



**4. ACTION ITEM – TENURE ADVANCEMENT**

**A. Advancement from Third Year to Tenure**

*After considering the recommendations of the tenure review committee and all other recommendations, Trustee Norouzi introduced a motion that Sarah Hoaglin be awarded tenure. Trustee Takamura seconded, and the motion carried.*

**B. Advancement from Second to Third Year Status**

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that Naser Chowdhury be promoted from second to third year status. Trustee Norouzi seconded and the motion carried.*

**C. Advancement from First to Second Year Status**

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that Samuel Woldemariam be promoted from first to second year status. Trustee Norouzi seconded and the motion carried.*

**5. DISCUSSION REPORTS**

**A. Diversity, Equity and Inclusion Report** Executive Director (ED) Martinez provided a report since her start at RTC on September 1, 2022 and shared a presentation on DEI efforts at RTC. Her role is an inaugural role at RTC. She has asked many questions of many faculty, staff, and students and is collecting information regarding strategy, DEI, programs and students at RTC. She is centering on how this collaborative role informs the mission of the college as well as internal/external partnerships. She is working on DEI trainings for staff, faculty. Her first months included 4 initiatives to work on through the academic year:

- a. Determining priorities through listening, building relationships and community.
- b. Revisioning current DEIC across the college.
- c. Reviewing the DEI Plan and performing gap analysis. The current plan was established in 2018 and on a 5-year cycle. A new plan will be drafted that aligns with the state legislative requirements.
- d. Planning for a Multicultural Space; RTC may want one and this will require a plan.

ED Martinez directed people to the DEIC Mission viewable on the college website. ED Martinez will embark on a campus climate survey starting sometime in the spring of 2023. She will be working with marketing to create a streamline online presence for DEI. She is still very interested in touring areas of RTC and urged the RTC community to please continue inviting her to classes and meetings. Trustee Takamura stated her concern regarding ED Martinez being the only employee to lead and carry the work of DEI at the college and asked about plans to ensure that DEI is an entire college project. ED Martinez reported that people at RTC have been coming to her to let her know she is not doing this work alone and mentioned that her Executive Assistant support will begin soon to support and develop the work. ED Martinez will be utilizing affinity groups so people will have the opportunity to see themselves in the work and use messaging/communications to share information from affinity groups' involvement. Trustee Takamura thanked ED Martinez for her work and hopes she will continue to urge her colleagues that RTC must have disaggregated and qualitative data to measure and further the DEI work. ED Martinez reported that the campus climate survey is key to the DEI plan and Trustee Takamura noted she will be looking forward to reviewing that.

**B. Administration/Finance** VP Jackson provided a report detailing the annual budget process and timeline. In the absence of this month's budget report, VP Jackson provided an explanation: in preparing the report, he discovered that tuition was not calculating correctly out of ctclink and further discovered that item types had been incorrectly configured during ctclink conversion for all DG6 (9 community colleges). For the BAS program at RTC, 96% of

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the funds should be retained and the smaller, remaining 4% should then be passed to the state board, but the opposite occurred. The larger percentage (96%) of funds went to the state board with RTC only retaining 4%. Upon discovery, all the item types are being resubmitted to the State Board, and they are rebuilding these in ctLink. Once complete, RTC will bill the state board for the gap and the funds will be returned to 149, which is used for tuition collection. We will also need to do some internal accounting transfers, which will take some time to complete. . VP Jackson reported that RTC has also been underestimating tuition on the monthly operations reports due to this error. For example, ctLink showed tuition collection at \$1M; but the actual total tuition paying FTE for summer/fall through October 2022 should have been reported as closer \$2.1M. These reporting mechanisms in ctLink are being corrected and VP Jackson will provide a revised/corrected report to the trustees as soon as all the issues are corrected. The RTC Fee Committee is reviewing how fees are charged, if fees are equitable. We are also changing how fees are collected and are ensuring that fees collected be spent in the programs that generated the fees. The committee has been reviewing different models Budget development began in October 2022 for FY 2024. Budget sheets are due to VP Jackson on December 9. Materials/Supplies (M/S) budgets sheets due soon with Labor budget sheets to be submitted soon after. The Deans align their requests with the Strategic Plan and then the VPs prioritize those requests. All budget sheets, M/S and Labor, are due at the end of January 2023. Then VP Jackson will draft a preliminary budget projection which he will share with Trustees. VP Jackson shared a timeline for RTC budget updates, reviews and ultimate approval by Trustees:

- End month/March 2023 – 1st budget update; campus budget update.
- End month/April 2023 – 2nd budget update after Cabinet reviews; campus budget update.
- End May 2023– Campus budget update.
- Mid-June – Trustees review/approve final budget.

The goal with the monthly updates is to avoid any surprises and to share information as quickly as updates and shifts can be made from projections and information obtained. VP Jackson also reported that on December 13, Governor Inslee will be releasing his budget for the next biennium offering clues for the approaching long session starting in January 2023 (also the end of meeting discussion re enrollment at RTC - is this capture accurate/feedback?)

**C. President’s Report**

Dr. Yoshiko Harden provided a report highlighting activities subsequent to the November Board Meeting. Dr. Harden thanked Mr. Unti for his board service and especially his leadership during the president and board transitions. Dr. Harden attended the RTC Holiday Buffet, which was well-attended and the first since the pandemic. The Culinary program prepared for 3 days, and the Band Instrument Repair Team played music during the event. Thank you to all for the work that went into this successful event, and also Trustees Entenman and Takamura, and the RTC All Student Government for attending. The ACT Fall Conference was held in November and Dr. Harden attended, along with Trustees Unti and Takamura. The conference framed upcoming legislative priorities and the focus was on Workforce Development and its various models. SBCTC Legislative Director, Arlen Harris, shared the Capital and Operating budgets, which included the following 4 key points:

1. Fully funded and competitive CTC compensation.
2. Advancing DEI, building on funding provided in Senate Bills 5194, 5227.
3. Workforce Development with a focus on industry and business.
4. Expand Learning Technology to utilize hybrid/online modalities and upgrade equipment and IT infrastructure.

Dr. Harden met with Auburn Superintendent, Alan Spicciati this past week and reported that she would like to host Superintendents on the RTC campus in the near future. Dr. Harden is also working on a joint legislative reception, with Green River and Highline Colleges, February 1, in Olympia and will share that information with trustees once confirmed.

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**6. BOARD of TRUSTEES**

- A.** 2022 ACT Fall Conference Report                      Trustee Takamura reported on the conference, noting that the attendance was very low this year. The highlight for her this year was getting together with colleagues from Green River Community College and Highline Community College to talk about each of their colleges. Trustee Takamura also had a chance to reconnect with Dr. Warren Brown from College Spark.
  
- B.** Trustee Recruitment    Dr. Harden reported that Tim Cooper was appointed to the RTC board of trustees, effective November 21, 2022 and thanked him for joining the meeting today. The board’s labor seat is still being recruited for and Dr, Harden continues to work on identifying suitable candidates.

Trustees Takamura and Cooper asked the reasons for the decrease in enrollment and what might be driving it. VP Jackson stated that for summer and fall 2022, tuition paying enrolment is down about 12% from what was projected and that going into the next fiscal year projections show a decrease in FTE from 120 to 150. Dean Anthony Covington reported that while headcount is even or above this year, the actual loss in enrollments is in credits, with most students taking a reduced credit load. VP Jackson noted that for colleges across the nation, a thriving job market is luring people away from education and further reported that RTC class model, with full-day, cohort-based models do not offer students the flexibility to work while attending classes. VP Jackson also reported that the colleges that are doing better or are recovering have higher Gen Ed/Running Start students and that RTC’s transfer student population is much smaller than ProfTech. RTC is now offering weekend/evening programs as a result of grant award for Computer Science, RTC’s Automotive program is also offering evening courses this year for first time ever.

Board Chair Entenman stated that she would like to see a childcare center on the RTC campus since securing childcare is often a barrier for people with children who want to pursue higher education.

**7. MEETINGS**

- A.** The next regular board meeting is scheduled for January 18, 2023.

**8. ADJOURNMENT**

*There being no further business, Trustee Takamura moved to adjourn the Board of Trustees’ regular meeting at 5:35 p.m. seconded by Trustee Norouzi; the motion carried.*

DEBRA ENTENMAN, Board Chair  
Board of Trustees



Renton Technical College

YOSHIKO HARDEN, President  
Board of Trustees





Washington Community College District 27

Board of Trustees  
Resolution No. 22-12-26

RESOLUTION IN RECOGNITION OF MR. KIRBY UNTI  
NO. 26

WHEREAS, Mr. Kirby Unti served as a Renton Technical College Trustee from 2009-2022, nearly 13 full years and a substantial portion of his life; and,

WHEREAS, Mr. Unti consistently, genuinely, unrelentingly expressed his appreciation for the great work and care of students, staff, faculty; and,

WHEREAS, Mr. Unti is a fantastic ambassador for the college, sharing his love and gratitude for those who work to support students; and,

WHEREAS, Mr. Unti has, throughout his term, served with a full measure of engagement and participation, even when his responsibilities elsewhere increased greatly; and,

WHEREAS, Mr. Unti brought seamless continuity in Board leadership working with a variety of board members and presidents; and,

WHEREAS, Mr. Unti is a true, gentle man; and,

WHEREAS, Mr. Unti has been extraordinarily diligent in his professional development as a trustee, always looking for ways to serve the College; and,

WHEREAS Mr. Unti led the effort to establish the highest standards for Board Governance and Board-President relations at RTC; and,

WHEREAS, Mr. Unti is an impossible act to follow presenting at public events—with his masterful touch—passionate, personal, off-the-cuff, compelling—and with great voice, timbre, pacing, and comic timing; and,

WHEREAS, Mr. Unti and his wife, Kim, are wonderful people with whom to break bread and enjoy delightful companionship; and,

WHEREAS, Mr. Unti loves and advocates strongly for 'HOT' coffee; and,

WHEREAS Mr. Unti committed himself wholeheartedly to making sure that all Trustees understand the existential importance of being *on time* for Commencement; and,

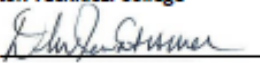
WHEREAS, the Board of Trustees and College appreciate his tireless and passionate service and hold tremendous gratitude for the multitude of Mr. Unti's significant accomplishments.

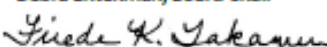
NOW, THEREFORE, BE IT RESOLVED, that the members of the Renton Technical College Board of Trustees, meeting in regular session this 7th day of December 2022, express their individual and collective gratitude and respect for Mr. Kirby Unti.


AND, be it further resolved that this statement of appreciation be appropriately inscribed and conveyed to Mr. Kirby Unti, with a copy to be included in the official minutes of the December 7, 2022 meeting of the Board of Trustees.


ADOPTED by the Board of Trustees at the December 7, 2022 regular board meeting.

BOARD OF TRUSTEES  
Renton Technical College

By:   
Debra Entenman, Board Chair

  
Frieda Takamura, Board Vice Chair

  
Jessica Norouzi, Trustee

  
Tim Cooper, Trustee

Attest:   
Dr. Yoshiko Harden, President