

Agenda Items

Information/Action/Presenter

I. STUDY SESSION

1:00 P.M.

1. Call to Order
A. Notation of Quorum
2. RTC 101
A. Executive Cabinet members will provide a high-level overview of RTC at the Board's request.
3. Executive Session
A. An Executive Session will be called to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30).
B. Announcement of the time Executive Session will conclude.
C. Return to Open Session
4. Meetings
A. Regular Board Meeting – December 13, 2023, 3:00 P.M.
5. Adjournment

Information

Action

II. REGULAR BOARD MEETING

3:00 P.M.

1. Call to Order
A. Notation of Quorum
2. Adoption of Minutes
A. November 15, 2023 – Regular Meeting
3. Communications
A. General Information/Introductions
B. Correspondence
C. Public Comments from the Audience
D. Student Leadership
E. Renton Federation of Teachers
F. Written Communication Reports

Chair Frieda Takamura

Action

Information

- | | |
|--|---------------------------------------|
| 4. Discussion/Reports | Information |
| A. President's Report | Dr. Yoshiko Harden |
| B. Financial/Budget Status | VP Jacob Jackson |
| 5. Action | |
| A. RTC-RFT MOU: 3-year Academic Calendar | VP Lesley Hogan |
| B. Tenure Advancement | Chair Takamura |
| 6. Board of Trustees | |
| A. Strategic Equity Committee | Dr. Harden/Vice Chair Jessica Norouzi |
| B. Foundation Liaison Report | Trustee Tim Cooper |
| C. President's Advisory Council Liaison Report | Vice Chair Norouzi |
| D. Legislative Action Liaison Report | Trustee Debra Entenman |
| 7. Meetings | |
| A. Regular Board Meeting – January 17, 2024 | |
| 8. Adjournment | Action |

Renton Technical College
Board of Trustees Meeting
December 13, 2023

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

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION
X Information
Action

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
December 13, 2023

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BACKGROUND:

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

- A. November 15, 2023 Special and Regular Meetings

BOARD CONSIDERATION
Information
X Action

RECOMMENDATION:

Approval as presented.

Agenda Items

I. STUDY SESSION

1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 1:07 p.m. and noted a quorum.

2. General Updates

Dr. Yoshiko Harden briefed the trustees on the upcoming Governor's Office visit as well as the campus announcement on the Remote Work Procedure.

3. Bezos Academy

Vice President Jacob Jackson briefed the group on Bezos Academy. This is a Montessori-based curriculum that is fully funded. This partnership started with Early Childhood Education and has now shifted to Administrative Services and Finance. John Clark, the Assistant Attorney General, has advised that RTC charge a nominal fee with 20% of school spots reserved for RTC community. Prospective students are chosen via an application lottery. There is another Bezos Academy in Renton with a two-classroom set up. RTC has a three-classroom set up with capacity to expand to a fourth classroom. Bezos Academy is requesting to build a play space and drop-off space in front of Building N. One of the benefits of using Building N is that there are already bathroom modifications for pre-school-aged children. RTC committed to having an engineer adjust the airflow on the air handling unit (HVAC) to meet their needs. Any interior modifications must be made in conjunction with RTC and the building must be returned to the same status it was in prior to the Bezos Academy occupation. RTC has been working with the Department of Enterprise Services (DES). It's likely that the first classes won't be able to begin until July 2024 due to extended work with DES. Bezos Academy looks for Montessori-certified teachers for pre-school curriculum. The contract currently includes language that Bezos Academy is responsible for utilities costs.

4. Navigating Canvas for Tenure

Vice President Stephanie Delaney walked the group through how to navigate tenure profiles in Canvas. This included login, how to search for tenure books, and the components of a tenure book. The trustees asked about naming conventions and requested to know the number of students that candidates teach to help give context to evaluations. The trustees requested guidelines on what to look for as they're reviewing tenure candidate portfolios.

5. Adjournment

There being no further business, Trustee Entenman motion to adjourn the Board of Trustees meeting at 2:51 p.m. Trustee Norouzi seconded, and the motion carried.

II. **REGULAR BOARD MEETING**

1. Call to Order

A. Board Chair Frieda Takamura called the meeting to order at 3:05 p.m. and noted a quorum.

2. Adoption of Minutes

A. October 18, 2023 – Regular Meeting

Trustee Entenman introduced a motion to approve the minutes for the regular meeting held on October 18, 2023. Trustee Cooper seconded, and the motion carried.

3. Communications

A. General Information/Introductions

Vice President Jessica Gilmore English introduced Mica Hunter, the new Director of Student Life, recently from South Seattle College. The trustees welcomed Director Hunter and thanked her for joining the meeting.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

Rick Giest made a public comment. Welding and Robotics have a lot of things they are trying to make happen. The Board is invited to come for a classroom visit.

D. Student Leadership

Sarah Simon, President of the Associated Student Government (ASG), and Leslie Wofford, ASG Club Coordinator, joined. The next student event is a Fall Harvest Brunch to honor indigenous people, which will occur from 10:30am-12:30pm on November 28. Last month's Truck-or-Treat was a success with over 100 community members participating.

E. Renton Federation of Teachers

The Renton Federation of Teachers (RFT) is offering the Board of Trustees a study session on how to navigate tenure. Chair Takamura noted that Dr. Stephanie Delaney provided a study session before the regular Board meeting on navigating tenure in Canvas. RFT President Donna Maher offered a study session with the Tenure Committee on the developing tenure rubric, and offered program tours and clinical site visits to the trustees.

F. Written Communication Reports

Chair Takamura expressed appreciation for the various reports in helping the Board keep informed on the goings on of the college. She also gave kudos to Marketing and Communications for their outstanding work and recognition. Trustee Cooper stated that the work that Nursing and Healthcare are doing is very impressive and should be applauded.

4. Discussion/Reports

A. President's Report

i. Diversity, Equity, and Inclusion

Dr. Harden gave a pre-conference session at the Faculty and Staff of Color Conference (FSOCC) on building partnerships between faculty and staff. Dean Warren Takata presented at FSOCC on BIPoC leadership. Dr. Stephanie Delaney presented on equity and achieving goals at FSOCC. The Strategic Equity Plan (SEP) Steering Committee has been meeting, and the first reflection question has been sent the college community.

ii. Strategic Equity Plan and Accreditation

Drs. Harden and Delaney were at the Northwest Commission on Colleges and Universities (NWCCU) Conference last week. Dr. Delaney and Dean Sarah Wakefield presented at the NWCCU Conference. RTC's mid-cycle accreditation visit is coming up in April. Dr. Delaney briefed the group on the upcoming site visit. At this time, there is not a need for Board involvement. However, Dr. Delaney will determine whether the Board will need to be involved by mid-December.

iii. Financial Stewardship

Enrollment continues to be strong thanks to the work of many faculty and staff. The Business Office continues to work on monitoring expenses for efficiencies that won't impact students or employees. The Washington Association for Community and Technical Colleges' Capital Budget Committee is working on green energies as well as some capital funding requests that weren't addressed in the last session.

iv. Strategic Partnerships and Engagement

Dr. Harden attended the Celebrity Chef event, which featured Chef Melissa Miranda of Musang and was the highest dollar raise for that event yet. Thank you to the Foundation Board for serving at this event, the Foundation Team for putting this together, and staff for their support. The Fall All College Meeting and last year's tenure reception were on October 30. Kudos to Bo Dong for her work on the Fall Career Fair. Dr. Harden attended the Washington STEM Luncheon. About 100 people attended the joint Men and Women of Merit meeting.

Mr. Gerald Bradford invited the Board to the monthly Community Potlucks. The purpose of these potlucks is to bring community together to better serve students. Thank you to VP Jackson for Administrative Services and Finance support of these potlucks. Mr. Bradford and Dr. Harden also met with Equity Alliance of Washington to explore a partnership on housing and support services. Dr. Harden expressed gratitude for Mr. Bradford's sweat equity, as well as Catering's part in providing sides. RTC hosted the King County Library and American Association of University Women's Intellectual Freedom Panel. Associate Dean Cleve Roseboro II was part of this panel, which was about First Amendment Rights and access to information.

B. Strategic Equity Plan

Vice Chair Norouzi gave a report out from the SEP Steering Committee. She appreciated hearing about the campus climate survey. Vice Chair Norouzi reported that she was glad to hear that Be Culture would continue its work with RTC with listening sessions. There will be a listening session for external partners.

C. Financial/Budget Status

VP Jackson briefed the group on the monthly financial report. RTC is a bit behind on the state allocation. RTC is ahead on tuition and fees, partially due to messaging and partially due to how this revenue is collected in ctcLink. Running Start/High School Completion is slightly ahead of schedule. Enterprise is down a bit but is still strong. Turning to expenses, salary and wages have increased from last year due to the cost-of-living adjustment, which also impacts benefits. Goods and services is on par for where it should be. Cost of goods sold is significantly higher due to more catering and events. Travel will have a large jump in November due to conference travel. Two big equipment purchases are for a catering van and 125 computers. Financial aid monies have been received. The cash balance will be relatively flat this year. Fall Quarter enrollment is up overall both from last year and from what was budgeted for. General education enrollment is higher this year compared to last year. College and Career Pathways enrollment is down. Workforce enrollment is up, as is apprenticeship enrollment. VP Jackson walked the group through specialized program full-time enrollment. Trustee Entenman expressed appreciation for VP Jackson's willingness to answer questions.

5. Action

A. Policy and Procedure 3.8.1

VP Jackson gave an update to existing Policy and Procedure 3.8.1 on Tuition Waivers. The update includes a waiver code with a live link to the document and supporting Washington Administrative Code references where possible. Main changes center around the RTC local waivers. The main local waiver is the

journey person waiver. The State Board provided guidance that local fees should be collected for apprenticeship and journey, and those fees are added. The waiver is now for 25% of tuition for journey person and 50% for apprenticeship. Chelsea Paulsen noted that Joint Apprenticeship and Training Committee (JATC) partners pay on behalf of students. Students are fairly removed from the billing and tuition process. RTC has been working with JATC partners on this waiver.

Trustee Norouzi introduced a motion to approve Policy and Procedure 3.8.1 on Tuition Waivers as presented. Trustee Cooper seconded, and the motion carried.

6. Board of Trustees

A. Strategic Equity Committee

This was addressed above in item 4.B.

B. Foundation Liaison Report

Trustee Tim Cooper reported that Microsoft, Boeing, and Renton Concrete Recyclers have renewed or increased their grants. The Foundation strategic goals are increasing fundraising capacity, strengthening board effectiveness, expanding student support, and building greater awareness. The Foundation also celebrated \$275,000 of payroll giving. Carrie Shaw expressed appreciation for everyone involved in the Celebrity Chef event with Chef Miranda as well as for Trustee Cooper's work as the Board liaison.

C. President's Advisory Council Liaison Report

This Council continues to be on pause with a touch point planned for December.

D. Legislative Action Liaison Report

Trustee Debra Entenman noted that although higher education has been the focus in previous legislative sessions, there are a number of K-12 schools that may be seeking funding in the upcoming legislative session. WA.gov allows for notifications for specific interests, such as allocations around timber. The legislative session opens January 8, 2024, and is a short session (60 days).

7. Meetings

A. Regular Board Meeting – December 13, 2023

The next regular Board meeting is scheduled for December 13, 2023.

8. Adjournment

There being no further business, Norouzi motion to adjourn the Board of Trustees meeting at 4:35 p.m. Trustee Zappone 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
December 13, 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

X Information

Action

RECOMMENDATION:

None.

**Administration and Finance Report
Renton Technical College Board of Trustees
December 13, 2023**

Financial Report

For month ending October, we are 33 percent through the year. Revenue collection is about 35 percent. Revenues are up about \$3.8M 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 \$1.9M from October 2022. However, our tuition and fee collection are still well below our enrollment/tuition/fees prior to the pandemic 19-20. Interest income is \$158k this year compared to only \$20.2k last year at this time. Scholarships and Students Loan Funds Received is also up about \$930k. This is due to more financial aid being awarded to students.

Expenses are about 31.4 percent. Expenses are about \$17.8M through October compared to this time last year of \$16.8M last year. Salary and benefits are about \$900k higher due than last year at this time. Goods and Other Services is also about \$673k higher for month ending October compared to last year.

Our ending cash balance not including the Scott/Jewitt donation is about \$20.7M.

Business Office

- We currently have the following two positions posted:
 - General Ledger Accountant
 - Accounting Manager

Food Services & Rentals

- Brenden Barnes is our new full-time Events and AV technician assisting the Catering and CTS/IT departments.
- Catering and Event Bookings continue to be robust as the Holiday events season is upon us.
- The new catering van will be fitted with a lift gate the first week in December, allowing the catering department to utilize the van for larger events.

Facilities Maintenance Mechanic 3 position (still open)

- Purchase of two used Electric Vehicles (expected delivery any day)
- Annual Elevator inspections (completed some deficiencies were found, 90-day period to correct)
- Annual Fire Alarm Confidence Testing (completed)
- Annual Sprinkler Testing (completed)
- Annual Backflow Preventers Testing (completed)
- Semi- Annual Hood Inspections (completed)

Capital Project

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

- **Bldg. J Computer Classroom Remodel, 1st Floor – Phase 1 (SWL Architects)**
 - Received final inspection reports for Building, Mechanical, and Electrical permits for the project. O&M binders and as-builts were delivered by Min (BFCC) on October 20.
 - Next Steps: final acceptance documents and process the final pay app.

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

- **Bldg. J Computer Classroom Remodel, 1st Floor – Phase 2 (SWL Architects)**
 - Bid opened on November 14. CDK Construction Services, Inc. were the lowest bidder \$1,716,300.
 - Geo engineers were on site to sample the floors and wall for Asbestos presence and provide a subsequent plan for the abatement. No Asbestos was found in the reports, so no abatement required.
 - COP funding request for the project is in progress.
 - A revised PWR amounting to \$3.4M was signed for the project.

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

- **Roof Top Unit replacement in Bldg D (Rolluda Architects)**
 - Funds from 2 of the projects can be moved in minor works tool to supplement this project.
 - Permit set of specs and drawings are ready to be submitted but held for a cost estimate.
 - Cost estimate of \$561,920 was shared instead of the original PWR amount of \$414,000.
 - Bidding is scheduled for December 7, 2023.
 - 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)**
 - Next steps would be Finalize details and submit for permit currently scheduled for January 3, 2024, bidding.
 - 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)**
 - Based on the TV inspection, assuming a 200ft stretch of pipe may be blocked and planning to replace it with PVC pipe.
 - There is a plan to dig up and expose the lid of the dead end of the pipe and install a riser.
 - Next steps: Actual plans / drawings, apply for the necessary permits with City of Renton in January, going out to Bid mid-March and start construction in June.

- Permit set of drawings will be shared by last week of December.
- **Roof replacement in Bldg A (Burton Construction)**
 - Budget allocated in this biennium is \$385,000.
 - JOC - Burton Construction visited the site with subcontractors and will be providing a cost estimate for the entire roof and another one for the thirds of the roof.
- **Air handling unit's replacement in Campus Center (Bldg I)**
 - Budget allocated in this biennium is \$133,000 for replacing four air handling units.
 - Scheduled a walkthrough with electrical engineer David, Mark, and Hargis to evaluate the present conditions based on the budget.
- **Transformer Replacement project**
 - Budget allocated in this biennium is \$334,000 for replacing four 3-phase transformers that have crossed their life expectancy.
 - Scheduled a walkthrough with electrical engineer David, Mark, and Hargis to evaluate the present conditions based on the budget and place an order, since it's a long lead item.
- **Unanticipated Repair Projects**
 - **Bldg L Fire Sprinkler System Leaks**
 - Project Schedule shared by Forma where construction starts on December 14 and substantial completion on December 29.
 - PWR of \$48,328 was processed with DES. JOC Proposal of \$44,304.23 was shared by Eric DES for review. NTP was issued to Forma.
 - Forma provided 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.

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

- **Health Science Center (SWL Architects)**
 - Additional services of AS-22 - Test to Fit Program Planning - Graphic Image was amended. Test to Fit Plan Review scheduled on December 4.
 - 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

Other Projects:

- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
 - Planning to apply for 10 chargers in Parking P2 with the State supplied Grant program. Jack Shultz will be submitting the application for the same.
 - Lex Lankovsky from Holmes Electric visited RTC to explore the existing conditions. He will be sharing estimates for single port and dual port installation.

- 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. Revenue sharing was confirmed as 60-40 percent.
- **Multicultural Center Bldg. D (Rolluda Architects)**
 - Design is being coordinated and progress is being made toward a permit set, which is currently scheduled for December 8, 2023.
 - Planning to go ahead with the first option of over \$1M.
 - Revised estimates totaling \$800K was submitted on October 9.
 - Reuse existing furniture from Bldg 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)**
 - Final inspection successfully completed by the City of Renton on November 17, 2023.
 - Rivian lifts are installed in Bldg K1 & K3.
 - Air lines have been relocated by Forma subcontractor as part of the change order.
- **PSE Easement**
 - PSE Easement – Notary language needs to be updated and shared with PSE.
- **Bldg I, Room 214A - Remodeling**
 - Walk throughs scheduled on December 1 with Workpointe and Evergreen to get an estimate for the remodeling.

College Technology Services
Renton Technical College Board of Trustees
December 13, 2023

College Technology Services (CTS)

CTS has begun a campus wide wireless network upgrade which entails replacing more than 70 access points at the main campus, downtown and annex locations. The new hardware gives RTC a modern wireless network and provides stronger and faster internet coverage. The A and H buildings were the first pilot buildings and CTS has plans to have deploy nearly all other spaces by end of year (D building and J building remodels will impact deployment in some instances).

With the winter break upcoming, CTS is planning updates for classroom computers. There are nearly 70 classrooms and 700+ computers expected to be in use for the Winter 2024 term. The computer updates are expected to be completed by December 22, 2023.

Multi Factor Authentication (MFA) is on the horizon for RTC employees in an effort to bolster cybersecurity. In early 2024, CTS will “turn on” MFA for all employees which will require a log in with something you know (password) and something you have (email, text, phone, authentication applications or other means). MFA has become the new standard for protecting log in credentials. There are multiple departments piloting MFA and there are also other early adopters wanting to set up their log in with the added protections. Published resources are on the CTS SharePoint site with more information.

Happy holidays from CTS to the Board of Trustees!\

Communications and Marketing Report
Renton Technical College Board of Trustees
Dec. 13, 2023

ENROLLMENT MARKETING – STRATEGIC ENROLLMENT ACTION TEAM

We're all excited to see the enrollment increase in the Fall Quarter and Winter Quarter trending toward an even more significant growth. This has been a collaborative effort, including Marketing, Student Services, Outreach, and Instruction. As the college continues to work toward a process for creating an in-depth Strategic Enrollment Management Plan, a tactical team meets to coordinate priorities and align goals. The Strategic Enrollment Action Team (Roy Carroll, Ali Cohen, Anthony Covington, Chair Katherine Hedland Hansen, Eva Juarez, Shannon Matson, and Lindsey Smith) set a goal to increase enrollment by 10 percent this academic year. So far, we've exceeded that. We know there is still work to do to return to pre-pandemic levels, but this trajectory is encouraging.

Tactics include:

- Using Marketing budget dollars to supplement general enrollment campaigns to advertise targeted programs identified by deans and SEAT (hands-on training; Allied Health, BAS, and short-term programs) and tracking leads from all campaigns. (750 since mid-July!) Ads across platforms continue to outperform industry standards.
- Using the new CRM to communicate with students who submitted those leads and applied to the college. Nearly 40 percent of prospective students who receive those emails click to take the next step! Training for more CMS users will begin early next year.
- Collaborating with Outreach to promote events and collect data through QR codes on print materials for more follow-up through the CRM.

Several people from the college attended a national SEM conference and are working to develop a process for creating a long-term plan.

NEWS AND WEB

[Gov. Inslee visits Renton Technical College with EVs on agenda](#)

Renton Reporter

Dec. 4, 2023

[Rivian offers paid technician training at RTC](#)

[Explore exciting careers at RTC's Info Sessions](#)

SOCIAL MEDIA HIGHLIGHTS

TikTok has become the place where we get the most video views. Evyson Beasley has spearheaded an effort to post on-trend videos. Of the more than 2,500 total video views last month, more than 1,900 were on TikTok. Check out these students [celebrating their scholarships](#).

Engagement across platforms was up 93 percent over November 2022, and impressions grew by 29 percent. The most popular post across platforms was the governor's visit to the college in late November.

RTC Foundation Report
Renton Technical College Board of Trustees
December 13, 2023

Scholarships and Events

Winter 2024 Scholarship Cycle

The Foundation's Scholarship Committee awarded 129 scholarships for winter quarter for a total of \$183,400.00 in valuable financial support! The year-over-year comparison from Winter 2023 to Winter 2024 represented a 43 percent increase in funds awarded. Compared to Fall 2023, there was a 2.6 percent decrease in the amount of funds awarded. Fall is historically the highest amount awarded during the academic year, so this represents a smaller decrease than last year. Of the 165 eligible applicants, 70 percent received scholarship support.

2024 Student Success Celebration, March 2

Planning and production continue around the marketing and sponsorship development efforts. To date \$30,000 of the \$80,000 goal in sponsorships have been raised, and one-third of the auction items have been procured. Top sponsors include Invitation Homes at the \$10,000 Presenting sponsor level Providence Swedish Medical Center has provided a Platinum level \$5,000. Postcards for the 2-1 ticket mailing are being finalized and the Event Landing page on the website is live, and the Student Success video starts production in December. This year's theme is *Come Together – a Salute to the 70's!*

Thanksgiving Pie Project

The annual Pie fundraising project sold out and brought in \$3,000 to support emergency funding for students! Thank you to everyone who bought pies!

Development & Community Engagement:

- The Connell family plans to renew their \$150,000 donation and want to direct it solely to their scholarship. Last year's gift was divided between their new scholarship and the McCarthy Bridge Grant with a Mackenzie Scott match. The Connells have also requested that the Foundation host a scholarship recipient reception February 2 in the evening on campus. The gift administrative fee covers the event costs.
- The May Family increased their annual scholarship gift to \$15,000 to support scholarships in engineering design technology, healthcare, and culinary arts.
- Year-end gifts to the Thresa Smart-Benjamin Memorial Endowment totaled \$15,000.
- An anonymous gift of \$30,000 was given in December and Amazon confirmed the renewal of their quarterly \$10,000 gift to support scholarships.
- Outreach to current donors of the McCarthy Bridge Grant has launched with the goal of raising year-end dollars toward the \$160,000 annual match. Currently, \$15,000 have been raised toward the annual match.
- The 2022-2023 Annual Report and year-end appeal arrives in mailboxes the week of December 11.

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

AFT	Effective Date	Position	Department
- Hires			
none			
-Separations			
none			
WFSE	Effective Date	Position	Department
- Hires			
Paripa Wutikrikanlaya	11/21/2023	Administrative Assistant 5 - Instruction	Instruction
-Separations			
none			
Prof Tech	Effective Date	Position	Department
- Hires / Change in Position			
Alan Abdullah	11/1/2023	Technical Support Analyst (State funded position from temporary position)	CTS
Brenden Barnes	11/16/2023	Events Technician	Food Services
Chas Cesare	11/20/2023	eLearning Administrator	CITL
-Separations			
none			
- Hires / Change in Position			
Gina Trinh	11/1/2023	Workfirst Service Delivery Coordinator (Position Change)	Workforce
Mica Hunter	11/1/2023	Director of Student Life	Student Services
Andrea Samuels	11/10/2023	Associate Dean of Instruction	Instruction
-Separations			
none			
- Hires			
Kaushal Sharma	11/3/2023	Construction Management Full-time Faculty	Construction Management
-Separations			
none			

	Monthly Total Hires	% of Diverse Hires YTD
Full time	7	65%
Part time	0	20%

Institutional Research and Effectiveness Report
Renton Technical College Board of Trustees
December 13, 2023

Institutional Planning and Effectiveness

- Institutional Research & Effectiveness (IR&E) is supporting the Strategic Equity Plan and DEIC work around the **Campus Climate** assessment and listening sessions. The Campus Climate assessment full report is planned to be completed December 31, ready to share out with DEIC and Cabinet in January. The Campus Climate listening sessions objectives and logistics are in progress. The tentative timeframe for conducting listening sessions is February 2024.
- **Resource & Planning Council (RPC)** had its second meeting of the year where the Budget Action Team and Report Action Team planned out their goals for the year. The teams will work on improving the college budgeting process and strategic indicators for mission fulfillment. **Data Integrity Group (DIG)** reported out efforts on improving data validation, clean up, and initiating predictive analytics. **Program Review Committee (PRC)** reported out progress on revamping a sustainable program review process.
- The department is addressing our **NWCCU accreditation** recommendations (below) from our Year 7 peer evaluation visit. IR&E is supporting the planning for the Year 3 Mid-cycle visit coming up in April 2024.
 - **Recommendation 1:** Spring 2021 Evaluation of Institutional Effectiveness - Fully utilize established strategic indicators and promote a consistent understanding of processes across all operational units to inform allocation of resources in support of mission fulfillment. (2020 Standard(s) 1.B.2;1.B.3)
 - **Recommendation 2:** Spring 2021 Evaluation of Institutional Effectiveness - Utilize assessment data to implement broad continuous quality improvement across programs; and to inform ongoing strategic planning and budgeting. (2020 Standard(s) 1.B.1;1.C.7)

Student Learning and Assessment

- Results from the annual **Program Review** are being reviewed by deans to help inform planning and budgets for academic year 2024-25.
- IR&E is reviewing the **course evaluation** process and distribution of results. They will be presented at Learning Council in February 2024.
- IR&E is supporting efforts to improve how the institution assesses **learning outcomes**.

Data and Research

- IR&E has completed **data dashboards** for the Outreach team, including geographic, Running Start, high school, and admissions information. The team is working on a "Fast Facts" and RTC personas dashboard for executive leadership.

- IR&E is supporting the Workforce Education team with the **Perkins Comprehensive Local Needs Assessment (CLNA)**. The report is due in January 2024.
- IR&E is supporting instruction **program viability** with metric definitions and data collection.

ctcLink

- A group of ctcLink college leads and SBCTC staff are collaborating on producing **process alignment workshops for** all of the colleges. This would help streamline college processes, identify enhancements, and build networking amongst the colleges.
- IR&E, the Business Office, Workforce Education, and SBCTC have been updating a ctcLink report for better managing **Time & Effort** for all of the colleges. This would improve business processes for college staff and auditing processes for SBCTC staff.
- IR&E and the apprenticeship coordinator are collaborating with SBCTC and other colleges on improving **apprenticeship**-related coding practices and ctcLink configurations.
- IR&E and Enrollment Services staff are progressing in work around automating **fraud account** detection. Machine learning scripts are being tested with our current data.
- IR&E, HR, and the Business Office are working on automating labor **budget management** by utilizing position management in ctcLink. Automation for the supplies and materials budget sheets are also in the works.

Other

- The team continues to support the college in all of their reporting, data, and ctcLink needs. Ad hoc requests from this month included program survey data, dashboard enhancements, third party system data validation, and ctcLink enhancements.
- Revised/New policies related to research and waivers have been submitted to Cabinet for review. Policies on data sharing, surveys, focus groups, and reporting are still in progress.

Instruction Report
Renton Technical College Board of Trustees
December 13, 2023

This month, we bring you our quarterly round up of what is happening in Instruction. As always, there is a lot happening and the Deans and Directors continue to do a great job supporting our students and our faculty at RTC.

[December Board Report](https://youtu.be/zGg8sDBcUAY) - <https://youtu.be/zGg8sDBcUAY>

**Student Services Report
Renton Technical College Board of Trustees
December 13, 2023**

Highlights from Fall Quarter

A return of robust programming on campus

Fall quarter marked the first time since before the pandemic where numerous programs and student and staff engagement opportunities were available throughout the quarter. It was breath of fresh air across campus and provided many chances for connection, fun, and learning. Numerous cross-collaborations occurred between Student Services staff/departments, the Associated Student Government (ASG), and staff and departments around campus. Our campus community benefited from all these joint efforts to participate in activities for Indigenous Peoples Planning Day Committee in conjunction with the Second Monday Community Potluck, Disability Awareness Month during October, Trunk or Treat on Halloween, the Career Fair, and the Harvest Potluck.

EAB Navigate launches for faculty

During Opening Week in September, instructional faculty were introduced to the Navigate platform. Navigate is a student success management system where staff and faculty can submit academic alerts for students, communicate with their students via text, make referrals, as well as view their students' records for necessary information such as affirming program progress, class schedules, etc. We were encouraged to see that the number of academic alerts submitted during this fall exceeded those submitted over the entirety of last academic year through the previous reporting tool. The system provides for a more streamlined alert system where faculty may submit both alerts and kudos. We will continue to refine how we leverage Navigate to support the retention of our students as more staff and faculty engage with the platform. During winter quarter, we'll launch the Progress Report feature to strategic student groups and courses.

Student Services Division Meeting guests provide learning and resources

We welcomed RTC Librarian Di Zhang in October for a workshop on "Fake News". This workshop shared information on media literacy and teach the division about ways to interact with information and critically consider its content and sources. Librarian Zhang provided examples of how easy it is to create and spread misinformation, as well as a method to analyze news sources for staff to use moving forward.

In November, our division meeting was themed "The Benefits of your Benefits" in an effort to educate and encourage staff to use their benefits that may not be as obvious as standard visits to the doctor. Behavioral Health Counselor Sarah Hoaglin provided valuable information on accessing mental health support for one's self or loved ones, helping to demystify how services are provided and giving an insider view on what to expect when

one engages in therapy. Soha Qassis, Benefits & Contracts Manager in Human Resources, presented on the Employee Assistance Program (EAP), walking staff through the variety of support that program provides and how to access them as an employee.

Renton Technical College
Board of Trustees Meeting
December 13, 2023

AGENDA ITEM: 4. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

A. President's Report

Dr. Harden will provide a report subsequent to the November 15, 2023 Board meeting.

B. Financial/Budget Status

Vice President Jackson will provide a report of the budget.

BOARD CONSIDERATION

☒ Information

☐ Action

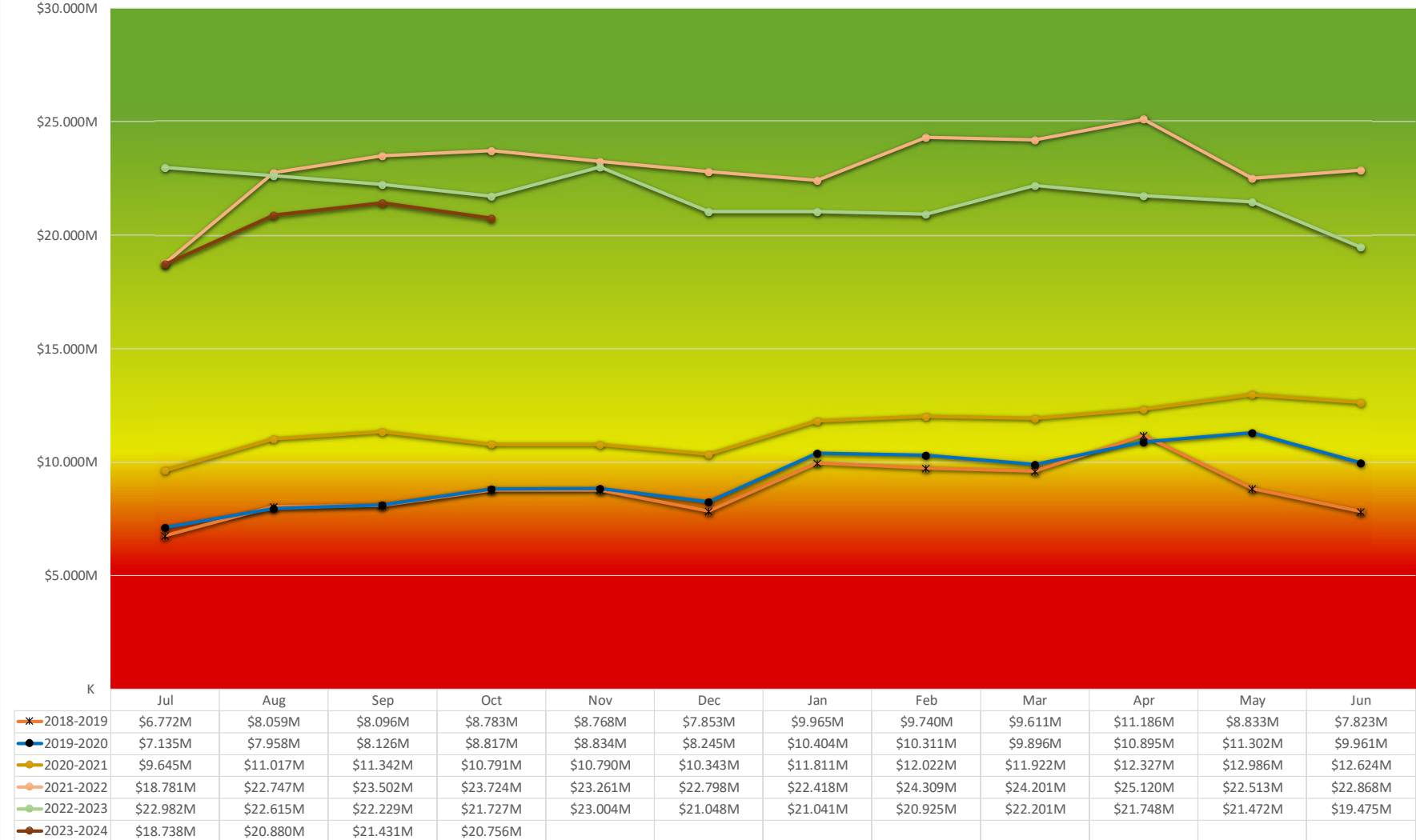
RECOMMENDATION:

None.

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

	October 2023 - Actual	Year to Date - October 2023 - Actual	Prior Year to Date - October 2022 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	8,893,814	7,891,334	19,248,178	(11,356,845)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	507,868	4,155,163	2,165,877	1,989,286
Grants and Contracts	330,679	1,271,461	1,443,998	(172,538)
Donation Received	-	-	-	-
Student Government	35,282	316,131	253,080	63,052
Bookstore	23,662	150,595	3,297	147,298
Security/Parking	10,258	92,204	-	92,204
Culinary Arts - Food Services	75,432	(70,001)	178,492	(248,493)
Housing	-	-	13,415	(13,415)
Interest Income	45,014	178,814	20,238	158,576
Rental Income - Excluding 569	14,958	93,460	60,528	32,932
Scholarship and Student Loan Funds Received	647,834	3,421,819	2,490,873	930,946
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	1,690,989	9,609,647	6,629,798	2,979,849
Add - State Allocation				
State Allocation - VPA Expenses	4,272,224	10,155,390	9,199,273	956,116
Capital Allocation Fund 057	76,407	248,977	232,700	16,277
Capital Allocation Fund 060	11,664	11,664	122,183	(110,519)
Total State Funding	4,360,296	10,416,030	9,554,156	861,874
Total Revenues	6,051,284	20,025,677	16,183,954	3,841,723
Less - Expenses:				
Salaries	2,155,064	8,203,189	7,530,152	673,037
Benefits	778,716	2,803,780	2,593,245	210,535
Contracts	-	-	-	-
Goods and Other Services	681,198	2,385,564	1,713,407	672,157
Cost of Goods Sold	28,107	78,672	21,672	56,999
Travel	10,249	23,822	20,871	2,951
Equipment	21,552	305,455	14,580	290,874
Computer Equipment	-	-	-	-
Financial Aid	949,973	4,077,837	4,921,032	(843,195)
Debt Service	-	177	-	177
Bad Debt	-	-	-	-
Total Expenses	4,624,859	17,878,496	16,814,959	1,063,537
Net Operating Surplus (Deficit)	1,426,426	2,147,182	(631,005)	2,778,186
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(1,654,037.85)	(527,009)	(169,603)	(357,406)
Decrease/ (Increase) in Investments & Bond Amortization	476,432	(171,891)	(1,757,274)	1,585,383
Payment of Bldg, Innovation Fee, and VPA Advance to State	(142,546)	(339,528)	(351,274)	11,746
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	(1,320,152)	(1,038,428)	(2,278,151)	1,239,724
Adjustments to Cash	-	-	-	-
Ending Cash Balance	9,000,088	9,000,088	16,339,022	(7,338,935)
Add College Reserves:				
Local Government Investment Pool (LGIP)	9,633,280	9,633,280	2,751,129	6,882,151
Investment Bonds held in trust by US Bank	2,122,179	2,122,179	2,636,747	(514,568)
Total Reserves	11,755,459	11,755,459	5,387,876	6,367,583
Total Cash and College Reserves	20,755,546	20,755,546	21,726,898	(971,352)
	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	31,560,828	28,926,488	2,634,340
Allocation Used - Year to Date	32%	10,155,390	9,199,273	956,116
Remaining State Allocation	68%	21,405,438	19,727,215	1,678,224

RTC Month End Cash and Reserves Balances - FYR 1516 to 2324



Renton Technical College
Board of Trustees Meeting
December 13, 2023

AGENDA ITEM: 5. ACTION

SUBJECT:

BACKGROUND:

A. RTC-RFT MOU

Vice President Hogan will present the RTC-RFT MOU indicating the 2024-2027 academic calendars.

B. Tenure Advancements

1. Naser Chowdhury, BAS Application Development

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Approve as requested.



MEMORANDUM OF UNDERSTANDING

by and between

RENTON TECHNICAL COLLEGE and the RENTON FEDERATION OF TEACHERS

In the spirit of collaboration, Renton Technical College ("College") and the Renton Federation of Teachers, Local 3914 ("Union") have commenced bargaining for the 2024- 2027 collective bargaining agreement.

As both parties work diligently to reach an agreement that represents the best interests of all concerned, it is agreed that instruction/academic calendars are a significant provision of the contract. It is also agreed between the College and Union that it is important to provide upcoming academic calendars to the institution in a timely manner.

Therefore, the attached three academic calendars for 2024-2025, 2025-2026 and 2026-2027 have been negotiated and agreed to by both the College and the Union, and should be available and published for use.

Donna Maher, RFT President

Frieda Takamura, Board Chair



INSTRUCTION / ACADEMIC CALENDAR 2024-25

JULY 2024 (18) S M T W T F S 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 2024 (11) S M T W T F S 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	SEPTEMBER 2024 (16/11) S M T W T F S 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
OCTOBER 2024 (23/22) S M T W T F S 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 2024 (18) S M T W T F S 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 2024 (5/2) S M T W T F S 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
JANUARY 2025 (20/19) S M T W T F S 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 2025 (19/18) S M T W T F S 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	MARCH 2025 (19/16) S M T W T F S 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 2025 (18) S M T W T F S 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	MAY 2025 (21/19) S M T W T F S 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 2025 (19/16) S M T W T F S 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

IMPORTANT DATES

SUMMER	07/08-08/15	29 days	WINTER	01/06-03/24	53 days
FALL	09/16-12/03	53 days	SPRING	04/07-06/24	53 days

NON-INSTRUCTIONAL DAYS*	
Independence Day	July 4
Summer Break	Aug 16-Sept 6
Labor Day	Sept 2
Campus Celebration/In-Service D	Sept 10-11
Faculty Work Day	Sept 9,12
Campus State/Federal Training	Sept 11, 13
Advising Day	Oct 16
Veterans Day	Nov 11
Thanksgiving Break	Nov 28-29
Grading Day	Dec 4
Campus State/Federal Training	Dec 5
Faculty Work Day	Dec 6
Winter Break	Dec 9-Jan 2
New Year's Day	Jan 1
Faculty Work Day	Jan 3
Martin Luther King Day	Jan 20
Advising Day	Feb 5
President's Day	Feb 17
Grading Day	Mar 25
Campus State/Federal Training	Mar 26
Faculty Work Day	Mar 27
Spring Break	March 28-April 4
Advising Day	May 7
Campus Celebration/In-Service Da	May 16
Memorial Day	May 26
Juneteenth	June 19
Grading Day	June 25
Campus State/Federal Training	June 26
Faculty Work Day	June 27

QUARTER START/END	HOLIDAYS/BREAKS	CAMPUS CELEBRATION/FACULTY INSERVICE*	FACULTY WORK DAY*
	Mandatory Campus Training	ADVISING/MTG DAY*	GRADING DAY*



INSTRUCTION / ACADEMIC CALENDAR 2025-26

JULY 2025							(14)
S	M	T	W	T	F	S	
		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 2025							(15)
S	M	T	W	T	F	S	
					1	2	
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10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

SEPTEMBER 2025							(12/7)
S	M	T	W	T	F	S	
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7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

OCTOBER 2025							(23/22)
S	M	T	W	T	F	S	
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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 2025							(17)
S	M	T	W	T	F	S	
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9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

DECEMBER 2025							(10/7)
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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

JANUARY 2026							(20/19)
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18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

FEBRUARY 2026							(19/18)
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22	23	24	25	26	27	28	

MARCH 2026							(18/16)
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15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

APRIL 2026							(19)
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19	20	21	22	23	24	25	
26	27	28	29	30			

MAY 2026							(20/18)
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17	18	19	20	21	22	23	
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31							

JUNE 2026							(19/16)
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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

IMPORTANT DATES

SUMMER	07/14-08/21	29 days	WINTER	01/05-03/23	53 days
FALL	09/22-12/09	53 days	SPRING	04/06-06/23	53 days

NON-INSTRUCTIONAL DAYS*	
Independence Day	July 4
Summer Break	Aug 22-Sept 12
Labor Day	Sept 1
Campus Celebration/In-Service D	Sept 16-17
Faculty Work Day	Sept 15, 18
Campus State/Federal Training	Sept 19
Advising Day	Oct 15
Veterans Day	Nov 11
Thanksgiving Break	Nov 27-28
Grading Day	Dec10
Campus State/Federal Training	Dec 11
Faculty Work Day	Dec 12
Winter Break	Dec15-Jan1
New Year's Day	Jan 1
Faculty Work Day	Jan 2
Martin Luther King Day	Jan 19
Advising Day	Feb 4
President's Day	Feb 16
Grading Day	Mar 24
Campus State/Federal Training	Mar 25
Faculty Work Day	Mar 26
Spring Break	Mar 27-Apr 3
Advising Day	May 6
Campus Celebration/In-Service Da	May 15
Memorial Day	May 25
Juneteenth	June 19
Grading Day	June 24
Campus State/Federal Training	June 25
Faculty Work Day	June 26
Quarter Break	June 29-July 14

QUARTER START/END	HOLIDAYS/BREAKS	CAMPUS CELEBRATION/FACULTY INSERVICE*	FACULTY WORK DAY*
	PROFESSIONAL DEVELOPMENT	ADVISING/MTG DAY*	GRADING DAY*



INSTRUCTION / ACADEMIC CALENDAR 2026-27

JULY 2026							(15)
S	M	T	W	T	F	S	
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5	6	7	8	9	10	11	
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AUGUST 2026							(14)
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SEPTEMBER 2026							(13/8)
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OCTOBER 2026							(22/21)
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NOVEMBER 2026							(18)
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29	30						

DECEMBER 2026							(9/6)
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13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JANUARY 2027							(19)
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31							

FEBRUARY 2027							(19/18)
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21	22	23	24	25	26	27	
28							

MARCH 2027							(20/16)
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14	15	16	17	18	19	20	
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APRIL 2027							(20)
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25	26	27	28	29	30		

MAY 2027							(20/18)
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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JUNE 2027							(18/15)
S	M	T	W	T	F	S	
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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				

IMPORTANT DATES

SUMMER	07/13-08/20	29 days	WINTER	01/04-03/22	53 days
FALL	09/21-12/08	53 days	SPRING	04/05-06/22	53 days

NON-INSTRUCTIONAL DAYS*			
Independence Day	July 4 (Off Day 7/3)	Advising Day	Feb 3
Summer Break	Aug 21-Sept 11	President's Day	Feb 15
Labor Day	Sept 7	Grading Day	Mar 23
Campus Celebration/In-Service	Sept 15-16	Campus State/Federal Training	Mar 24
Faculty Work Day	Sept 14, 17	Faculty Work Day	Mar 25, 26
Campus State/Federal Training	Sept 18	Spring Break	Mar 29-Apr 2
Advising Day	Oct 21		
Veterans Day	Nov 11	Advising Day	May 5
Thanksgiving Break	Nov 26-27	Campus Celebration/In-Service Day	May 14
Grading Day	Dec 9	Memorial Day	May 31
Campus State/Federal Training	Dec 10	Juneteenth	June 18
Faculty Work Day	Dec 11	Grading Day	June 23
Winter Break	Dec 14-Jan 1	Campus State/Federal Training	June 24
New Year's Day	Jan 1	Faculty Work Day	June 25
Martin Luther King Day	Jan 18	Quarter Break	June 28-July 10

QUARTER START/END	HOLIDAYS/BREAKS	CAMPUS CELEBRATION/FACULTY INSERVICE*	FACULTY WORK DAY*
	PROFESSIONAL DEVELOPMENT	ADVISING/MTG DAY*	GRADING DAY*

Renton Technical College
Board of Trustees Meeting
December 13, 2023

AGENDA ITEM: 6. BOARD OF TRUSTEES

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

- A. Strategic Equity Plan Steering Committee Report
Strategic Equity Plan Liaison Vice Chair Norouzi will provide an update from 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 an 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
December 13, 2023

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BACKGROUND:

- A. The next regularly scheduled meeting of the Board of Trustees will be January 17, 2024.

BOARD CONSIDERATION
X Information
Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
December 13, 2023

AGENDA ITEM: 7. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION
Information
X Action

RECOMMENDATION:

Motion required.