



## **MEETING MINUTES**

### **I. BOARD RETREAT – PART 1**

#### **1. CALL TO ORDER**

Vice Board Chair Frieda Takamura called the meeting to order at 9:00 a.m. with no quorum. At 10:50 a.m. Trustee Jessica Norouzi arrived at which time quorum was made.

#### **2. 2021-2022 BOARD SELF-EVALUATION**

The Board of Trustees discussed the self-evaluation for 2021-2022 with the option of continuing the discussion at a future board meeting.

#### **3. ICE BREAKER**

Executive Director for the Puget Sound Educational Service District, Felis Peralta, was invited to work with the board and president on Equity, Diversity and Inclusion planning for the college. Executive Director Peralta shared a slide presentation to assist in developing guiding values with Trustees and Dr. Harden.

#### **4. THE ROLE OF THE TRUSTEE**

This topic was deferred to a future meeting of the board.

#### **5. STRATEGIC PLAN DISCUSSION**

This topic was deferred to a future special meeting of the board to be scheduled before the regular October 19, 2022, regular board meeting.

#### **6. ANNUAL GOAL SETTING**

This topic was deferred to a future special meeting of the board to be scheduled before the October 19, 2022, regular board meeting.

#### **7. TRAINING**

Assistant Attorney General John Clark presented training for Trustees and Dr. Harden on the Open Public Meetings Act and Public Records.

#### **8. ADJOURNMENT**

There being no further business, Vice Board Chair Takamura adjourned the Board of Trustees at 2:45 p.m. and until the start of the Regular Board Meeting scheduled to begin at 3:00 p.m.

**II. REGULAR MEETING – PART II**

**1. CALL TO ORDER**

Vice Board Chair Frieda Takamura called the meeting to order at 3:00 p.m. Notation of quorum was made. The RTC Land acknowledgement was noted with the consideration for reviewing how best to share this information at future RTC Board meetings, per Vice Board Chair Takamura.

Vice Board Chair Frieda Takamura introduced new RTC President, Dr. Yoshiko Harden who has a rich twenty-two-year career in the Community and Technical College system in Washington state. Dr. Harden comes most recently from serving as the interim President at Seattle Central Community College (SCCC) and prior to that she served as Vice President of Student Services at SCCC. Dr. Harden has served on the leadership, Equity, Diversity, Inclusion (DEI), and bargaining teams at Bellevue Community College and Highline Community College. Vice Board Chair Frieda Takamura introduced New Trustee, Jessica Norouzi who was in attendance for her first RTC board meeting. Trustee Norouzi stated that it was her privilege and honor to serve on the board.

**2. ADOPTION OF MINUTES**

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

**A. June 15, 2022 – Regular Meeting**

***Trustee Unti introduced a motion to approve the meeting minutes for the regular meeting held on June 15, 2022, as presented. Trustee Norouzi seconded; motion carried.***

**3. COMMUNICATIONS**

**A. General Information/Introductions** Dr. Harden introduced Doris Martinez, Executive Director of DEI who started at RTC September 1. Director Martinez is RTC's inaugural DEI Executive Director. She comes most recently from Highline Community College where she served as Associate Dean. Director Martinez comes with board leadership experience in inclusivity, equity, diversity and student services. Vice President of Student Services Gilmore-English introduced three new employees. Julie Darrah-Cappelli, Veterans Services and Agency Fund Manager who has decades of experience and began at RTC in January and has now transitioned into a permanent role. Eva Juarez, Director of Outreach and Recruitment who started at RTC in August and most recently comes from Bellevue Community College where she oversaw outreach efforts and has over twenty-two years of experience. Kellie Luther, High School Program Outreach and Recruitment Manager, who will focus on K-12 recruitment efforts, is filling the proviso position and comes from the Renton School District with fifteen years of experience there. Dr. Delaney introduced four new staff members. Interim Dean of Nursing, Terry Trillo postponed retirement to take the role at RTC. Interim Dean of College and Career Pathways (CCP), Ali Cohen, who has been working with RTC's high school programs and provides a tremendous background in CCP, grants and technical expertise that is much needed in the role. Interim Associate Dean Samantha Nelson, who stepped up from her current Student Services role, effective October 1. Director of the Center for Innovative Teaching and Learning, Christie Fierro, who began with RTC over the summer and has a wealth of experience in the instructional technology field.

**B. Correspondence** There was no correspondence.

**C. Public Comments from the Audience** There were no audience comments.

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- D. Associated Student Government (ASG) Associate Dean of Student Engagement and Retention Wade Parrot shared updates from ASG and Student Leadership. The ASG office is staffed with two FT staff: Director Walter Lutsch and Administrative Assistant Mary McGee. Once the ASG President and Vice President roles are filled, the office will be fully staffed with five. New Student Orientation (NSO) occurred in-person September 14 with approximately two hundred students attending in-person. Student Services toured approximately fifty students to get their laptops, ID cards. A virtual NSO had approximately one hundred and fifty students. Surveys were sent to students after the NSO sessions, and feedback will be shared at a future board meeting. Associate Dean Parrot shared information regarding two scholarships. The Transforming Lives Award, which is accepting applications from students whose lives have been transformed by attending a Washington state community of technical college. RTC Trustees will review and make recommendations for the statewide award at the October board meeting. Each of the RTC nominees will be awarded \$250 are awarded through the RTC Board Scholarship fund, with an additional amount awarded to final selected student nominees at the state level. The Phi Beta Kappa scholarship will accept four academic nominees this year: two from students who will be entering the workforce and two from students looking to transfer to continue their education. The Phi Beta Kappa scholarship offers up to \$5k in potential scholarship awards.
- E. Renton Federation of Teachers RFT President Donna Maher welcomed all into fall quarter and reported on concerns related to ctclink, Canvas and RTC’s technology in general. President Maher shared a letter which offered a positive note in assuming good intent.
- F. Written Communication Reports Reports were included in the board packet.

**4. ACTION ITEMS**

- A. Project Scope and Program Reduction Approval: Allied Health Sciences Center  
***Trustee Norouzi introduced a motion to approve the reduction of project scope for the Allied Health Sciences Center as proposed, seconded by Trustee Unti; motion carried.***
- B. Draw Request Approval: Innovation Fund, FY 2022-2023  
***Trustee Unti introduced a motion to approve the Innovation Fund Draw Request for FY 2022-2023, as proposed, seconded by Trustee Norouzi; motion carried.***

**5. DISCUSSION/REPORTS**

- A. Budget Update - Monthly Operations Vice President Jackson shared the financial information for the month ending July 2022. RTC should be at approximately 8.3% of revenues and expenses. RTC is currently approximately 5.9% of revenues. Revenues are down approximately \$6.2m from year over year, due to the lost HEERF funds and the Scott/Jewitt donation. Tuition collection is up because of timing and booking of tuition revenues and not because of enrollment. FTE is down approximately 10% overall and 16% for tuition paying from the previous year even though headcount is up by about two hundred students. It should be noted that current students are taking about two credits fewer per student on average. Food services is \$22k higher this July than July 2021 and still significantly lower than pre-pandemic sales. Expenses are approximately 6.5% and \$450k less for July 2022 compared to July 2021. Salaries and benefits are up about \$137k for July 2022 compared to July 2021. Financial

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aid dropped by \$310k due expending all student HEERF funds. Total cash and College reserves are approximately \$22.9m. Trustee Unti expressed his appreciation for VPA Jackson's presentation and consistently clear format in sharing this information.

- B. President's Report** Dr. Harden provided her initial report since joining Renton Technical College in July. She met with RTC Trustees and has begun to build those relationships. Dr. Harden is spending time getting to know people at RTC, learning what is working and not working at the college. The Cabinet has been supportive and is a wonderful team to work with as she comes into her role. Deepening the equity work and community engagement provides excitement on campus and Dr. Harden is eager to spend more time with DEI Executive Director, Doris Martinez, in developing this work. Technology solutions at RTC continue to be identified and worked on. Dr. Harden reviewed the SBCTC FY2023-24 Operating and Capital legislative budget and will be looking for trustees, staff and students to join her in advocating for RTC in Olympia during the session this year. Dr. Harden thanked Vice Board Chair Takamura for joining the Fall Kickoff and Foundation Director, Carrie Shaw for the wonderful event, noting her delight in seeing so many people in the RTC cafeteria for Kickoff. Dr. Harden and other Cabinet members will attend the Kent Chamber Gala September 24 and the Northwest Alliance for Education luncheon on October 4. RTC Foundation Director, Carrie Shaw organized an introductory lunch for Dr. Harden and Chamber of Commerce Presidents. Dr. Harden reported that she completed her Aspen Fellowship this summer and presented her capstone project, addressing trends in Black male college enrollments, which are down, and especially during COVID. Her project has specific applications toward technical colleges as they tend to draw higher number of male students. Dr. Harden continues to monitor Governor Inslee's COVID proclamation with regards to higher education, masking, and vaccinations. Dr. Harden is being set-up as the new RTC President on social media and welcomes all to follow her.

Dr. Harden reported on the four priorities that the SBCTC included in the FY2023-24 Budget proposal for the legislature:

- 1) Provide fully funded competitive compensation for faculty and staff.
- 2) Advance Equity, Diversity and Inclusion: This request looks for specific amounts assigned to each college to expend as per their needs dictate.
- 3) Provide increased funding for Workforce Development Programs: A challenge for all the colleges since these high-demand programs are required in industries to maintain skill levels, but this comes with high-costs.
- 4) Provide increased funding to expand Learning Technology: This requests funds an array of components and training to foster student success and staff/faculty development.

Vice Board Chair Takamura thanked all in advance who may join legislative events in Olympia. Trustee Unti is excited that Dr. Harden is onboard and offered her his support, asking Dr. Harden how he and others might be of assistance now. Dr. Harden requested for people to let her know about specific groups or people in the community that may be beneficial for her to meet with and to offer to make introductions. Vice Board Chair Takamura reaffirmed the rule of no surprises for Trustees and all to provide advance information and symbiosis as Dr. Harden comes into her Presidency.

**6. BOARD of TRUSTEES**

- A. Trustee Tuesday, September 13, 2022** Board Secretary Alanna Malone provided a report on the Trustee Tuesday meeting which featured new Executive Director of the SBCTC, Paul Francis. Executive Director Francis spoke about his background and his plan and goals as

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he comes into his new role and detailed the SBCTC’s FY2023-24 legislative budget proposal. He stated that he will visit every Community and Technical College in the state in his first year of his service.

- B. Transforming Lives Committee Selection** Vice Board Chair Takamura reported that she and Trustee Norouzi comprise the committee for application review and selection with recommendations for nominee advancement to be offered at the October 19 Board Meeting.
- C. Board Liaison Roles** Liaison role assignments are deferred until there is a full board of trustee and with Board Chair Entenman’s input. Volunteers will be accepted to fill the duties as specific requirements are needed. Dr. Harden reported that former Trustee, Shaunie Wheeler-James, will continue to serve on the RTC Advisory Council and that these meetings will be scheduled for the current academic year very soon. Trustee Norouzi stated her interest in serving in the RTC Advisory Council Liaison role.
- D. Trustee Recruitment** Dr. Harden provided an update on trustee recruitment, noting Trustee Unti’s continuance on the board until a suitable replacement is named. Dr. Harden is working with local labor leaders, including former Trustee Wheeler-James, to identify potential applicants to fill the labor seat on the RTC Board.
- E. Board Meeting Schedules 2023** Vice Board Chair Takamura thanked Board Secretary Alanna Malone and Dr. Harden for the 2022-2023 draft Board Meeting and Study Session calendars and especially the scheduled tenure sessions for this year.
- F. Board Meeting Survey** Trustees thanked Vice Board Chair Takamura for stepping in to chair the Board Meeting for Board Chair Entenman. During the upcoming legislative session, Vice Board Chair Takamura may be stepping in more frequently since Chair Entenman may be occupied with her official legislative duties.

**7. MEETINGS**

- A.** A special board meeting will be scheduled prior to the next regular board meeting.
- B.** The next regular board meeting is scheduled for October 19, 2022.

**8. ADJOURNMENT**

***There being no further business, Trustee Unti moved to adjourn the Board of Trustees’ regular meeting at 4:33 p.m., seconded by Trustee Norouzi; motion carried.***

DEBRA ENTENMAN, Board Chair  
Board of Trustees



Renton Technical College

YOSHIKO HARDEN, President  
Board of Trustees

