

**MEETING MINUTES**

**1. CALL TO ORDER**

Board Chair Debra Entenman called the meeting to order at 3:00 p.m. Notation of quorum was made. Board Chair Entenman read the RTC Land Acknowledgment.

**2. ADOPTION OF MINUTES**

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

**A. September 21, 2022 Retreat and Regular Meeting**

***Trustee Norouzi moved to approve the minutes for the retreat and regular meeting held on September 21, 2022. Trustee Takamura seconded and the motion carried.***

**3. COMMUNICATIONS**

- A. General Information/Introductions** Vice President of Student Services Gilmore English introduced new employees Matt Wurz, who is the Executive Assistant (EA) in Student Services. EA Wurz has a broad administrative background with years of experience in the fields of law and real estate. EA Wurz is also a fiction writer having received his bachelor's degree in writing from Loyola University in New Orleans. Dr. Harden introduced RTC's new Executive Director of Diversity, Equity and Inclusion, Doris Martinez, to Board Chair Entenman. Communications and Marketing Executive Director, Katherine Hansen recognized RTC Creative Services Director (CSD), Evyson Beasley who received the regional Rising Star Award from the National Council for Marketing and Public Relations, the national organization of communications professionals at two-year colleges. CSD Beasley received the district 7 award, which includes colleges in Washington, Oregon, Idaho, Alaska, and Canada, at the district conference in Vancouver earlier this week. CSD Beasley will automatically be considered for the national award to be presented in March. CSD Beasley expressed his gratitude for receiving the award and his delight in working with such a wonderful team at RTC. Chair Entenman congratulated Director Beasley on receiving the prestigious award and thanked him for representing RTC at nationals.
- B. Correspondence** There was no correspondence.
- C. Public Comments from the Audience** There were no public comments.
- D. Student Leadership** Director Walter Lutsch provided an update from ASG and Student Leadership. The ASG Presidency role was just offered to Sarah Simon. She will chair ASG's first assembly meeting of the year on October 26. Director Walter Lutsch let trustees know that ASG is in the process now of developing goals which include building a stronger presence around ASG and letting folks know the ASG is available and ready to engage with students. Additional goals will be shared with trustees as ASG goal development continues.
- E. Renton Federation of Teachers** Vice President of RFT and Welding instructor, Rick Geist reported for RFT in the absence of RFT President, Donna Maher. RFT Vice President Geist thanked Dr. Harden for her leadership and hopes she and faculty can continue working together. Labor Management meetings are occurring now and addressing carry-over issues such as the Behavioral Health MOU, Behavioral Health needs on campus generally, and shared governance. The RFT and faculty have been meeting to discuss collective bargaining and working conditions as RFT returns to campus. Arizona State University (ASU) is moving into Yakima Valley High School offering online education for free to all their Running Start students. Oregon State University is also offering free online courses in Washington high schools, which is happening more and more throughout Washington state high schools. The welding remodel is finished, and welding could use additional support to get projects done including cleaning up the welding shop. Welding enrollment is strong now and more students are hoped for in the winter quarter. Board Chair Entenman reported that ASU free course offerings in Washington state is not supposed to be occurring. Per Dr. Harden, this issue was raised in WACTC discussions this week and she will seek clarity from the SBCTC and provide an update in the near future. Dr. Harden appreciates the RFT collaboration and relationship building

occurring now. She is excited to hear folks are coming back and working to get things done together.

- F. Written Communication Reports Reports were included in the board packets. Board Chair Entenman noted that the video report from VPI Delaney is always most appreciated. VP Jackson provided an update for Board Chair Entenman and trustees regarding Energize Eastside, an ongoing 6-year improvement project, now in its final phase; old power lines at RTC have been removed and taller poles have been added which are being painted now. The planting of shrubbery and trees along the street should wrap the project for RTC. VP Jackson also reported that the vehicle charging stations at RTC were hit several weeks ago and RTC is exploring funding options for replacement and increasing to 4 stations (from 2). An electrical engineer has been hired to scope this project and stations may be available from the state bid. VP Jackson will provide additional information soon. Trustee Takamura asked if any public comments had been received about the power poles and VP Jackson reported that he has not seen or received any public comments at RTC to date. Trustee Takamura also requested information on the RTC's Foundation annual holiday pie fundraiser and when pies will be available to order. Board Secretary Alanna Malone will forward this information to Trustees once available.

#### 4. ACTION ITEMS

- A. Transforming Lives Award (TLA) Trustees Takamura and Norouzi reported on the student essays submitted for the RTC TLA scholarship this year. They thanked everyone for the input and the six essays submitted this year. It was challenging to select just one, as all student essays were strong and both Trustees Takamura and Norouzi felt that all who submitted deserved an award. The final selection and recommendation were solidified by the specificity around why the student wanted to work towards their career and personal goals and why did they want to do this at RTC? Trustee Takamura recommended that the Automotive Technology student, Abubacar Kanteh, receive the RTC TLA this year and be the RTC nominee for the ACT Statewide TLA.

***Trustee Norouzi moved to award the RTC Transforming Lives Scholarship award to Abubacar Kanteh from the Automotive Technology program, seconded by Trustee Takamura. The motion carried.***

- B. Emergency Rule: House Bill 1751, Sam's Law Vice President Gilmore English presented a summary of proposed emergency changes to the College's Student Code of Conduct so that RTC's rules comply with Sam's Law which requires each Washington Institution of Higher Education to implement anti-hazing programming for employees and students. The law also requires IHEs to publish an annual report identifying student organizations, athletic teams, and living groups found responsible for engaging in hazing. The emergency rule/policy is on the RTC website now. An RTC student has volunteered to join the RTC anti-hazing committee. And a training module will be available soon which provides education on anti-hazing to RTC staff and students. Assistant Attorney General John Clark reported that the adoption of the emergency rule will be effective immediately, and that it brings the college into compliance for 120 days which should provide enough time to make changes to the code and adopt permanent rules. AAG John Clark provided clarification to Trustees regarding Sam's Law and the HIV Law, which address separate issues. Vice President Gilmore English provided additional clarification around the process for any rulings which include hearings and an appeals process.

***Trustee Takamura moved that the Renton Technical College Board of Trustees adopt as emergency rules the changes to the Renton Technical College Student Conduct Code and Hearing procedure as presented in the Board materials, and that such emergency rules are necessary to comply with Washington State House Bill 1751 known as "Sam's Law," and that the emergency rules will become effective upon filing with the Washington Code Reviser. The motion was seconded by Trustee Norouzi. The motion carried.***

- C. 2023 Board Meeting Calendar Approval Trustees reviewed the 2023 board meeting calendar. Takamura requested that the date for the 2023 RTC Commencement be added to the calendar.

***Trustee Norouzi moved to approve the draft 2023 Board Meeting Calendar with changes, seconded by Trustee Takamura. The motion carried.***

**D. ACCT Voting Delegate**

***Trustee Takamura move to confirm Board Chair Debra Entenman as the ACCT Voting Delegate, seconded by Trustee Norouzi. The motion carried.***

**4. DISCUSSION REPORTS**

- A. Administration/Finance** Vice President Jackson provided an update prior to the September 2022 board meeting and for the month . ending August. RTC is reporting for 16.67 percent of the year for revenues and expenses. RTC's revenue collection through August is about 14 percent, so approximately 2.6 percent lower than expected. Tuition collection is at 13.2 percent. This represents a collection of \$831K or about \$200K less than expected. Fees to date are about 23 percent or about \$160K more than expected at \$585K. Food Services continues to improve over last year with a collection of \$177K compared to \$27K last year. For the year, RTC is at approximately 87 percent of our internal enrollment target overall and at 95 percent compared to this time last year. For tuition paying students, RTC is at approximately 85 percent of the internal target and 85 percent compared to last year at this time. Unlike other institutions, fall quarter is not RTC's largest percentage of new student starts. RTC starts as many students in the winter quarter as fall, so the hope is that a healthy start of new students is seen in the winter quarter. Through August, RTC expenditures are running about 13 percent, or about 3.7 percent lower than expected. Even with lower expenditures, it should be noted that salaries and benefits are about \$300K higher than last year at this time. Overall expenses for August are roughly \$1.3M more than they were in August 2021. Most of this increase is in Financial Aid, \$942K, which will be reimbursed. RTC's total cash and reserves is about \$24.5M compared to \$22.7M last year.

VP Jackson provided clarity around the ctclnk staff retention budget item, noting that staff were hired last year to fill ctclnk positions and those salaries are now formally included in the current year budget as approved by the board in June 2022. VP Jackson added information around a downward showing in enrollments, noting the increases of student email activations as compared to previous quarters; activations have often been an early marker of an increasing enrollments. In addition, the RTC winter quarter enrollment has historically offered equal or greater new starts than fall quarter, which differs from other CTCs that show their greatest numbers in fall. Trustee Takamura noted her concern in seeing negative spending and asked about the optimism with funds and enrollments. VP Jackson will have monthly solids for November in February 2023 board meeting when he will present the mid-year budget report. VP Jackson noted that the majority of losses are due to Higher Education Emergency Relief Funds (HEERF; lost federal dollars), which have all been claimed for the year, and that RTC's budget is holding steady with actual revenue and expense at 14% and 13%, respectively.

- B. President's Report** Dr. Yoshiko Harden provided a report highlighting her activities and plans as she moves forward in her presidency at RTC.

**Introduction:**

As I come to the end of my fourth month as president of RTC, I am incredibly honored and energized by the college community, both internal and external. I know I made the right decision to join this community and I am grateful for the opportunity to serve and lead at RTC. This role allows me to live in my calling--to do the work to support and increase equity and equitable outcomes for students and the communities we serve. As our community moves into new stages of living and working in a pandemic we continue to discuss and assess how we do our work, how we build community, how we tell RTC's story and how to we stay equity focused on student access, support and completion. Moving forward, I believe all of this is possible because we have a supportive and engaged Board of Trustees, a solid executive cabinet, strong relationships with our labor partners, and excellent faculty and staff.

## Highlights:

### Campus Activities

- Attended and engaged faculty and advisory committee meetings at the college's Industry Connections dinner.
- Began formally touring instructional programs, starting with Culinary Arts and Professional Baking
- Held well-attended all College meeting on October 18, 2022. Focused on feedback from attendees regarding college priorities and relationship building. New staff and faculty were introduced.
- Attended all-campus BBQ organized by Gerald Bradford

### Community Activities

- Met with Representative Sharon Tomiko Santos, 37th District
- RTC Foundation sponsored a table at the Alliance for Education 2022 Community Fundraiser. I serve as a board member for the Alliance for Education
- Attended Foundation lunch at Merrill Gardens with long-time supporters of RTC and community leaders
- Attended the Northwest Region of the Ferrari Club of America's annual Ferrari Concours d'Elegance at the home of Denny and Bernie Dochnahl.
- Positive and generative site visit with Jolenta Coleman-Bush, Microsoft Philanthropy. She was on-campus to hear an update on the grant funded SAFE program led by Ren Tarvin, IT faculty.
- Keynote presenter (virtual) for ACPA, NASPA and NODA joint 2-year summit. My keynote was titled, "Still Leading in a Pandemic, huh?" Remarks focused on managing and leading during times of transitions.
- Generative meeting with MJ Van Cleave, oversees the Equity, Housing and Human Services department for the City of Renton. Highlights: new department, coordinates the city's Equity Commission.
- Attended a dinner event coordinated by the RTC Foundation with long-time supporters and donors to the college. Former trustee and current RTC Foundation board member, Tyler Page, attended.

Dr. Harden requested that Trustees continue to help her get to know people and noted that this is important with the approaching January legislative session. Board Chair Entenman asked about the number of students on campus during advising day and if other opportunities existed for students that day, such as providing food donations. The season change and soaring inflation can be challenging. Board Chair Entenman asked to broaden the scope of Advising Day, including partnering with community to provide opportunities and assistance to help struggling students. Dr. Harden will follow-up on opportunities and keep Trustees apprised.

## 5. BOARD OF TRUSTEES

- A.** Trustee Tuesday, October 11, 2022                      Chair Entenman reported on the Tuesday meeting and provided background on the formation of this meeting which began during COVID to connect trustees across the state in needed trustee business via zoom virtual meetings. The focus of this month's meeting was the upcoming ACCT conference in New York City. There will be 83 Washington state attendees this year. There is a rich and extensive agenda and attendees are encouraged to participate in official activities. There is an official tour of CUNI in Brooklyn which Board Chair Entenman is looking forward to attending. Elections for ACCT offices and board seats will also be held at the meeting next week in New York City.
- B.** Board Liaisons - Open Positions
1. Legislative Action Committee (LAC) Liaison    Board Chair Entenman volunteered to fill this LAC liaison role for the 2022-2023 academic year.
  2. RTC Advisory Council Liaison                      Trustee Norouzi volunteered for this role. With Board Chair Entenman and Trustee Takamura in agreement, Board Chair Entenman appointed Trustee Norouzi to the RTC Advisory Council liaison role for the 2022-2023 academic year.

3. RTC Foundation Liaison Trustee Unti agreed to fill this role until his term ends. With all trustees were in agreement, Board Chair Entenman appointed Trustee Unti to the Foundation liaison role until a suitable replacement is found for Trustee Unti’s board seat. Director Shaw welcomed Trustee Unti into the Foundation liaison role.
- C. Trustee Recruitment Dr. Harden reported that there are 2 trustee seats to be filled: Kirby Unti’s seat and the labor seat. Trustee Unti will continue to serve until a replacement is found and Governor Inslee is able to review RTC trustee applications, hopefully in October. Dr. Harden had productive conversations with local labor leaders who are working with their constituencies to collect names and interest to assist in filling the labor seat. Dr. Harden welcomes any support in getting this trustee seat filled as the labor seat is more specific and challenging to fill.
- D. Board Meeting Survey Board members agreed that board surveys will no longer be used to capture trustee feedback after board meetings.
- E. Board Goals for 2022-23  
Trustees shared three new annual goals for the 2022-2023 academic year which include:
1. Build and strengthen a collaborative relationship w/the president, anchored in trust and transparency, to effectively meet the needs of the college.
  2. Succession: professional board development and trustee recruitment.
  3. Infuse and integrate equity-minded decision making in all the Trustees’ work.

***Trustee Takamura moved to adopt the new board goals as presented in the meeting; Trustee Norouzi seconded. The motion carried.***


## 6. MEETINGS

- A. The next regular board meeting is scheduled for November 16, 2022.

## 7. ADJOURNMENT

***There being no further business, Trustee Norouzi moved to adjourn the Board of Trustees’ regular meeting at 4:49 p.m., seconded by Trustee Takamura; the motion carried.***

DEBRA ENTENMAN, Board Chair  
Board of Trustees



Renton Technical College

YOSHIKO HARDEN, President  
Board of Trustees

