

**Board of Trustees – Regular Meeting**

**June 21, 2023**

**Board Room (I-204) / Culinaire Room (I-108)/Hybrid Zoom**

**3:00 P.M.**

Join Zoom Meeting: <https://rtcedu.zoom.us/j/6959649663> Meeting ID: 695 964 9663

**SPECIAL MEETING MINUTES**

**1. CALL TO ORDER**

**2:00 P.M.**

Board Chair Debra Entenman called the meeting to order at 2:00 p.m. and noted a quorum.

**2. EXECUTIVE SESSION**

**A.** The Executive Session is scheduled to review the performance of public employees for the purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30).

**B.** The executive session concluded at 3:00 p.m.

**REGULAR MEETING MINUTES**

**1. CALL TO ORDER**

Board Chair Debra Entenman called the regular meeting to order at 3:10 p.m. and noted a quorum.

**2. ADOPTION OF MINUTES**

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

**A.** May 17, 2023 – Regular Meeting

**B.** June 7, 2023 – Special Meeting/Retreat

*Trustee Cooper introduced a motion to approve the minutes for the regular meeting held on May 17, 2023 and special meeting/retreat on June 7, 2023. Trustee Zappone seconded, and the motion carried.*

**3. COMMUNICATIONS**

**A.** General Information/Introductions Board Chair Entenman expressed her thanks to interim Board Secretary, Di Beers for returning to work, putting her retirement on hold to assist the college in this interim period. Dr. Harden introduced the new Executive Assistant to the President and Board Secretary, erin lewis. They started at the college on June 20, and have worked in the community and technical college (CTC) system since 2018 in the Seattle Colleges. They are enrolled in Seattle University’s Law School, focusing on CTC compliance, Title IX, and alternative dispute resolution. Dr. Harden also shared her thanks to Ms. Beers for her assistance since mid-March serving as interim Board Secretary. Director Morenika Jacobs introduced Emily Terry as the new Enrollment Services Information Specialist, replacing the retired Lee Chang. Ms. Terry is a Seattle University BA graduate, and City University MEd graduate, and very pleased to be a part of RTC. Dr. Stephanie Delaney introduced Tim O’Connell as the new associate dean replacing Doug Medbury at the college. Dean Medbury is retiring after 34 years with the college. Mr. O’Donnell thanked Dr. Delaney for the introduction and shared his industry and program experience both in the U.S. and abroad and noted that he knows he has big shoes to fill. He looks forward to sharing some new ideas. Trustees Takamura and Zappone both attended the Career Fair and thanked those who organized it. Trustee Takamura also thanked Jamie

McGinnis, Di Beers, John Henry Whatley, and IT staff for assisting Board members with Canvas. Trustee Zappone also noted his positive impression with the Career Fair and the number of vendors and industry on campus, and agreed with the assistance from the IT staff for guiding him through Canvas log-in. Board Chair Entenman also shared thanks to Agnes Figueroa and IT staff for their assistance and patience with assisting Board members with Canvas.

- B. Correspondence Included in Board Packets.
- C. Public Comments from the Audience There were no public comments.
- D. Student Leadership Director of Student Leadership and Programs, Walter Lutsch was not present at the meeting, as he was prepping for graduation scheduled for tomorrow. Vice President Jessica Gilmore English shared information from Student Leadership. She noted that the Career Fair included 75 vendors. Earlier this month, a Pride event was held, Student Services is prepping for commencement tomorrow, and students are amid finals. It's been an active and exciting month. We expect about 600-700 graduates tomorrow.
- E. Renton Federation of Teachers RFT President, Donna Maher shared a short update from RFT. Today is the final Board meeting of the year - that went by in a blink of an eye. This is a stressful time of the year for both faculty and students. They continue working with Director Lia Homeister and her team on ctLink and dashboards. On-campus instruction/technology is still a concern from campus. They have continued concerns about adequate support when faculty comes back to campus. Outreach/enrollment is good, and faculty will always continue these attempts. She wished everyone a relaxing summer.
- F. Written Communication Reports Reports were included in the Board materials.

#### 4. ACTION

##### A. Tenure Advancements

###### 1) Advancements from First to Second Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, I, Trustee Zappone move that **Amo-Mensah, Kwabena "Kobi"** be promoted from first to second year status. Trustee Takamura seconded and the motion carried.*

###### 2) Advancements from Second to Third Year Status

*After considering the recommendation of the tenure review committee and all other recommendations, I, Trustee Norouzi move that **Samuel Woldemariam** be promoted from second to third year status. Trustee Cooper seconded, and the motion carried.*

###### 3. Advancements from Third Year to Tenure

*After considering the recommendations of the tenure review committee and all other recommendations, I, Trustee Entenman move that **Ren Tarvin** be awarded tenure. Trustee Zappone seconded, and the motion carried.*

*After considering the recommendations of the tenure review committee and all other*

*recommendations, I, Trustee Takamura move that **Di Zhang** be awarded tenure. Trustee Norouzi seconded, and the motion carried.*

- B. Prof-Tech Collective Bargaining Agreement** Vice President Human Resources Lesley Hogan presented the 2023 to 2026 ratified Prof-Tech contract agreement. She highlighted the major changes from the executive summary included in the Board materials. The negotiation team included Rebecca Chase, College and Career Pathways Program Manager; Joyce Nicholas, Enrollment Technology Specialist; Catharine Wilson, Dental Assistant Clinic Coordinator, and Andre Betita, Enrollment Services Manager from the membership. The Management team included Jacob Jackson, Vice President Administration and Finance, Ebony Jackson, Human Resources Operations Manager; Morenika Jacobs, Director Enrollment Services; John Henry Whatley, interim co-director College Technology Services; and Lesley Hogan, Vice President Human Resources. There were new participants in the bargaining process. Membership ratified the agreement; 43 active members/23 voted a unanimous yes. Following the updates shared from the executive summary, the Board took the following action.

*Trustee Zappone introduced a motion to approve the Prof-Tech Association 2023 to 2026 contract as presented. Trustee Cooper seconded and the motion carried.*

- C. HB 1751 Emergency Rule Extension** Vice President Student Services Jessica Gilmore English presented the need of the emergency rule extension and offered discussion and questions. The request is for approval of the emergency rule, while we continue to work through the law. This is also called Sam's law, in honor of a young student named Sam Martinez, who passed away during a hazing incident in November 2019, while he was a student at Washington State University. This law revises the Student Conduct Code, and process hearings in respect to hazing. A hearing is scheduled for July 10, and then will be primed for final approval in September. Board Chair Entenman inquired why a hearing is being held in July when fewer students are enrolled in classes. Time frames are set by the Code Reviser, and not sure that delaying the hearing in the regular academic year would be better but could be possible. Outreach for the hearing will include a hybrid setting. Trustee Cooper inquired about a sample of the changes. The previous definition was a list of items, pertaining to hazing, and the new definition is more specified that any act that is likely to cause physical danger, and where and when the rules apply. There is a lot more clarity and specificity around anti-hazing. Matt Wurz, executive assistant to the VP of Student Services added there is much effort being done to notify students of the hearing and upcoming events. AAG John Clark added that this is a two-part rule making process. The emergency is to comply with the law, which is good for 120 days. The regular rule making process is a three-part process; notice of hearing, hearing, and if changes move forward, they will come to the Board in September, and approval at the same time. A red-line document will be provided prior to acting.

*Trustee Norouzi introduced a motion to adopt an emergency rule extension for changes made to the RTC Student Conduct Code and Hearing Procedures to maintain compliance with HB 1751, as presented. Trustee Zappone seconded, and the motion carried.*

- D. RFT High Demand MOU Approval** Vice President Lesley Hogan notified the Board that the updated High Demand MOU scheduled for discussion and approval will need

to be tabled for future approval. Discussions began in March, and negotiations were close but unfortunately not close enough to provide a prepared MOU at this time. We hope to have a final MOU in the first few weeks of summer quarter, which may require a special meeting, so that we have less retroactive increases to give to these faculty upon approval.

- E. FY24 College Budget Approval Vice President Administration and Finance  
Jacob Jackson shared a presentation and presented the proposed FY24 college budget for approval. Vice President Stephanie Delaney mentioned we are meeting students where they are/besides the lost costs that students. RTC is more reliant on state funding, with fewer local dollars to spread around. Salaries and benefits make up most of the expenses. There is no plan for layoffs this year. We looked at the last few years, and right sized that to help balance this year's budget. The Renton Promise will begin in the fall; students from any of the four High Schools in the Renton School District are eligible to participate and allows students to attend either full-time or part-time. It also permits them to start any quarter the year after they graduate. Financial Aid Director Rahel Weldu stated that we have 62 applicants as of today. The Renton Promise is a Big Deal and mission alignment for high school transition. Trustee Takamura inquired as to how the budget information has been shared with campus. A budget presentation was held yesterday and provided, and a Budget overview was included in winter quarter all-college meeting. Budget enhancements were also shared with the Resource and Planning Council. We will improve opportunities in the future. The Boards concern is that we are fully transparent.

*Trustee Takamura introduced a motion to approve the FY24 College Budget as presented. Trustee Zappone seconded, and the motion carried.*

**NOTE:** *Trustee Cooper was not present for the vote on the budget and from this point forward for action items in the meeting.*

## 5. DISCUSSION REPORTS

- A. Strategic Monitoring Report Institutional Research Director Lia Homeister shared information from the 2021-22 Strategic Monitoring Report and reviewed the recommendations. A slide presentation was shared of the report that was included in the materials and provided some background information to newer Board members. The Strategic Plan was 2017-2022 but has been extended two years to 2024. This report is annual, to measure the benchmarks and strategic indicators and is scored by the Resource and Planning Council. Key findings and recommendations were shared. Vice President Stephanie Delaney noted that the accreditation findings noted that we are chronically bad at closing the loop. All the things Ms. Homeister is sharing are a lot of information that NW Commission Fellows (Dr. Stephanie Delaney and Dr. Sarah Wakefield) are addressing as part of the process of finding connections with our work to indicate where the responsibilities lie for monitoring. There are great new ways how the governance structure also works into this. Board Chair Entenman appreciated this report, which gives us information that we can use when we evaluate the president. Trustee Zappone noted that when faculty and staff go through equity training, the Board should also be included. Trustee Takamura inquired as to the board's responsibility and role as far as policies are concerned. This is an instrument for improvement that needs to be a tool versus a schedule. She also asked Accreditation Liaison, VP Stephanie Delaney how this works with accreditation efforts. It will be evidenced that we

are continuing the path to close loops. The need for more and better data is related to disaggregation of data. This report is very general, but we are already looking at this for disaggregation. Trustee Takamura noted that this year for the first time K-12 (OSPI) is requiring use of disaggregation tool, which is included on their website. So many are not included in the appropriate categories. Trustee Norouzi added that coming off the recent retreat with Be Culture, wondered if there are better ways to capture and have our own research for qualitative data. Qualitative Research is not easy to capture. Students may not have the same goals as the college. A lot of efforts have been made into cleaning up existing data; we are building processes and we are working toward finding better solutions. Trustee Takamura inquired about how this extends externally to the community. A SWOT Analysis with the community using the Strategic Equity plan term and a model, timeline and framework will follow.

**B. Administration/Finance**

1. Monthly Finance Report Board Chair Entenman requested that since we had an extensive budget report to approve the FY24 budget, that Vice President Jackson waive his oral presentation of the financial report for the month ending April 2023.

**C. President's Report**

Dr. Harden extended her gratitude and appreciation to the Board of Trustees, college administration, faculty, staff, and students, as well as the broader community. She thanked students for their trust in the college. She looks forward to the culminating event at graduation tomorrow. She is grateful for the alignment around the mission, and thanked student leadership. Further thanks to RFT; Donna Maher and Rick Geist for their role to go above and beyond for students and the college. Many staff are at ShoWare today preparing for the big event tomorrow. Special thanks to the executive cabinet for their role in successes at the college and for embracing Dr. Harden's presidency at the college. A true indicator of a healthy (or unhealthy) organization is how many problems come to the president. The answer here is hardly any – most are taken care of before reaching her office. The Foundation has done a fantastic job this year, dispersing over \$700k in grants and scholarships. She thanked the Board members for their involvement in meetings and events, as well as state and national events. We have a funding model that is focused around money, but when students take less credits, let's stay galvanized around the mission versus funding. There is still hangover worry over the Covid-19. We've had specific attacks on our DEI efforts, and Critical Race Theory. We have a lot to celebrate. A great Legislative session included I-732 wage increase (which was extended to all employees at RTC), HB 1559 post-secondary student needs – we want hunger free students, in direct credit to Board Chair Entenman's work in the legislature. Remember your students deserve no less. There is a lot to be grateful for and things we can fix. Board Chair Entenman thanked Dr. Harden for her work this year, as well as the faculty, staff, and students. She commented that her work in the legislature causes absenteeism from meetings, but she is always here for the college. Many know she is in her second term of the board and will be complete in 2024. It has been a privilege and she will always support the college no matter where she is.

**6. BOARD of TRUSTEES**

A. Foundation Liaison Report On behalf of Trustee Cooper, Dr. Harden shared an update from the May 25, 2023 Foundation Board meeting. An upcoming retreat is

scheduled for the RTCF Board next week.

**B. Election of Officers FY24**

*Trustee Norouzi introduced a motion to elect **Trustee Takamura as Board Chair** of the Renton Technical College Board of Trustees effective July 1, 2023 and extending through June 30, 2024. Trustee Zappone seconded, and the motion carried.*

*Trustee Takamura introduced a motion to elect **Trustee Norouzi as Board Vice Chair** of the Renton Technical College Board of Trustees effective July 1, 2023 and extending through June 30, 2024. Trustee Zappone seconded, and the motion carried.*

**C. Appointment of RTC Liaisons FY24**

*Appoint **Trustee Cooper** as the Liaison to the **Renton Technical College Foundation Board**, effective July 1, 2023 and extending through June 30, 2024.*

*Appoint **Trustee Norouzi** as the Liaison to the Renton Technical College **Advisory Council**, effective July 1, 2023 and extending through June 30, 2024.*

*Appoint **Trustee Entenman** as the **primary Representative** and **Trustee Zappone** as the **secondary Representative** to the **Legislative Action Committee**, effective July 1, 2023 and extending through June 30, 2024.*

**7. MEETINGS**


- A.** The next regular Board meeting is scheduled for September 20, 2023. Once information regarding the September retreat is available, notification will be sent.

Commencement is June 22, 2023 at ShoWare arena in Kent. There will be a pre-commencement reception from 4 to 5:00 p.m. in the Club Room on the second floor of the arena. Board members should arrive by 4:00 p.m. to participate in the reception.

**8. ADJOURNMENT**


*There being no further business, Trustee Entenman adjourned the Board of Trustees' regular meeting at 5:35 p.m.*

DEBRA ENTENMAN, Board Chair  
Board of Trustees



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YOSHIKO HARDEN, President  
Renton Technical College



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