

I. SPECIAL MEETING

Information/Action/Presenter

1. Call to Order

- A. Board Chair Frieda Takamura called the meeting to order at 11:09 A.M. and noted a quorum.

2. Board Retreat

A. Review of Board Role

President Harden welcomed the group introduced the Trustee laptops from College Technology Services to the Trustees.

B. 2022-2023 Board Self-Evaluation

Board Chair Takamura walked the group through the 2022-2023 Board Self-Evaluation. President Harden expressed appreciation for RTC's full Board, and proposed quarterly check-ins on goals with the Board, renewed campus tours and study sessions, and deepening legislative advocacy. Trustee Cooper expressed gratitude for the Board's investment in the RTC mission.

C. 2023-2024 Board Goals

i. President's Draft Goals

President Harden discussed her goals for the upcoming academic year. Chair Takamura asked for high level updates on President goals throughout the year. The Board agreed that strategic enrollment management runs through the President's goals. Trustee Cooper asked for updates on items that the Board previously voted to support.

ii. Establish Board Goals

President Harden walked the group through their stated 2022-2023 goals, which include: (1) Continue to nurture the Board-President relationship; (2) Continue professional development for the Board and deepen knowledge of RTC's programs and role in the community; (3) Deepen connections to the community to advance the College's mission which could result in a pipeline of Board members and friend- and fund-raising.

D. Open Public Meetings Act, Public Records

Assistant Attorney General John Clark provided training on the Open Public Meetings Act and the Public Records Act.

II. EXECUTIVE SESSION

At 1:37 p.m., an Executive Session was called for thirty-eight (38) minutes to review the performance of a public employee (RCW 42.30.110). At 2:15 p.m., the Executive session was extended for seven (7) minutes. The Board returned to regular session at 2:22 p.m.

1. Executive Session Action

No action was taken as a result of the executive session.

2. Adjournment

There being no further business, Vice Chair Norouzi motioned to adjourn the Board of Trustees meeting at 2:23 p.m. Trustee Cooper seconded, and the motion carried.

III. REGULAR BOARD MEETING

Information/Action/Presenter

1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 3:00 P.M. and noted a quorum. Chair Takamura noted the special session where the Board discussed their self-evaluation and the President's evaluation.

2. Adoption of Minutes

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

A. June 21, 2023 – Regular Meeting

Trustee Cooper introduced a motion to approve the minutes for the regular meeting held on June 21, 2023. Trustee Zappone seconded, and the motion carried.

3. Communications

A. General Information/Introductions

Anthony Covington introduced new Student Services staff. Linsley Smith is the new Director of Entry Services. Ronald Timm is new to the Entry Team and previously lived in Texas and worked in higher education. Yalda Naimzadeh started in July and has previous experience in non-profit refugee youth services. Vice President Lesley Hogan introduced new Human Resources staff. Kendra Van Beek is the HR Manager of Employee and Labor Relations. She came from private sector and is having run learning higher education acronyms. DeNia Williams is the HR Manager of Talent and Acquisitions, was a previous RTC student and is happy to be back with community. Dr. Stephanie Delaney introduced Associate Dean of Library, Cle Roseboro II. Associate Dean Cle has been a Library Administrator for over 20 years and is an archivist. Trustee Entenman expressed appreciation for Associate Dean Cle's work in libraries. Chair Takamura expressed appreciation for meeting new RTC community members.

Chair Takamura asked for an update about the Campus Climate Survey. President Harden noted that presentation roll out is scheduled to start next month.

Chair Takamura asked about the number of part-time Allied Health separations. VP Hogan stated that the separations were due to HR cleaning up files.

The Certified Nursing Assistant Program is moving under Continuing Education with a curriculum restructure. Enrollment will commence in Winter, and the partnership with the Muckleshoot Tribe will continue.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Wade Parrott, Associate Dean for Student Engagement and Retention, briefed the Board on Student Services. 243 new students were welcomed during New Student Orientation. In returned surveys, students identified wanting more information on Canvas and the Financial Aid portal. During orientation, students were walked through Canvas and Financial Aid, and over 80% reported feeling confident in their Canvas and Financial Aid abilities after orientation.

Sarah Simon, Associated Student Government President and recent graduate gave an update. ASG will be hosting several events during Fall, including events in partnership with Latinx Club which will celebrate the rich history of the Latinx community that will make the campus stronger by bringing students together. Chair Takamura asked for e-mail follow-up regarding ASG events. There will also be a community Halloween event in partnership with Outreach on Monday, October 30 between 5 p.m. and 7 p.m. in the parking lot and cafeteria. ASG is asking for staff and faculty to participate in trunk or treat. Candy will be provided to those who volunteer their cars for trunk or treat. There will be games and other events to foster community togetherness and show that RTC is a vibrant place to be for students to have fun. ASG and DEIC are planning an Indigenous Celebration the second Monday of October (October 9) in conjunction with the Community BBQ.

E. Renton Federation of Teachers

RFT President Maher greeted the Board and noted that it's been an exciting Fall Quarter. Lots of things are happening, enrollment is trending up, the Nursing Program is back, and Welding enrollment is great. This shows that RTC is doing

something right and students are interested in the programs RTC has to offer. The Medical Administrative Programs are testing Yellowdig, an online platform that is game based. This empowers learners, and is a dynamic, game-based, enticing learning system that builds an online community with other students. This is exciting! In June 2024, the Collective Bargaining Agreement closes, and November 2023 will be the start of meetings for new Collective Bargaining Agreements. CBAs cover a large amount of topics. Chair Takamura asked if the RFT leadership team has changed. RFT leadership is now Donna Maher, Fatih Killi, Michele Lesmeister, Sheila May-Farley, Cheryl Stover, and Elisa Stuart. Chair Takamura asked about who will be speaking about the High Demand MOU. Rick Geist will represent RFT on this.

F. Written Communication Reports

Reports were included in the Board materials.

4. Discussion/Reports

A. President's Report

Dr. Yoshiko welcomed the group and Fall Quarter and thanked the group and Student Services for a successful commencement. Wade Parrott stated that starting and ending on time and moving College and Career Pathways (CCP) to the middle of the program was helpful in facilitating student attendance. RCT hosted the Office of Career and Technical Adult Education Summit in July. The theme was transportation. Cindy Marten, Deputy Secretary for the U.S. Department of Education and Shailen Bhatt of the U.S. Department of Transportation were both speakers. Most recently, RTC was the host site of the Government-to-Government Summit. This was a convening of fourteen (14) regional college leaders as well as Tribal leaders from Snoqualmie, Suquamish, and Muckleshoot. Following G2G Summit activities include College leadership attending Tribal events, hosting Tribes on campus, and building our sustainable Tribal-college relationships. Trustee Zappone noted an engaging event where all parties learned a lot and underlined the importance of tribal sovereignty.

Executive Cabinet started work on the Strategic Equity Plan (SEP) over summer. The new website for the SEP is up. Chair Takamura asked for a trustee liaison for the SEP Steering Committee, which will meet once a month the first Monday of the month from 2:30 p.m. – 4:30 p.m. Enrollment trends this year are better than last Fall. There is a resource and budget impact when enrollment declines. In the last legislative session, Renton Promise funding was launched. Promise programs are designed to be programs for high school graduates going into college with “last dollar” scholarships. There are currently about eighty (80) Renton Promise students enrolled for Fall. For historical context, there would be about fifty (50) Renton high school students enrolled over the course of the academic year. The Board asked for acknowledgement of Representative

Berquist's role in Renton Promise. Vice Chair Norouzi gave big kudos to the team for such a tight turn time. Anthony Covington briefly discussed the ripple effect of Renton Promise on Running Start enrollment. Dr. Yoshiko reported that the Renton Promise Specialist position is posted. College Technology Services (CTS) has been working over summer on a variety of projects so that classrooms are upgraded and prepped for Fall. Campus grounds are looking fresh. Nursing has accepted a twenty-one (21) student cohort. Interim Dean Teri Trillo and VP Delaney have been working on getting Nursing students in. Fall Kick-Off was last week, and Chair Takamura and Trustee Zappone were in attendance. Thanks to Executive Director Doris Martinez for her help planning and executing. Shared Governance will be activating next month. Disability Awareness Month is next month with attendant activities and events. Starting in Fall, management will be entering RFT negotiations for a new collective bargaining agreement in June 2024.

B. Strategic Equity Plan

Dr. Yoshiko thanked the group for their support of the Strategic Bridge Plan. She discussed that the SEP centers equity and integrates the equity plan with the strategic plan. Historically, the President leads the Strategic Planning process. This is the case here, and ED Martinez is co-leading the SEP. Dr. Yoshiko, ED Martinez, Be Culture, and Erin Lewis are the project management team. Dr. Yoshiko walked the group through various roles involved in the SEP. The timeline for the SEP is on the website and there will be internal and external community engagement that will continue to evolve. Winter will include gathering feedback, analyzing data, drafting strategic framework, and more. Chair Takamura asked about whether the SEP will dovetail with accreditation. VP Delaney reported that while SEP and accreditation relate to one another, the timelines keep them from completely dovetailing. VP Delaney and Dean Wakefield will present on accreditation at the NWCCU. Spring will see the SEP firming, and the SEP will go up for adoption by the Board in Summer. Vice Chair Norouzi asked about trustee involvement. President Harden said that there would be opportunities for trustee involvement outside of the SEP Steering Committee.

C. Financial/Budget Status

Vice President Jacob Jackson presented on the FY24 Budget update through July 2023. Tuition and fees are up, partially due to enrollment and partially due to changing how accounting was done. Percentages will continue to be high this year due to the new accounting system. Next year, the numbers will level out and be more accurate. Food service and Rentals have been busy over the summer. Some positions are being paid out of the Innovation Fund and the Scott-Jewett donation. Expenditures are lighter with the exception of Salaries and Wages. RTC is up in Goods and Services expenditures than in previous years. Equipment costs are up due to purchasing new CTS equipment with

cascading expenses down. Financial Aid numbers may be off. VP Jackson will work with the Business Office on this. Transfers occur at the end of the year. Vice Chair Norouzi asked about anticipated equipment costs. VP Jackson stated that there was an additional allocation for HVAC, and so there will be additional expenses. VP Jackson shared the Cash and Investment Balance chart and projected that, with the COP, there will be a dip in cash reserves that will go back up. Vice Chair Norouzi asked about an influx between 20-21 and 21-22. VP Jackson stated that this was due to claiming HERF funds and the rest of the Scott-Jewett donation. For the most part, targets are very close to what was budgeted for tuition over summer. There were 2,122 total FTE for fall Quarter with 1,273 being tuition-paying. Overall, up 8% compared to last year. VP Jackson shared the enrollment comparison chart and shows that overall, programs are doing better in enrollment. Trustee Cooper asked about the drop in Computer Science program. This may be due to the legacy of past faculty matters and/or the facilities shown during tours. Trustee Cooper asked for further updates on the remodel and where Scott-Jewett money was invested. Previously, there was about \$2M in bonds and \$2 in ELGIT with \$16M not collecting any interest. This has now been moved.

5. Action

A. RFT High Demand MOU

VP Hogan shared the updated High Demand MOU for discussion and approval. The High Demand legislation took place in 2020 to hire professionals who receive high pay in their industries. This is a renewal of the High Demand MOU. Rick Geist stated that part of the MOU is to cover a second shift welding instructor. This MOU will help RFT to get closer to industry pay. Trustee Cooper asked about how the Employee Security Department defines the roles that are included and noted that there is an absence of healthcare roles. VP Hogan stated that there is a different allocation for healthcare roles.

Trustee Cooper introduced a motion to approve the RFT High Demand MOU as presented. Vice Chair Norouzi seconded. The motion carried.

B. President Contract Addendum

Chair Takamura outlined the President's evaluation conversation from the earlier executive session. President's contract addendum or other action items that may be necessary to be taken as a result of matters considered in the Executive Session.

Trustee Norouzi introduced a motion to approve the President's Contract Addendum as presented. Trustee Cooper seconded. The motion carried.

6. Board of Trustees

A. Annual Board Meeting Schedule 2024—First Review

Chair Takamura asked for adding the study sessions to the calendar. Trustee Norouzi asked for adding when quarters begin and end as well as any large campus events.

B. Transforming Lives Committee Selection

Trustees Cooper and Zappone agreed to be on the Transforming Lives Committee.

7. Meetings

A Special Board meeting is scheduled for September 26, 2023. This meeting will be a Retreat will be with Be Culture at the Cedarbrook Lodge and will revolve around team building and the SEP.

The next regular Board meeting is scheduled for October 18, 2023.

8. ADJOURNMENT

There being no further business, Trustee Norouzi introduced a motion to adjourn the Board of Trustees' regular meeting at 4:48 p.m. Trustee Zappone seconded, and the motion carried.

FRIEDA TAKAMURA, Board Chair
Board of Trustees

YOSHIKO HARDEN, President
Renton Technical College

