

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)

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Agenda Items

Information/Action/Presenter

I. STUDY SESSION

12:00 P.M.

1. Call to Order

Chair Frieda Takamura

2. Public Comments

II. EXECUTIVE SESSION

12:30 P.M.

1. 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).
2. Announcement of time Executive Session will conclude.
3. Return to Open Session

III. Meetings

Information

1. Regular Board Meeting – March 20, 2024 at 3:00 P.M.
2. Adjournment

Action

IV. REGULAR BOARD MEETING

3:00 P.M.

1. Call to Order
 - A. Notation of Quorum
2. Adoption of Minutes
 - A. February 21, 2024 – 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
4. Action Items
 - A. Tenure Advancements

Chair Frieda Takamura

Action

Information

Action

- | | | |
|--------------------------------------------------------|-----------------------|--------------------|
| 5. Discussion/Reports | | Information |
| A. President's Report | | Dr. Yoshiko Harden |
| B. Financial/Budget Status | | VP Jacob Jackson |
| 6. Board of Trustees | | |
| A. Strategic Equity Planning Committee | Dr. Harden/Vice Chair | Jessica Norouzi |
| B. Foundation Liaison Report | | Trustee Tim Cooper |
| C. Legislative Action Liaison Report | | Dr. Harden |
| 7. Meetings | | |
| A. Special Board Meeting – April 3, 2023 from 11am-1pm | | |
| B. Special and Regular Board Meeting – April 17, 2024 | | |
| 8. Adjournment | | Action |

Reminders:

- **January 2 – March 20 – WINTER QUARTER**
- March 23 – [Renton Chamber of Commerce Spring Fling*](#)
 - 5pm-9:30pm, Renton Pavilion & Events Center
- **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-College Meeting*
- June 12 – BoT
- June 21 – President's Reception & Commencement
 - 4pm-5pm, Showare Center Dining Area / 6pm-8:30pm, Showare Center

* indicates FYI

Renton Technical College
Board of Trustees Meeting
March 20, 2024

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

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
March 20, 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

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

Approval as presented.

Minutes

I. STUDY SESSION

1. Call to Order

Chair Frieda Takamura called the meeting order at 1:00 p.m. and noted a quorum.

2. Public Comments from the Audience

There were no public comments.

II. EXECUTIVE SESSION

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

2. The Executive Session concluded at 1:30 p.m.

III. STUDY SESSION

1. Accreditation Overview

Dr. Stephanie Delaney, Vice President of Instruction briefed the group on the upcoming visit from the Northwest Commission on Colleges and Universities (NWCCU). RTC is preparing for the mid-cycle accreditation visit on April 22-23, 2024. Because the last accreditation visit was scheduled during COVID, the NWCCU was not able to visit the campus, and accreditation was granted with provisional approval. This applies to every school that was granted accreditation during COVID. The Library, IT, HR, and Facilities are all on the list of groups that the NWCCU would like to tour. Dr. Yoshiko Harden expressed appreciation to Drs. Delaney and Sarah Wakefield, Dean of General Education and Transfer. Areas of concentration that the NWCCU wanted RTC to address are fiscal (e.g., new budget processes) and closing the loop on data (NWCCU gave a commendation for RTC's data, and asked how RTC is using data and assessing data usage).

Dr. Delaney noted that the year two tenure books will look different from the year one tenure books. Dr. Delaney encouraged the Trustees to look at the "Modules" link in Canvas to view the tenure books.

IV. MEETINGS

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

2. Adjournment

There being no further business, Chair Takamura moved to adjourn the Board of Trustees meeting at 2:09 p.m. Trustee Tim Cooper seconded, and the motion carried.

V. REGULAR BOARD MEETING

1. Call to Order

Chair Frieda Takamura called the meeting order at 3:00 p.m. and noted a quorum.

2. Adoption of Minutes

A. January 17, 2024 – Regular Meeting

Trustee Bob Zappone introduced a motion to approve the minutes for the regular meeting held on January 17, 2024. Trustee Cooper seconded, and the motion carried.

3. Communications

A. General Information/Introductions

There were no introductions.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

Elisa Westcrook made a comment. They and Rick Geist went to Olympia with RTC students to present Representative Steve Bergquist with a picture thanking Representative Bergquist for his work on Renton Promise. Without Renton Promise there are welding students who would not be able to afford education otherwise.

D. Student Leadership

Wade Parrot III thanked the Board members who attended the Lunar New Year Event. ASG also welcomes the Board to the Aaron Dixon keynote tomorrow in the Cafeteria at 11:00 A.M. The Multicultural Open House is February 28 at 11:00 A.M. and 6:30 P.M. Student Leadership is continuing to plan for Unity Week.

Gerald Bradford welcomed the Board to future Community Potlucks. Gerald noted that Aaron Dixon was previously invited to a Black History Month talk six years ago, and Aaron Dixon recommended community potlucks at that time. Since then, the community potlucks have been occurring so that relationships can proceed transactions.

E. Renton Federation of Teachers

Rick Geist gave an update for RFT on behalf of Donna Maher. Rick Geist, Elisa Westcrook, Sheila May Farley, and some students were in Olympia this week for a hill climb. As we approach the mid-point of the quarter, we're working on program review, program viability, and the mid-cycle accreditation visit. The Board expressed gratitude for Rick's update and RTF.

F. Written Communication Reports

The Board expressed appreciation for the written reports and noted that they help the Board stay attuned to campus goings-on.

4. Discussion/Reports

A. President's Report

There's a lot happening on campus. In addition to the items Rick mentioned, there is a budget review, many activities, outreach is continuing, and faculty and staff are continuing to work hard. Dr. Harden publicly acknowledged Jim Robinson and his contribution to the college and community. Dean Christopher Carter helped organize a celebration of Jim's life and impact on February 7. This was the loss of a major community member who impacted many students.

i. Diversity, Equity, and Inclusion

Dr. Harden attended the Library mixer during the Dr. Martin Luther King, Jr. week events. She also welcomed the students at the Greater Futures event. In Partnership with the King County Justice Alliance, Dr. Harden gave a speech at the Black History Month Community Forum. Thank you for a great Lunar New Year Event.

ii. Accreditation

Dr. Delaney previously briefed the Board on their role in accreditation, and Doris Martinez, Executive Director of Diversity, Equity, and Inclusion will give an update on the Strategic Equity Plan (SEP).

iii. Financial Stewardship

Thank you to Vice President Jacob Jackson for supplying these numbers. Overall, enrollment is up 9% compared to last year. Instructional IT space is in its final phase and competition is still scheduled for prior to Fall Quarter. The Multicultural Center is on track for completion around September 2024. Both projects draw from local funds.

iv. Strategic Partnerships and Engagement

Dr. Harden attended the American Association of Community Colleges Workforce Development Institute attendance in New Orleans with Executive Director Carrie Shaw. One key point was the importance of continuing to

position ourselves at the intersection of high wage and high demand. There were sessions around artificial intelligence (AI), with a key takeaway that 40% of jobs will be replaced by AI, and so the job landscape will change. Dual enrollment is a big focus, as are students who have access to college preparedness, and apprenticeships and pre-apprenticeships

Dr. Harden also attended the Association of Community College Trustees National Legislative Summit (NLS)) with Vice Chair Jessica Norouzi. A core message of this summit was that this has been one of the least productive legislative sessions. Higher education has been targeted by both sides of a cultural war. The workforce is a priority for both parties. Some federal legislative priorities are on increasing Pell and supporting Federal work study. Rahel Weldu, Financial Aid Director, noted that Financial Aid has expanded services and hours for students who need help filling out the new Free Application for Federal Student Aid. Dr. Harden commented that another theme that surfaced during the NLS was continued gridlock through the election that can shift depending on who is elected. The Secretary of Energy suggested that community and technical colleges need to move in to clean energy, meaning more workforce training programs for training people to go into clean energy. Dr. Harden and Vice Chair Norouzi joined sessions with Adam Smith, Kim Shryer, and others, and Vice Chair Norouzi met with Pramila Jayapal.

Thank you to Dr. Delaney, Trustee Zappone, Rick Geist, Saleea Cornelius, and Leslie Wofford for attending the Hill Climb. Trustee Zappone reported that there were many great meetings. Trustee Zappone reported that messages were that this is a supplemental budget year and so there is not much funding. However, there was general appreciation for what technical colleges do. Trustee Zappone expressed his appreciation for Saleea and Leslie, who were taking lead and answering questions in meeting by the end of the day. Representative Steve Bergquist took the group to the Senate floor.

The Senate and House budget proposals came out this week. Both allocate funding to the State Board. There are bills up to fund fentanyl testing and Narcan administration, a bill for Pell grants, and a bill that requires all college employees to receive training for sexual assault.

As Dr. Delaney noted, RTC was approved for accept another Nursing cohort, which has a ripple effect on other programs. Thank you to Dean Teri Trillo for her work in the Nursing Program.

B. Strategic Equity Planning Committee

Executive Director Martinez gave the Board a brief overview of the Strategic Equity Plan (SEP). In Winter quarter, the focus was on gathering data. One of the ways that the SEP Steering Committee has been soliciting community involvement is through feedback questions. These questions are submitted anonymously and are collected by Be Culture. The second phase of community engagement is listening sessions, which are also part of the Campus Climate and Data Equity Committee. Listening sessions will be an annual event series. All listening sessions have been in-person and facilitated by Be Culture. There will be a virtual All-College listening session on March 7, 2024 with an invitation forthcoming. Chair Takamura asked about broader community outreach. In addition to the feedback questions, Executive Cabinet is engaging specific community partners. Looking ahead, Executive Cabinet community outreach and reflection questions will continue after the SEP implementation. Please refer to the website for updates.

C. Mid-Year Budget

Vice President Jacob Jackson, Administrative Services and Finance, gave an update on revenue and expenditures. In June, the Board approved a budget for \$42,620,655. Based off of revisions, RTC ended up with more allocation from the state than expected, an increase in tuition, and a slight increase in fees, as well as in Running Start and high school completion. Enterprise is not quite what Finance was hoping for, with a total revised budget of about \$46,350,700. Room rentals are not quite as robust as anticipated. Finance has put more in bonds, but short-term interest rates have allowed RTC to put more money into ELGB with a draw of about 5% interest per month. This will eventually be shifted.

Looking at allocations, we've done a better job this year at spending out allocations. Tuition and fees allocations will see a spike in summer. Running Start and High School Completion will see a later collection due to the model.

Turning to expenditures, four positions were approved last year that were posted this year for artificial salary savings. Travel will increase in spring with more conferences. Equipment expenses were up due to computer purchases to get classrooms ready for fall. Debt Services will kick in in Spring. There will be a fund transfer closer to the end of the year.

Moving forward, projected expenses for salary and labor are on target. Goods and Services are coming in higher than budgeted due to the way that transfers show up in ctcLink. The costs of goods sold and travel will also be above what was anticipated. Capital expenditures were up, as previously discussed. Client services expenditures are down, and debt services are expected to be down. RTC

is looking at a debt of about \$73,000, however VP Jackson anticipates that this will be less than shown.

Finance is working on the Fiscal Year 2025 budget, with the first forum coming in March, another forum in April, and a final forum in May. This will give the campus opportunity to provide feedback and ask questions. Chair Takamura asked about involving the external community. VP Jackson noted that he will work with Executive Director Katherine Hansen to get the word out.

5. Board of Trustees

A. Foundation Liaison Report

Trustee Tim Cooper reported on the Connell Family Scholarship event and shared that the Connell Family agreed to give more funds for the Connell Family Scholarships. March 2, 2024 is the Student Success Gala.

6. Meetings

A. Special Board Meeting – March 19, 2024

B. Special and Regular Board Meeting – March 20, 2024

7. Adjournment

There being no further business, Trustee Cooper moved to adjourn the Board of Trustees meeting at 4:12 p.m. Trustee Zappone seconded, and the motion carried.

Renton Technical College
Board of Trustees Meeting
March 20, 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
March 20, 2024

Financial Report

For month ending January, we are 58% through the year. Revenue collection is about 62%. Revenues are up about \$6M this year compared to last year. This is mainly due to drawing down our state allocation. We have drawn down \$18.8M this year compared to \$15.3M last year. We are also up in our collection of tuition and fees due to a change in how they are processed in ctclink compared to legacy. Tuition and fees are up by \$1.9M from January 2023. However, our tuition and fee collection are still well below our enrollment/tuition/fees prior to the pandemic 19-20. Interest income is \$266K this year compared to only \$50K last year at this time. Scholarships and Students Loan Funds Received is up about \$1.6M. This is due to more financial aid and scholarships being awarded to students.

Expenses are about 59%. Expenses are about \$25.1M through January compared to this time last year of \$21.4M last year. Salary and benefits are about \$2.2M higher than last year at this time. Goods and Other Services is also about \$453K higher for month ending January compared to last year. Equipment purchases are \$300K higher as well.

Our ending cash balance is about \$21.7M.

Business Office

- Kieu Luong started with the Business Office as RTC's General Ledger Accountant in February.
- The Accounting Manager position is still open.

Food Services & Rentals

- **Food Service and Catering Sales:** There is an uptick in demand for both Food Services and Catering. This surge can be attributed the return to campus initiative, additional demand by on-campus construction crews, enhanced menu offerings, and the introduction of our new, expansive catering menu. This menu expansion has been met with positive feedback and increased bookings.
- **New Catering Menu:** The launch of our new and expansive Catering Menu marks a significant milestone. This menu has been designed to cater to a wider array of events, leveraging our culinary expertise to offer innovative and diverse culinary options to our clients.
- **Cost Reduction Initiatives:** Our efforts to reduce operational costs through better integration of our academic and enterprise functions have shown promising results. By increasing the in-house production of food items for our catering services, we have significantly reduced the need to purchase convenience items. This shift not

only lowers our expenses but also enhances the quality and uniqueness of our catering offerings.

- **Academic and Enterprise Integration:** The symbiotic relationship between our academic programs and food service operations has allowed for a seamless integration of learning and practical application. This integration has not only enriched our students' educational experience but has also contributed to our cost-saving measures by utilizing the talents and resources within our programs.
- **Financial Performance:** The financial performance of the Food Service and Catering departments has seen a positive trend, thanks to increased demand and the strategic implementation of cost-saving measures. These improvements are a direct result of our commitment to operational excellence and fiscal responsibility.

Facilities & Capital

- New Maintenance Mechanic 3, Nathan Beltran, started.
- Building I Elevator is still out of service. We are still waiting on parts.
- We have asked for an extension on our Department of Labor and Industries elevator inspection.
- We completed our City of Renton Fire and Safety inspection. We received a lot of deficiencies.
- Campus Cleanup day.

Capital

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

- **Building J Computer Classroom Remodel, 1st Floor – Phase 1 (SWL Architects)**
 - Notice of completion received from ESD. Waiting for letters from LNI and DOR before releasing the retainage.

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

- **2022-511 A - Building J Computer Classroom Remodel, 1st Floor – Phase 2 (SWL Architects)**
 - Interior wall framing in progress. Ahead of schedule.
 - Revised PWR issued.
 - Substantial completion on September 5.
- **2024-790 - Building A Automotive Pit Filling (JOC)**
 - Burton provided a proposal of \$33,000.
 - DES and Burton walked the site on February 8 and checked on the best feasible course of execution.
 - For the 14' x 10' x ~5' Pit, the JOC Forma provided a rough estimate of \$15K 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)**

- Waiting for the Hazmat specification from Geoengineers prior to bid advertisement.
- 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)**
 - Documents to be finalized by the end of next week before putting out as a small works project at the beginning of April 2024.
 - 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.
- **2024-046 - Storm line Replacement Phase 2 (AHBL)**
 - Project review form submitted to Dept. of Archeology and Historic preservation.
 - Tribal consultation in progress.
 - Final specs for small works in progress.
 - Roughly the execution schedule is 6-8 weeks, depends on the lead time for the pipe-liner.
- **2024-531 - Roof replacement in Building A (Burton Construction)**
 - Product Data Submittal and Staging/Fall Protection Plan received. Start Date March 18.
 - Preconstruction meeting on February 27. Substantial completion by April 15.
 - 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 us \$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 unit's replacement in Campus Center (Building I)**
 - Site walk with Burton and Hargis (state approved engineer for electrical/mechanical design) on February 27 to check on the space layout for the project execution. Hargis provided a narrative which was submitted to Burton for review and cost estimate. No metering is required.
 - 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 4 air handling units.
 - Once the design is approved, will follow the JOC approach.
- **2024-551 - Transformer Replacement project**
 - Eric to interact with Tres West for the CAD files. Hargis to provide a narrative and based on that 30 day metering will be scheduled with Brink Electric.
 - 3 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.
 - 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**
 - **2024-866 - Hot water system investigation in Building B (Investigation and repair)**
 - PWR for \$33,648 issued. Proposal shared with Burton for further execution.
 - Pipe construction were on Campus and shared the proposal of \$18K
 - 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.
 - **2024-856 - Sprinkler Repairs in Buildings L and C - Additional Scope**
 - NTP received on March 6 for Forma.
 - PWR submitted for added scope to Buildings L and C Fire Sprinklers.
 - Forma provided the proposal of \$23,581.
 - **2024-714 - Building H Fire Sprinkler compressor replacement**
 - Preconstruction meeting on March 1. Best time to perform is decided to be spring break as its investigative in nature and no straight forward scope as to the number and location of leaks. NTP received on February 12, 2024.
 - 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.
 - **2024-288 - Building L Fire Sprinkler System Leaks**
 - Substantial completion received.
 - 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 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)**
 - Meeting arranged with Executive Cabinet, Mary Jo and Darrell on March 12, so Mary Jo could present the new plan of reusing the existing building and increasing the space utilization with graphic images and cost proposals.
 - 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)**
 - \$100,000 Funds Awarded for 10 chargers under the WA EV Charging program.
- **2024-281 - Multicultural Center Building D (Rolluda Architects)**
 - Abatement specification scope added for \$17,602, the estimate was provided by Geoengineers.
 - Pre Bid Walk on February 29. 18 contractors showed up for the walk.
 - Local Capital Expend Authority Request Form with total expense of \$1,013,820 was approved by the state board of trustees.
- **B-108 flooring**
 - Great floors completed the tile layout on the floor.
- **2024-718 - Room 214A Building I - Remodeling**
 - Wood harbinger installed 2 meters as part of the 30 day metering on March 1. Electrical scope Proposal expected mid-April. JOC proposal by Last week of April. NTP By mid-May. Geoengineers to be engaged for HAZMAT specification.
 - SWL working on proposal for the structural work related to the windows.
 - 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 the second week of March.
 - 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.
 - 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.
- **I-216 remodel**

- Workpointe rescheduled the installation of cubicles to March 20 to March 22 due to unclear scope of work.
- Great Floors came in on February 2 to put new carpet tiles.
- **2024-791 - Building F Wall Opening**
 - PWR with DES cancelled. Planning to do it in-house at RTC.
 - Burton provided proposals of \$21,000 and \$27,250 for a doorway and the entire wall removal respectively.
 - 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 Building A**
 - Jora from KPFF came in on February 13 and confirmed that it is an architectural partition wall and can be removed without structural implications.
 - 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.
- **Welding Class Painting Building A**
 - Clean walls & conduit/pipes, mask, prime, paint walls including conduit.
 - Received Base bid of \$30,500 from PURCELL.
- **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 \$7450 per incident.



Communications and Marketing Report
Renton Technical College Board of Trustees
March 20, 2024

MARKETING

Spring Quarter marketing campaigns are underway and outperforming expectations! Three members of the Communications and Marketing team will attend the National Council for Marketing Public Relations Conference for community college communications professionals in Seattle.

WEBSITE UPGRADE

The Web team has begun migrating content into our new website platform and completing user acceptance testing. We look forward to launching later this year.

NEWS AND WEB

[RTC healthcare instructor remembered for his dedication to students](#)

[Dr. Harden featured at Women's History Month event](#)

[RTC offers free income tax preparation](#)

College Technology Services
Renton Technical College Board of Trustees
March 20, 2024

College Technology Services (CTS)

RTC's investment in network upgrades during the pandemic has come to fruition. After long lead times and shipping delays, CTS has upgraded the old wireless access points (APs) and installed new access points across campus, including the cafeteria. The new devices give a more stable connection with the extended range and capabilities of a modern device. CTS is focused on strong support services and in March, now accepts drop-ins, no appointment needed, support Tuesday through Thursday to mirror Student Services drop-in support hours. In the first week, CTS has already helped dozens of students during the walk-in hours.

CTS recently completed cybersecurity awareness training in February and learned a lot! The next steps are to extend the self-paced training to all RTC employees. This will support RTC commitment to safeguard data and maintain compliance. RTC is developing a cybersecurity program to align with The National Institute of Standards and Technology framework (NIST).

With a short break between Winter and Spring terms, CTS has begun the process of getting classrooms ready for in-person classes for the upcoming Spring quarter. There are 70 classrooms that have some element of in-person instruction taking place. How exciting!

Diversity, Equity, and Inclusion Report
Renton Technical College Board of Trustees
March 20, 2024

Diversity, Equity & Inclusion Council (DEIC)

The Diversity, Equity & Inclusion Council (DEIC) will resume general meetings in spring quarter. DEIC meetings are held the second Monday of each month on Zoom from 2:30 p.m. to 4:00 p.m. Below are the remaining dates for the 2023-2024 academic year.

- Apr 8, 2024
- May 6, 2024

This month's report will feature highlights from the Multicultural Center Action Team and Campus Climate & Data Equity Committee.

Multicultural Center Action Team (MCAT)

The Multicultural Center Action Team successfully organized a campus-wide open house on Wednesday, February 28, held at the south end of Building D—the prospective location for the Cultural Center. Two sessions were offered: a daytime session from 11:30 a.m. to 1:00 p.m. and an evening session from 6:30 p.m. to 8:00 p.m.

This event provided members of the campus community with a valuable opportunity to explore the existing physical space, review the floor plan of the upcoming Cultural Center, engage in real-time discussions with MCAT members, and actively participate in the Cultural Center Survey. The open house served as a platform for gathering diverse perspectives, fostering dialogue, and ensuring that the future Cultural Center aligns with the needs and aspirations of our campus community.

Campus Climate & Data Equity Committee

The Campus Climate & Data Equity Committee concluded its sixth and final listening session for the academic year on March 7 with a virtual all college listening session hosted by James and Kristen Whitfield of Be Culture with nearly 80 individuals in attendance. A comprehensive report will be prepared by Be Culture and shared with campus. The listening session and campus climate survey reports are instrumental in the development of the college's Strategic Equity Plan.

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

Effective February 2024, the Office of Student Leadership and Programs will now operate under the umbrella of the Office of Diversity, Equity, and Inclusion (DEI). Previously housed within Student Services, this transition signifies a strategic move to enhance the integration of student leadership initiatives with an equity centered focus.

Under the continued leadership of Associate Dean Wade Parrott III, the Office of Student Leadership and Programs will maintain its oversight of key responsibilities, including Associated Student Government (ASG), student clubs and organizations, new student orientation, commencement, and campus programming. Additionally, Associate Dean Parrott will extend his leadership to guide the development of the upcoming multicultural center.

The Office of Student Leadership and Programs remains committed to providing students with enriching experiences, empowering student leaders, and contributing to the overall vibrancy of campus life. Below are updates on upcoming initiatives and programs:

- Student of Color Conference (April 18-20): Hosted by the Washington State Multicultural Services Directors' Council, Student Leadership & Programs will be sponsoring 12 students and two advisors to attend, highlighting our commitment to diversity and student engagement. The conference is returning after a 4-year in-person hiatus and will be hosted at Green River College.
- Spring New Student Orientation (April 1): In collaboration with Entry Advising, ASG will host the orientation aimed at connecting students directly with their instructors in their classrooms, fostering a smoother transition into our academic community.
- Spring Unity Fest Planning: ASG is currently planning our annual Unity Fest scheduled for May (TBD). This event is a cornerstone of our community's celebration of diversity and unity.

Women + Men of Merit Meetings- March 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 or Women of Merit, womenofmerit@rtc.edu.

March 12 served as Merit Day, where both groups hosted their respective sessions. Below are details from the scheduled meetings.

Men of Merit Meeting

Topic: Academic process and how it affects financial aid, saving, and personal coaching
11:00 a.m.-12:30 p.m., Library

Women of Merit Meeting

Topic: Women's History Month Workshop ft Kiana. Davis, "The Weight of Hair: What Is Your Hair Story?"

11:30 a.m.-1:00 p.m., RTC Downtown & Zoom

The Women + Men of Merit Joint Meeting on February 13 showcased Mrs. June Lu from Church Hill Mortgage and Franklyn Smith from Fresh Start PS, who delivered a presentation on "Understanding the Steps to Become a Homeowner." This engaging First Time Home Buyer Power Hour was specifically designed to address questions and alleviate concerns about the process of purchasing your first home. Attendees had the opportunity to learn valuable insights and gather information to ease the journey into homeownership.

The First Time Home Buyer Power Hour not only served as an informative session but also provided a pathway for attendees to sign up for the upcoming Washington State certified First Time Home Buyer Class. Additionally, the Seattle Housing Authority was present to share insights about the Housing Voucher program. This event was a comprehensive opportunity for individuals to enhance their financial knowledge and gain practical insights into the home buying process.

RTC Foundation Report
Renton Technical College Board of Trustees
March 20, 2024

Scholarships and Events

2024 Student Success Celebration, March 2

The event sold out and there were many great moments during the evening celebration including the student success stories from cybersecurity student Abdirizak Inshar, pre-nursing student Bri Barrey, and automotive repair and legal assistant student Flor Altagracia Reyes. It was the most successful Student Success event to-date with over \$132,000 raised – a 23% increase from 2023! With the matching funds from the Mackenzie Scott investments, an additional \$46,000 (\$92,000 total) will be directed to the McCarthy Bridge Grant to support students transitioning to college degree and certification programs from RTC adult education programs. Other highlights included:

- Providence Swedish recognized as the **2024 Generosity Spotlight Awardee** and **Associate VP of Operations, Trevor Bennett's**, heartfelt story of his education journey that included community college and service in the United States Air Force.
- A **surprise \$10,000 gift** from Brenda and Steve Charlston kicked-off the Fund-A-Dream. This is the first time the Foundation has done this type of solicitation.
- [Hearing the stories of determination and hope from Abdirizak, Bri, and Flor - beautifully captured via video](#) by RTC alumnus Carlos Camargo at 24Creative.
- And *That 70's Show* [best-dressed competition had us all laughing!](#) People loved the 70's theme.

Spring 2024 Scholarship Cycle

Funds awarded Spring quarter topped \$287,940 and increase of 36% over winter quarter and the largest amount awarded by the Foundation for a single quarter! There was a total of 177 scholarships representing a 27% increase over the winter quarter. Because of the success of the Fund-A-Dream effort, the Foundation opened 12 additional McCarthy Bridge Grants for spring.

Development & Community Engagement:

- The Connell Family has committed to an additional \$150,000 to support their scholarship for Spring quarter. This covers students in IT, healthcare, automotive, and advanced manufacturing.

- The Foundation Board appointed two new members. Pam Gallagher Felt, former Director of Finance for Swedish, and Annette Washington, CEO of IBYS Digital and restaurant entrepreneur.
- Foundation facilitated a meeting with Geoffrey Roche, National Director of Workforce Development for Siemens, and Deans to explore how they partner with community colleges and local healthcare providers who need training on their equipment and systems.
- The Foundation is participating and sponsoring events for the Renton Chamber and Kent Rotary during the month of March.

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

AFT	Effective Date	Position	Department
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- Hires

-Separations

WFSE	Effective Date	Position	Department
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- Hires

-Separations

Prof Tech	Effective Date	Position	Department
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- Hires

Luis Puga	2/1/2024	Data Analyst (Temp)	Inst. Research & Effectiveness
Kieu Long	2/1/2024	General Ledger Accountant	Business Office
Oksana Gorkovets	2/16/2024	Financial Aid & Scholarships Program Manager (Internal)	Financial Aid

-Separations

Angelique Martin	2/29/2024	Human Resource Assistant	Human Resources
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Exempt / Administrative	Effective Date	Position	Department
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- Hires

-Separations

Chelsea Dillon	2/23/2024	Human Resources Generalist & Leave Admin	Human Resources
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RFT	Effective Date	Position	Department
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- Hires

LaToya Johnson	2/5/2024	PT Faculty - GED	CCP
Mayson Day	2/8/2024	PT Faculty - Sub ELA	CCP
Howard (John) Campbell	2/27/2024	PT Faculty	Commercial Building Engineering
Kaela Yuen	2/28/2024	PT Faculty - GED	CCP

-Separations

Haris Mujahid	2/16/2024	PT Faculty - Accounting	Business & IT
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	Monthly Total Hires	% of Diverse Hires YTD
Full time	1	66%
Part time	4	26%

Institutional Research and Effectiveness Report
Renton Technical College Board of Trustees
March 20, 2024

Institutional Planning and Effectiveness (IR&E)

- The Resource & Planning Council has concluded **budget reviews** for Academic Year 2024-25 materials and supplies. Labor budget requests will be reviewed next month. Data for the 2022-2023 **Strategic Plan Monitoring Report** is currently being compiled and will be reviewed by the Council in late-April.
- An all-college **Campus Climate** listening session took place on March 7. This is in support of our work related to Senate Bill 5227 on diversity, equity, and inclusion assessments in higher education institutions as well as the strategic equity planning process.
- The 2023 **Campus Climate Survey report** has been published on the RTC website for public viewing: [Campus Climate Assessment](#).
- The **NWCCU Year 3 Mid-cycle visit** is coming up in April 2024. The team is collaborating on the report and visit logistics. The final report has been submitted. **Peer comparison data** visualizations are being created to publish on our website before the visit.

Student Learning and Assessment

- The team is currently developing an “outcome mastery scale” that faculty can use in Canvas from which the data can be pulled to **assess student learning outcomes**. In addition, post-program surveys to students and advisory committees are in development to gather additional perspectives on student learning outcomes.
- IR&E is reviewing **course evaluations**, in collaboration with Learning Council. Current work is to revise the instrument itself and gather student feedback to help improve response rates. The RTC Foundation has been supportive in providing incentives for student participation in this work.

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. The team will summarize the responses by March 29.
- RTC is participating in the federal **National Postsecondary Student Aid Survey (NPSAS)** and is currently compiling the data to submit to the Department of Education, which is due in May.

ctcLink

- RTC has proposed to the CTC system **three enhancement requests**—one related to Student Financials and two related to Travel. They are currently being reviewed by college campuses for feedback.

- The team is working on **FIN pillar** cleanup to streamline department budgets in ctLink and in our reporting tools.
- Cross-department teams are working on improvements related to the **registration process**, based on recommendations from the **ctcLink Registration Task Force** that concluded this fall. Improvements include updates to our ctLink webpage and program documentation to make it easier for students to navigate, as well as more hands-on support and additional positions. This work is currently in the beginning stages of implementation.

Other

- The team continues to support the college in all of their reporting, data, and ctLink needs. Ad hoc requests from this month included scholarship data, HR data, program accreditation, IBEST data, and net price calculator data.

Instruction Report
Renton Technical College Board of Trustees
March 20, 2024

March Board Report

Instruction has a video Winter Quarter summary update from the full Instruction Team. It also has a short update from Dr. Delaney on our Campus Cleanup day.

- [Winter Quarter Instruction Team Update](#) – This 18 minute video will give you a quick overview of all of the fabulous activity going on in Instruction over the last quarter.
- [Campus Cleanup Day](#) – on Friday, March 8, the whole campus pulled together on a Campus Cleanup Day in support of our upcoming April Mid Cycle accreditation visit. Mark Daniels, our Director of Facilities, was an amazing partner in this work. Have a look at [Dr. Delaney's VPI Update #148](#) to see some highlight photos and an overview of the successful day.
- [Accreditation Mid Cycle Visit Report](#) - [our Mid Cycle Report is complete](#), if you'd like to get a preview. Huge kudos to the report author Dr. Sarah Wakefield and to IR Director Lia Homeister for her significant contributions of data and tables.

Student Services Report
Renton Technical College Board of Trustees
March 20, 2024

Outreach & Recruitment enter busy season

The Outreach & Recruitment (O&R) department is always brimming with activity and the start of 2024 has been no exception.

The department hosted 'Fall in Love with RTC' on Valentine's Day, a large event where over 220 students were in attendance from local school districts. We saw a spike in admission applications that day, as students were able to apply to RTC on the spot. All the workshop sessions were full, and students had the opportunity to tour our various programs, get help with Financial Aid questions and enjoy a provided lunch.

On March 5, O&R hosted 100+ students from across the Renton School District (RSD) including Talley High School, Renton High School, Hazen High School, Lindbergh High School for their first annual Black & Brown 'Brighter Futures' Summit. Although it was a late start that day due to the weather, students had the opportunity to break out into workshop sessions, hear from some amazing guest speakers, like our very own Dr. Yoshiko Harden, and Superintendent Dr. Damien Pattenau. Students were able to tour our various programs and feel inspired by the day's events and speakers. This year we also hosted the Adelante Conference for RSD Latino students, in March was the Brighter Futures summit, and in May we will host the Rising Seas Event for RSD Asian and Pacific Islander students.

In March, RTC is hosting RSD for their 5-week Parent Academy in partnership with Gear Up. The Parent Academy will meet every Thursday from March 7 - April 4 to learn about ways to help their students stay on track. They will learn about college options, Financial Aid resources, exploring pathways, and finding the college or postsecondary options that are right for them. These classes are mostly being offered for RSD high school Juniors and their families.

As we head into peak outreach time, this month O&R will be hosting tours for over 300 prospective students. In addition to the 'Brighter Futures' event earlier this month, campus tours will welcome prospective students from as far away as Twisp High School in Eastern Washington. The department is also attending over ten on and off-campus events including high school college nights and college fairs.

Spring registration is well underway

Enrollment for spring quarter began in late February and our Enrollment Services department and Student Success Center (advising and counseling) have been busy non-stop working with current and new students. Advising staff were excited to utilize the

'campaign' feature in EAB Navigate to encourage timely registration amongst our current students. We look forward to assessing them to see how effective the campaign was. If spring enrollment numbers are any suggestion, FTE is up significantly for tuition paying students when compared to the same week for registration in spring of 2023.

Renton Technical College
Board of Trustees Meeting
March 20, 2024

AGENDA ITEM: 4. ACTION

SUBJECT:

BOARD CONSIDERATION	
	Information
X	Action

BACKGROUND:

- A. Tenure Advancements
 - 1. Advancing from Third Year to Tenure
 - a. Josh Emery Computer Science
 - b. Scarlet Kendrick Dental Assistant
 - 2. Advancing from Second to Third Year
 - a. Lance Arnold Anesthesia Tech
 - b. Bao Dao Machining Technology
 - c. JR Hudspeth English
 - d. Fatih Killi College and Career Pathways
 - e. Priscilla Manickam-Seng Medical Assistant
 - f. Adela Saenz College and Career Pathways
 - g. Wheeler Trinh Automotive Technology
 - h. David Zou Math
 - 3. Advancing from First to Second Year
 - a. Olla Ibrahim Academic/Career Counselor

RECOMMENDATION:

Approve as requested.

Renton Technical College
Board of Trustees Meeting
March 20, 2024

AGENDA ITEM: 5. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

- A. President's Report
Dr. Harden will provide a report subsequent to the February 21, 2024 Board meeting.

- B. Financial/Budget Status
Vice President Jackson will provide a report of the budget.

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

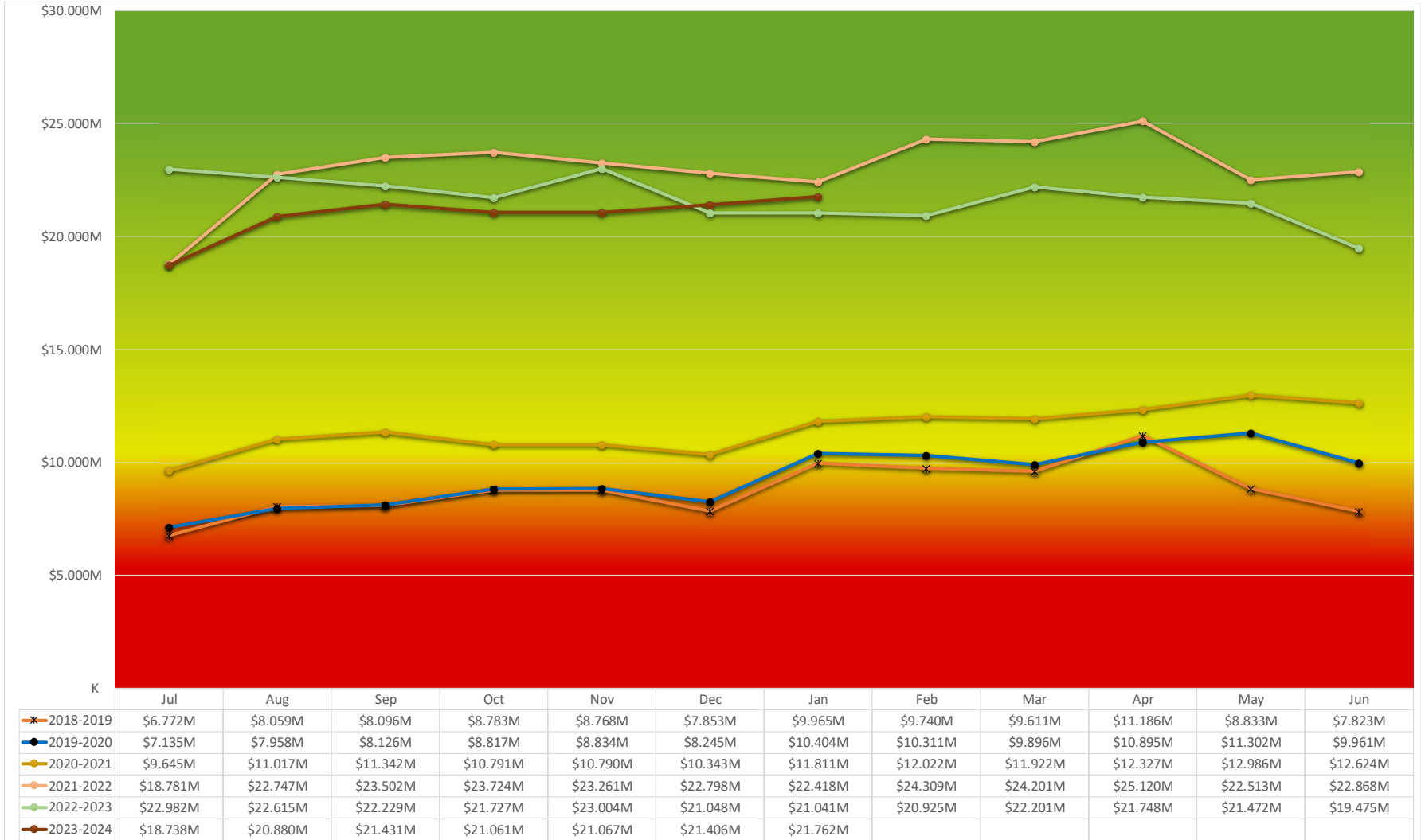
RECOMMENDATION:

None.

**RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL YEAR 2023-24
For the Month of January 2024**

	January 2024 - Actual	Year to Date - January 2024 - Actual	Prior Year to Date - January 2023 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	9,031,513	7,891,334	19,248,178	(11,356,845)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	123,296	6,478,500	4,545,989	1,932,511
Grants and Contracts	622,368	2,654,306	3,733,464	(1,079,158)
Donation Received	-	-	-	-
Student Government	3,093	486,255	407,481	78,774
Bookstore	3,354	183,298	9,149	174,149
Security/Parking	820	142,443	34,461	107,982
Culinary Arts - Food Services	58,159	432,412	390,465	41,946
Housing	-	-	32,196	(32,196)
Interest Income	49,465	316,714	50,849	265,865
Rental Income - Excluding 569	23,751	159,795	149,349	10,446
Scholarship and Student Loan Funds Received	2,087,242	6,020,170	4,459,342	1,560,828
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	2,971,549	16,873,893	13,812,745	3,061,148
Add - State Allocation				
State Allocation - VPA Expenses	2,912,223	18,808,951	15,361,718	3,447,233
Capital Allocation Fund 057	17,401	563,342	855,219	(291,877)
Capital Allocation Fund 060	-	11,664	186,762	(175,098)
Total State Funding	2,929,623	19,383,957	16,403,699	2,980,258
Total Revenues	5,901,173	36,257,851	30,216,444	6,041,407
Less - Expenses:				
Salaries	2,562,536	15,598,223	13,812,981	1,785,242
Benefits	774,739	5,081,785	4,693,219	388,566
Contracts	-	-	-	-
Goods and Other Services	1,091,222	4,813,236	4,359,739	453,497
Cost of Goods Sold	22,617	159,683	84,430	75,253
Travel	4,453	72,242	69,574	2,668
Equipment	41,427	359,070	56,617	302,453
Computer Equipment	-	-	-	-
Financial Aid	2,902,332	7,155,691	7,355,554	(199,863)
Debt Service	-	41,704	45,340	(3,635)
Bad Debt	-	-	-	-
Total Expenses	7,399,327	33,281,634	30,477,454	2,804,180
Net Operating Surplus (Deficit)	(1,498,154)	2,976,216	(261,010)	3,237,227
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	1,910,840	(211,423)	(1,067,828)	856,405
Decrease/ (Increase) in Investments & Bond Amortization	468,124	(323,002)	(1,765,821)	1,442,819
Payment of Bldg, Innovation Fee, and VPA Advance to State	(57,038)	(477,840)	(509,261)	31,421
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	2,321,926	(1,012,265)	(3,342,909)	2,330,644
Ending Cash Balance	9,855,285	9,855,285	15,644,259	(5,788,974)
Add College Reserves:				
Local Government Investment Pool (LGIP)	9,765,695	9,765,695	2,779,616	6,986,079
Investment Bonds held in trust by US Bank	2,140,875	2,140,875	2,616,807	(475,932)
Total Reserves	11,906,570	11,906,570	5,396,422	6,510,148
Total Cash and College Reserves	21,761,855	21,761,855	21,040,681	721,174
	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	31,694,493	28,993,073	2,701,420
Allocation Used - Year to Date	61%	19,383,957	15,361,718	4,022,239
Remaining State Allocation	39%	12,310,536	13,631,355	(1,320,819)

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



Renton Technical College
Board of Trustees Meeting
March 20, 2024

AGENDA ITEM: 6. BOARD OF TRUSTEES

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

- A. Strategic Equity Plan Steering Committee Report
Vice Chair Jessica 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. 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
March 20, 2024

AGENDA ITEM: 8. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Motion required.