



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

**April 19, 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 Frieda Takamura called the meeting to order at 3:05 p.m. and noted a quorum.

### **2. ADOPTION OF MINUTES**

Vice Chair Takamura asked for a motion to approve the following minutes:

#### **A. March 15, 2023 – Regular Meeting**

*Trustee Norouzi introduced a motion to approve the minutes for the regular meeting held on March 15, 2023. Trustee Zappone seconded, and the motion carried.*

Vice Chair Takamura shared her apologies to the Automotive Technology department for the last-minute cancelation of the Automotive Technology tour today.

### **3. COMMUNICATIONS**

#### **A. General Information/Introductions**

Dr. Harden welcomed new Trustee Bob Zappone. As a retired union carpenter, Trustee Zappone will fill the labor representative position on the Board. Trustee Zappone graduated from the Carpenter's Apprenticeship program at RTC, formerly known as Renton Vocational Technical Institute (RVTI). He served for many years on the Carpenters Joint Apprenticeship Committee; the Labor/Management team responsible for the education and training of the next generation. Later, as the Project Labor Agreement Administrator for King County, he contributed to developing and implementing pre-apprenticeship and priority hire programs that provided opportunities for women and people of color who have been historically excluded from the building trades. He also served as Director of Council Relations for King County Executive Ron Sims before retiring. He sees that serving on the RTC Board of Trustees is a wonderful opportunity for him to continue his support of programs that empower individuals to pursue family-wage careers in our community. Trustee Zappone shared his positive impression of the RTC mission and placement of graduates.

Dr. Harden acknowledged and thanked Di Beers for temporarily returning to the college to assist during this period of transition.

Vice President Hogan introduced Angelique Martin, as the new HR Assistant. Ms. Martin started at the college on April 17. She is a Chicago native, Indiana University graduate in Business and will be filling the vacancy left by Ebony Jackson, who has stepped in as the new HR Operations Manager replacing Nancy Medbury as she retires.

#### **B. Correspondence**

Included in Board Packets.

#### **C. Public Comments from the Audience**

There were no public comments.

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- D. Student Leadership** Director of Student Leadership and Programs, Walter Lutsch informed the Board that students were unavailable to attend today’s meeting. Marissa Cunningham will join the executive board as the vice president beginning next Monday. We are full speed ahead on commencement. As a reminder, the survey link for ordering academic regalia has been sent, with an order deadline of April 28. Ms. Beers will work directly with Board members to accomplish this task. There are 670 student applications for graduation, with about seventy (70) percent showing interest in walking during commencement. The ceremony will begin at 6:00 p.m. The graduation committee continues to meet, to fine-tune the event.
- 1. LRCC Activities** Lisa Sandoval, Director LRCC and Bo Dong Career Services Manager shared information from the Learning Resource Career Center (LRCC). Today’s Allied Health Day included over two hundred (200) attendees. An Industry Connection Dinner will be planned in October. The Career Fair is scheduled June 7 from 3 to 6:00 p.m. The LRCC connects students to resources both on and off campus. Student identification badges, calculator loaner, computer lab/printing, tutoring is slowly moving back to campus, as well as the Food Pantry (Hours are Monday through Thursday 9 a.m. to 6 p.m. and Friday 9 a.m. to 3 p.m.). Our moto is “students helping students.” Fall and Winter quarter saw 640 students in the LRCC, and 620 tutoring appointments (largely remote). The greatest needs were in English, Math and Computer Science. Large donations to the Food Pantry can often include fresh fruits and vegetables. United Way King County Benefit Hub has assisted students with emergency grants, housing support and tuition.
- E. Renton Federation of Teachers** RFT President, Donna Maher informed the Board that RFT wants to be a partner and has no intention of being antagonistic. They are working well with Dr. Harden and campus Vice Presidents. There are some issues that need to be addressed as they are important. April 11 was a day of legislative action, which was a win for RTC and RFT, as we worked on a collaborative statement and encouraged member participation. The day was positive, with over four hundred (400) people traveling to Olympia. Dr. Harden and faculty are working to improve relationships. It is Important to have improved computer labs on campus for students. Chrome books were issued during covid, and they are not compatible with instruction. As more labs are up and running it will be more beneficial for instruction. RFT met with Dean Anthony Covington, and Vice President Gilmore English to resolve some issues. Advertising and social media are good. However, there is an ad by a neighboring college at the Seattle Thunderbirds arena, where the average attendance is about 3,000 each game. This sort of direct advertising would be good for RTC. The Thunderbirds are currently in the semi-finals. Prior to Covid, the instructional day was 8 a.m. to 3 p.m. Since then, the period for instruction has become very loose, but we are working the way back to a more structured instructional day. Scheduling meetings should consider the instructional schedule. ctLink has some issues and we are not sure how they will be resolved. Are there workarounds to stop some of the issues? Data is often a problem, with uncertainty whether the data is correct. Getting salaries paid on the correct budget is also a concern. Faculty reimbursement for outreach, travel or other misc. Expenses can take too long to be reimbursed. Finally, RFT wants to collaborate, be supportive and help find solutions – it takes a team to help students succeed. Dr. Harden mentioned that ctLink is used by many colleges, but the WA system would not support

changes or workarounds until all colleges were converted. The learning curve was huge, and the pandemic did not help. End-users are most affected. This was a decision by SBCTC prior to deployment. VP Jackson noted that process improvements are beginning to happen. Lia Homeister, Director of Institutional Research and Effectiveness sits on a panel that works toward changes (College collaboration group). Trustee Takamura asked about the two pilot schools (TCC & Spokane CC). VP Jackson noted that they have more issues than most, as the pilot schools. Ms. Homeister asked RTC faculty, and staff to be sure to keep priorities running through the presidents WACTC group.

- F. Written Communication Reports Reports were included in the Board materials. Vice Chair Takamura noted that the Board appreciates these reports.

#### **4. ACTION**

- A. Program and Course Fees VP Jackson, explained the program and course fee proposal. The fee revenue committee began meeting during Winter 2022 to examine how fees were collected and if that collection was equitable across programs for students. This committee included representation from all our representative groups including faculty, and exempt staff, including Wade Parrott representing ASG. It was discovered that fees were inconsistently charged and collected from students across programs. The proposal standardizes how fees are collected, which will make it easier for our student financials team to explain to students and more transparent for them. Overall, this change does not increase the amount that the College will collect from students. It will increase the amount collected in some programs in which students were not charged any fees and decrease the amount charged to other students who were being charged higher fees.

This request is coming to the Board now so that if approved the fees can be updated within ctLink prior to students registering for Summer/Fall classes.

*Trustee Norouzi introduced a motion to approve the proposed update to program and course fees, to be effective starting in the Summer 2023. Trustee Zappone seconded, and the motion carried.*

#### **5. DISCUSSION REPORTS**

- A. Administration/Finance
1. Monthly Finance Report VP Jackson presented the financial report for the month ending February 2023. We are 67 percent through the year. Revenue collection is about 66.5 percent. As you can see from the reports, tuition and fees are down about \$3M from February 2022. We will recognize summer and fall tuition this fiscal year. Grants and Contracts are up about \$1.6M from last February.

We do have a negative amount this month due to having to rebill for running start. Overall revenue is down \$15.9M from last January to this January. This decrease is from having already claimed our entire portion of CRRSA and CARES which was \$7.3M. We also had \$5M from Scott/Jewett funds. Scholarship and Student Loan Funds are down \$1.6M due to RTC having already expended our student portion of HEERF.

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Expenses are about 59.6 percent. Expenses are about \$24.5M through January compared to this time last year of \$22.6M last year. Salaries and benefits are up about \$1.7M while financial aid awards are down this year by \$1.7M from last year. We are also up in goods and other services about \$1.1M due to how we are accounting for equipment which is now mostly captured in goods and services. Our ending cash balance and investments is about \$21M. We have shifted from holding cash and shifted funds into either Local Government Investment Pool or bonds.

Budget meetings will be scheduled for Board members to preview and question the proposed FY 24 Budget. Meeting options are scheduled for June 6, 7 and 9. Ms. Beers will be notifying Board members of the options. Public meetings will also be shared on campus.

- A. Disability Resource Services** Jake Swanke, Director Disability Resource Services provided a presentation. Director Swanke has been doing this work for twelve (12) years, and at RTC for the past four years. He also participates in the State organizations. He highlighted distinct types of disabilities in the ADA definition, visible or invisible, and accommodations protected by Title IX. There is a medical model and a social justice model for disability. The onus is on the college to identify and implement support per State and Federal State law. We should not alter the education level in the accommodation process. This work encourages his participation on the DEI Council. He also served on the SBCTC task force on capital projects, allowing him opportunities to share recommendations to reduce bias. He outlined 2023-24 goals for his department. Dr. Harden thanked Director Swanke for his contribution and service at the state level.
- B. Diversity, Equity, and Inclusion** Ms. Doris Martinez, Executive Director DEI shared a presentation. Her last presentation to the Board was in December. Her 2023 priorities include building relationships and community, re-envisioning and providing sustainable structure to DEIC to streamline priorities across the college, working toward a comprehensive analysis of the current DEI plan, in preparation for the 2023-2028 Equity Strategic Plan, as well as continuing development efforts toward the Multicultural center. She informed the Board that a campus climate survey will launch May 8 – 28, 2023. Senate Bill 5227 requires a campus climate survey (English & Spanish) every five years, and the last one was done in 2017-18. She will also host campus listening sessions in the winter of 2024.
- C. President's Report** Dr. Harden recognized Holocaust remembrance week, April 16 – 23, 2023. She further acknowledged Administrative Professional's Day, April 26. A big shout-out to all the staff on campus that provide administrative support to faculty, staff, and the Board of Trustees. She also recognized and thanked Executive Director Hansen and the Communications and Marketing team. Ms. Hansen has taken on additional work to assist with Board meetings, and the team did a fantastic job in orchestrating the billboard on 4<sup>th</sup> Avenue in Renton.

Dr. Harden reported a busy month, with lots of community activity. On campus, she attended a new student orientation, and a monthly community BBQ/potluck – thanking Gerald Bradford for coordinating. During spring quarter, she is hoping for more focus on classroom visits, meeting more faculty and staff, and exploring one on one meetings with instructional deans. She had a great meeting with Northeastern University, who shared an

interest in cultivating partnerships with ctc's for those interested in advanced degrees. They are based in Boston. Former Trustee Kirby Unti connected us to Family First Community Center, set to open in June. This is a passion project of former Seahawk player Doug Baldwin, with expected shared partnerships within the community. Trustees Takamura and Zappone joined Dr. Harden and staff on the tour. Dr. Harden also joined the Mayor's Blue-Ribbon panel, which is a monthly meeting intended to share updates and related business within the city. There is much on the horizon of economic development, new business, and approximately 32,000 new jobs coming into our region. There is diversity and small businesses coming to invest in the City of Renton. There will be great opportunities – Alaska Airlines is expanding their footprint, Blue Origin, UW Laboratories, Children's Hospital, all quickly growing into economic healthcare, athletic, and aerospace clusters. Next month Dr. Harden will meet with Kent Mayor, Dana Ralph, Kent School District and GRCC on coordination on workflow development and legislative priorities for our region. Dr. Harden also attended Mayor Pavone's state of the city address. There is a lot happening related to housing; some affordable, and some at market rate, as well as Parks, and road improvements. Dr. Harden also attended the Renton Chamber of Commerce Gala Spring Fling, along with other representatives from the college and the RTC Foundation Board. Additionally, she also met with Renton City Council member, Kim Khanh Tran who serves on the RTC Foundation Board as well. We held legislative meetings with representative Orwall, Senator Wilson, and Representative Tomiko Santos. The 2023-25 legislative priorities are:

- Fully Funded, Competitive Compensation: 6.5 percent for each year of the biennium (13 percent total).
- Advance Equity, Diversity, and Inclusion: Builds upon passage of SB5194 and 5227 to support implementation of college EDI plans and close equity gaps.
- Support workforce development programs: Many industries in Washington, such as healthcare, advanced manufacturing, transportation, and aerospace were struggling to find skilled employees even before the pandemic. COVID-19 made skill gaps worse. However, colleges are having difficulty maintaining workforce programs because of the excessive cost of small class sizes, specialized equipment, consumable materials, and inflation. In many cases, these programs are the only pipeline into specialized fields. Investments would help colleges sustain workforce programs and update equipment to ensure students learn in classrooms that mirror today's work environments.
- Expand Learning Technology: College to expand hybrid and online options, upgrade A/V equipment, equip students with laptops, hotspots and training faculty and staff. It would also support back-end IT operations, such as cybersecurity threats.

Dr. Harden attended the AACC conference in Denver, CO. The big takeaways were partner, partner, partner! She facilitated a DEI panel of State diversity and equity officers, as well as presidents and chancellors. The DEI priorities as a state system are more alignment in reporting, budget management, and local and national crisis. RTC Foundation Director Carrie Shaw arranged a great evening at the Dachnal's, they are large supporters of the college, and are encouraging legacy giving.

Dr. Harden reminded the Board of the Board Retreat June 7, from 8:30 a.m. to 1:30 p.m. The Focus will be strategic planning. She met with Walter Lutsch, Director of Student Leadership and Programs about getting more student voice – we will work to get technology in play here. Vice Chair Takamura mentioned that the Renton Reporter is now resurrected and

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hitting the homes of all Renton residences. VP Jackson gave a high-level overview of the legislative work and expectations. The tuition rate will be set. An additional bill on green energy, implementation date will be loosened some if we had a carbon plan. Capital bill has already been approved; funding fourteen (14) projects. COLAs will likely be fully funded for one year. High demand/cost programs will also provide some dedicated funds. There are now over fifty (50) provisos and earmarks. Overall, the total allocation will be about 31M with some funds for additional DEI work; approx. \$200k for RTC.

**6. BOARD of TRUSTEES**

- A. Commencement Information As noted in the Student Leadership report, a survey link was created for Commencement participants to identify and order their academic regalia for the June 22 Commencement. Ms. Beers will forward this information to the Board and ensure orders for all who can attend.

**7. MEETINGS**

- A. The next regular Board meeting is scheduled for May 17, 2023.

Board Chair Entenman is planning to attend the ACT Spring Conference in Walla Walla, WA. Vice Chair Takamura also reminded the Board of the scheduled Scholar & Donor Reception on May 18, from 5 to 7:00 p.m. in the library. Supporting the Foundation and Student events is a high priority for the Board. We hope to see you all there.

**8. ADJOURNMENT**

*There being no further business, Trustee Zappone introduced a motion to adjourn the Board of Trustees’ regular meeting at 5:18 p.m. Trustee Norouzi seconded, and the motion carried.*

FRIEDA TAKAMURA, Board Vice Chair  
Board of Trustees

YOSHIKO HARDEN, President  
Renton Technical College