

## I. STUDY SESSION

**11:30 A.M.**

### 1. Call to Order

Chair Frieda Takamura called the meeting to order at 11:30 A.M. and noted a quorum.

### 2. Public Comments

There were no public comments.

### 3. RTC Foundation Quid Pro Quo

Jacob Jackson, Vice President of Administration and Finance, walked the group through the foundation Quid Pro Quo salary and support expenditures for FY24-26. VP Jackson briefed the group on salary and benefits costs, increases due to cost of living (COLA) increases. The ask is for approval at \$420,000. Because the Foundation fundraises for RTC, RTC covers space and utilities costs. There will be another Quid Pro Quo for FY27 due to future funding costs. This is a common agreement between foundations and institutions.

### 4. Building H Remodel

In 2017, RTC submitted a request to replace the Allied Health building. RTC purchased the lot across the street with plans for building, but those plans coincided with COVID and were put on hold. VP Jackson met with Allied Health and the architect to brief the group on the process for the Building H remodel and addressed faculty concerns. Faculty concerns primarily related to equipment and utilities. Class locations and all-gender bathrooms are both on the list of high priorities for the Building H remodel. The report to the Office of Financial Management (OFM) is due on June 30. The Department of Enterprise Services (DES) is involved in making comments on the draft of the remodel for OFM approval. About 60% of classroom space across the college is currently not utilized. The plan is to utilize other spaces while the remodel is occurring.

### 5. Strategic Equity Plan

James Whitfield and Kristen Whitfield of Be Culture presented on the Strategic Equity Plan (SEP). Katherine Hansen, Executive Director of College Relations and Marketing, updated the introduction, the equity core value definition has been updated per the Board's request, and objectives were added to the goals. The mid-cycle accreditation visit drove adding the objectives, which are carried over from the Bridge Plan. The activities will follow, as will implantation considerations. Following adoption of the SEP, the college will review and update indicators and determine department- and team-level actions. Accreditation feedback will be integrated into

the SEP, which has begun with faculty professional development. Chair Takamura asked about the timeline. Having a timeline can create rigidity that impedes progress. Sequencing matters more than timeline because there are specific outcomes that need to be reached before moving forward. Vice Chair Jessica Norouzi asked about the SEP framework versus implementation. Be Culture will provide implementation guidance which will not go to the State Board, whereas the SEP will be filed with the State Board.

## **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).

At 2:45 P.M., the executive session was extended for five minutes until 2:50 P.M. At 2:50 P.M., the executive session was extended for five minutes until 2:55 P.M.

2. The executive session concluded at 2:55 P.M.
3. Return to Open Session

## **III. MEETINGS**

1. Regular Board Meeting – June 12, 2024 at 3:00 P.M.  
The next regular Board meeting is scheduled for June 12, 2024 at 3:00 P.M.

## **IV. ADJOURNMENT**

There being no further business, Trustee Debra Entenman motioned to adjourn the Board of Trustees meeting at 2:55 P.M. Vice Chair Norouzi seconded, and the motion carried.

## **V. REGULAR BOARD MEETING**

1. Call to Order  
Chair Takamura called the meeting to order at 3:05 P.M. and noted a quorum.
2. Adoption of Minutes
  - A. May 15, 2024 – Special Session and Regular Meeting  
Trustee Zappone introduced a motion to approve the minutes for the regular meeting held on May 15, 2024. Trustee Tim Cooper seconded, and the motion carried.
3. Communications
  - A. General Information/Introductions  
Christina Solis, Director of Financial Services in the Business Office. Majdi Alhurimy is a Certified Public Accountant and is the Accounting Manager. He's

very happy to be a part of the RTC team and is happy for the warm welcome. John Henry Whatley introduced Bob Lange, the new Director of IT Services. Bob Lange has been at RTC for three days and is already enjoying being part of the team. He comes from Cleveland and will move to Washington from Florida soon. He appreciates the warm welcomes. Lesley Hogan introduced Crystal Dumo, the new HR Assistant. Crystal says she's happy to be here and grow out the department.

#### B. Correspondence

At the last Board meeting, the Board asked for an update on the McCarthy Bridge Grant. This has been a collaboration between the Foundation and many departments, such as College and Career Pathways (CCP) and Student Services. There is a ten-year time horizon for the \$1.6M invested from the McCarthy Bridge Grant. Every year the Foundation pulls \$160k and funds CCP students. There is a low-barrier application process, and funds remove college entry costs. This is open to all CCP students and incentivizes students to use the grant within four quarters, which is backed by research that shows that students who stay in college have better success records. The first year of data shows an 82% transfer rate, a 52% completion rate, a 66% retention rate over all, and a 76% persistent rate (meaning, students who are still enrolled), with 80% being students of color.

Students are choosing to transfer to Health and Human Services, Business Management, IT, and Advanced Manufacturing. 89% of currently awarded students were students of color. Self-identifying students report being 59% women. The Foundation uses the Scott money to incentivize donors to match funds. This year, there was over \$168k in matching, but one-third of that was returned, unused funds. Students who completed certificate programs of less than two-years and transfer students may have had returned funds. This year, there was a Fund-A-Dream effort, which brought in almost 30% of funds. The Foundation is currently at 72% of their goal.

The Foundation learned that navigation and advising for student support matters. Students prefer short-term credentialing, with over half of students earning a certificate in the first year. There are talks about expanding the bridge courses. CCP instructors have been main messengers for this grant—Thank you! There are some cultural and language barriers that need to be addressed. Changes in the works for this grant include funding for the first two quarters and capping the grant at \$4,000 per student in order to ensure that 50+ students receive funds. The \$4,000 grant amount is more sustainable. Adding navigation and advising staff, as well as focusing on preparing students to move forward.

#### C. Public Comments from the Audience

Public comments were received from Trevor Donahue, a Culinary Arts student, Tony Parker, a Culinary Arts Faculty member, and Michael Eades, a Culinary Arts student regarding the Culinary Arts program.

D. Student Leadership

Student Government this year was very active, starting with a Trunk-or-Treat Halloween event. There was a Harvest Brunch in November that was successful and encouraged the Associated Student Government (ASG) to hold more events. In Winter, there was an ASG Meet and Greet, followed by Dr. Martin Luther King, Jr. Day events, which included a visit to the Northwest African American Museum and community-building. In February, there was a great turn out for the Lunar New Year Celebration. There was also a keynote by Aaron Dixon, one of the founders of the local Black Panthers Movement. In Spring, students attended the Student of Color Conference. Unity Fest was a big success with a high turnout. Established and new clubs are coming in Fall 2024. Phi Theta Kappa is out of hiatus, and back! ASG funding for 2023-24 included Gala support, a new ID printer in the Learning Resource and Career Center, a new color printer in the Testing Center, two new computers and purchase of multi-factor authentication keys for student use, self-defense partnerships, the Horn Health Club Conference and hotel, the Land Surveying Conference and Hotel, and the Cascadia JavaScript Conference.

E. Renton Federation of Teachers

Donna Maher, President of the Renton Federation of Teachers (RFT) gave an update. Bargaining has finished and RFT is looking forward to a positive vote. As a legislation update, there is a pay equity bill and the American Federation of Teachers—Washington is asking for the funding for adjunct faculty to be fully-funded. RFT is also in support of a legislative proposal that ensures that adjunct faculty know that they are benefits-eligible and that non-instructional time can be counted with benefits. One of the problems with adjuncts applying for unemployment is that they are often denied in error. RFT wants to change that and make sure that all faculty who are eligible can apply for unemployment, which means watching for denials and taking care of errors. K-12 has increased salaries as well, and RFT would like to see that addressed as well in the rest of this legislative session.

RFT has several other issues they would like to address. Some of those have to do with following the contract. The Deans tend to not follow the contract, and that's a problem. Sometimes it's a big deal and impacts reimbursement and instruction. RFT will follow up in fall and you will hear more about the responsibilities of the Dean. For faculty, tenure is a three-year long process to get through. RFT wants to make sure that the process is timely and efficient, that

new committee members know who is assigned to what committee and that is done quickly.

F. Written (and video) Communication Reports

4. Action Items

A. Tenure Advancements

Trustee Debra Entenman noted that there was a robust discussion of tenure candidates. She expressed thanks for the time and thought involved in putting the tenure books together, and for the tenure committees for supporting their colleagues. Chair Takamura stated that tenure is an investment in the future of RTC/

i. Advancements from First to Second Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Norouzi moved that **Kaushal Sharma** be promoted from first year to second year status. Trustee Cooper seconded, and the motion carried.*

ii. Advancements from Second to Third Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Cooper moved that **Kobi Amo-Mensah** 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 **Samuel Woldemariam** be awarded tenure. Trustee Cooper 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 two-quarter extension for **David Wynne's** tenure-track appointment. Vice Chair Norouzi seconded, and the motion carried.*

B. 2024-2027 RFT Contract

Lesley Hogan, Vice President of Human Resources, provided an update on the RFT Contract. Conversations started in 2023. There were 24 tentative agreements of material substance. The RFT Team included Cheryl Stover, Donna Maher, Michele Lesmeister, Fathi Killi, and Elisa Westcrook. The RTC team included VP Jackson, Executive Director Doris Martinez, VP Hogan, Dr. Stephanie

Delaney, and Dean Ali Cohen. Thank you to Lindsay Johnson, Executive Assistant of Instruction, for her support with the contract.

VP Hogan walked the group through changes including credit changes, addition of primary responsibilities for the mental health professional, the importance of community activity, and language around performance and behaviors was clarified. An adjunct faculty program coordinator position has been created to address an ongoing issue with single department adjunct faculty who also have administrative work to do. There has been clarity added around professional development and professional development leave (which is not a sabbatical because it is unpaid). The new contract incorporates new skill standards and aligns with both the State Board and the new Strategic Equity Plan (SEP). Additional clarifying language about the new salary schedule aimed at helping faculty understand steps and step adjustment is included. Early retirement notification and stipends were updated to reflect an increase. Additional compensation that is clearly above duties discussed in Article 6.10 was added. The new salary table is in Appendix A, and the way that credits are administered for adjunct faculty have been capped. Other Appendix changes include updating the programs, sunsetting the COVID stipend and behavioral health task force MOUs, and adding the MOU for the Skill Standards Taskforce.

*After considering the recommendation presented to the Board, Trustee Zappone moved to approve the Renton Federation of Teachers Contract for 2024-2027 as presented. Trustee Cooper seconded, and the motion carried.*

C. RFT High Demand/High Wage Provision MOU

VP Hogan presented the High Wage/High Demand Memorandum of Understanding. In 2020, there was legislation that set aside dollars to incentivize faculty to compete with industry wages. This provision is negotiated between the College and RFT annually. This year, there was a request by the union to broaden high demand programs, and so three new tiers were created.

*After considering the recommendation presented to the Board, Trustee Entenman moved to approve the Renton Federation of Teachers High Demand/High Wage Provision Memorandum of Understanding as presented. Vice Chair Norouzi seconded, and the motion carried.*

D. Strategic Equity Plan Approval

President Yoshiko Harden briefed the group on the Strategic Equity Plan (SEP) process, which included the SEP Steering Committee.

*After considering the recommendation presented, Trustee Entenman moved to adopt the Strategic Equity Plan, as presented. Vice Chair Norouzi seconded, and the motion carried.*

E. Foundation Quid Pro Quo

VP Jackson presented the Foundation Quid Pro Quo. There is mutual benefit to this relationship in that the Foundation raises funds for RTC and RTC provides cost coverage for space and utilities. The Quid Pro Quo amendment covers increased salaries and benefits due to the general wage increase.

*After considering the recommendation presented, Trustee Cooper moved to approve the Renton Technical College-Foundation Quid Pro Quo document, as presented.*

F. FY25 College Budget Approval

VP Jackson provided an update on the FY25 Revenue Forecast. Next year, RTC anticipates an increase of allocation of \$750k from last year, as well as an increase on earmarks and provisos of \$2.3M. RTC is looking at a \$3.1M revenue increase. Tuition is being budgeted flat, with flat student fees. There is a \$1M increase in Running Start and High School Completion. There is a \$100K increase in enterprise, a \$200K increase in Scott Donation, and a \$27k increase in the Innovation Fund. Looking at tuition predictions: General Education will be down to flat; CCP will be slightly down, as will Prof Tech; and Supplemental will stay flat. This is a very conservative projection that enrollment will likely exceed. However, enrollment is still down by over 500 tuition-paying FTE.

Looking at all revenues for the FY25 forecast, RTC is looking at an increase of about \$5.3M. The state allocation is about 64% of total revenue, with tuition being 12%, fees being 5%, and grants and contracts being 8%. Compared to the system as a whole, RTC is significantly more reliant on state allocation due to tuition collection being down due to lower enrollment. Salaries are increasing by about \$2.7M, which includes wage increases and new positions. With benefits, there will be about a \$3.9M increase. The majority of FY25 expenditures will be in goods and services. Travel is increasing by \$34K, Capital Expenditures are increased by \$19K, Financial Aid will increase by \$111K, and Debt Services will increase by \$196K. There are no more planned transfers. VP Jackson walked the group through the Board Reserves, which total \$12M. The Innovation Fund will be paid back. There is \$9M cash in bank and \$12M in investments. Over the last five years, RTC has doubled the amount of money in cash and investments. The ask today is that the Board allows pulling \$719K to balance the budget. The current reserve is sitting at just over \$3.2M. Vice Chair Norouzi thanked RTC for all the work diversifying funding streams. Trustee Cooper expressed concern



that the next three fiscal year budgets could totally deplete the Board reserve funds.

*After considering the recommendation presented to the Board, Trustee Cooper moved to approve the FY25 college budget, as presented. Vice Chair Norouzi seconded, and the motion carried.*

G. FY25 Student Leadership Budget Approval

Associate Dean Wade Parrott III gave an update on the budget. The current ask has increased about \$2k. There is more demand for clubs, and so the budget for that line has increased. Budgeting for Merit groups has gone down to reflect usage, however Merit groups may still request more funds.

*After considering the recommendation presented to the Board, Trustee Entenman moved to approve the FY25 Student Leadership budget, as presented. Trustee Zappone seconded, and the motion carried.*

H. Innovation Fund Approval

VP Jackson provided background on the Innovation Fund. The Innovation Fund was created in 2022 along with the creation of three other funds. The Innovation Fund allows the college to come to the Board of Trustees to request money that will be paid back to the Board. This has been past practices for positions as well as equipment. This year, the requests are for two years of funding each for a Project Manager who will help with curriculum changes, program viability, and more; and a Project Coordinator for Continuing Education. These are college employees with positions that will be posted as funded for two years.

*After considering the recommendation presented to the Board, Trustee Cooper moved to approve use of the Innovation Fund, as presented. Trustee Zappone seconded, and the motion carried.*

5. Discussion/Reports

A. President's Report

Dr. Yoshiko Harden delivered her report, in which she recapped the last nine months and expressed gratitude for the campus community.

Where did the academic year go? We did a lot in the last 9 months. The continued progress and enrollment growth is very positive. We aren't meeting our district enrollment allocation base, but we are moving in the right direction. Looking ahead to fall, enrollments are trending in a positive direction. Cybersecurity is trending towards a full enrollment for Fall. The launch of the Renton Promise (RP) program with 120 students is big and we're on the path for strong enrollment for RP in Fall. We grew DEI from an office to a division and are



looking forward to the opening of the Multicultural center. We had a great mid-year cycle accreditation visit. Campus beautification and modernization is ongoing. Thank you to Bo and volunteers for the Career Fair. Kelli Lugtu successfully launched 25Live. The Business Office reorganized. Campus Technology is continuing its update. Shout out to Communications and Marketing for their work on the website and Student Services for all their work this year. Kudos for the National Science Foundation Award. We also had SEP activities. Recently, we had the 2024 RTC Exceptional Employee Awards—thank you to Chair Takamura and Trustees Entenman and Cooper for attending! Thank you to Dr. Stephanie Denaley, the Vice President of Instruction, for a great second annual Best Practices Showcase. Carrie Shaw coordinated meetings with donors including PACCAR. Big up to Carrie for renewing her Certified International Fund Raising credential! The Instructional IT space is ahead of schedule, and we're continuing to work with DES to revamp Enrollment Services areas. As a system, legislative priorities appear to be funding general wages and help with our local funding needs. The system also looked at funding adjunct faculty at a larger amount. Thank you, everyone, for a fantastic year! We look forward to celebrating with you at the President's Reception before Commencement at 3:30pm on June 21 at the second floor of ShoWare!

B. Financial/Budget Status

VP Jackson provided an update on the Budget. Revenue collection so far is at \$40M with 95% collection, which is slightly ahead. RTC will collect slightly more than anticipated. Looking at expenditures, RTC is currently slightly under where it should be, with the biggest expenditure being salaries and benefits, and goods and services being over. The year started at about \$18.7M in cash and investments and ended in \$22.2M in April. Enrollment for spring is trending well. Overall enrollment is 9% above where it was last year and tuition-paying enrollment is about 25% above where it was this time last year. Kudos for being up 15% for tuition-paying over where enrollment was last year and 4% above what was budgeted.

6. Board of Trustees

A. FY25 Election of Officers

*Trustee Cooper introduced a motion to elect Vice Chair Norouzi as Board Chair of the Renton Technical College Board of Trustees effective July 1, 2024 and extending through June 30, 2025. Trustee Zappone seconded, and the motion carried. Vice Chair Norouzi expressed gratitude for Chair Takamura and her leadership, which paved the way and allows the Board to build on the work she's done. Thank you, Trustee Takamura for your dedication to the Renton Community.*

*Trustee Entenman introduced a motion to elect Trustee Cooper as Board Vice Chair of the Renton Technical College Board of Trustees effective July 1, 2024 and extending through June 30, 2025. Trustee Zappone seconded, and the motion carried.*

**B. FY25 Appointment of RTC Liaisons**

*Appoint Trustee Takamura as Liaison to the Renton Technical College Foundation Board, effective July 1, 2024 and extending through June 30, 2025.*

*Appoint Trustee Entenman as the primary Representative and Trustee Zappone as the secondary Representative to the Legislative Action Committee, effective July 1, 2024 and extending through June 30, 2025.*

*Appoint Trustee Norouzi as Liaison to the Community and Partnerships Council, effective July 1, 2024 and extending through June 30, 2025.*

**7. Meetings**

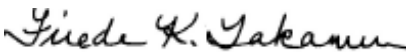
- A. The next regular Board meeting is scheduled for September 18, 2024. Once information regarding the September retreat is available, notification will be sent.

Commencement is June 21, 2024 at the ShoWare Arena. There will be a pre-commencement reception from 3:30 P.M. – 4:30 P.M. on the second floor of the arena.

**8. Adjournment**

*There being no further Business, Trustee Entenman moved to adjourn the Board of Trustees regular meeting at 5:25 P.M. Vice Chair Norouzi seconded, and the motion carried.*

FRIEDA TAKAMURA, Board Chair  
Board of Trustees



YOSHIKO HARDEN, President  
Renton Technical College

