

I. STUDY SESSION

1. Call to Order

Chair Jessica Norouzi called the meeting to order at 1:34 P.M. and noted a quorum.

2. Public Comments

There were no public comments.

3. Board Budget

The Board agreed to a \$23,000 budget for the 2025-2025 academic year. This aligns with budgets from previous years, with a slight increase for inflation. The group agreed that there may be need to adjust the budget moving forward.

4. Board Calendar

The Board reviewed the 2025 Board calendar.

5. 2024-2025 Board Goals

Chair Norouzi walked the group through the 2024-2025 Board goals draft. (1) Provide guidance for the Be The Place Strategic Equity Plan (BTP SEP) and stay apprised of progress towards BTP SEP outcomes. (2) Continue to strengthen the Board-President relationship through ongoing communication and transparency. (3) Continu professional development for the Board and deepen knowledge of RTC's programs and role in community. (4) Deepen connections to the community in support of the College's mission to advance Board succession planning and support a pipeline of Board members and friend- and fund-raising.

6. Meetings

A. Regular Board Meeting – October 16, 2024 at 3:00 P.M.

The regular Board meeting is scheduled for October 16, 2024 at 3:00 P.M.

7. Adjournment

There being no further business, Trustee Entenman motioned to adjourn the Board of Trustees meeting at 2:27 P.M. Trustee Takamura seconded, and the motion carried.

II. REGULAR BOARD MEETING

1. Call to Order

Chair Norouzi called the meeting to order at 3:00 P.M. and noted a quorum.

2. Adoption of Minutes

A. September 18, 2024 – Regular Meeting

Trustee Takamura introduced a motion to approve the minutes from the Board meeting held on September 18, 2024. Vice Chair Tim Cooper seconded, and the motion carried.

3. Communications

A. General Information/Introductions

There were no introductions.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

There was a student-led artificial intelligence (AI) focus group, which created a student-made draft ethics policy. The group advertised the focus group across campus. The purpose of this document is to start work on an official policy. This included FELX GPT, Raspberry Pi, and a live language translator from both an instructor position and via phone. Students use AI to help code, streamline projects, AI is only as smart as the user. The group is seeking to help students to use AI to enhance their writing, or to assist them in getting started when they are stuck. This policy includes requirements for students to extensively cite when AI is used and notes that the ultimate discretion is up to the instructor. The next step is for the group to present to the Associated Student Government (ASG).

Regarding AI, there are some conduct elements addressed in the Student Code of Conduct. The State Board is working on guidance, and RTC is holding off on rolling out a policy to stay aligned with the State Board. There will be changes in the Student Conduct Code per the Attorney General's Office after public comment. The Foundation has developed an authenticity statement for scholarship applications.

Leslie Wofford, the President of ASG; Leo Ragual, ASG Treasurer; Trinity Baker, ASG Vice President; and Ruby Pocasangre, Diversity, Equity, and Inclusion Council (DEIC) Student Liaison gave an update on ASG events. Trunk-or-Treat will be on October 31 with vehicle set-up from 3:30P.M.-4:00P.M. Please volunteer!

Indigenous Peoples Day Event was this week. ASG has a board that they decorate each month. Last month's board was Hispanic Heritage, this Month's is Disability Awareness. There is food drive going through December 4. Please drop off nonperishable items to the Learning Resource and Career Center (LRCC). There is a winter coat drive in J-216 and in the LRCC. Both drives benefit students. The Foundation provides funds to purchase culturally appropriate food. Please feel free to donate to the Foundation with a note that the donation is intended for the LRCC food pantry. Food insecurity, housing insecurity, and childcare are the top three needs for students.

There was a Fall Open House that had a morning and evening session. Three new clubs have been established.

E. Renton Federation of Teachers

Shout out to IT and Shelley Heath, Testing Center Manager. Michele Lesmeister put a call out for testing center help, and many answered. Thank you! Renton Federation of Teachers (RFT) had a wonderful meeting with the President yesterday ahead of the Board meeting. Thank you to AJ Serba for her presence driving the meeting. Tomorrow, RFT's Executive Board will meet and review communication strategies.

F. Written Communication Reports

Thank you to everyone for their written reports. Chair Norouzi thanked Instruction for their video on partnerships across campus. It's inspiring to see the opportunities these partnerships create for students, and it is what is best for students. Trustee Takamura stated that the written reports are often the only way for the Board to hear what is going on in each department. Trustees are often asked about what is going on, and it's helpful to the trustees to be able to talk to community about what is going on. Please be sure to contribute to your unit's written report.

4. Action Items

A. Annual Board Meeting Schedule 2025

The trustees reviewed the 2025 Board meeting calendar.

Trustee Debra Entenman introduced a motion to approve the Annual Board meeting schedule for 2025 as presented. Trustee Takamura seconded, and the motion carried.

5. Discussion/Reports

A. President's Report

President Harden gave her report. Buildings H, C, I, and G were all impacted by power outages. Thank you to Facilities, Custodial staff, Security, CTS, and all of the faculty and staff who were affected. We needed to work with external partners to work on repairs.

Yesterday, RTC was informed that we are one of nine technical colleges eligible to apply for the US Department of Education's Inclusive Excellence Award. This award acknowledges how well the institutions prepare students for their lives, as opposed to exclusivity. This is a new program, and it could help support other work that the college does.

Diversity, Equity, and Inclusion

The Fall All-College meeting occurred. Thank you to Trustees Entenman and Zappone for attending! The meeting started with an update from Instruction. Vice President Jacob Jackson gave an update on facilities. There were also updates on events around Disability Justice Week. Thank you to Jean Munroe and Teresa Woods for their work on Indigenous Peoples Day. Yesterday was Men of Merit, which is a program that supports male-identifying students of color and is open to all students. There are faculty and staff affinity groups. 18 faculty and staff are attending the Faculty and Staff of Color Conference. Yesterday was the Fall Open House. President Harden gave a welcome to the diverse students.

President Harden has prioritized being out around campus to talk with community members. She has spent time with students in the massage program, culinary program, and medical assisting. It's been very special to see students practicing in their programs.

Be The Place Strategic Equity Plan (BTP SEP) Implementation

Executive Director Doris Martinez and Director Lia Homeister are leading the BTP SEP Implementation Task Force process. The Task Force will be comprised of 14-16 community members (faculty, staff, administrators, and other community members) for a two-year term. The task force will focus on infrastructure during the first year, including creating records and policy process.

The trustees requested to be informed of the task force meetings, and potentially have a Board liaison serve on the taskforce.

Financial Stewardship

President Harden met with Arlen Haris (State Board Legislative Director), President David May (Bellevue College), and Representative Steve Bergquist about the Office of Financial Management (OFM) error. RTC used these funds to enhance the college campus and safety, collective bargaining, and achieve pay equity. Trustee Takamura commented that she has sent a letter to her legislators voicing her disappointment with the OFM decision. There are 11 legislative districts that make up RTC. President Harden agreed to provide high-level points for the trustees should they want to use them.

Workforce Development

President Harden is on the Workforce Development Board, and they had their orientation. The first meeting is upcoming. President Harden attended the Kent Valley Air and Space Manufacturing Roundtable to work together on jobs initiatives for aerospace work. There is a Renton Promise partnership meeting that aims to continue funding after proviso dollars have run out. The fall Washington Association of Community and Technical Colleges (WACTC) President and Chancellor group met in Cascadia and focused on proposed capital projects. VP Jackson has been a big leader in the capital projects group. There are currently 35 major projects on the list. Only about six projects are funded each year. It will take about 20 years to get through the current list, excluding inflation. One goal of the group is to allow for intermediate projects. President Harden serves on the WACTC Equity Subcommittee which is working with the Diversity Officers Commission.

Enrollment

Fall enrollment is up 9% overall and 16% for tuition-paying. Thank you to VP Jackson for sending notes. RTC still has work to do focusing on retention and ensuring programs are relevant for students. The trustees will tour the first floor Building J remodel next study session. There is hope that the Multicultural Center completion date is moved up a bit. We will be reworking priorities going into our next legislative cycle and are continuing to work with legislators on advocacy. We are preparing for the January 2025 Hill Climb.

B. Financial/Budget Status

VP Jackson walked the group through the financial report. For month ending in August, RTC has collected about 21% of revenue. State allocation is up when

compared to last year. There will likely be an adjustment to this as more information comes out from OFM. Tuition-Revenue is up, mainly because enrollment is up in General Education, which increases tuition and fees collection. Youth high school completion and Running Start enrollment is up. Enterprise is also up. Surplus has been approved to cover the budget. Trustee Cooper asked about utilizing tuition and fees opposed to surplus. VP Jackson stated that RTC will need the surplus when future expenditures that are projected out come to fruition. Salaries and wages are up. Goods and services are up, as is travel. Equipment purchases are significantly down due to the previous year's expenses. Financial Aid is up. RTC has spent about \$700,000 more when compared to last year. The Cash and Investment balance chart shows roughly the same start this year as last year, with a prediction that there will be a slight increase through March or April when the state allocation runs out, at which time the college will need to use local funds.

OFM has directed the state board to set aside \$28.5M. OFM sees this as an accounting error, and RTC's share is about \$800,000 this current year. OMF has stated that the base maintenance level will be adjusted by \$48M. When we look at the state allocation, this will be about a \$1.2M deficit each year. VP Jackson walked the Board through the Board reserve policy. RTC has an operating reserve of about two months, and about a \$2M reserve for building failures as well as \$2M in reserves for the "Innovation Fund" if a new program needs to be started up. Vice Chair Cooper asked if there is a precedent to have multiple Board Chairs co-sign a letter to the OFM. President Harden agreed to send an inquiry to Alren Harris and Kim Tanaka. There are discussions on increasing the College Affordability Program with OFM and the Governor's Office. This will help offset the dollars. Vice Chair Cooper stated that there was no way to know that this was an error, as there is no way to check this. Trustee Takamura commented that this is the people's money.

Running Start FTE is up by about 10. High school completion is about 216. Worker retraining is up by about 50. Work first is up by about 9 FTE. These are special-funded or contracts that get enhanced dollars.

RTC failed the second inspection for Building J. The contractor will have to work on this and then submit for another inspection with the Fire Marshall. We are hopeful that the Multicultural Center will be completed this calendar year. The structural issues have been addressed. The Multicultural Center construction has caused delays in the HVAC system replace in Building D. We are working on adding more cubicles for staff in Building I, Room 214. The next project this

quarter will be the replacement of bathroom partitions and fixtures in Buildings A, B, E, and F. There have been several power outages over the past weeks, and campus is still recovering. Buildings C, I, and J have remaining issues. Light bays and receptacles are out in Building C, and maintenance is short staffed. Building I's power outage caused a fire on the circuit board in the fire system and cause a fire in the circuit board in the back up fire system. The HVAC system is down because the connectors and connections burnt out. Parts are ordered and installation is scheduled. Building G sits west of Building A and houses the cooler, which cools Buildings C, H, and F. That cooler experienced a failure, which will cost about \$60,000 to get up and running. The technician stated that they believe the cooler will not work much longer and will need to be replaced, which will cost \$1M. Trustee Entenmann asked for a cost-benefit analysis to upgrade to a better system. VP Jackson agreed. Vice Chair Cooper asked about pursuing damages for the person who caused the power failure. VP Jackson responded that he would look into it.

6. Board of Trustees

A. Foundation Liaison Report

Trustee Frieda Takamura reported that pies are on sale! Please order a pie from the Foundation! The Celebrity Chef dinner next Thursday is sold out! The foundation is in the middle of Winter Quarter applications and is ahead of where they are for applications received. The book and equipment grant doubled this year thanks to a generous donation.

B. Legislative Action Liaison Report

Trustee Debra Entenman reported that the first day of the legislative session is January 6, 2025. No matter how you are going to participate, please vote in the next election. The legislative action report is talking about capital funding and potential legislative competition between K-12 and higher education. Please turn in your ballots and get five people who may have not voted in the last election to turn in their ballots.

C. Community Advisory Committee Liaison Report

Chair Norouzi and President Harden met to discuss the new vision of the Community Advisory Committee. They discussed how this will be a space for community-building and visioning that serves the BTP SEP and meets the needs of RTC now as well as where RTC would like to go.

7. Meetings

A. Regular Board Meeting – November 20, 2024

The next regular Board meeting is scheduled for November 20, 2024.

8. Adjournment

There being no further business, Vice Chair Cooper moved to adjourn the Board of Trustees regular meeting at 4:41 P.M. Trustee Takamura seconded, and the motion carried.

JESSICA NOROUZI, Board Chair
Board of Trustees



YOSHIKO HARDEN, President
Renton Technical College

