

Hybrid Special Meeting: Building I Boardroom

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Hybrid Regular Meeting: Culinaire Room (I-108)

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## **I. STUDY SESSION**

### **1. Call to Order**

Chair Frieda Takamura called the meeting to order at 12:00 P.M. and noted a quorum.

### **2. Public Comments**

There were no public comments.

## **II. EXECUTIVE SESSION**

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. At 2:30 P.M., the executive session was extended for ten minutes until 2:40 P.M. At 2:40 P.M., the executive session was extended for five minutes until 2:45 P.M. At 2:45 P.M., the executive session was extended for three minutes until 2:48 P.M.

3. The executive session concluded at 2:48 P.M.

4. Return to Open Session

## **III. MEETINGS**

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

The next regular Board meeting is scheduled for March 20, 2024 at 3:00 P.M.

## **IV. ADJOURNMENT**

There being no further business, Trustee Bob Zappone motioned to adjourn the Board of Trustees meeting at 2:50 P.M. Trustee Tim Cooper seconded, and the motion carried.

## **V. REGULAR BOARD MEETING**

### **1. Call to Order**

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

### **2. Adoption of Minutes**

#### **A. February 21, 2024 – Regular Meeting**

Trustee Zappone introduced a motion to approve the minutes for the regular meeting held on February 21, 2024. Vice Chair Jessica Norouzi seconded, and the motion carried.

### 3. Communications

Information

#### A. General Information/Introductions

Dr. Stephanie Delaney, Vice President of Instruction, introduced Lilia Torres, the new Guided Pathways Navigator. Lilia has been working in King County for seven years in various agencies that provide support to survivors. Prior to that, she worked at the University of Monterrey. Christina Solis, Budget Reporting and Financial Services Director, introduced Kieu Luong, the new General Ledger Accountant. Prior to RTC, Kieu worked at the Renton School District and in Bellevue. The Board welcomed Lilia and Kieu and expressed gratitude that they chose 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, provided various updates from the Associated Student Government (ASG). ASG is working on ensuring they have a large presence at new student orientation (NSO). The Student of Color Conference (SOCC) is taking place at Green River College from April 18-20, 2024. 12 RTC students will be attending. The RTC Unity Festival is scheduled for May 15-16, 2024. The first day will host various festivities, and the second day will feature a cultural fashion show.

Wade Parrott III, Associate Dean of Student Engagement and Retention, gave an update on NSO. This was the first time since the start of COVID that students have returned to classrooms as part of NSO! Additionally, Commencement planning is underway, and volunteers are already signing up. There is a challenge this year due to set-up limited to one day, however extra volunteers are being recruited to address this.

Ismail Moalim of the ASG gave an outreach update. Student Ambassadors have been busy with outreach at Mercer Island. They have also been on tours with Enumclaw and other local schools. On April 15, the ASG will host an Eid potluck in the Outreach Office, H-209.

#### E. Renton Federation of Teachers

Donna Maher, President of the Renton Federation of Teachers (RFT), gave an update on behalf of RFT. Negotiations are ongoing with the next meeting set for April. A number of tentative agreements are complete, and good progress is being made. Technology and unexpected outages remain a concern for RFT.

College Technology Services (CTS) is working with RFT to minimize disruptions and ensure that information is disseminated in a timely fashion. Finally, RFT is excited to welcome newly tenured candidates.

F. Written Communication Reports

The trustees thanked the group for the submitted written reports. They expressed special gratitude to Instruction for their thorough accreditation report, and Institutional Research and Effectiveness (IR&E) for their report detailing the Campus Climate Assessment.

4. Action Items

A. Tenure Advancements

Chair Takamura expressed gratitude and pride at the outstanding tenure candidates. Trustee Cooper remarked that it was incredible to meet with the tenure candidates and noted that many of the candidates showed care for students and a desire to continue to grow and push themselves to be better educators every day. Vice Chair Norouzi acknowledged admiration for the tenure candidates and stated that when people ask her why she wants to be so involved in RTC, it's because of the heart. The heart and passion that the RTC community brings to meet the needs of students lifts up the entire community and is an inspiration. Dr. Harden commented that the tenure process was spread out over two days to give the candidates more time to share what's happening in and out of the class. As practitioners, scholars, and educators, thank you. Chair Takamura thanked the tenure committees for their work in this process.

i. Advancements from First to Second Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Olla Ibrahim** be promoted from first year to second year status. Trustee Cooper seconded and the motion carried. Olla expressed gratitude to the group.*

ii. Advancements from Second to Third Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Lance Arnold** be promoted from second year to third year status. Trustee Cooper seconded and the motion carried. Lance expressed appreciation for the opportunity to help establish RTC as a place that puts students into service for the community.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Cooper moved that **Bao Dao** be promoted from second year to third year status. Trustee Debra Entenman seconded and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **JR Hudspeth** be promoted from second year to third year status. Trustee Zappone seconded and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Fatih Killi** be promoted from second year to third year status. Trustee Zappone seconded and the motion carried. Fatih remarked that it is has been an honor to be part of the RTC family and serve the students here. He expressed gratitude for the Board's support.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Cooper moved that **Priscilla Manickam-Seng** be promoted from second year to third year status. Vice Chair Norouzi seconded and the motion carried. Priscilla expressed gratitude at everyone's support and remarked that it has been great to be part of the RTC family.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Adela Saenz** be promoted from second year to third year status. Trustee Cooper seconded and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Wheeler Trinh** be promoted from second year to third year status. Trustee Cooper seconded and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Norouzi moved that **David Zou** be promoted from second year to third year status. Trustee Entenman seconded and the motion carried.*

iii. Advancements from Third Year to Tenure Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Norouzi moved that **Josh Emery** be awarded tenure. Trustee Zappone seconded and the motion carried. Josh stated that he feels privileged and blessed to go from being an adult student at RTC to teaching. He thanked the group.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that **Scarlet Kendrick** be awarded tenure. Vice Chair Norouzi seconded and the motion carried.*

iv. Extension:

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved to approve a one-quarter extension for **David Wynne's** tenure-track appointment. Vice Chair Norouzi seconded and the motion carried.*

5. Discussion/Reports

A. President's Report

Dr. Harden wished everyone a Happy Women's History Month. This is the last day of winter quarter, and this is a joyous time for many people. There are many things going on around campus, including a successful March 2 Student Success Gala. Thank you to everyone who attended, volunteered, and donated to the event, including Trustee Tim Cooper. The Marketing and Communications team won the Silver Paragon award from the National Council for Marketing and Public Relations. Campus Cleanup Day was a big success. Thank you to Dr. Delaney for the idea and thank you to Mark Daniels. This event was designed for accreditation but was such a big success that it will become an annual event. Tomorrow is the Enlighten Women's Forum which is designed to bring women in construction trades to network, learn, and advance gender equity.

i. Diversity, Equity, and Inclusion

Aaron Dixon, one of the founders of our region's Black Panther party came to speak. Thank you to Student Leadership for this programming and thank you to Chair Takamura and Trustee Zappone for attending. The Multicultural Center Open House was well attended. Dr. Harden delivered the keynote at the Brighter Futures Summit, which is a Renton School District event designed for Black male-identifying students. One of RTC's goals is to be a community hub, and this is the first time this event has been district-wide.

ii. Strategic Equity Plan (SEP)/Accreditation

The Winter All-College Meeting took place on February 26. There was a big agenda planned, but the bulk of the time was a SEP update and feedback activity with Be Culture. The Board will be spending time with Be Culture in April to look at elements of a SEP draft. The final internal listening session was completed. Executive Cabinet decided not to attend the listening sessions because there can be a chilling effect when leadership is in the room. External outreach continues for the SEP. Vice Chair Norouzi is part of the SEP Steering Committee (SC). In March, the Guided Pathways coaches joined the SEP SC to solicit best practices for technical colleges. Key takeaways included more robust and direct feedback from faculty, as well as disaggregated student outcomes down to the student level. Chair Takamura asked about the Campus Climate Survey and the SEP. The Campus Climate Survey was intentionally done last year so that the timeline supported

building out the SEP. Listening Sessions will occur every year moving forward. Thank you to Doris Martinez and the Diversity, Equity, and Inclusion Council (DEIC) for all of their work on the Campus Climate survey.

The mid-year cycle accreditation visit is upcoming. Thank you, Lia Homeister, Dr. Sarah Wakefield, and Dr. Delaney. Instruction is now working on logistics.

iii. Financial Stewardship

Enrollment is up 9% overall compared to this time last year with a 17% increase in tuition-paying students. We are still short of the district allocation enrollment base target by approximately 27%. However, enrollments have been declining system-wide and we are moving in the right direction. Increasing revenue streams remains a focus for management. The Multicultural Center bids have closed. 14 bids came in. Trustee Zappone noted that construction overall is very slow at the moment. The final phase of the Instruction IT project is underway. Both projects are locally-funded.

iv. Strategic Partnerships and Engagement

RTC hosted Red Dot Corporation, which manufactures large HVAC systems. Thank you to Rick Giest and Elisa Westcrook for their support with tours. Dr. Harden attended the Kent Breakfast for the Kids and remarked that we are fortunate to have Vice President Jessica Gilmore English on the Board. Dr. Harden was a panelist for the work-life balance Kent Women's History Month Panel. Tomorrow is Renton's May's State of the City address and this weekend is the Renton Chamber Gala. The legislative session ended on time and included a 5% wage increase. Overall, the state board system saw a 7% increase, however there are many earmarks and provisos.

B. Financial/Budget Status

- i. Vice President Jacob Jackson updated the group on the budget. On the revenue side, state allocation has collected about 60% of the allocation with 80% on tuition collection. Fees are also ahead of schedule. Running Start and high school completion are ahead of schedule and are anticipated to come in above predictions. Some dollars from variance are being used to balance the budget. Enterprise is slightly above predictions. The Innovation Fund is funding two positions. Overall, we are tending in a positive way with revenue.

Looking at expenses, salary and wages are slightly behind predictions. Thank you to Executive Director Doris Martinez for postponing a position. Benefits are also slightly behind. Goods and services are trending ahead of schedule. Travel is trending a little behind. Equipment expenditures are up. Financial Aid is trending behind. There have been no debt payment of transfers yet. We have spent more than expected, but overall, we are mostly balanced.

Trustee Cooper asked about benefits expenditures. VP Jackson anticipates coming in slightly under for benefits. Financial Aid dollars are “use it or lose it”. The Business office is working with various departments on using all Financial Aid dollars. We need to streamline going from tracking spreadsheets to getting information into the system more quickly.

Our cash balance has remained steady and increased as we’ve gone through the year. This will drop as the local construction projects get going. By the end of this year, this number will be closer to \$18M. The Board reserve policy is to hold about \$13.5M, and we are still trending ahead of this number. We are getting to the point where there are commitments that will be coming over the next couple years, so while we are doing well, we will need to watch cashflows.

VP Jackson also provided a winter quarter enrollment update. Apprenticeships tend to roll in late, but overall compared to last year, we are 14% higher and at 95% of total target. VP Jackson ran the group through the Running Start, high school completion, and worker retraining numbers. Worker retraining had a large jump.

For spring quarter, as of Monday, General Education is a little behind, but is on target with the last two years. Workforce is sitting at about 44% of where we were last year. Compared to two years ago, we are still behind. We are faring much better this year for tuition-paying enrollments when compared to last year. VP Jackson walked the group though special population FTEs. Some programs are a little behind where they were last year, while other programs are doing better than last year. General Education and Welding are both doing significantly better than where they were last year

The Budget Development Process is underway. Materials and supplies went out in November. Those were then sent to the Resource and Planning Council. Instead of sending out labor sheets this year, Administrative Services and Finance meet with budget managers in February and January. Executive Cabinet has identified which labor requests will be forwarded and those will be reviewed by the Resource and Planning Council. There are virtual campus budget forums on April 8, May 6, and June 3. Overall, meeting with the budget manager directly allowed Administrative Services and Finance to make real-time corrections. Trustee Cooper asked about investments. Because we are a state agency, we are restricted in what we can invest in. However, money will be shifted as necessary.

## 6. Board of Trustees

### A. Strategic Equity Planning Committee



Dr. Harden and Vice Chair Norouzi gave their updates during the President's Report.

B. Foundation Liaison Report

- i. Trustee Cooper thanked Executive Director Carrie Shaw and her team. \$134k was raised at the Student Success Gala. This was a fun evening with a costume contest and a \$10k raise the paddle surprise gift. Thank you to the RTC Foundation Board, the Foundation staff, and other folks who attended and donated.

C. Legislative Action Liaison Report

- i. Trustee Entenman noted that this was a challenging legislative session. It was a short session and more money was spent than ever in a short session. Three initiatives from the community were moved forward—parent rights, police chase, and income tax were the initiatives taken up. Everything taken up was already part of statute, and so nothing will change as a result of adopting the initiatives, but it was deemed important for community send a message. We are also in a time where every member of the house will be up for re-election. The house could turn over. Please be informed, keep your voter pamphlets, and read the positions of the people who are running. Please register to vote. The 47<sup>th</sup>, 11<sup>th</sup>, and 37<sup>th</sup> districts all impact RTC, so it is important to know who is running for those positions. Last session, Trustee Entenman sponsored a bill to pay for benefit navigators (“Hunger Free Campus”) and these positions are now fully-funded. Overall, it will be more important than ever to provide open and honest discussion about what is on the ballot.

7. Meetings

A. Special Board Meeting – April 3, 2023 from 11am-1pm

There is a special Board Meeting scheduled for April 3, 2023 at 11:00 A.M. to review the SEP process with Be Culture.

B. Special and Regular Board Meeting – April 17, 2024

The next regular Board meeting is scheduled for April 17, 2024 at 3:00 P.M.

8. Adjournment

There being no further business, Trustee Zappone motioned to adjourn the Board of Trustees meeting at 4:25 P.M. Trustee Tim Cooper seconded, and the motion carried.



FRIEDA TAKAMURA, Board Chair  
Board of Trustees

*Frieda K. Takamura*

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YOSHIKO HARDEN, President  
Renton Technical College

*Yoshiko Harden*

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