

Hybrid Special Meeting: Building I Boardroom

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/85955125679> / +1 253 215 8782 US (Tacoma) 859 5512 5679

Hybrid Regular Meeting: Culinaire Room (I-108)

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/86866830371> / +1 253 215 8782 US (Tacoma) 868 6683 0371

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## Agenda Items

## Information/Action/Presenter

### I. STUDY SESSION

**1:00 P.M.**

1. Call to Order

Chair Frieda Takamura

2. Public Comments

### II. EXECUTIVE SESSION

**1:00 P.M.**

1. An Executive Session will be call to discuss matters with legal counsel representing the college in litigation or potential litigation (RCW 42.30.110).

2. Announcement of time Executive Session will conclude.

3. Return to Open Session

### III. STUDY SESSION

**Information**

1. Accreditation Overview

Dr. Stephanie Delaney

2. Apprenticeships, Part 2

Dean Warren Takata

### IV. Meetings

**Information**

1. Regular Board Meeting – February 21, 2024 at 3:00 P.M.

2. Adjournment

Action

### V. REGULAR BOARD MEETING

**3:00 P.M.**

1. Call to Order

Chair Frieda Takamura

- A. Notation of Quorum

2. Adoption of Minutes

- A. January 17, 2024 – Regular Meeting

Action

3. Communications

Information

- A. General Information/Introductions

- B. Correspondence

- C. Public Comments from the Audience

- D. Student Leadership

- E. Renton Federation of Teachers

- F. Written Communication Reports

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| <p>4. Discussion/Reports</p> <p>A. President's Report</p> <p>B. Strategic Equity Planning Committee</p> <p>C. Mid-Year Budget</p> | <p>Information</p> <p>Dr. Yoshiko Harden</p> <p>Doris Martinez</p> <p>VP Jacob Jackson</p> |
| <p>5. Board of Trustees</p> <p>A. Foundation Liaison Report</p> <p>B. Legislative Action Liaison Report</p>                       | <p>Trustee Tim Cooper</p> <p>Dr. Harden</p>  |
| <p>6. Meetings</p> <p>A. Special Board Meeting – March 19, 2024</p> <p>B. Special and Regular Board Meeting – March 20, 2024</p>  |  |
| <p>7. Adjournment</p>   | <p>Action</p>  |

**Reminders:**

- **January 2 – March 20 – WINTER QUARTER**
- February 21 – BoT
- February 22 – Black History Month Guest Speaker, Aaron Dixon
  - 11am-1pm, Cafeteria
- February 26 – All Campus Meeting
- March 2 – Student Success Gala
- March 11 – RTC Community Potluck
- March 19 – BoT Tenure Special Session
- March 20 – BoT Tenure Special Session and Regular Meeting
- March 23 – [Renton Chamber of Commerce Spring Fling](#)
- **April 2 – June 20 – SPRING QUARTER**
- April 17 – BoT
- April 22-23 – NWCCU Mid-cycle Accreditation Visit
- May 1 – Industry Connections Dinner
- May 2 – Speaker: Dante King
- May 15 – BoT
- May 22 – All Campus Meeting
- June 12 – BoT
- June 21 – President's Reception & Commencement

Renton Technical College  
Board of Trustees Meeting  
**February 21, 2024**

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

**SUBJECT:**

**BACKGROUND:**

<b>BOARD CONSIDERATION</b>
<input checked="" type="checkbox"/> Information
<input type="checkbox"/> 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  
**February 21, 2024**

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

**SUBJECT:**

**BACKGROUND:**

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

- A. February 21, 2024 Special and Regular Meetings

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

**RECOMMENDATION:**

Approval as presented.

Hybrid Special Meeting: Building I Boardroom

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## Agenda Items

### I. STUDY SESSION

#### 1. Call to Order

- A. The 1:00 P.M. special meeting was cancelled because there was not a quorum of trustees. No special board meeting took place.

### II. REGULAR BOARD MEETING

#### 1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 3:02 p.m. and noted a quorum. Chair Takamura welcomed the group and wished everyone a happy new year. Lunar new year takes place on February 10, 2024. Chair Takamura welcomed meeting attendees to come forward and wish the group a happy new year. John Tong, ASG Events Coordinator, welcomed the group and wished everyone a happy lunar new year in Vietnamese. Dean Warren Takata wished everyone a happy new year from the Hawaiian Islands. Vice Chair Norouzi wished everyone a happy new year in Farsi and noted that Iranian new year is the first day of Spring. Chair Takamura thanked Dean Chris Carter for an informal mini tour of Allied Health. Trustee Zappone noted that students gave feedback about how happy they are to be at RTC. Dr. Harden talked about the power of RTC's faculty and reputation in the fields. RTC has offerings that are not offered anywhere nearby. Thank you to Instruction for making RTC a standout institution.

#### 2. Adoption of Minutes

##### A. December 13, 2023 – Regular Meeting

*Trustee Zappone introduced a motion to approve the minutes for the regular meeting held on December 13, 2023. Trustee Norouzi seconded, and the motion carried.*

#### 3. Communications

##### A. General Information/Introductions

Executive Director John Henry Whatley introduced the new Service Desk Manager, Joe Velasco. Joe started the second week of the quarter and is a first generation Mexican American from a large family. Joe has two daughters in the area and has a strong and varied technical background. Director Jake Swanke introduced Accommodations and Retention Specialist Stephani Wolfe, who joined RTC on January 2. Stephani has a strong background in education and in mental health services. She is excited to continue her career in higher education

at RTC. Vice President Dr. Stephanie Delaney introduced Samantha Nelson as the new Dean of ELA, IBEST, and the Bridge Program.

Chair Takamura asked about weather and facilities. Vice President Jackson noted that there have been some boiler issues and burst pipes that Facilities has been working to address.

Trustee Cooper asked about an update on the Health Sciences Building. VP Jackson stated that pre-design is scheduled for wrap-up in the next couple of months due to the funding biennium. Funding will likely not be until the 2027-2029 biennium. VP Jackson also noted that the amount that the Office of Financial Management accounts for inflation does not keep up with actual costs. There are not currently many available dollars to enhance and modify the instructional space.

Trustee Zappone thanked the Dr. Martin Luther King, Jr. Day committee for a wonderful keynote by Jesse Hagopian on "Social Movement Unionism: From the Poor People's Campaign to Educators on Strike". The keynote provided excellent national context for education around history and erasure of civil rights leaders in education.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Mica Hunter introduced members of the ASG including Saleea Cornelius, President, Leslie Wofford, Vice President, and John Tong, Events Coordinator. ASG gave a brief presentation. During Winter, ASG hosted a Pizza Event with fun games include bingo and old school Nintendo. Shout out to Trustee Zappone for attending. For Dr. Martin Luther King, Jr. Day, the ASG went to the Northwest African American Museum. On February 13, Women and Men of Merit will meet for a financial literacy and home buyer event. On February 14, there will be an open house for RTC. On February 15, there will be a Lunar New Year event in the Cafeteria. Trustee Zappone noted that the Pizza Event was a lot of fun, even though he didn't win at Nintendo. Dr. Harden thanked Mica Hunter and Student Leadership for taking time out of their days to come to the Board meetings, and for sharing their student experiences.

E. Renton Federation of Teachers

Donna Maher, Renton Federation of Teachers (RFT) President, wished everyone a happy new year and also hoped that everyone had safe travels due to the weather. President Maher expressed gratitude for a late start due to weather today and for early notice when campus needed to close due to weather on Friday. RFT is negotiating the Collective Bargaining Agreement this year. RFT thanked the Board for approving the academic calendar. Faculty items that are coming up are a return to a two-day a week on-campus schedule as well as program viability reports. Program Viability meetings are scheduled to start in February. Administration has not announced any decisions around program viability, however faculty are concerned about a reduction in force and are requesting clear and early direct communication. Accreditation is coming up. The Renton Promise has been successful in increasing enrollment. Some programs are reaching out to high school students as well as specific community groups in order to ensure growing enrollment. Faculty are enthusiastic about RTC's potential to become the best technical college in the state.

F. Written Communication Reports

Chair Takamura thanked the group for the written reports. These reports are a big ask, and help the Trustees get a sense of campus.

4. Discussion/Reports

A. President's Report

Dr. Harden wished the group a happy new year and acknowledged Dr. Martin Luther King, Jr. Day. She expressed thanks for Doris Martinez and the team that planned these week-long activities.

i. Diversity, Equity, and Inclusion

Dr. Harden attended a virtual, informal group of regional Black presidents of 2-year and 4-year colleges and universities. This group will continue to meet. Dr. Harden met with Mayor Pavone and Superintendent Pattenau to prepare for the Renton Promise Launch and ensure that this program will continue after the proviso ends. RTC tested Pause Week, which is a week of no meetings so that employees can focus on projects and build out capacity. RTC had the first 2024 Community Potluck. Thank you to Gerald Bradford for his sweat equity!

ii. Strategic Equity Plan and Accreditation

The Strategic Equity Plan (SEP) is underway, as is Accreditation preparation, and budget. The SEP Steering Committee is beginning Phase 2 of the SEP, which will include listening sessions around the Campus Climate Survey. These listening sessions are divided into groups and will be facilitated by Be Culture. Be Culture is also anonymizing answers to monthly reflection questions. Chair Takamura noted that some of the reflection questions may be too esoteric for a wider audience. Executive Director Carrie Shaw has been working on a partnership template so that Executive Cabinet can have meaningful and broad conversations with community partners. Accreditation is moving forward, and preparation homework is forthcoming. There will likely be a campus clean-up day!

iii. Financial Stewardship

While enrollment is up 11%, enrollment is still about 600 FTE down from where it was in 2018-2019. Thank you to Instruction, Student Services, and everyone in the room for helping with enrollment. The Multicultural Center will go out for bid this month.

iv. Strategic Partnerships and Engagement

Dr. Delaney, Dean Shannon Matson, and Dr. Harden toured the Red Dot factory, which makes mobile HVAC units nationally and internationally. Conversations were around student recruitment as well as English language learning for current employees. Red Dot is entirely employee-owned. Next week, Dr. Harden and Executive Director Carrie Shaw are traveling to the American Association of Community Colleges Workforce Development Institute. The following week, Dr. Harden and other RTC members will be going to an Executive Retreat for Guided Pathways. After that, Dr. Harden, Vice Chair Norouzi, and Trustee Zappone will be in D.C. for the Association of Community College Trustees Legislative Summit. In the meantime, Dr. Delaney will be attending the Washington Association of Community and Technical Colleges Hill Climb with Trustee Zappone as well as students.

v. Legislative Update

There are currently some bills on financial aid and grant ability expansion. The current Governor's budget has some education items included, but none which align with RTC's stated goals. RTC also got approval to renovate Building J. House Bill 2171, which will allow incarcerated individuals to choose whether Pell Grants are applied has been heard. The Department of Corrections currently supports an opposing bill that will require incarcerated



individuals to use Pell grants. House Bill 2309 is scheduled for public hearing. This bill will provide for funding for up to 45 credits of service area community or technical college tuition for Washington high school graduates.

B. Financial/Budget Status

VP Jackson briefed the group on the financial status and budget update for the previous month. Revenue is trending at about 43%. State allocation is as expected. Tuition is up due to how tuition is now collected (modified accrual). Enterprise is trailing a bit but is holding okay. There was about \$19M collected this year as opposed to \$16M last year. The largest expenditure is salary and benefits at \$10.4M. Goods and Services are at \$2.6M. Equipment is slightly overbudget due to new computer purchases and a catering van using a COP. However, RTC will get those funds back from the State Treasurer's Office. There's about a \$3M increase in expenditures compared to last year. Regarding cash, RTC is at \$21M in cash and investments, which is slightly down from last month. This is expected to decrease as the projections in the Multicultural Center and Building J continue. Reimbursement and annual repayment is pending. For Winter, enrollment is ahead of last year for General Education, College and Career Pathways, Professional Technical programs, and apprenticeship compared to last two years at this same time. While enrollment numbers are looking better, enrollment is down about 600 FTE when compared to 2018-2019. During 2018-2019, the team was strategizing about how to increase enrollment. VP Jackson ran the group through High School, Running Start, and Worker Retaining FTEs.

5. Board of Trustees

A. Strategic Equity Planning Steering Committee

Vice Chair Norouzi reported on the last SEP meeting. A topic of discussion at this meeting was feedback from the first reflection question. Core themes around responses were about technology, program offerings, when instruction is offered, use of technology in instruction to meet student needs, polarized camps around DEI, and remaining student focused. Dr. Harden noted that we are on track with the timeline. Vice Chair Norouzi mentioned that it was helpful to hear reflections, and that a takeaway was that the Board needs to be able to take feedback into consideration while balancing the need to move forward. Chair Takamura stated that she is interested in hearing about how Board policies and procedures can keep up with what is happening in the college.

B. Foundation Liaison Report

Trustee Cooper called out that March 2 is the Student Success Gala and issued an informal race to fill tables. About half of the auction items and sponsorships have been procured. The theme is a Salute to the 70's – Come Together. Executive Director Shaw invited the trustees to an event in the Cafeteria honoring all of the Connell Scholars on February 2, 2024 at 5:30pm.

6. Meetings

A. Regular Board Meeting – February 21, 2024

7. Adjournment

There being no further business, Trustee Norouzi motioned to adjourn the Board of Trustees meeting at 4:32 p.m. Trustee Zappone seconded, and the motion carried.

Renton Technical College  
Board of Trustees Meeting  
**February 21, 2024**

**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**  
**February 21, 2024**

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**Financial Report**

Vice President Jackson will be providing the mid-year budget review.

**Business Office**

- Hired new General Accountant - Kieu Luong. She has extensive experience in finance and accounting with the University of Washington and Bellevue School District.
- Conducting second round interviews for the Accounting Manager position.

**Food Services & Rentals**

- **Post-Holiday Period Operations:**
  - **Performance:** Following the bustling holiday season, January saw a stabilization in bookings and operations.
  - **Customer Feedback:** Positive reviews and feedback were received, reflecting satisfaction with our services during the busy holiday period.
- **Implementation of New Catering Prices:**
  - **Update:** New catering prices, as reviewed in December, were implemented.
  - **Outcome:** Initial responses from clients have been understanding and appreciative of the need to adjust prices due to rising costs.
- **Culinary Arts Program Expansion:**
  - **Progress:** The move of Catering operations to the "Fast Food Kitchen" has been successful, facilitating the expansion of the Culinary Arts Program.
  - **Student Engagement:** Increased participation and engagement in the program, enhancing the educational experience.
- **Efficiency in Operations:**
  - **Utilization of Catering Van:** The new catering van with a lift gate has significantly improved operational efficiency and staff safety.
  - **Inventory Management:** Improved inventory management systems have been implemented, reducing waste and cost.

**Challenges:**

- **Market Adaptability:** Continuous monitoring of the market is required to adapt to changing customer preferences and economic conditions.

**Summary and Outlook:** January was a month of consolidation and adaptation in the post holiday season. The implementation of new pricing structures was well received, and the expansion of the Culinary Arts Program is progressing well. The focus on operational efficiency and quality service continues to be a priority. The department is prepared to adapt to market changes and is committed to ongoing staff development.

## **Facilities & Capital**

### **Facilities**

#### Custodial:

- Custodial and Facilities worked together to remove the last items in the north section of Building J.
- Custodial and Facilities will work together to remove items in Building D for the upcoming Multicultural Project.

#### Facilities:

- Checking references on the Maintenance Mechanic 3 on candidate.
- Pipe Construction is investigating hot water issues in Building B. They will be working in the utility tunnels locating and identifying piping, pumps, and valves.
- Facilities installed a recycled window from Building J to Room H-209
- Installed light dimmers in Registration. We will also be installing them in Room D-102.
- Facilities Painting is busy freshening up areas all over campus.
- The old automotive lift has been auctioned off and the winner will be picking the lifts up this week.
- We made it through the cold spell with only three pipe ruptures, all in Building A.
- Still working on elevator and fire inspection deficiencies.
- Building I elevator still out of order (waiting for parts).
- Annual Fire inspection was February 14 and February 15.

#### Grounds:

- Grounds crew busy pruning and trimming bushes all over campus.
- Grounds crews are spreading an agent that will kill the moss on campus.

## **Capital**

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

- **Building J Computer Classroom Remodel, 1<sup>st</sup> Floor – Phase 1 (SWL Architects)**
  - Next Steps: final acceptance documents and process the final pay app.

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

- **2022-511 A - Building J Computer Classroom Remodel, 1<sup>st</sup> Floor – Phase 2 (SWL Architects)**
  - Demo to start by February 5 and substantial completion on September 6.
  - Preliminary walk was done with CDK and subs on January 31, 2024.
  - Received the Notice to Proceed for CDK construction on January 19.
  - COP funding request for the project is in progress.
  - A revised PWR amounting to \$3.9M was issued for the project.
- **Building A – Automotive Pit Filling (JOC)**
  - PWR initiated for the project.
  - For the 14' x 10' x ~5' Pit, the JOC Forma provided a rough estimate of \$15,000 without tax.

- The scope includes import fill material, dowel rebar into existing slab, and pour hard trowel finish concrete.

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

- **2024-047 - Roof Top Unit replacement in Building D (Rolluda Architects)**
  - Bid set shared to DES for Bid advertisement.
  - Schedule received with Bid date on March 5.
  - Revised PWR issued.
  - Funds from two of the projects to be moved in minor works tool to supplement this project. Total funding is \$573,000.
  
- **2024-048A - Lower Roof replacement at the Annex (Rolluda Architects)**
  - Bid set shared to DES for Bid advertisement.
  - Schedule received with Bid date on March 12.
  - Tony shared a cost estimate of \$174,000 whereas the MACC for the project is \$220,000. Suggested to add guardrails or painting of the gas piping as an alternate.
  - Permit Set submitted to the City of Renton for review and approval on December 21.
  - The hazmat report from last year's upper roof project covers the lower roof as well, so no additional surveys needed.
  
- **2024-046 - Storm line Replacement Phase 2 (AHBL)**
  - Final specs for small works to be shared by February 9.
  - Roughly, the execution schedule is six to eight weeks, depending on the lead time for the pipe-liner.
  - Preliminary drawings and revised cost opinion was shared for review.
  - Based on the TV inspection, assuming a 200ft stretch of pipe may be blocked and planning to replace it with PVC pipe.
  
- **2024-531 - Roof replacement in Building A (Burton Construction)**
  - Schedule received with Start date on March 11 and substantial completion on April 8.
  - Notice to Proceed received on January 17. Design Specs are in process.
  - Burton provided options with PVC cap or Silicon. We opted to go ahead with PVC for Section 1 (North end of the building) which would cost \$250,000.
  - Krazan shared the Hazmat Report for Roof. No Asbestos/lead was found.
  - Budget allocated in this biennium is \$385,000.
  
- **2024-552 - Air handling units replacement in Campus Center (Building I)**
  - HARGIS (state approved engineer for electrical/mechanical design) to provide a design assist narrative by the week of February 12.
  - HARGIS submitted a fee proposal for replacement of two AHU in Building I. 16–20-week lead time.

- Budget allocated in this biennium is \$133,000 for replacing four air handling units.
- Once the design is approved, will follow the JOC approach.
- **2024-551 - Transformer Replacement project**
  - Three transformers that have been identified for replacement are Building A (1250 KVA), Building F (750 KVA), and Building J (1500 KVA) after the walk on Wednesday with Brink.
  - HARGIS will provide a narrative/proposal by the last week of February.
  - Transformers for Buildings D and E were replaced in 2004.
  - Budget allocated in this biennium is \$334,000 for replacing four 3-phase transformers that have crossed their life expectancy.
- **Unanticipated Repair Projects**
  - **2024-714 - Building H Fire Sprinkler compressor replacement**
    - Revised PWR of \$66,281 was submitted.
    - Scope of Work:
      - Replace Fire Sprinkler Air Compressor Regulator Switch.
      - Pressurize and investigate leaks at Building H sprinkler system.
      - Repair leak found during job walk on December 27, 2023.
      - Repair leaks found at piping and fittings.
      - Drain down and refill fire sprinkler system.
      - Includes materials, labor and BCI supervision.
    - Quote is based on a Not to Exceed - \$55,188 not including tax.
  - **2024-585 - Building B Ball Valve repair**
    - Revised PWR of \$14,691 was issued.
    - The valves were repaired and the boiler is up and running.
    - The valves seized operating suddenly on January 8 and the boiler was turned off. The ongoing classes and future classes were relocated to different buildings.
    - DES was notified of this emergency and NTP was issued immediately. But Apollo the sub-contractor was available only on Friday, January 12 for the replacement work.
  - **2024-288 - Building L Fire Sprinkler System Leaks**
    - Project was completed on December 29 as scheduled.
    - PWR of \$48,328 was processed with DES. JOC Forma Proposal of \$44,304.23 was shared by Eric DES for review. NTP was issued to Forma.
  - **Building F Roof repairs**
    - Master Craft completed the repair work on September 15.
    - The estimate for the repair was \$29,735.12.

- **Building 0 (The Annex) Roof repairs**
  - Master Craft completed the patch work on the emergency leak on September 19.
  - The estimate for the repair was \$9,750.

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

- **2022-001 B - Health Science Center (SWL Architects)**
  - The Plan diagrams are wrapped up. Still working on Final Estimation and Graphics. Documents will be ready to be presented to Committee by January 22.
  - 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.
  - SWL received HAZMAT reports from Krazan.

**Other Projects:**

- **Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
  - Funding Award to be announced by February mid.
  - Applied for 10 chargers in Parking P2 with the State supplied Grant program.
- **2024-281 - Multicultural Center Building D (Rolluda Architects)**
  - Local Capital Expend Authority Request Form with total expense of \$1,013,820 was approved by the state board of trustees.
  - Final Bid documents shared to DES.
    - Bid Advertisement Date scheduled this week.
    - Pre-Bid Walk scheduled for Tuesday, February 6, 2024 at 10:00 AM
    - Bid Due Date February 20, 2024.
  - Permit Set submitted to the City of Renton for review and approval on December 19.
- **2024-718 - Room 214A Building I - Remodeling**
  - Local Capital Expend Authority Request Form with total expense of \$200,000 was approved by the State.
  - Carpet square stocks not available. Lead time for production is five weeks plus two weeks for shipping. Availability will be by second week of March.
  - PWR issued for the project.
  - Mary Jo submitted a Fee proposal for the design assist amounting to \$26,450. This excluded the electrical scope and structural permitting for occupancy/egress.
  - Wood Harbinger will be involved for the electrical/data scope.



- Received cost estimate of \$80,000 from Evergreen Furnishings for the cubicles.
- **2024-079 - Rivian Automotive Repair Instruction Shop (KPFF & Wood Harbinger)**
  - Forma sent the final invoice for \$108,801.99 which has been processed.
  - Substantial completion form signed off by RTC.
- **B-108 flooring**
  - Great floors completed the tile layout on the floor.
- **I-216 remodel**
  - Great Floors will be coming in on February 2 to put new carpet tiles.
  - Workpointe contacted to come in the week after to install the cubicles in.
- **Building F Wall Opening**
  - PWR initiated for the project.
  - For the wall opening between F-105 & F-108, the JOC Forma provided a rough estimate of \$5.5K without tax.
  - The scope includes: Cut in opening in existing wall, patch, tape, and paint dry wall. Assuming NO electrical or low volt in wall in area of opening, and assuming matching flooring material is available.
- **Wall removal in Property Maintenance**
  - Need to check with team on the Grant status to proceed with JOC.
  - Removal of a non-load bearing brick wall to increase the usable space
- **Hot water system investigation in Building B (Investigation and repair)**
  - Investigation/study will be college expenses and if the college decides to do repair associated with the study then it has to be done through DES under URF category.
- **PSE Easement**
  - Notary needs to be updated.
  - PSE Easement papers signed by State board and shared with PSE.
- **Snow Plow/Deice contract**
  - Signed with North East Landscaping Services for \$7,450 per incident.

**Communications and Marketing Report**  
**Renton Technical College Board of Trustees**  
**February 21, 2024**

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**MARKETING**

We will launch Spring Quarter marketing campaigns in late February, combined with the CRM, for follow-up, and we hope to see enrollment growth for the third quarter in a row. We are shooting new photos and short videos to gear up for the new website launch and creative marketing campaigns to boost Fall enrollment even more.

**WEBSITE UPGRADE**

The Web team is undergoing intensive training to prepare for the launch of the new website in the spring. We're excited about its accessibility, navigation, and new design. We look forward to sharing it with the board soon!

**NEWS AND WEB**

[Celebrate Black History Month at RTC](#)

[Community leaders celebrate Renton's Black history](#)

Renton Reporter

Coverage of the efforts to extend free community and technical colleges brought attention to Renton Promise, including:

[Year of free college a boost to students](#)

Everett Herald

[Pair of proposed bills would offer free community college](#)

**SOCIAL MEDIA HIGHLIGHTS**

- TikTok continues to explode as we increase content. Impressions are up more than **8,000 percent** over January a year ago.
- Twitter (X) audience growth of 66 percent.
- The most popular posts across platforms were the college's partnership with Rivian and the governor's visit to campus to learn.



**College Technology Services  
Renton Technical College Board of Trustees  
February 21, 2024**

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**College Technology Services (CTS)**

RTC employees are continuing to see communications about enhancements with account and password security during the Winter quarter, with Multi Factor Authentication (MFA) implementation taking place Tuesday, February 20, 2024. Additionally, CTS is working to increase student account security and will be updating requirements for students on Monday, February 26, 2024.

CTS is continuing to improve support service offerings, first expanding support hours, and next having open drop-in hours for in-person assistance without an appointment (starting Monday, March 4, 2024). Having more access to technicians and support services is important as we continue to build community with return to campus efforts.

In January, CTS received feedback from an "IT health check" assessment and the team is reviewing areas of opportunity and will use the feedback to close gaps, remediate issues, and strengthen our security posture. There will be lots of work ahead, but the future state of RTC's cyber security awareness, compliance, and data safeguards will be remarkable. Huge thanks to the CTS team and Executive leadership for supporting these efforts!

Cyber security awareness training will soon be sent out to all RTC employees (March 2024). CTS is rallying to get more knowledge to our community about risks, detection, and prevention. There are lots of good details to share and CTS is set to complete this training by the end of month (February 29, 2024).

**Diversity, Equity, and Inclusion Report**  
**Renton Technical College Board of Trustees**  
**February 21, 2024**

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**Diversity, Equity & Inclusion Council (DEIC)**

The Diversity, Equity & Inclusion Council (DEIC) resumed its monthly general meeting Monday, February 5, 2024. DEIC meetings are held the second Monday of each month in FLEX format on Zoom and C-111 from 2:30-4pm. Below are the remaining dates for the 2023-2024 academic year.

- Apr 8, 2024
- May 6, 2024

DEIC Action Teams and Committees are continuing work on their respective projects. In addition to the Council meetings, Action Teams and Committees meet an additional meeting per month to continue momentum on Council priorities. This month's report will feature highlights from the Multicultural Center Action Team and Campus Climate & Data Equity Committee.

**Multicultural Center Action Team (ending Summer 2024)**

The Multicultural Center Action Team (MCAT) works collaboratively with numerous campus stakeholders including DEIC, students, faculty and staff to develop a concept and plans for a Cultural Center at RTC that will tentatively open fall 2024 for all students, staff and faculty and greater community to gather and will serve as multipurpose space for learning.

- Rolluda Architects will serve as the architectural firm that will oversee the construction of the Center, which will be located on the south-end of Building D. Construction is scheduled to begin in March and will span over 21 weeks with an estimated completion date of August 2024.
- Co-led by Raquel Andre and Wade Parrott III, MCAT launched a Cultural Center Survey for students in the first week of February to provide input on services they would like offered in the space in addition to hours of operation and suggestions for naming of the Center.
- An open house is tentatively scheduled for February 28 at the future site of the Center (11:30am-1pm and 6:30pm-8pm). The open house will give the campus community an opportunity to visit the current physical space, view the floor plan of the Center and participate in the Cultural Center Survey.

**Campus Climate & Data Equity Committee**

The Campus Climate & Data Equity Committee ensures that DEI priorities and deliverables are supported by current and transparent data that illustrates the current state of the college and identify equity gaps in order to effectively implement institutional change. In alignment with requirements from RCW [28B.10.147](#) (campus climate assessment), all

Washington State Community & Technical Colleges are required to conduct campus climate assessments and listening sessions for all students, faculty and staff.

Beginning February 14, in collaboration with [Be Culture](#), the Campus Climate & Data Equity Committee will be hosting Listening Sessions with the following focus groups. To ensure comprehensive representation, the Committee has identified five key populations of focus based on survey findings:

- **Wednesday, 2/14** (C-111)
  - 2:30pm-4:00pm - Faculty (open to all faculty)
  - 4:30pm-6:00pm - Disability & Accommodations (open to all faculty, staff and students)
- **Thursday, 2/15** (C-111)
  - 2:30pm-4:00pm - BIPOC Experiences (open to all RTC employees)
  - 4:30pm-6:00pm - LGBTQ+ (open to all faculty, staff and students)
- **Tuesday, 2/20** (C-111)
  - 2:30pm-4:00pm - BIPOC Experiences – Students
- **Thursday, 3/7** (Virtual via Zoom)
  - 2:30pm-4:30pm – All College Session (open to all faculty, staff and students)

**Listening Sessions aim to achieve the following key objectives:**

1. Identify perspectives on findings from survey (equity gaps) in serving a sense of belonging at RTC.
2. Identify underlying issues related to negative experiences at RTC.
3. Identify a direction and/or actions that the institution can take to improve experiences at RTC.
4. To ensure that people are seen and heard.
5. To ensure people are feeling safe enough to share their perspective.
6. To mitigate barriers to participation.

**Participation Logistics:**

- Participation is voluntary.
- Prospective attendees will select ONE session to attend from the selected five groups based on their identity and experience.
- All sessions will be facilitated by James and Kristen Whitfield of Be Culture.
- All sessions will be 90-minutes, in person and will include a maximum of 15 people per session.
- The All-College Listening Session on March 7 will be virtual and open to all students, staff and faculty.

- Overtime-eligible employees may be compensated for overtime pay, if applicable. Adjunct faculty may also receive a one-time payment for participation. Students will be compensated with a \$50 gift card.
- To participate in a Listening Session, individuals must register at [Campus Climate Listening Session Registration Form \(qualtrics.com\)](https://qualtrics.com) as registration is required.

For more information, please contact the Office of DEI at [dei@rtc.edu](mailto:dei@rtc.edu)

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

### **Northwest Regional Equity Conference (NWREC) 2024**

Clark College (virtual): Feb 21-23

Hosted by Clark College in partnership with the Southwest Washington Equity Coalition, The Northwest Regional Equity Conference (NWREC) will provide over 35 workshops and keynotes that will offer DEI focused professional development centering:

- Equitable Policy Development and Decision Making
- Community Care
- Strategies in Disrupting Harm
- Cultural Competence, Identities and Intersectionality
- Academic Instruction
- Student and Employee Support
- Professional Development

The Office of DEI is sponsoring 14 staff and faculty to attend 5<sup>th</sup> Annual NWREC.

For more information about NWREC and view the conference agenda, visit [NW Regional Equity Conference \(clark.edu\)](https://clark.edu)

### **Renton King County Justice Alliance (RKJA)- Black History Month Community Forum**

The Renton King County Justice Alliance successfully hosted its annual Black History Month Community Forum at the RTC Library on Saturday, February 10 from 11:30am-4pm. This year's program, *The Art of Cultivating Community*, featured community vendors, performances, a history of Renton presentation by Benita Horn and John Houston. The event concluded with a recognition honoring Lunar New Year. Dr. Yoshiko Harden provided the keynote address entitled, *Growing Roses in Concrete* that offered profound insight on the current state of black student experience in higher education and the power of community. Renton Mayor Armondo Pavone also participated in the festivities. RTC served as an official sponsor of the Community Forum and numerous staff attended and supported the event.

Much appreciation to Mica Hunter, Clevell Roseboro II, Ali Cohen, Lesley Hogan, Sam Nelson, Katherine Hansen, Carrie Shaw and Yun Moh for their presence and contributions.

## **Women + Men of Merit Meetings for Winter Quarter 2024**

Established and implemented as a student of color retention initiative, Men of Merit and Women of Merit Groups were developed by faculty, staff, and students in partnership with the Office of Student Leadership and Programs. Each academic quarter, both groups individually host programs for RTC students, staff and faculty who seek community, professional development and personal growth.

For more information on Men of Merit, please contact [menofmerit@rtc.edu](mailto:menofmerit@rtc.edu) or Women of Merit, [womenofmerit@rtc.edu](mailto:womenofmerit@rtc.edu).

To streamline programming efforts and increase student engagement, Merit Group Leads will co-host a joint meeting and facilitate their respective meetings on the same day. This quarter, March 12 is the scheduled date for Merit Meetings. All meetings are FLEX modality and Zoom links will be sent in upcoming campus announcements.

Women + Men of Merit Joint Meeting  
Tuesday, February 13  
Topic: Financial Literacy with Churchill Mortgage  
11:30am-1pm, RTC Cafeteria

Men of Merit Meeting  
Tuesday, March 12  
Topic: Academic process and how it affects financial aid, saving, and personal coaching  
11am-12:30pm, Library

Women of Merit Meeting  
Tuesday, March 12  
Topic: Women's History Month Workshop  
11:30am-1pm, RTC Downtown

**RTC Foundation Report**  
**Renton Technical College Board of Trustees**  
**February 21, 2024**

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## **Scholarships and Events**

### [Spring 2024 Scholarship Cycle](#)

Applications for Spring quarter closed February 5 and the Foundation is working with Financial Aid to finalize each student's eligibility and unmet need. Currently, 175 students are listed as eligible for Spring quarter scholarships, but this number will change after the Financial Aid review. Staff conducted 10 workshops in-person and virtually and provided one-on-one consultation for students.

The level of scholarship applications and funding remains strong for the 2023-2024 academic year. Here are comparisons by quarter and year-over-year.

Fall quarter 2023 to Winter quarter 2024 saw an increase of 24% in the number of applicants (135 eligible applicants versus 167).

The year-over-year comparison (winter 2023 to winter 2024) showed a 23% increase in eligible applicants; 136 in winter 2023 compared to 167 in winter 2024. The increase parallels the enrollment trends overall for the college and the ability of the Foundation to build greater awareness with the addition of a Scholarship & Grants manager position.

### [Connell Scholarship Reception February 2](#)

Around 90 people attended the Connell Family Scholarship reception in the RTC Cafeteria including Board Chair Frieda Takamura, President Yoshiko Harden, Vice President Stephanie Delaney, and Executive Director Doris Martinez. The Connells were delighted and honored to meet some of the students they support and their families. Students enjoyed the opportunity to connect with each other, RTC leadership, and Foundation Board members. The program included comments by President Harden and Terrell Dorsey, Founder and President of Unleash the Brilliance, a mentoring program for college-bound students of color in the Auburn school district. The Connells have expressed a desire to provide quarterly scholarships and to date have donated \$300,000. This included funds for the McCarthy Bridge Grant match campaign in 2023.

### [2024 Student Success Celebration, March 2](#)

The staff and Foundation Board are in the home stretch for this year's flagship fundraising event. To date, \$52,500 (66%) of the \$80,000 goal in sponsorships have been raised, and two-thirds of the auction items have been procured. There have been 11 tables sold not including sponsor tables. Attendance stands at 146 attendees toward the 225 goal. The Event Landing page at [www.foundation.rtc.edu](http://www.foundation.rtc.edu) features highlighted auction items to help promote the silent auction and a 2-1 ticket promotion. This year's theme is *Come Together*



*- a Salute to the 70's!*

### Foundation Grants

As of mid-winter quarter, 86 Book and Equipment Support (BES) grants have been awarded to students. In comparison to FY22-23, there were 91 total grants awarded for the full academic year. Healthcare remains the top area of study by almost 2-1, followed by automotive and computer science.

McCarthy Bridge Grant (MBG) updates: The first year offering the MBG was challenging as the Foundation and Financial Aid collaborated around developing best practices. For FY22-23 50 students were awarded the MBG and 48 accessed the funds at varying levels. Students have one year to utilize the \$6,000 grant. As of the beginning of winter 2024, 12 of 48 have used the full amount of their funds. All other students are in various stages of MBG usage and enrollment.

For FY23-24 there have been 42 grants offered to students transitioning from College & Career Pathways to degree and certificate programs and 13 of those have yet to access the funds. Breakdown by area of study includes 40% of students pursuing healthcare certificates or degrees, 16% in computer science and automotive, 15% in Business Management, and 7% advanced manufacturing programs.

### Development & Community Engagement:

- The Wenzel-Phelps Family have made a \$40,000 donation to their son Benjamin's memorial endowment to support automotive students. This donation includes a \$15,000 match from Microsoft where a family member works.
- An anonymous donation of \$34,000 has been made to support the Land Surveying program. This is the second major gift in just six months to the program. The first gift purchased equipment upgrades and included funds set aside for marketing the Land Surveying program.
- Staff continue engagement through the Diversity, Equity, and Inclusion Council, Renton Rotary, Women of Merit, and the mid-year professional development opportunities through WA Association of Foundation Leadership (WAFL) conference at Edmonds College.

### Operations

#### 2023 Tax Letters/Audit

A total of 316 tax letters were mailed the week of January 29. Staff expect to wrap up the audit for FY22-23 with Brantley Janson field staff mid-February with a final report due to the Foundation Board.

#### Q4 Finance Committee

The Finance Committee met with the Foundation's investment team Badgley Phelps to review the Q4 report and returns. It was a great year overall for the Market led by seven

growth stocks known as the “magnificent seven.” The portfolio benefitted from a 13.9% one-year increase that included 8% returns during Q4. The Finance Committee will meet to discuss opening a high-yield money market to house the Foundation’s reserve funds.

#### [Workforce Development Institute national conference](#)

Executive Director, Carrie Shaw, attended the WDI national conference in New Orleans with President Harden. Connections were made with companies in the healthcare, manufacturing, and English Learning sectors. Many great takeaways around partnership development and earn and learn models to benefit students and employers, and models around successful dual credit programs in healthcare. This is all timely around the work of the Strategic Partnership Task Force.

The following personnel actions have occurred as of January 2024 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
<b>- Hires</b>			
none			

<b>-Separations</b>			
none			

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

<b>-Separations</b>			
none			

Prof Tech	Effective Date	Position	Department
<b>- Hires / Change in Position</b>			
Danielchenko Torres	1/16/2024	Guided Pathways Navigator	Instruction
Emmanuel Lopez	1/16/2024	Guided Pathways Navigator	Instruction

<b>-Separations</b>			
none			

Exempt / Administrative	Effective Date	Position	Department
<b>- Hires / Change in Position</b>			
Stephanie Wolfe	1/2/2024	Accommodation & Retention Specialist	DRS
Samantha Nelson	1/16/2024	Associate Dean of ELA, IBEST, BRIDGES (position change)	CCP

<b>-Separations</b>			
Chayuda Overby	1/12/2024	Associate Dean of ELA, IBEST, BRIDGES	CCP
Crista Shaw	1/30/2024	Workfirst Recruitment Specialist	Workforce

<b>- Hires</b>			
Gina Jones	1/2/2024	Community ELA PT Instructor	CCP
Oliver Appleton	1/17/2024	PT Faculty	Continuing Ed
Kate Savenkova	1/2/2024	PT Faculty	CCP

<b>-Separations</b>			
Matthew Edwards	1/1/2024	Part-time Faculty	General Education
James Robinson	1/25/2024	Medical Assistant Full Time Faculty	Allied Health

	Monthly Total Hires	% of Diverse Hires YTD
Full time	3	64%
Part time	3	26%

**Institutional Research and Effectiveness Report**  
**Renton Technical College Board of Trustees**  
**February 21, 2024**

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

- Five small group **Campus Climate listening sessions** took place on February 14, 15, and 20. This is in support of Senate Bill 5227 on diversity, equity, and inclusion assessments in higher education institutions as well as the strategic equity planning process. An all-college session will take place on March 7.
- The 2023 **Campus Climate Survey report** has been completed and shared with the campus via email. A webpage for public viewing is in the works.
- The **NWCCU Year 3 Mid-cycle visit** is coming up in April 2024. The team is collaborating on the report and visit logistics. The first draft of the report has been completed.
- IR&E attended the **Guided Pathways** Executive Retreat in late January as part of the RTC team and representative of Research and Planning Commission. The team looks forward to implementing some of the ideas from the retreat, particularly around reviewing and assessing post-college outcomes.

**Student Learning and Assessment**

- IR&E is supporting efforts to improve how the institution assesses **learning outcomes**. This will include a cross-departmental effort to educate the campus and develop a new learning outcomes assessment framework for RTC.
- IR&E is reviewing the **course evaluation** process and distribution of results. They will be presented at Learning Council in February 2024.

**Data and Research**

- IR&E is collaborating with Instruction on **program viability**. The team has delivered data sheets, rubrics, and submission forms for prof-tech programs. Upon completion by faculty, the team will summarize the responses.

**ctcLink**

- RTC, in collaboration with the State Board, has completed a revised **Time and Effort report** that can be utilized by all of the colleges and serve as an aid in audit purposes. The team plans to present the changes to other colleges in an upcoming ctcLink College Collaboration meeting. Kudos to Christina Solis, Jennifer Davis, and Cooper Cutler for their work on this.
- RTC is collaborating with the State Board on improvements to configurations and processes related to **apprenticeship** and **student financials**. Kudos to Chelsea Paulsen and Aurelia Turcan for leading that effort.
- IR&E delivered a **fraud account detection script** to Enrollment Services, which will be implemented in their business process on handling fraud accounts. The script is intended to help prioritize and organize the work, so that it can be done more efficiently and accurately. This is an iterative process, and improvements are expected to be made as more data are collected.

- IR&E, HR, and the Business Office are working on automating labor **budget management** by utilizing **position management** in ctLink. Automation for the supplies and materials budget sheets are also in the works.

#### **Other**

- The department hired a temporary full-time data analyst position to assist with instructional budget reporting and the ctLink FIN pillar. The role has been filled by Luis Puga, who has been assisting the college in ctLink project contract work.
- The team continues to support the college in all of their reporting, data, and ctLink needs. Ad hoc requests from this month included an entry survey, grant data, fee projections, state report data, and ctLink enhancements.

**Instruction Report**  
**Renton Technical College Board of Trustees**  
**February 21, 2024**

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**Nursing:** We have some great news in Instruction. We heard from the Nursing Commission that we can accept a new cohort of nursing students this fall. That means we'll have two cohorts running and providing qualified diverse nurses for our community. Huge kudos to Dean Teri Trillo, faculty members Dr. Yasmin Ali, Sam Woldemariam, and Leslie Lehnhoff and admin Yating Ke.

**Accreditation:** Our Accreditation preparation is going well and preparation guides are coming out by the end of the month for departments, employee classifications and the Board itself. Our draft report is being written by Dr. Sarah Wakefield and is well on track for our March 11 document submission deadline.

**Updates:** This month, we have updates from Dean Sarah Wakefield and Dean Warren Takata.

- **General Education & Business** with Dr. Sarah Wakefield - <https://rtc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=afe24da2-55c5-4e74-b845-b1110188e125&start=0>
- **Information Technology** with Dean Warren Takata - <https://youtu.be/GJS3wC1NF8A>



**Student Services Report  
Renton Technical College Board of Trustees  
February 21, 2024**

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**"Better FAFSA® Better Future"**

Rahel Weldu, Director of Financial Aid, walks us through the significant changes taking effect for the 2024-2025 federal financial aid application process. She provides timely information on the federal legislation that has been the impetus for these changes and helps us to understand the impact on students, financial aid staff and their processing, and institutions at large.

Link to video: <https://rtc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=801dfa9d-a5c5-46bc-93fb-b10a01744aba>

Renton Technical College  
Board of Trustees Meeting  
**February 21, 2024**

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

**SUBJECT:**

**BACKGROUND:**

- A. President's Report  
Dr. Harden will provide a report subsequent to the January 17, 2024 Board meeting.
  
- B. Financial/Budget Status  
Vice President Jackson will provide a report of the mid-year budget.

<p><b>BOARD CONSIDERATION</b></p> <p><input checked="" type="checkbox"/> Information</p> <p><input type="checkbox"/> Action</p>
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**RECOMMENDATION:**

None.



Renton Technical College  
Board of Trustees Meeting  
**February 21, 2024**

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

**SUBJECT:**

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

**BACKGROUND:**

- A. Strategic Equity Plan Steering Committee Report  
Executive Director Doris Martinez 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. Legislative Action Liaison Report  
Dr. Harden will provide an update on legislative action meetings and activity.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**February 21, 2024**

**AGENDA ITEM: 7. ADJOURNMENT**

**SUBJECT:**

**BACKGROUND:**

**BOARD CONSIDERATION**

Information

**X Action**

**RECOMMENDATION:**

Motion required.