annual Report.

**Operations:**

**Finance Committee**

The Finance Committee met to review the Foundation's investment Q3 Performance Report from Badgley Phelps. Highlights: The Portfolio saw a slight decline due to recessionary factors in some sectors. The mantra "higher for longer" around interest rates while prudent given the persistent nature of inflation, and the economy's resiliency, will have far-reaching implications. The Foundation's portfolio remains defensively positioned.

## **Alumni Relations**

Outreach to RTC staff and faculty to identify alumni included a new email address [alumni@rtc.edu](mailto:alumni@rtc.edu). To-date, 35 alumni have signed up on the new LinkedIn page and additional promotion is planned.

## **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.
- Boeing increased their scholarship support to \$15,000, up from \$12,500. The Renton Concrete Recyclers made a \$25,000 gift to support nursing/culinary scholarships, and the emergency and book and equipment grants. WaFed Bank provided a \$2,000 gift to the emergency fund. The Muckleshoot Tribe renewed their annual scholarship support for Native students, and a \$13,500 gift was made to the Ronald Fahey Memorial endowment.
- Donor stewardship: Tours and site visits were conducted with a major donor, and industry partners Amazon and Microsoft. The Executive Director was joined by Dr. Harden, VP of Admin & Finance, Jacob Jackson, and Dean of Advance Manufacturing, Shannon Matson.
- Foundation sponsored tables and desserts at the Kent Chamber President's gala and the Renton Rotary Gala to benefit the Family First Community Center in Renton. Faculty and Foundation Board member Ren Tarvin serves on the Kent Chamber Board and Dr. Harden and Foundation ED, Carrie Shaw are Rotary members.
- Final content and production for 2022-2023 Annual Report wraps up in October. The magazine-styled report will be mailed out to all donors and supporters in early December.
- The Strategic Partnership Task Force (SPTF) has prepared its Phase I mid-term Report and will present their current deliverables and recommendations to Cabinet in October. A final Partner Outreach Plan will be presented in December.

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

AFT	Effective Date	Position	Department
<b>- Hires</b>			
Ashley Lorrekovich	9/12/2023	Dining Room Supervisor/Cashier	Food Services

**-Separations**  
none

WFSE	Effective Date	Position	Department
<b>- Hires</b>			
Adam Johnson	9/16/2023	Enrollment Services Specialist (Position Change)	Enrollment Services

**-Separations**  
Susan Kimmie

9/5/2023	Cashier II(Retired)	Business Office
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**- Hires / Change in Position**

Daniel Panchame	9/16/2023	Security Field Supervisor (Position Change)	Safety & Security
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**-Separations**  
none

**- Hires / Change in Position**

Lindsey Smith	9/1/2023	Director of Entry Services	Student Services
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**-Separations**  
none

RFT	Effective Date	Position	Department
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**- Hires**

Claire Salcedo	9/1/2023	Adjunct Faculty - General Education (English)	General Education
Abby Forster	9/1/2023	Adjunct Faculty - General Education (Communications & Humanities)	General Education
Kim Rhodes	9/1/2023	Adjunct Faculty - BAS CNE program	General Education
Wing Shuen Lau	9/1/2023	Adjunct Faculty - ELA	College Career Pathways
Matthew Green	9/1/2023	Adjunct Faculty - GED	College Career Pathways
Marquise Murphy	9/1/2023	Adjunct Faculty - Property Maintenance	Advanced Manufacturing
Marissa Brookhart	9/1/2023	Adjunct Faculty - Band Instrument Repair	Advanced Manufacturing
Kyle Hammon	9/1/2023	Adjunct Faculty - Biology	General Education
Briana Durham	9/1/2023	Adjunct Faculty - Advanced Manufacturing	Advanced Manufacturing
Serena Carlson	9/1/2023	Adjunct Faculty - GED	College Career Pathways
Tyler Smart	9/1/2023	Adjunct Faculty - Property Maintenance	Advanced Manufacturing
Colin Palmer	9/1/2023	Adjunct Faculty - Land Surveying	Advanced Manufacturing
Jess Flarity	9/1/2023	Adjunct Faculty - General Education (English)	General Education

none

**-Separations**

	Monthly Total Hires	% of Diverse Hires YTD
<b>Full time</b>	1	60%
<b>Part time</b>	14	54%





**Instruction Report**  
**Renton Technical College Board of Trustees**  
**October 18, 2023**

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**Highlights from Advanced Manufacturing**

Each month we will highlight different instructional programs. This month, we feature an update from our Advanced Manufacturing Programs. Dean Shannon Matson will share the great work going on in this area.

[View the report on YouTube](https://youtu.be/u5PJD5fRiHw) (12 minutes) - <https://youtu.be/u5PJD5fRiHw>

**Institutional Research and Effectiveness Report**  
**Renton Technical College Board of Trustees**  
**October 18, 2023**

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**Institutional Planning and Effectiveness (IR&E)**

- The Campus Climate Assessment highlights presentation has been shared with administration and DEIC. The full report is in progress and will be published on the website.
- RTC's implementation of the new shared governance structure is in progress. Councils have committed to their meeting dates for 2023-2024. Chairs have been introduced to SharePoint trainings for consistent documentation.

**Student Learning and Assessment**

- Faculty and deans should complete their program review forms by October 18. Upon completion, analysis of the findings will help direct resources.

**Data and Research**

- Student exit surveys and advisory committee surveys are currently in revision status. The Research Associate is working with stakeholders on new survey instruments. Surveys for students will be created in at least English and Spanish languages.
- IR&E is currently working on data reports for the Outreach team, including geographic information and RTC program demographics.

**ctcLink**

- SBCTC is working with Kastech on Okta integration for OAAP (online admissions application portal) and fraudulent application security components.
- The Data Governance Committee has approved a new set of self-service questions to fulfill federal Perkins reporting. It will also provide colleges additional data on students, including language. Proposals for diagnosis coding, chosen name fields, and course modality are currently in the works at various stages.
- Student Financials support team is working on the concept for RTC's SF enhancement request to the student account page for staff. Once finalized, it will go to the [ctcLink Working Group](#) for a vote.
- The ctcLink Task Force is in progress and will conclude in Fall Quarter.
- IR&E and CTS are collaborating on ctcLink security approval workflow, along with automation between Active Directory and ctcLink.

**Other**

- The team continues to support the college in reporting, data, and ctcLink needs. Ad hoc requests from this month included FISAP, student reports, HR reports, foundation reports, and Fire Engine RED scripts.
- Revised/new policies related to data sharing, surveys, focus groups, reporting, and research are currently in progress.



RENTON  
TECHNICAL  
COLLEGE®

Student Services Report  
Renton Technical College Board of Trustees  
October 18, 2023

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Student Services Leadership Team members share updates and goals for the 2023-2024 Academic Year.

Link to video:

<https://rtc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=951668b1-6597-47c9-827c-b09301352419>

Wade Parrott III, Associate Dean of Student Engagement & Retention, provides the following update:

For the 2023-2024 academic year, the Office of Student Engagement & Retention is committed to ensuring a seamless transition for new students as they embark on their academic journey. To achieve this, we have undertaken a continuous improvement strategy for our quarterly New Student Orientations (NSO). A significant aspect of this is the integration of faculty members and program-specific in-class tours. We recognize that in today's digital age, familiarizing students with online platforms and processes is paramount. Hence, during the NSO, we will ensure the presence of RTC loaner laptops and devices. These will enable students to have a hands-on experience navigating critical online platforms, such as financial aid, ctcLink, and Navigate. Our ultimate goal is to equip every student with the necessary tools and knowledge to commence their academic quarter with confidence.

CELEBRATING WA STATE  
**DISABILITY  
AWARENESS  
MONTH**  
OCTOBER 2023



## October is Washington State Disability Awareness Month!

Join Renton Technical College for a month of programming that celebrates and examines the intersectionality of disability experiences through enriching learning formats including lectures, workshops, exhibits and much more.

**OCT  
11**

**2:30 - 4 p.m., | Blencoe Auditorium (C-101) & Zoom**

**Presenter:** 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.

**OCT  
19**

**2:30 - 4 p.m., | Blencoe Auditorium (C-101) & Zoom**

**Presenter:** 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.

**OCT  
23**

**6 - 8:30 p.m., | Blencoe Auditorium (C-101) & Zoom**

**Movie:** *Crip Camp* with post movie discussion



**Scan the QR** for Zoom links, more information and complete schedule of programs, or visit [rtc.edu/disability-resource-services](https://rtc.edu/disability-resource-services)

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

Renton Technical College is an equal-opportunity institution.  
For details, visit [RTC.edu/equal-opportunity](https://rtc.edu/equal-opportunity).

Renton Technical College  
Board of Trustees Meeting  
**October 18, 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 September 20, 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 August 2023**

	August 2023 - Actual	Year to Date - August 2023 - Actual	Prior Year to Date - August 2022 - Actual	Variance -	Increase (Decrease)
Beginning Cash Balance	6,600,372	7,891,334	19,248,178		(11,356,845)
Add - Revenues:					
Tuition & Fees - Funds 060 148 149 561	761,745	3,160,247	1,655,258		1,504,989
Grants and Contracts	577,978	799,382	694,254		105,129
Donation Received	-	-	-		-
Student Government	60,119	252,462	181,452		71,011
Bookstore	7,028	122,064	-		122,064
Security/Parking	17,813	73,374	-		73,374
Culinary Arts - Food Services	33,748	82,762	62,723		20,039
Housing	-	-	-		-
Interest Income	48,981	91,468	9,354		82,114
Rental Income - Excluding 569	21,387	44,485	44,179		306
Scholarship and Student Loan Funds Received	747,468	1,170,446	823,380		347,067
CRRSA	-	-	-		-
CARES Deferred FY20	-	-	-		-
Net Operating Revenues	<b>2,276,268</b>	<b>5,796,691</b>	<b>3,470,598</b>		<b>2,326,093</b>
Add - State Allocation					
State Allocation - VPA Expenses	1,440,227	3,848,624	4,536,337		(687,713)
Capital Allocation Fund 057	-	-	49,202		(49,202)
Capital Allocation Fund 060	-	-	-		-
Total State Funding	<b>1,440,227</b>	<b>3,848,624</b>	<b>4,585,539</b>		<b>(736,916)</b>
Total Revenues	<b>3,716,495</b>	<b>9,645,315</b>	<b>8,056,138</b>		<b>1,589,177</b>
Less - Expenses:					
Salaries	1,710,730	3,834,928	3,391,916		443,013
Benefits	623,281	1,318,162	1,213,159		105,003
Contracts	-	-	-		-
Goods and Other Services	741,394	1,079,981	832,805		247,176
Cost of Goods Sold	18,186	31,196	1,815		29,380
Travel	4,389	6,509	6,723		(215)
Equipment	149,449	283,903	269		283,634
Computer Equipment	-	-	-		-
Financial Aid	125,467	1,057,530	2,541,069		(1,483,538)
Debt Service	-	177	-		177
Bad Debt	-	-	-		-
Total Expenses	<b>3,372,895</b>	<b>7,612,386</b>	<b>7,987,756</b>		<b>(375,370)</b>
Net Operating Surplus (Deficit)	<b>343,600</b>	<b>2,032,929</b>	<b>68,381</b>		<b>1,964,547</b>
Other Sources (Applications) of Cash:					
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	1,866,864	(493,604)	(289,746)		(203,859)
Decrease/ (Increase) in Investments & Bond Amortization	(47,714)	(601,454)	5,550		(607,003)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(66,083)	(132,166)	(91,405)		(40,761)
Land Purchase	-	-	-		-
Total Other Sources (Applications) of Cash	<b>1,753,066</b>	<b>(1,227,225)</b>	<b>(375,601)</b>		<b>(851,623)</b>
Adjustments to Cash - Posting Errors	-	-	-		-
Ending Cash Balance	<b>8,697,038</b>	<b>8,697,038</b>	<b>18,940,958</b>		<b>(10,243,921)</b>
Add College Reserves:					
Local Government Investment Pool (LGIP)	9,547,062	9,547,062	990,616		8,556,447
Investment Bonds held in trust by US Bank	2,637,959	2,637,959	2,634,436		3,523
Total Reserves	<b>12,185,022</b>	<b>12,185,022</b>	<b>3,625,052</b>		<b>8,559,970</b>
Total Cash and College Reserves	<b>20,882,059</b>	<b>20,882,059</b>	<b>22,566,010</b>		<b>(1,683,951)</b>
	<b>Actual %</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Variance</b>	
Total Current State Allocation	100%	31,336,495	28,926,488	2,410,007	
Allocation Used - Year to Date	12%	3,848,624	4,536,337	(687,713)	
Remaining State Allocation	88%	27,487,871	24,390,151	3,097,720	





Renton Technical College  
Board of Trustees Meeting  
**October 18, 2023**

**AGENDA ITEM: 5. ACTION**

**SUBJECT:**

**BACKGROUND:**

- A. Annual Board Meeting Schedule 2024  
The Trustees will review the 2024 Board meeting calendar and vote on adoption.
  
- B. HB 1751, "Sam's Law": Permanent Rule Adoption  
Vice President Gilmore English will request the Board take permanent action to adopt permanent rules to amend the Student Conduct Code and Hearings Procedures.
  
- C. PSE Easement  
Vice President Jackson will request the Board adopt the easement with PSE for the new guy pole.

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

**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](#)



**Memorandum**  
Office of Student Services

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To: Renton Technical College Board of Trustees

From: Jessica Gilmore English, Vice President of Student Services

Date: October 18, 2023

RE: HB 1751 Anti-Hazing ("Sam's Law") Permanent Rule Adoption

The Washington State Legislature passed HB 1751, anti-hazing legislation, during the 2022 legislative session. This legislation is also referred to as "Sam's Law" in memory of Sam Martinez, a freshman at Washington State University who died of alcohol poisoning at a fraternity party in November 2019. A component of Sam's Law necessitates an update to the Student Conduct Code and Hearing Procedures. This process is underway through the Office of the Code Reviser and will be completed with the adoption of the permanent rule.

**Next Steps**

The Board approved adoption of an emergency rule to be in compliance with the legislation at the October 19<sup>th</sup>, 2022, Board meeting and extended the emergency rule at the June 21<sup>st</sup>, 2023, Board meeting. The College held a public hearing on July 10<sup>th</sup>, 2023, to receive input from the campus community. No changes were made to the proposed rule change, and the summary of the public hearing and comments are attached. The College is requesting the Board approve to adopt the permanent rule change to conclude the rulemaking process.

Therefore, Student Services provides the suggested motion below:

I move that the Renton Technical College Board of Trustees approve the changes, as presented in the Board materials, to the Student Conduct Code and Hearing Procedures in Chapter 495E-110 WAC, and that such rules become effective on October 19, 2023, to comply with the hazing prevention laws required in HB 1751.

**Attachments (2):**

Renton Technical College Anti-Hazing Emergency Rules - Student Rights and Responsibilities

WAC\_495E-110\_Rulemaking\_Summary July 2023

## **RENTON TECHNICAL COLLEGE RULEMAKING SUMMARY**

**Proposed Rules Under Consideration:** Revision of Chapter 495E-110 WAC (Student Conduct Code and Hearing Procedures)

**Authority:** RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rules and to provide a summary of those comments to the Board of Trustees.

WAC 131-12-060 requires college districts to involve students in the promulgation, amendment and revocation of rules defining student rights and responsibilities. At a minimum, students should be afforded a reasonable opportunity to review and express opinions regarding a college's proposed exercise of rule-making authority.

The College held a rulemaking hearing on July 10<sup>th</sup>, 2021, and received one oral comment and no written comments.

**Summary:** The purpose of this rulemaking hearing was to solicit comment on changes relating to the Student Conduct Code and Hearing Procedures. The proposed revisions would:

1. Expand the definition of hazing to comply with Washington State law (HB 1751). This includes a noncomprehensive list of activities classified as hazing and to specify that consent is not a valid defense against hazing.
2. Add a new section outlining sanctions against students and student organization which is found in violation of the anti-hazing policy.
  - a. Sanctions for individuals who knowingly haze another individual include being held liable for damages and forfeiting entitlement to state-funded grants, scholarships, and awards.
  - b. Sanctions for student groups knowingly engaging in hazing can be deprived of official recognition.
  - c. The College will disclose student groups found in violation of the hazing policy along with relevant investigation information in a public report.
3. Expands the jurisdiction of the Student Conduct Code to student groups.

<b>Proposed Action</b>	<b>Comment</b>	<b>Response</b>	<b>Change</b>
WAC 495E-110-030	Is WAC 495E-110-030 9.d (“Consent is not a valid defense against hazing.”) state-mandated or was it added by Renton Technical College?	<p>The language as passed in WA HB 1751 sanctions hazing “regardless of the person’s willingness to participate” (Sec 1, line 19).</p> <p>The language in the amended section referenced was developed in partnership with the Washington Assistant Attorney General office.</p>	No change.

RECOMMENDED PERMANENT RULE CHANGES TO STUDENT CONDUCT CODE AND HEARING  
PROCEDURES FOR COMPLIANCE WITH SAM'S LAW

**WAC 495E-110-030 Prohibited Student Conduct**

The college may impose disciplinary sanctions against a student or Student Group, who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

1. . . .
  
9. **Hazing.** ~~Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.~~
  - (a) Hazing is any act committed as part of
    - (1) a person's recruitment, initiation, pledging, admission into, or affiliation with a student group, or
    - (2) any pastime or amusement engaged in with respect to such a student group;
    - (3) that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.
  - (b) Examples of hazing include, but are not limited to:
    - (1) Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;
    - (2) Humiliation by ritual act;
    - (3) Striking another person with an object or body part;
    - (4) Causing someone to experience excessive fatigue, or physical and/or psychological shock; or
    - (5) Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.
  - (c) "Hazing" does not include customary athletic events or other similar contests or competitions.[2]
  - (d) Consent is not a valid defense against hazing.

## WAC 495E-110-050 Statement of Jurisdiction

- ~~(1) The student conduct code shall apply to student conduct that occurs:~~
- ~~(a) On college premises;~~
  - ~~(b) At or in connection with college sponsored activities; or~~
  - ~~(c) To off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.~~
- ~~(2) Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities.~~
- ~~(3) Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.~~
- ~~(4) These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct that occurs off campus.~~

1. The student conduct code shall apply to conduct by students and student groups that occurs:
  - (a) on college premises; or
  - (b) at or in connection with college sponsored activities; or
  - (c) to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.
2. Jurisdiction extends to, but is not limited to, locations in which students or student groups are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences or any other college-sanctioned social or club activities and college-sanctioned housing.
3. Students are responsible for their conduct from notification of admission to the college through the actual receipt of a certificate or degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.
4. These standards shall apply to a student's conduct even if the student

withdraws from college while a disciplinary matter is pending.

5. The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct by students or student groups that occurs off-campus.

### **WAC 495E-110-060 Definitions**

The following definitions shall apply for purpose of this student conduct code:

(1) . . .

(13) Student Group. A Student Group for purposes of this Code, is a student organization, athletic team, or living group, including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.

~~(14)~~(13) "The president" is the president of the college. The president is authorized to:

- (a) Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and
- (b) Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.

### **NEW SECTION**

#### **WAC 495E-110-045 Hazing Prohibited, Sanctions**

1. Hazing by a student or a student group is prohibited pursuant to WAC 495E-110-030 (9)
2. No student may conspire to engage in hazing or participate in hazing of another. State law provides that hazing is a criminal offense, punishable as a misdemeanor.
3. Washington state law provides that:
  - (a) Any Student Group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

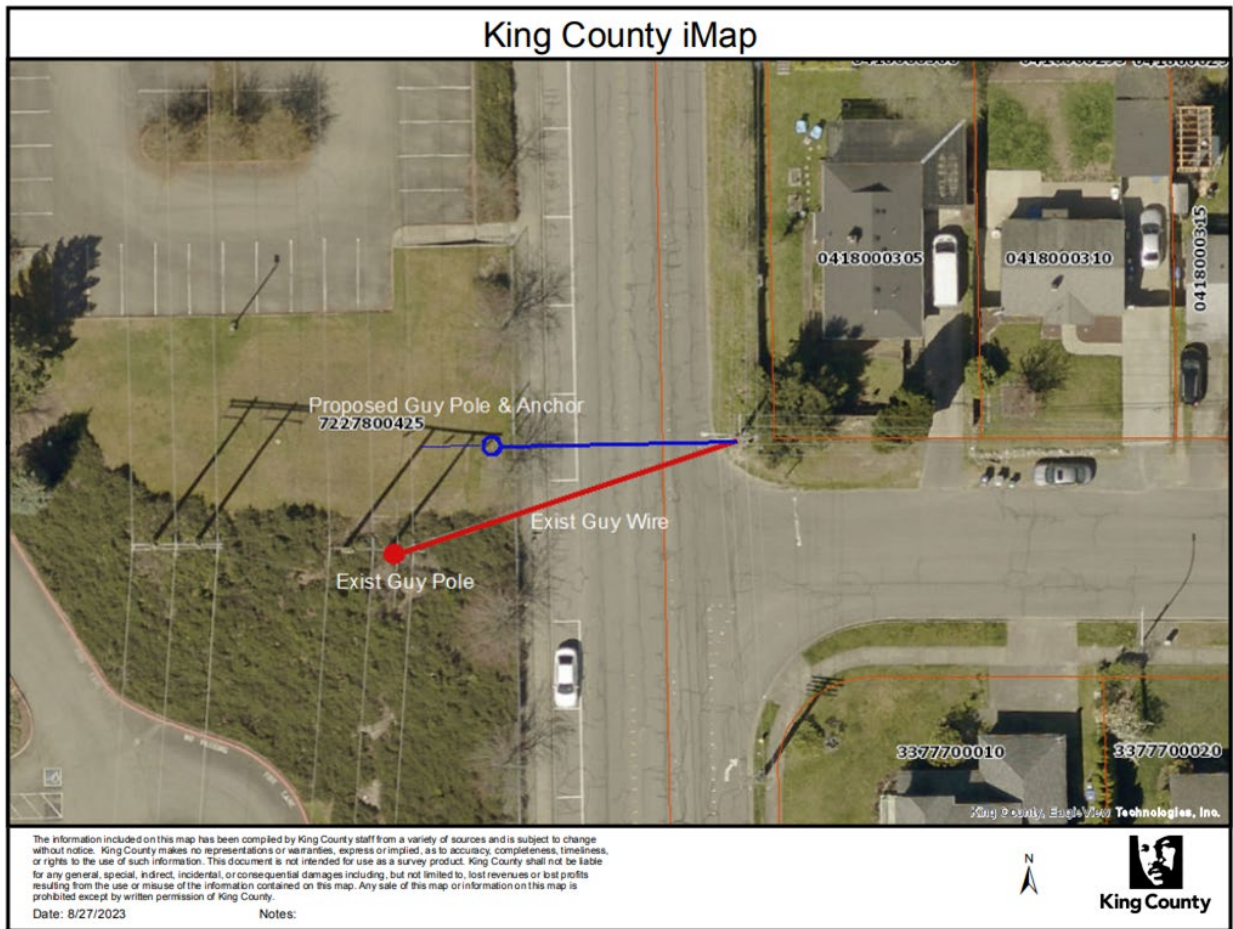


- (b) Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.<sup>[6]</sup>
- (c) Student groups that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.
- (d) Student groups found responsible for violating the code of student conduct, college anti-hazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

**Subject: PSE Easement**

**Background:**

PSE need to relocate a guy pole and wire for better anchorage this will replace an existing guy pole. As you can see from the map below the new guy pole with be located closer to the fence line on Monroe Ave. In exchange for the new easement, PSE will compensate RTC \$6,600. This also needs to be reviewed and approved by State Board as well as Department of Enterprise Services.



**Recommendation:**

Renton Technical College’s Board of Trustees the easement agreement with PSE.



August 28, 2023

Heena Binukumar  
Capital Projects Coordinator - Facilities  
Renton Technical College  
3000 NE 4<sup>th</sup> St.  
Renton, WA 98056

RE: Bringing Reliability to your Neighborhood  
Property located in Renton, WA, King County - Tax Parcel No: 722780-0425

Dear Ms. Binukumar:

Enclosed you'll find Puget Sound Energy easement document for your review for the proposed new pole, anchor and guy wire which will replace the existing pole and guy wire currently located near the westerly portion of your property.

Also enclosed is a sketch (for reference only) to help show where the facilities will be located in relationship to your property boundaries. I have marked in 'red' the approximate location of the existing pole and guy wire. I have marked in 'blue' the proposed changes.

If the easement meets with your approval, please have it signed by all necessary parties in the presence of a Notary Public. Upon receipt and approval of the fully executed easement, Puget Sound Energy will provide compensation in the amount of **\$6,600.00**.

Should you have any questions or concerns please contact me at (206) 639-8666, or email me at [rachel.uslan@pse.com](mailto:rachel.uslan@pse.com). I can also arrange a notary service for you free of charge. We appreciate your cooperation with our project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rachel M. Uslan', is written over a light blue horizontal line.

Rachel M. Uslan  
Sr. Real Estate Representative

Enclosures: Offer Letter  
Easement Agreement  
Map of your property (For reference only)  
Tay Payer Identification Form (W-9)

**RETURN ADDRESS:**

**Puget Sound Energy, Inc.  
Attn: Real Estate/Right of Way  
20111 120<sup>TH</sup> Ave NE, BOT020  
Bothell, WA 98011  
RU**



**EASEMENT**

REFERENCE #:

GRANTOR: **State of Washington, State Board for Community and Technical Colleges, RENTON TECHNICAL COLLEGE, acting through the Department of Enterprise Services**

GRANTEE: **PUGET SOUND ENERGY, INC.**

SHORT LEGAL: **PTN of SW ¼ SEC. 09, T 23N, R 05E**

ASSESSOR'S TAX #: **7227800425**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **State of Washington, State Board for Community and Technical Colleges, RENTON TECHNICAL COLLEGE, acting through the Department of Enterprise Services** ("Owner"), hereby grants and conveys to **PUGET SOUND ENERGY, INC.**, a Washington corporation ("PSE"), for the purposes hereinafter set forth, a nonexclusive perpetual easement over, along, across and through the following described real property in King County, Washington (the "Property"):

**SEE EXHIBIT "A" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.**

Except as may be otherwise set forth herein, PSE's rights shall be exercised upon that portion of the Property the ("Easement Area") described as follows:

An Easement Area Ten (10) feet in width having Five (5) feet of such width on each side of a centerline described as follows:

**THE CENTERLINE OF PSE'S FACILITIES AS NOW CONSTRUCTED OR TO BE CONSTRUCTED, EXTENDED OR RELOCATED LYING WITHIN THE EAST THIRTY FIVE (35) FEET OF THE ABOVE DESCRIBED PROPERTY.**

**1. Purpose.** PSE shall have the right to use the Easement Area to construct, operate, maintain, repair, replace, improve, remove, upgrade and extend one or more utility systems for the purposes of transmission, distribution and sale of electricity. Such systems may include:

**Overhead facilities.** Poles and other support structures with crossarms, braces, guys and anchors; electric transmission and distribution lines; fiber optic cable and other lines, cables and facilities for communications; transformers, street lights, meters, fixtures, attachments and any and all other facilities or appurtenances necessary or convenient to any or all of the foregoing.

Following the initial construction of all or a portion of its systems, PSE may, from time to time, construct such additional facilities as it may require for such systems.

Dist OH Electric Easement  
WO 111015586/RW130982

**2. Access.** PSE shall have a reasonable right of access to the Easement Area over and across the Property to enable PSE to exercise its rights granted in this easement.

**3. Easement Area Clearing and Maintenance.** PSE shall have the right to cut, remove and dispose of any and all brush, trees or other vegetation in the Easement Area. PSE shall also have the right to control, on a continuing basis and by any prudent and reasonable means, the establishment and growth of brush, trees or other vegetation in the Easement Area.

**4. Trees Outside Easement Area.** PSE shall have the right to cut, trim remove and dispose of any trees located on the Property outside the Easement Area that could, in PSE's reasonable judgment cause damage to PSE's systems and/or present a hazard to the general public health, safety or welfare as defined in RCW 64.12.035. PSE shall, except in the event of an emergency, prior to the exercise of such right, identify such trees and make a reasonable effort to give Owner prior notice that such trees will be cut, trimmed, removed or disposed. Owner shall be entitled to compensation for the actual market value of merchantable timber (if any) cut and removed from the Property by PSE. .

**5. Restoration.** Following the initial installation, repair or extension of its facilities, PSE shall, to the extent reasonably practicable, restore landscaping and surfaces and portions of the Property affected by PSE's work to the condition existing immediately prior to such work. PSE shall use good faith efforts to perform its restoration obligations under this paragraph as soon as reasonably possible after the completion of PSE's work.

**6. Owner's Use of Easement Area.** Owner reserves the right to use the Easement Area for any purpose not inconsistent with the rights herein granted, provided, however, Owner shall not perform the following activities without PSE's prior written consent: (1) excavate within or otherwise change the grade of the Easement Area; (2) construct or maintain any buildings, structures or other objects on the Easement Area; and/or (3) conduct any blasting within 300 feet of PSE's facilities.

**7. Indemnity.** PSE agrees to indemnify Owner from and against liability incurred by Owner as a result of PSE's negligence, or the negligence of PSE's employees, agents or contractors in the exercise of the rights herein granted to PSE, but nothing herein shall require PSE to indemnify Owner for that portion of any such liability attributable to the negligence of Owner, its employees, agents or contractors or the negligence of third parties.

**8. Attorneys' Fees.** The prevailing party in any lawsuit brought to enforce or interpret the terms of this Easement shall be entitled to recover its reasonable attorneys' fees and costs incurred in said suit, including on appeal.

**9. Successors and Assigns.** This Easement is binding upon and will inure to the benefit of the successors and permitted assigns of the parties. PSE may not assign or otherwise transfer any of its rights, obligations or interest under this Easement without the prior written consent of Owner, which consent may not be unreasonably withheld. Notwithstanding the foregoing, PSE may assign this Easement to an affiliate or in connection with a merger, acquisition, corporate reorganization, sale of assets or other change in control.

**10. Complete Agreement; Amendment; Counterparts.** This Easement contains the entire agreement of the parties with respect to this subject matter and supersedes all prior writings or discussions relating to the Easement. This Easement may not be amended except by a written document executed by the authorized representatives of Owner and PSE. This Easement may be executed in counterparts, each of which shall be treated as an original for all purposes and all executed counterparts shall constitute one agreement.

**11. Warranty and Representation of Authority.** The parties each represent to the other that the person or persons executing this Easement have authority to do so and to bind the parties hereunder. All consents, permissions and approvals related to this Easement, and the obligations hereunder, have been obtained. Owner further warrants to PSE that it has the necessary right, title and interests in the Property to grant the easement rights set forth herein.

**12. Severability.** Invalidation of any of the provisions contained in this Easement, or of the application thereof to any person, by judgment or court order, shall in no way affect any of the other provisions thereof or the application thereof to any other person and the same shall remain in full force and effect. If a provision is found to be unenforceable or invalid, that provision shall be modified or partially enforced to the maximum extent permitted by law to effectuate the purpose of this agreement.

**13. Non-Waiver.** The failure of any party to insist upon strict performance of any of the terms, covenants or conditions hereof shall not be deemed a waiver of any rights or remedies which that party may have hereunder or at law or equity and shall not be deemed a waiver of any subsequent breach or default in any of such terms, covenants or conditions.

[signatures follow next page]

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ACCEPTED BY:**

State of Washington,  
State Board for Community and  
Technical Colleges, Renton Technical College,  
acting through the  
Department of Enterprise Services

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED AS TO FORM:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

STATE OF WASHINGTON      )  
  ) ss  
COUNTY OF KING            )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known to be the person who signed as \_\_\_\_\_, of State of Washington, State Board for Community and Technical Colleges, RENTON TECHNICAL COLLEGE, that executed the within and foregoing instrument, and acknowledged said instrument to be \_\_\_\_\_ free and voluntary act and deed and the free and voluntary act and deed of \_\_\_\_\_ for the uses and purposes therein mentioned; and on oath stated that \_\_\_\_\_ was authorized to execute the said instrument on behalf of said State of Washington, State Board for Community and Technical Colleges, RENTON TECHNICAL COLLEGE.

IN WITNESS WHEREOF I have hereunto set my hand and official seal the day and year first above written.

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Print or stamp name of Notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My Appointment Expires: \_\_\_\_\_

Notary seal, text and all notations must not be placed within 1" margins

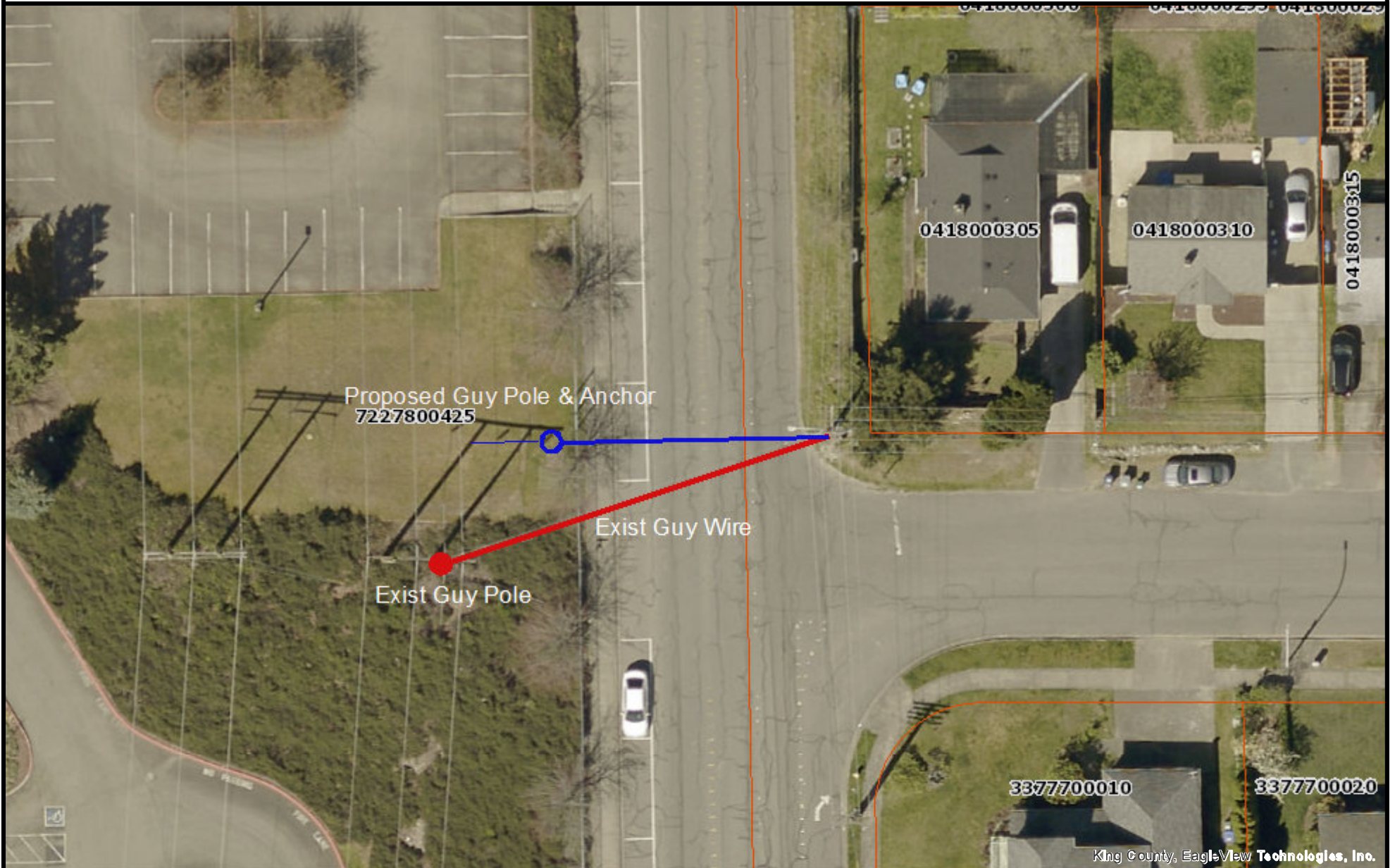
**EXHIBIT "A"**

THAT PORTION OF BLOCK 16A, PLAT OF RENTON HIGHLANDS NO. 2, CORRECTED PLAT AS PER PLAT RECORDED IN VOLUME 57, PAGES 92 THRU 98, INCLUSIVE, KING COUNTY, WASHINGTON, LYING SOUTHERLY OF THE SOUTH MARGIN OF 7<sup>TH</sup> AVENUE NORTH RECORDED UNDER AUDITOR'S FILE NO. 5410647;

EXCEPT THAT PORTION LYING EASTERLY OF THE WEST LINE OF LOT 16 SKYLAND HEIGHTS, NO. 2; TOGETHER WITH THAT PORTION OF VACATED STREETS ADJACENT THEREOF.



# King County iMap



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Date: 8/27/2023

Notes:



King County

Renton Technical College  
Board of Trustees Meeting  
**October 18, 2023**

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

**SUBJECT:**

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

**BACKGROUND:**

- A. Strategic Equity Plan Steering Committee Recommendation  
The Board Chair will call for a Trustee to join the 2023-2024 Strategic Equity Plan Steering Committee.
- B. Foundation Liaison Report  
Foundation Liaison Trustee Cooper will provide an update from the Foundation Board.
- C. President's Advisory Council Liaison Report  
Vice Chair Jessica Norouzi will provide and update from the President's Advisory Council.
- D. Legislative Action Liaison Report  
Legislative Action Liaison Trustee Entenman will provide an update on legislative action meetings and activity.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**October 18, 2023**

**AGENDA ITEM: 7. MEETINGS**

**SUBJECT:**

<b>BOARD CONSIDERATION</b>
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X Information
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Action
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**BACKGROUND:**

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

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**October 18, 2023**

**AGENDA ITEM: 7. ADJOURNMENT**

**SUBJECT:**

**BACKGROUND:**

**BOARD CONSIDERATION**

Information

**X Action**

**RECOMMENDATION:**

Motion required.