

Board of Trustees – Regular Board Meeting  
Culiniare Room (I-108)/Hybrid Zoom

April 20, 2022  
3:00 P.M.

Join Zoom Meeting: <https://rtcedu.zoom.us/j/85438098304>

## MEETING MINUTES

### 1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 3:00 p.m. Notation of quorum was made. Board Chair Unti read the RTC Land Acknowledgment. Trustee Page led the group in the Salute to the Flag.

### 2. ADOPTION OF MINUTES

Board Chair Unti asked for correction and/or additions to the following minutes:

- A. March 16, 2022 Regular Meeting
- B. March 17, 2022 Special Meeting
- C. March 21, 2022 Special Meeting
- D. March 22, 2022 Special Meeting
- E. March 24, 2022 Special Meeting
- F. March 29, 2022 Special Meeting
- G. March 31, 2022 Special Meeting

***Trustee Page made a motion to approve the minutes for the regular meeting held on March 16, 2022. Trustee Debra Entenman seconded and the motion carried.***

***Trustee Page made a motion to approve the minutes for the special meetings held on March 17, 21, 22, 24 31, 2022. Trustee Wheeler-James seconded and the motion carried.***

### 3. COMMUNICATIONS

#### A. General Information/Introductions

Dr. McCarthy let trustees know that interim VPA Jake Jackson has been offered and accepted the permanent role of Vice President of Administration and Finance. VPA Jackson has been serving as interim VPA since June 1, 2021. RTC conducted a national search and had internal state and external state candidates. Dr. McCarthy appreciated all the feedback during the interview process and the extremely strong references for VPA Jackson from the State Board and Committee of Business Affairs. RTC is fortunate to have Vice President Jake Jackson.

Chair Unti recognized VPA Jackson's thoroughness and transparency, along with the new modalities that enable trustees to review financial details in-depth. Chari Unit congratulated VPA Jackson on his permanent role.

#### B. Correspondence was included in the Communications and Marketing report.

#### C. Associated Student Government

Director of Student Leadership and Programs, Walter Lutsch, reported on the new student orientation held on April 4 which offered morning and afternoon sessions to provide flexibility for the 103 participants to attend. Attendees participated in a poll to identify specific areas of the orientation focus in advance of the orientation that provided framework for Guided Pathways and Financial Aid, ctclink activation and course schedules. A post-orientation survey revealed that 89% of attendees activated their ctclink prior to orientation and 93% appreciated orientation.

Director Lutsch confirmed that RTC will hold commencement at the ShoWare Center in Kent, June 22, from 4:30-9:30 p.m. The [RTC Graduation webpage](#) is updated to include information on ceremony,

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graduation applications and ordering diplomas, caps and gowns which are all free this year due to surplus inventory. Director Lutsch also informed trustees that there will be a live streaming option for those concerned or affected by COVID.

ASG Coordinator Connor Moore shared updates on events and happenings on and around the RTC campus, highlighting the annual unity festival which will be hybrid for on/off campus participation to integrate those communities together. Chair Unti thanked ASG for the positive difference they make on campus.

### D. Public Comments from The Audience

- i. Brian Thompson, an instructor in the RTC Ford Asset (FA) program, addressed the potential closing of the program due to low enrollment. In Mr. Thompson's estimation, lower enrollment is only due to COVID and he offered projections that show 11 students ready to graduate this year, and 16 new working and sponsored students waiting to enroll when registration opens. Mr. Thompson anticipates near full enrollment (20 sponsored students) in Fall 2022. He also anticipates full enrollment being maintained into the future. Trustee Entenman asked how the program was structured and Mr. Thompson explained the staggered and progressive cohorts that comprise the Ford Asset program.
- ii. Bradley Tupa, a Ford Motor Company (FMC) representative, spoke in support of Mr. Thompson's comments. Mr. Tupa reported that the FMC put out a recent objective to train and hire over 3,000 new technicians for the United States which translates into 300 technicians for the Seattle region. Mr. Tupa also confirmed that many Seattle region Ford dealers believe FA is a critical program and the loss of it would be detrimental. Mr. Tupa agreed there were recruitment hurdles over the past few years not helped by COVID or the FMC, but steps have been taken to move forward, including hiring a new FMC regional coordinator and implementing a high school feeder program to bolster the FA program to the enrollment it maintained in years past. Mr. Tupa explained that because of COVID, dealerships were financially strained and had to furlough employees; it became difficult to sponsor FA enrollments. Mr. Tupa asserted that FMC continues strong support of the FA program, especially in this region.
- iii. Rick Geist, Welding instructor and RFT Vice President, shared photos of the new rack installed in the welding area and expressed his appreciation for Darrel Wilson, who was instrumental in this endeavor and welding shop improvements. Installation of the rack allows for additional electrical outlets and expands usable square footage of the shop. RFT VP Geist informed trustees that Dean Shannon Matson is working on a grant which would fund the hiring of a fabrication instructor to provide evening classes and open a new welding section. RFT VP Geist said he is working on an 8-year plan for a new shop and that the Welding Department is earning money. RFT VP Geist thanked trustees for the time to share this report. Chair Unti thanked RFT VP Geist and his entire team for their ongoing work.

### E. Renton Federation of Teachers

RFT President Donna Maher read a letter expressing concerns regarding administrative communication, tone and culture. Board Chair Unti thanked President Maher for her input.

### F. Written Communication Reports

Board Chair Unti thanked everyone for their thorough and informative reports, with a special thanks to Dean Doug Medbury for his video from the Culinary program, Executive Director Katherine Hansen for her continued good efforts and reporting on Marketing and Communications and CTS Executive Director Jay Mayer and his team for expanding broadband and WiFi connectivity for RTC.

**G. Presidential Search Update**

Vice President Hogan thanked the Presidential Search Committee for their hard work that allowed for March interviews with a pool of 4 very different and well-qualified candidates. VP Hogan also thanked forum facilitators, the marketing and communications team, technology services, those who provided on-campus tours, and all those whose support was instrumental in making this presidential search and interview process possible. VP Hogan also expressed thanks for the due diligence that Dr. Warren Brown and Trustee Takamura provided.

**4. EXECUTIVE SESSION**

- A.** At 3:58 p.m. the trustees convened an executive session for 15 minutes to evaluate the qualifications of an applicant (Presidential Candidate) for public employment in accordance with the Open Public Meetings Act (RCW 42.30.110). At 4:13 p.m. trustees ended their executive session and returned to the Culinaire room. At 4:20 trustees returned to regular session.

**5. ACTION**

**A. Potential selection of a new president.**

- i. *Trustee Entenman made a motion to make an offer to Dr. Yoshiko Harden to serve as the president of Renton Technical College, effective July 1, 2022 at a salary level of \$270K per year for three years. Trustee Takamura seconded.***

Chair Unti asked for discussion from trustees to offer information on how the final candidate selection was made and opened the discussion, noting the excellence of the final 4 candidates and the difficulties in narrowing to 2 and the extra hours trustees worked discussing the options to arrive at the choice. Trustee Entenman thanked all who participated in the search, explaining they went through numerous applications to arrive at the final selection. Trustee Entenman expressed how honored she felt to have selected Dr. Harden and that she will continue RTC's EDI focus. Trustee Entenman thanked Dr. McCarthy for his EDI work and all the service he has provided RTC. Trustee Takamura reported that she and Dr. Warren Brown, the former President of North Seattle Community College and current Executive Director of College Spark, completed the due-diligence process, noting that she and Dr. Brown spent all day at colleges talking to many people about the 2 candidates. After considering all information including due diligence, Trustee Takamura has every confidence Dr. Harden will do the job that is needed. Trustee Wheeler-James thanked the Presidential Search Committee for their diligence, input and transparency and noted that Dr. Harden has the educational and institutional background necessary for the president role and will steer RTC in a direction trustees would like to see RTC go. Trustee Wheeler-James is confident that trustees made the best decision for RTC. Trustee Page echoed the thanks of Trustee Wheeler-James and acknowledged the substantial input from the RTC community, noting it was integral to the trustees' decision making. He emphasized that all information, along with the trustees' understanding of RTC now and its future, was considered deeply. Trustee Page asserted that the new President, trustees and the RTC community must work diligently to establish goals, expectations and strategies to evolve in a rapidly changing landscape. Trustee Page also stated that trustees want to make sure the President has everything she needs to succeed and thanked everyone for their time and efforts. Chair Unti recognized Dr. Harden's student-focused leadership,

her passion and integrity around EDI and the transparent and collaborative environments that Dr. Harden fosters.

***Chair Unti called for a vote of the motion introduced by Trustee Entenman and seconded by Trustee Takamura; the motion carried unanimously.***

## **6. DISCUSSION/REPORTS**

### **A. Disability Resource Center Presentation**

Director Swanke provided a comprehensive overview of disabilities, visible and invisible. He explained there was a gap in the actual occurrence of student disability, which is at 19.5%, and students reporting experiencing a disability, which is at 4%. Director Swanke also shared that self-reporting a disability qualifies as having one and requirements to prove it through documentation presents barriers to students receiving services. Director Swanke offered his availability for individual training sessions now with more formal large-group training sessions being considered in the future. Chair Unti thanked Director Jake Swanke for his informative, well-received presentation and appreciates the focus on this.

### **B. President's Report**

Dr. McCarthy provided a presidential report on his goals for the year.

#### **Succession Planning**

Dr. McCarthy expressed gratitude and excitement about the Trustees' choice of the new president; it is fantastic news that Dr. Harden will come into the RTC president role on July 1, 2022. Dr. McCarthy shared information about knowing and working with Dr. Harden over the past decade, since their time together at Bellevue College; she is a great communicator and leader. Dr. McCarthy echoed that the group of candidates was very strong and thanked VP Hogan for running a fantastic search and all those who were involved in the work, including the Presidential Search Committee and everyone who participated in the interview process on at RTC. Dr. McCarthy thanked Trustee Takamura for the due diligence with Dr. Warren Brown and noted that RTC spends more time, effort and thought in the due-diligence process than any other college and this is a testament to RTC. Dr. McCarthy asserted that hiring a president is not a single act; rather, it is only the start. He went on to say that a successful hire depends on the college working together with the new president to come into the community. Dr. McCarthy said that when he came into the president role he was provided patience and generosity and he hopes this will be extended to Dr. Harden as she joins RTC. Dr. McCarthy and Dr. Harden will work together to learn how to provide the most beneficial onboarding.

#### **Collaborative Relationships**

Dr. McCarthy stated that he and RFT may not agree on everything but he believes that instruction is better than he has ever seen at a college with Dr. Delaney's weekly updates and communications. Dr. McCarthy sees an issue of being accountable, rather than accusatory; e.g., getting student grades submitted on time so they can get financial aid. He found the email that RFT President Maher quoted in her letter to be very professional and it raised matters for discussion that he looks forward to. CtcLink is making very good progress, yet also dealing with some challenges that are being fixed as they occur. Per Dr. McCarthy, Deployment Group 6B, for which RTC will aid Clover Park Technical College, migrates to ctcLink this weekend; Deployment Group 6C migrates in May. It is hoped there are no downstream effects for RTC. COVID is still unfolding with no new major hurdles and optional masking has not been a controversial issue on campus; people are comfortable doing either. Dr. McCarthy stated that RTC is now looking at changes in safety protocols as they relate to measures taken at RTC during the height of the COVID pandemic; back-up plans remain in place.

### **Equity**

Dr. McCarthy happily reported that RTC Trustees won the Equity Award, conferred by Washington State Association of College Trustees (ACT). This award reflects the work of the trustees and is also the collective work of the entire college. ACT will forward RTC's application for national consideration on June 13, 2022. Dr. McCarthy reported that RTC has been named 1 of 24 of the "Most Promising Places to Work" in community colleges by NISOD and *Diverse: Issues in Higher Education*, and is the only college in Washington state. This is a significant recognition of the entire college and culture at RTC.

Dr. McCarthy reported that the DEI Council continues to be well attended as were Erin Jones' sessions on equity which includes her Three Phases of Equity (final presentation for RTC on May 6), and her equitable grading session which will be offered again at RTC due to the great interest and response. The work to establish a Multicultural Center at RTC is ongoing and reviews of other locations that have a center in place will occur first so RTC can make an informed decision.

### **Strategic Plan**

Dr. McCarthy provided an overview of the strategic bridge plan that emphasizes certain portions of the current strategic plan for the next two years. The bridge plan provides coverage for the new president as she and trustees develop a new plan. Per Dr. McCarthy, capital projects are not in the bridge plan and are handled separately by the State, but consideration for building the college is important in this plan; emphasizing IT and minor capital updates, specifically to the basement of Building J are priorities. Dr. McCarthy's recommendations included narrowing and honing the overarching strategic plan to accomplish more.

### **Financial Stewardship**

Dr. McCarthy confirmed there is no finance report this month due to the ctLink conversion in March, but noted that the Tableau dashboard being built will offer a continuous financial reference point once it goes live. The draft FY23 budget will be shared by VP Jackson at the May 18 board meeting. VP Jackson has made a budget projection tool that Cabinet has been using to consider all options including operations, reserves and Scott/Jewett funds. VP Jackson will share a preliminary budget draft at the May 4, All College Meeting. Per Dr. McCarthy, trustees will have the opportunity to review and ask questions about the proposed FY23 budget in groups of 2, in advance of the June board meeting.

Chair Unti thanked Dr. McCarthy for his work as he nears the end of this time with RTC, adding that it is important to have brave, strong conversations and with respect for each other in doing so. Trustees have worked hard to ensure that respect is there and Chair Unti appreciates that model.

## **5. TRUSTEES**

- A.** Board Policy Review Committees Selection – Section 2 (EL-4; reserves policy changes/4 clauses only)  
Section 4 (larger section)

Chair Unti will follow up with trustees to assign and form committees for policy review and revision.

- B.** Foundation Board Liaison Report

Trustee Page provided an overview of the Foundation's Student Success Event scheduled on Saturday, May 14; the afternoon showcase event will include tours, informational booths, vintage cars and food trucks; the evening celebration and scholarship fundraising event will offer an array of beverages and food and should provide a very nice evening for attendees. Trustee Page encouraged all to attend and support the college.

- C.** ACT Trustee Tuesday, April 12

Trustee Page provided an update from the Friday, April 15, ACT meeting addressing Messing up a

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Presidential Search and the Tuesday, April 12, ACT event which covered board retreats, their purpose and function, and what trustees can do as RTC looks to coordinate a retreat. Trustee Page will forward the meeting PowerPoint to anyone interested. Both events had excellent participation and it was good information for all who attended.

**D. Trustee Recruitment/Succession**

Chair Unti noted that 4 excellent, potential applicants are under consideration by Governor Inslee’s office and RTC now awaits their decision. Dr. McCarthy will talk with the Governor’s office April 21 regarding next steps for trustee selection, with the idea that all 4 would be interviewed by end of April and he will keep everyone apprised of status.

**E. Monthly Board Meeting Survey**

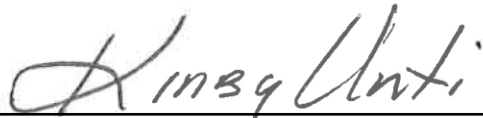
Board Chair Unti thanked all for participating in the monthly survey. The suggestions offered truly make an impact on how meetings can be more effective. A new survey will be coming the next few days and Chair Unti urged trustees to please review and respond.

**6. MEETINGS**

**A.** The next regular Board meeting is scheduled for May 18, 2022.

**7. ADJOURNMENT**

***There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 5:36 p.m. Motion carried.***



KIRBY UNTI, Board Chair  
Board of Trustees



KEVIN D. MCCARTHY, President  
Renton Technical College