



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

**March 15, 2023
3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/6959649663> Meeting ID: 695 964 9663

MEETING MINUTES

1. CALL TO ORDER

Board Vice Chair Takamura called the meeting to order at 3:02pm and noted a quorum.

2. ADOPTION OF MINUTES

Vice Chair Takamura asked for a motion to approve the following minutes with revision as noted in email:

A. February 15, 2023 – Regular Meeting

Trustee Cooper moved to approve the minutes for the regular meeting held on February 15, 2023. Trustee Norouzi seconded, and the motion carried.

3. COMMUNICATIONS

- A. General Information/Introductions** Christina Solis, Budget Reporting Financial Services Director, introduced Gladys Matson, new Procurement Manager at RTC. Manager Matson expressed her thanks and noted how nice it was to meet everyone and that her team had been very welcoming.
- B. Correspondence** Included in Board Packets.
- C. Public Comments from the Audience** There were no public comments.
- D. Student Leadership** Associate Dean of Student Engagement and Retention (AD) Wade Parrot filled in for Director Lutsch. Students are preparing for finals. For Black History Month, RTC’s Women of Merit, Men of Merit, and Office of DEI sponsored *The Unspoken Truths: A National Award-Winning American History Traveling Museum* with Delbert Richardson. The exhibit and booth were in the RTC Cafeteria and were well received. Thanks to Gerald Bradford for his assistance. This is one example of cultural events that the Associated Student Government would like to have continue in the future. Information for Women’s History month will be available soon. The Spring Unity Festival will be back this year. Commencement will be held June 22, 2023, from 5:30 to 9:00 p.m. and will be held at the ShoWare Center in Kent. Further information will be presented at a future Board meeting. The website will be updated soon. Cap and gown regalia coordination will be handled by AD Parrot as well. Vice Chair Takamura expressed appreciation in getting the Commencement notice in advance to determine if Trustee attendance. Trustee Norouzi asked if RTC’s Commencement was a day or evening event. AD Parrot explained that it is an evening event so that all students, family, faculty, and staff can attend. Trustees are asked to show up one- hour prior to the event’s start time.
- E. Renton Federation of Teachers** RFT President, Donna Maher thanked the Board and President for letting her share at today’s meeting. RFT representatives have been active in legislative work with continued participation supporting House Bill 5557, regarding faculty pay. She expressed hope in having everyone’s support for HB5557. RFT President

Maier also noted that faculty are working on campus especially with Lia Homeister, Director of Institutional Research & Effectiveness, for completion of program reviews by the end of June. Director Homeister will also present a test dashboard to faculty next week. RFT President Maier noted her excitement with the test dashboard as past dashboards had not been completely accurate. She also noted that faculty have been invited to attend the open Research & Planning Council meetings and is hoping that there is good participation. RFT and faculty have also been working with Marketing and Outreach on student tours. Many students are joining with more tours planned.

April 19 is Allied Health Day with industry and businesses attending. We have also noticed a slight uptick in enrollment. Things are looking positive moving forward. Trustee Cooper inquired as to what happens on Allied Health Day. Chris Carter, Dean of Health & Human Services, replied that due to the pandemic, RTC has not been able to hold this event for a couple years. All the health networks that RTC has affiliation partner agreements with, come to the event and will hire students on the spot. Students are encouraged to bring their resumes even if they have not completed their program. There are currently thirty (30) partners signed up to attend. In terms of growth, we are trying to secure additional affiliation agreements for evening cohorts and provide more options for clinical placements as all the Allied Health programs have a clinical component. Dean Carter expressed that his department has some of the best faculty on earth. When the pandemic hit, the department faculty transitioned to online learning in two weeks and lost two students. Eva Juarez, Director of Outreach & Recruitment added that recruitment for high school students will also take place at the event, with lunch provided by the Learning Resource & Career Center.

- F. Written Communication Reports Reports were included in the Board materials. Vice Chair Takamura thanked everyone for their reports and noted that the Trustees do make it a point to read them.

4. ACTION

- A. Faculty Tenure and Advancements Vice Chair Takamura commented that as Board members, they feel that tenure is one of the most important things that they can do for the college. It is a joyful thing to do and a chance to see the stars that make RTC what it is. We are proud to be affiliated with RTC. Heartfelt thanks to faculty and staff going through the process and supporting the candidates. Thank you all for being here and supporting each other and the institution. Trustee Norouzi added that this is an inspiring piece of serving as a Trustee. Every candidate is not just a teacher; you create your syllabus and curriculum and do so many other things in the community. Faculty go above and beyond and that is what makes RTC such a special place. Trustee Cooper noted that it is fun to learn more about our educators and dive into the passion and investments that they put into their work and growing students. He acknowledged the preparation work and thanked everyone. Dr. Harden also expressed her thanks to the tenure committees and those who chair and serve as tenure committee members. It is a lot of work and an investment in supporting their colleagues. She acknowledged as she also shared with the Trustees, for her personally, it reminds her why she chose a career in this field. Her days are filled with budget, policy, etc., and it's a great experience hearing from the candidates, committees, and administrators of their program visions. Dr. Harden also noted how tenure ties to our college plans, Guided Pathways, and when you see it, it is very heartwarming. When you see the cohesion, it is a credit to all who

support the candidates.

1. Advancement from First to Second Year

*After considering the recommendations of the tenure review committees and all other recommendations, Trustee Cooper introduced moved that **Boa Dao, JR Hudspeth, Fatih Killi, Adela Saenz, Priscilla Manickam-Seng, Trinh Wheeler, David Zou, and Lance Arnold** be promoted from first to second year of probation. Trustee Norouzi seconded, and the motion carried.*

2. Advancement from Second to Third Year

*After considering the recommendations of the tenure review committees and all other recommendations, Trustee Norouzi moved that **David Wynne, Joshua Emery, and Scarlet Kendrick** be promoted from second to third year of probation. Trustee Cooper seconded and the motion carried.*

3. Advancement from Third Year to Tenure

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

- B. Innovation Funds Resolution** Jacob Jackson, Vice President of Finance & Administration presented the Innovation Funds Resolution of \$160,000 and a proposal to draw on this fund which would allow us to partner with Rivian in our Automotive Technology program. Due to the weight of Rivian vehicles, the current auto lifts at RTC cannot lift Rivian vehicles. Funds would be used to prepare the foundation for lifts to allow them to lift heavier vehicles. Monies would be drawn from the fund and paid back over four years. This program would also provide Continuing Education for Rivian and their employees who will pay tuition. Warren Takata, Dean of Workforce & Transportation noted that RTC has been selected and given the opportunity to partner with Rivian. Rivian will be providing equipment, vehicles, curriculum, and training. The program would be similar to a capstone project. Students graduating from high school auto programs can enter the program as well as RTC automotive students.

Nana Danso, Sr. Manager Workforce Development and Energy & Charging at Rivian joined the meeting via Zoom to answer questions. Mr. Danso noted that Washington state is on the forefront of making the change in getting electric vehicles (EV's) on the road as soon as possible. It is bigger than a partnership with RTC. Rivian is launching at five schools across the United States. We are hoping to launch RTC's program in the Spring with the intention of serving the BIPOC community who may not have had that opportunity before.

Vice Chair Takamura asked for a motion to approve Resolution 23-03-27.

Trustee Cooper introduced a motion to approve Resolution 23-03-27. Trustee Norouzi seconded, and the motion carried.

5. DISCUSSION REPORTS

- A. Administration/Finance** VP Jackson presented his first report since November and thanked the Board for their patience as he and his team worked through corrections from the transition to ctLink. RTC is currently down in tuition and fees by about \$1.2M from January 2022 which corresponds with low enrollments. Grants and contracts

are up about \$2M from January 2022. State allocations, nursing sim lab and additional money in Work First are up at about \$2M. Revenue is down \$11.3M. About \$7.3M was from our HEERF funds. Due to a generous donation of \$5M last year, we are doing well. Running about \$2.2M in expenses which is up. We have budgeted more expenditures using the Scott/Jewett donation. Financial aid awards are down due to HEERF funds and grants which dried up last year. Salary & benefits up \$1.5 million. Some positions were carried over, that were HEERF and ctcLink positions. Two positions were called out and earmarked which increased salaries. Our cash balance is currently \$21M. It is not overly concerning that our balance is down. On the chart, you will notice that the cash balance is doing well and should remain at a similar trajectory. A decrease in May or June in the cash balance will pay salaries out of sub-accounts 148 and 149. We are currently enrolling for Spring quarter. Tuition is down 12percent. Overall, tuition is down 8 percent for the year. We are continuing to work on outreach. We are not seeing a decrease in headcount but a decrease in the number of credits taken by students, more part-time students versus full-time students. This impacts FTE and tuition collections.

The budget cycle work continues. The Cabinet has seen the lists from deans. The Resource and Planning Council will review and make a recommendation back to Cabinet on what they feel should be funded. Labor sheets will go out to VP's this week and then come back for vote. The forecast from OFM is projected to not be rosy and will be coming out this week. We are not sure how it will impact the biennium budget. The House and Senate should be dropping bills next week. Previous projections were based on the governor's proposed budget.

A question posed as to what percentage of RTC students are on Financial Aid. VP Jackson answered that Pell students normally range about 65 percent. An additional inquiry: do we foresee a risk with interest rates rising? Will this impact student loans and willingness to take on debt? VP Jackson answered that normally what RTC does will not affect enrollment but is different for some community colleges. Colleges were given \$80K for more Financial Aid outreach due to money going unused. RTC is making sure that students complete FAFSA's. Money has not been tapped as well as it should be. You can also have students who complete the FAFSA but decline the package they are given. As a state we have very low completions of FAFSA's.

B. President's Report

Dr. Harden noted that March is Disability Awareness Month, and Women's History Month and noted the importance of these months. These recognized months focus on a group or community that is often underrepresented or underserved. She, herself identifies as a woman and she has a learning disability. RTC is an open access institution so that all can be seen. RTC wants to foster that sense of inclusion and transform our practices to be accessible to all. RTC is one of six colleges selected for the Web Training grant, with the intent that we develop additional web accessibility training. For schools already doing accessibility work, this will help level up and give training as a team. Fun facts for Women's History Month: women represent half of the population; women earn degrees at the same rate as men and are in the workforce about the same; there are currently 53 Fortune 500 women CEO's and 3 are women of color; in higher education employment, women are higher at 57percent. Just some of the highlights Dr. Harden wanted to acknowledge.

Dr. Harden acknowledged *The Unspoken Truths: A National Award-Winning American History*

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Traveling Museum with Delbert Richardson. This was very powerful, and she acknowledged all faculty who brought their classes to the exhibit. Dr. Harden was able to talk to a few students and it was very impactful for them.

Dr. Harden also attended the Associated Student Government (ASG) meeting. It was wonderful to hear from our student leaders. They were very engaged and followed Roberts Rules of Order, looked at contingencies, and made decisions.

The State of the College address was presented on March 1. Dr. Harden outlined her vision and priorities. A new vision is coming. Dr. Harden also attended the Student Innovative Success event and acknowledged the Board members, staff and faculty who attended.

Trustee Norouzi added that the event was a lot of fun. The cafeteria was transformed. This was a great example of community; a good combination of students, staff, and faculty, as well as community were represented at the event. The food and drink were wonderful, and the highlight for Trustee Norouzi was the student highlight presentation. Everyone did such a tremendous job emphasizing her in a positive way. Bravo to everyone.

Trustee Cooper appreciated the positive energy, and everyone knew why they were there supporting the college.

Executive Director of the Foundation, Carrie Shaw followed up by noting that she will send the Trustees the event video. She noted that an RTC alumni created the video. Director Shaw also note that she was given a \$10K check today and the foundation has hit the \$100K mark. She expressed her thanks to Trustee Norouzi for sponsoring a table, and to Dr. Harden for setting the tone at the beginning of the evening. Director Shaw noted last week, the Foundation was awarded \$120K for Spring scholarships which is the highest amount ever. She expressed her appreciation to the Board of Trustees for being a part of the event and fundraising.

In completing her report, Dr. Harden talked about co-chairing for the WSAC American Indian Endowed Scholarship. Four year and Two-year colleges held a meeting and set professional development goals, addressing challenges, building tribal relations, awareness of local tribes, and how to reduce economic inequities. Tying all of this into our DEI work. RTC will be the site host for the Spring session. Dr. Harden also attended multiple ongoing legislative meetings with many more planned over the next two weeks. Most meetings were held via Zoom with a few RTC faculty, students, and VP Jackson joining. Vice Chair Takamura thanked Dr. Harden for her report and asked if a date had been set for the Spring event. Dr. Harden noted that a date had not been set but that the meeting was to be held in our region with a South King County college hosting. Vice Chair Takamura noted that she works closely with Nisqually Indian Tribes K-12 education programs.

6. BOARD of TRUSTEES

- A.** Foundation Liaison Report Vice Chair Takamura noted that the Board was going to recommend that Trustee Cooper be the Foundation Liaison, but the process has not yet been completed.
- B.** Trustee Recruitment Dr. Harden reported that one labor seat is still unfilled. She has met with an interested party. Their application was sent to the Governor’s office. Many have reached out for an update, and we are hoping to hear something next month.

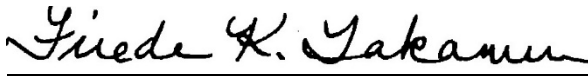
7. MEETINGS

A. The next regular Board meeting is scheduled for April 19, 2023. Vice Chair Takamura noted that the Association of College Trustees (ACT) Conference is being held May 15-16 in Walla Walla if folks want to attend. Board Chair Entenman has expressed interest in attending. Dr. Harden noted that June 7 will be a half-day Board retreat. BeCulture will be facilitating the retreat that day. The agenda is to be determined. Vice Chair Takamura noted that the RTC Graduation is fun and a wonderful celebration. Dr. Harden noted to the Trustees that if the Board meeting series was canceled on their calendars that it will be re-sent.

8. ADJOURNMENT

There being no further business, Trustee Norouzi moved to adjourn the Board of Trustees' regular meeting at 4:15 pm, seconded by Trustee Cooper; the motion carried.

FRIEDA TAKAMURA, Board Vice Chair
Board of Trustees



YOSHIKO HARDEN, President
Renton Technical College

