

## Agenda Items

### I. STUDY SESSION

#### 1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 1:07 p.m. and noted a quorum.

#### 2. General Updates

Dr. Yoshiko Harden briefed the trustees on the upcoming Governor's Office visit as well as the campus announcement on the Remote Work Procedure.

#### 3. Bezos Academy

Vice President Jacob Jackson briefed the group on Bezos Academy. This is a Montessori-based curriculum that is fully funded. This partnership started with Early Childhood Education and has now shifted to Administrative Services and Finance. John Clark, the Assistant Attorney General, has advised that RTC charge a nominal fee with 20% of school spots reserved for RTC community. Prospective students are chosen via an application lottery. There is another Bezos Academy in Renton with a two-classroom set up. RTC has a three-classroom set up with capacity to expand to a fourth classroom. Bezos Academy is requesting to build a play space and drop-off space in front of Building N. One of the benefits of using Building N is that there are already bathroom modifications for pre-school-aged children. RTC committed to having an engineer adjust the airflow on the air handling unit (HVAC) to meet their needs. Any interior modifications must be made in conjunction with RTC and the building must be returned to the same status it was in prior to the Bezos Academy occupation. RTC has been working with the Department of Enterprise Services (DES). It's likely that the first classes won't be able to begin until July 2024 due to extended work with DES. Bezos Academy looks for Montessori-certified teachers for pre-school curriculum. The contract currently includes language that Bezos Academy is responsible for utilities costs.

#### 4. Navigating Canvas for Tenure

Vice President Stephanie Delaney walked the group through how to navigate tenure profiles in Canvas. This included login, how to search for tenure books, and the components of a tenure book. The trustees asked about naming conventions and requested to know the number of students that candidates teach to help give context to evaluations. The trustees requested guidelines on what to look for as they're reviewing tenure candidate portfolios.

5. Adjournment

There being no further business, Trustee Entenman motion to adjourn the Board of Trustees meeting at 2:51 p.m. Trustee Norouzi seconded, and the motion carried.

**II. REGULAR BOARD MEETING**

1. Call to Order

A. Board Chair Frieda Takamura called the meeting to order at 3:05 p.m. and noted a quorum.

2. Adoption of Minutes

A. October 18, 2023 – Regular Meeting

*Trustee Entenman introduced a motion to approve the minutes for the regular meeting held on October 18, 2023. Trustee Cooper seconded, and the motion carried.*

3. Communications

A. General Information/Introductions

Vice President Jessica Gilmore English introduced Mica Hunter, the new Director of Student Life, recently from South Seattle College. The trustees welcomed Director Hunter and thanked her for joining the meeting.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

Rick Giest made a public comment. Welding and Robotics have a lot of things they are trying to make happen. The Board is invited to come for a classroom visit.

D. Student Leadership

Sarah Simon, President of the Associated Student Government (ASG), and Leslie Wofford, ASG Club Coordinator, joined. The next student event is a Fall Harvest Brunch to honor indigenous people, which will occur from 10:30am-12:30pm on November 28. Last month's Truck-or-Treat was a success with over 100 community members participating.

E. Renton Federation of Teachers

The Renton Federation of Teachers (RFT) is offering the Board of Trustees a study session on how to navigate tenure. Chair Takamura noted that Dr. Stephanie Delaney provided a study session before the regular Board meeting on navigating tenure in Canvas. RFT President Donna Maher offered a study session with the Tenure Committee on the developing tenure rubric, and offered program tours and clinical site visits to the trustees.

F. Written Communication Reports

Chair Takamura expressed appreciation for the various reports in helping the Board keep informed on the goings on of the college. She also gave kudos to Marketing and Communications for their outstanding work and recognition. Trustee Cooper stated that the work that Nursing and Healthcare are doing is very impressive and should be applauded.

4. Discussion/Reports

A. President's Report

i. Diversity, Equity, and Inclusion

Dr. Harden gave a pre-conference session at the Faculty and Staff of Color Conference (FSOCC) on building partnerships between faculty and staff. Dean Warren Takata presented at FSOCC on BIPoC leadership. Dr. Stephanie Delaney presented on equity and achieving goals at FSOCC. The Strategic Equity Plan (SEP) Steering Committee has been meeting, and the first reflection question has been sent the college community.

ii. Strategic Equity Plan and Accreditation

Drs. Harden and Delaney were at the Northwest Commission on Colleges and Universities (NWCCU) Conference last week. Dr. Delaney and Dean Sarah Wakefield presented at the NWCCU Conference. RTC's mid-cycle accreditation visit is coming up in April. Dr. Delaney briefed the group on the upcoming site visit. At this time, there is not a need for Board involvement. However, Dr. Delaney will determine whether the Board will need to be involved by mid-December.

iii. Financial Stewardship

Enrollment continues to be strong thanks to the work of many faculty and staff. The Business Office continues to work on monitoring expenses for efficiencies that won't impact students or employees. The Washington Association for Community and Technical Colleges' Capital Budget Committee is working on green energies as well as some capital funding requests that weren't addressed in the last session.

iv. Strategic Partnerships and Engagement

Dr. Harden attended the Celebrity Chef event, which featured Chef Melissa Miranda of Musang and was the highest dollar raise for that event yet. Thank you to the Foundation Board for serving at this event, the Foundation Team for putting this together, and staff for their support. The Fall All College Meeting and last year's tenure reception were on October 30. Kudos to Bo Dong for her work on the Fall Career Fair. Dr. Harden attended the Washington STEM Luncheon. About 100 people attended the joint Men and Women of Merit meeting.

Mr. Gerald Bradford invited the Board to the monthly Community Potlucks. The purpose of these potlucks is to bring community together to better serve students. Thank you to VP Jackson for Administrative Services and Finance support of these potlucks. Mr. Bradford and Dr. Harden also met with Equity Alliance of Washington to explore a partnership on housing and support services. Dr. Harden expressed gratitude for Mr. Bradford's sweat equity, as well as Catering's part in providing sides. RTC hosted the King County Library and American Association of University Women's Intellectual Freedom Panel. Associate Dean Clevell Roseboro II was part of this panel, which was about First Amendment Rights and access to information.

B. Strategic Equity Plan

Vice Chair Norouzi gave a report out from the SEP Steering Committee. She appreciated hearing about the campus climate survey. Vice Chair Norouzi reported that she was glad to hear that Be Culture would continue its work with RTC with listening sessions. There will be a listening session for external partners.

C. Financial/Budget Status

VP Jackson briefed the group on the monthly financial report. RTC is a bit behind on the state allocation. RTC is ahead on tuition and fees, partially due to messaging and partially due to how this revenue is collected in ctLink. Running Start/High School Completion is slightly ahead of schedule. Enterprise is down a bit but is still strong. Turning to expenses, salary and wages have increased from last year due to the cost-of-living adjustment, which also impacts benefits. Goods and services is on par for where it should be. Cost of goods sold is significantly higher due to more catering and events. Travel will have a large jump in November due to conference travel. Two big equipment purchases are for a catering van and 125 computers. Financial aid monies have been received. The cash balance will be relatively flat this year. Fall Quarter enrollment is up overall both from last year and from what was budgeted for. General education enrollment is higher this year compared to last year. College and Career Pathways enrollment is down. Workforce enrollment is up, as is apprenticeship enrollment. VP Jackson walked the group through specialized program full-time enrollment. Trustee Entenman expressed appreciation for VP Jackson's willingness to answer questions.

5. Action

A. Policy and Procedure 3.8.1

VP Jackson gave an update to existing Policy and Procedure 3.8.1 on Tuition Waivers. The update includes a waiver code with a live link to the document and supporting Washington Administrative Code references where possible. Main changes center around the RTC local waivers. The main local waiver is the

journey person waiver. The State Board provided guidance that local fees should be collected for apprenticeship and journey, and those fees are added. The waiver is now for 25% of tuition for journey person and 50% for apprenticeship. Chelsea Paulsen noted that Joint Apprenticeship and Training Committee (JATC) partners pay on behalf of students. Students are fairly removed from the billing and tuition process. RTC has been working with JATC partners on this waiver.

*Trustee Norouzi introduced a motion to approve Policy and Procedure 3.8.1 on Tuition Waivers as presented. Trustee Cooper seconded, and the motion carried.*

6. Board of Trustees

A. Strategic Equity Committee

This was addressed above in item 4.B.

B. Foundation Liaison Report

Trustee Tim Cooper reported that Microsoft, Boeing, and Renton Concrete Recyclers have renewed or increased their grants. The Foundation strategic goals are increasing fundraising capacity, strengthening board effectiveness, expanding student support, and building greater awareness. The Foundation also celebrated \$275,000 of payroll giving. Carrie Shaw expressed appreciation for everyone involved in the Celebrity Chef event with Chef Miranda as well as for Trustee Cooper's work as the Board liaison.

C. President's Advisory Council Liaison Report

This Council continues to be on pause with a touch point planned for December.

D. Legislative Action Liaison Report

Trustee Debra Entenman noted that although higher education has been the focus in previous legislative sessions, there are a number of K-12 schools that may be seeking funding in the upcoming legislative session. WA.gov allows for notifications for specific interests, such as allocations around timber. The legislative session opens January 8, 2024, and is a short session (60 days).

7. Meetings

A. Regular Board Meeting – December 13, 2023

The next regular Board meeting is scheduled for December 13, 2023.

8. Adjournment

There being no further business, Norouzi motion to adjourn the Board of Trustees meeting at 4:35 p.m. Trustee Zappone seconded, and the motion carried.

FRIEDA TAKAMURA, Board Chair  
Board of Trustees

---

YOSHIKO HARDEN, President  
Renton Technical College

---