

I. STUDY SESSION

1. Call to Order

- A. Chair Jessica Norouzi called the meeting to order at 9:47 A.M. and noted a quorum.

2. Public Comments

- A. There were no public comments.

3. Board Retreat

A. 2023-2024 Board Self-Evaluation

Chair Norouzi walked the group through the 2023-2024 Board Self-Evaluation survey. The group discussed their support of the RTC Foundation. Vice Chair Tim Cooper talked about his role last year as the Foundation Liaison. He suggested that the Foundation Executive Director and Foundation Board President may join quarterly Board Study Sessions to brief the group on financials. As the Renton Promise Proviso sunsets, there will likely be more need for student scholarships. Chair Norouzi suggested a study session about demystifying different student funding streams. Trustee Frieda Takamura noted that past practice was to have a joint lunch or dinner with the Foundation Board so that both Boards and get to know each other and support each other's goals.

Trustee Takamura noted that the Board is engaged to the extent of their capacities. Chair Norouzi and Trustee Zappone expressed gratitude for the different strengths of the Board. President Yoshiko Harden suggested that Study Sessions revolve around getting the Board more closely acquainted with the needs of RTC so that the Board may better advocate for RTC's needs. The group discussed the Be The Place Strategic Equity Plan (BTP SEP). The Board discussed the process for developing the BTP SEP. The SEP Steering Committee was a robust process with ample opportunity for feedback. Vice Chair Tim Cooper noted that transparency in the process and participation are important to directly communication and stated that strategic planning rarely involves the entire community and often involves chosen representatives and shared accountability. Chair Norouzi commented that she feels good about the Board's involvement in the SEP and the maintenance of the BTP SEP as an iterative process.

Turning to the Board-President relationship, Chair Norouzi stated that she felt that there is a history of trust and open communication with President Harden. Vice Chair Cooper expressed gratitude for difficult conversations and early

communications. President Harden expressed thanks to the Board for their availability and willing to communicate openly. Trustee Takamura suggested that the Board can support RTC by asking thoughtful question.

B. 2024-2025 Board Goals

Chair Norouzi led the group in a discussion of Board Goals. After discussion and consideration, the Board decided to add one goal and modify the three existing goals: (1) provide guidance for the BTP SEP and stay apprised of progress towards BTP SEP outcomes; (2) continue to strengthen the Board-President relationship through ongoing communication and transparency; (3) continue professional development for the Board and deepen knowledge of RTC's programs and role in the community; and (4) deepen connections to the community to advance the College's mission to advance Board succession planning and support a pipeline of Board members and friend- and fund-raising.

4. Budget Update

Vice President Jacob Jackson joined the group to brief the Board on an Office of Financial Management (OFM) notification requesting that the community and technical college system give back \$47M over the next two years.

RTC is being asked to pay back \$789,000 this current year, which will double the deficit. This estimate includes austerity measures and takes higher enrollment into account. VP Jackson noted that this decreases the maintenance allocation moving forward, which will lead to deficits moving forward. The projection for FY26-27 would have led to a surplus in FY28, but this news from OFM will result in a deficit in FY28. Vice Chair Cooper asked about the funds flow. VP Jackson noted that there is no visibility to audit whether OFM calculations are correct during disbursements. The State Board receives a lump sum of money from the OFM that obscures the funding source. Trustee Debra Entenman stated that the colleges did nothing wrong, and, as a trustee, she is discontent that the OFM is bonded so that OFM can be accountable for their error.

II. EXECUTIVE SESSION

1. At 1:05 P.M., an Executive Session was called for ninety (90) minutes to review the performance of a public employee (RCW 42.30.110) in accordance with the Open Public Meetings Act.

At 2:30 P.M., the Executive Session was extended for five (5) minutes.

2. The Executive Session concluded at 2:35 P.M.
3. Return to Open Session.

III. MEETINGS

1. Regular Board Meeting – September 18, 2024 at 3:00 P.M.

The next regular Board meeting is scheduled for September 18, 2024 at 3:00 P.M.

IV. ADJOURNMENT

There being no further business, Trustee Takamura motioned to adjourn the Board of Trustees meeting at 2:35 p.m. Trustee Cooper seconded, and the motion carried.

V. REGULAR BOARD MEETING

1. Call to Order

Chair Norouzi called the meeting to order at 3:01 P.M. and noted a quorum.

2. Adoption of Minutes

- A. June 16, 2024 – Regular Meeting

Trustee Takamura introduced a motion to approve the minutes for the Board meeting held on June 16, 2024. Trustee Zappone seconded, and the motion carried.

- B. July 23, 2024 – Special Meeting

Trustee Zappone introduced a motion to approve the minutes for the Special Board meeting held on July 23, 2024. Vice Chair Cooper seconded, and the motion carried.

3. Communications

- A. General Information/Introductions

Lindsey Smith introduced Cheryl Kennedy, the new College and Career Retention Specialist, who has been at RTC for three months and thanked the group for the warm welcome. Cle Roseboro II introduced Josh Allen, who began a new position as the full-time Library Coordinator. Kristin Ferguson is RTC's inaugural Metadata Librarian. She has over 20 years of experience working in military libraries and is excited to help create The Place and expand Library Services. Shannon Matson introduced Ray Martin and Phil Woodbridge, two Welding full-time faculty, who are alumni of the program and are anchoring the evening Welding Program. They expressed appreciation for being here. Dr. Stephanie Delaney introduced two new curriculum design faculty members—Yun Moh and Jill Donnelly. Jill joins RTC from Echo Glen Children's Center and helped create better workflow and systems in service of communities there. Yun Moh was previously in the Center for Innovative Teaching and Learning (CITL) and now works with Jill to help revitalize the curriculum and courses. Chair Norouzi thanked the group and expressed excitement over their choices to join RTC.

- B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Mica Hunter, Director of Student Life, welcomed the group. Leslie Wofford, Associated Student Government (ASG) President, Trinity Baker, ASG Vice President, Brain Moffett, ASG Executive of Communications, introduced themselves. This is Welcome Week! Monday's event was "Ask Me" which was two hours of helping students in high foot traffic areas. Tuesday was the Resource Fair. The turnout was great, and Trustee Zappone reported that the food was great. There was a Coffee and Chill for students in the Cafeteria today. About 100 students showed up and completed the survey. Tomorrow, ASG and the Library are partnering for a mixer in the Library. Trunk-or-Treat is coming up in October. Trustee Takamura asked for rough numbers for student participation during Welcome Week. Estimates for the Ask Me! campaign and Resources Fair were 150 students, and both events surpassed their anticipated numbers. Director Hunter thanked faculty and staff for their collaboration, including faculty who brought students to the Coffee and Chill event today. Student Leadership and faculty are working to ensure that programming reflects student need and schedules. Chair Norouzi thanked ASG for stepping up to create a welcoming environment.

E. Renton Federation of Teachers

Chair Norouzi thanked Cheryl Stover, who has stepped in while Donna Maher is out this quarter. There were two days of professional development sessions, as well as solid information on work moving forward in Instruction and around the SEP. All of the executive positions on RFT have been filled and RFT is working on updating their bylaws to better reflect their goals moving forward. Every month, Michele Lesmeister sends out a newsletter to RFT, which includes a column called "Ask Dr. Yo". Overall, RFT is excited to be back on campus and continuing to foster student success. President Harden thanked Cheryl for her work on the bargaining team last year, for stepping up, and for providing space to communicate with faculty via the newsletter.

F. Written Communication Reports

Chair Norouzi thanked everyone for their written reports. Kudos to the huge increase in enrollment and the success of the marketing campaign. She expressed gratitude to the Foundation for their work distributing scholarships. Vice Chair Cooper stated that he loves the new website and the videos that show students and faculty in class. Chair Norouzi thanked the Marketing Team for their work on the SEP visuals. Trustee Takamura noted that the written reports are a great reminder about the diverse work that's going on around campus. President Harden commented that, moving through the quarter, Marketing will

be switching out the old Strategic Plan posters for the new BTH SEP posters. She thanked the community for using “Be the Place” in conversations.

4. Action Items

A. President Contract Addendum

Chair Norouzi stated that the Board and President Harden had a robust conversation on the President’s goals for this upcoming year. Trustee Entenman stated that she has enjoyed her time working with President Harden and looks forward to continuing to work with President Harden together. Trustee Takamura noted that she has sat on many boards that have policy language around diversity. However, since President Harden has been at RTC, Trustee Takamura has been overjoyed at her guidance and that she and her leadership team have worked with the College in incorporating diversity language into the BTP SEP. By working with Be Culture, incorporating the Board, and soliciting information from faculty and staff, President Harden has given the community opportunity to be involved. Trustee Takamura stated that she hopes that everyone chooses to exercise their voice and be involved in the community.

Trustee Zappone said that it is a pleasure to work with President Harden. He appreciates President Harden’s clear leadership and warmth, and is proud to be a part of RTC. Vice Chair Cooper noted the large attendance at the Board Meeting and commented that President Harden’s passion for the school and the community is necessary to work in this world and move initiatives forward. Chair Norouzi commented that President Harden has stepped into her leadership role in a unique way that the entire community, including the Board, has benefitted from. The Board agreed that they feel energized to this work, and that stems from President Harden.

Vice Chair Cooper introduced a motion to approve the President’s Contract Addendum as presented. Trustee Zappone seconded. The motion carried.

President Harden is excited for the year ahead. She is thankful to Faculty and staff who make RTC the Place where students Find Their Place. She is excited and thankful for the year ahead.

5. Discussion/Reports

A. President’s Report

President Harden greeted the group. It’s Week One of Fall quarter and President Harden is starting her third year as President. We had a great commencement. It’s grounding to see students walk across the stage.

Opening week activities are a different model this year, and we’re still looking for feedback. Thank you to Dr. Stephanie Delaney and the Instructional Deans who

encouraged faculty to participate in Professional Development (PD) Day. Dr. Warren Brown provided a great keynote for Fall Kick-off.

President Harden held her first RTC leadership retreat, which was a dive into change management for those at the director-level and above. September 13 was the first All-College PD day, and centered the BTP SEP. Over the summer, President Harden continued work with Kent Valley leadership on an aerospace roundtable in order to create more job opportunities around manufacturing in aerospace.

Two years ago, one of the asks from the Trustees was to have a student voice at the Board meetings. Thank you to Executive Director Doris Martinez, Vice President Jessica Gilmore English, Director Hunter, Associate Dean Wade Parrott III, and others for their work ensuring that students are engaged with the Board.

President Harden continued to engage with the Mayor's Blue Ribbon Panel. Over Summer, enrollment increased over 14%. Going into fall, we're at 20% over last year. While these numbers are promising, we want to ensure that these programs are relevant to students and community. Thank you to Dr. Delaney and Instruction for their work on program viability. Vice President Jacob Jackson designed much of the new space in Building J, which will see completion September 23. There has been a delay with the finishing of the Multicultural Center due to supplier matters.

President Harden and the Board worked on her 24-25 goals, and future President reports will reflect these goals. Trustee Takamura inquired about the impact of the Boeing strike. There have been some room rentals related to this.

B. Financial/Budget Status

VP Jackson briefed the group. So far, RTC has collected just under \$6M, which puts RTC ahead of where it has been in the past. The budget is currently where it was forecast to be. Running Start is slightly higher than it was last year. The High School Completion program is sitting at 182 FTE. There are 184 FTE in Worker Retraining, which may show up as increases due to the Boeing strike. Turning to programs, College and Career Pathways, Automotive, General Education, and Early Childhood Education are all well ahead of where they were last year.

This was a busy summer for construction updates, including updates of air handling units and a storm line replacement around Building D. Building J should see substantial completion next week. There were structural issues with Building D that put completion estimates around early 2025. Replacement of bathrooms partitions and plumbing fixtures are in the works, as are replacement of overhead doors in Building A.

During the Study Session, the trustees were notified that the OFM had neglected to replace a placeholder for cost of living increases. The OFM is now asking for funds back. The State Board President will be meeting with the Governor to discuss how to move forward. President Harden stated that the State Board was notified by the Governor's office in late August. Last Wednesday, the Washington Association of Community and Technical Colleges (WACTC) Presidents were notified. WACTC's number one goal is to not return the dollars. This was OFM's error, and the solution is not to impact individual colleges due to OFM's error. WACTC leadership and the State Board will be meeting with OFM next Monday, with a follow-up later that week. VP Jackson stated that this will double the deficit for this year by creating a \$1.5M budget deficit. Trustee Takamura asked what the group can do to advocate for RTC. VP Jackson noted that people can advocate to the Governor on their own time and with their private e-mails. This was not RTC's error, and so RTC should not need to suffer the consequences of another agency's error. Trustee Entenman stated that it was her believe that advocacy should include an ask that OFM's bond be activated, rather than pass the deficit costs on to the colleges. Vice Chair Cooper reiterated that this was not an error made by the Colleges, anyone from any College, and that the campus should have confidence in the leadership team. This was an error made by another agency. He thanked the leadership team for their prompt communication and commended VP Jackson and President Harden for their quick communication. VP Jackson noted that this \$28M error, when it's corrected and rolls through the allocations process, has severe consequences for the college.

6. Board of Trustees

A. Annual Board Meeting Schedule 2025—Draft

The Board schedule will need refinement and will come back to the Board next meeting. Trustee Zappone noted that the purpose of the Study Sessions is so that the Board can better advocate for the needs of the college. Study Sessions are open public meetings.

B. Board Budget

This item was moved to October's study session due to time.

VI. MEETINGS

1. Regular Board Meeting – October 16, 2024

The next regular Board meeting is scheduled for October 16, 2024.

VII. ADJOURNMENT

There being no further business, Trustee Takamura moved to adjourn the Board of Trustees regular meeting at 4:11 P.M. Vice Chair Cooper seconded, and the motion carried.

JESSICA NOROUZI, Board Chair
Board of Trustees



YOSHIKO HARDEN, President
Renton Technical College

