

Agenda Items

I. STUDY SESSION: TENURE

1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 1:08 p.m. and noted a quorum.

2. Tenure 101

In planning for the study sessions throughout the academic year, Chair Takamura and Vice Chair Norouzi asked for a Tenure 101 Session. Elisa Stuart, Cheryl Stover, and Sheila May-Farley all attended. Vice President of HR, Lesley Hogan, and Dean Sarah Wakefield presented alongside a video from Dr. Stephanie Delaney.

Historically, tenure was created to protect the academic freedom of faculty members. Tenure also helps to attract and retain faculty and ensures long-term institutional stability. The role of the Trustees is to review tenure portfolios for compliance with state guidelines while ensuring a fair and transparent process. A tenure committee is formed that includes faculty peers, an administrator (ideally not the supervising administrator), and a student representative. It's been a challenge to get a student representative due to a variety of factors including lasting impacts of the pandemic. The Tenure Steering Committee is a faculty governance committee that is responsible for a variety of tasks related to tenure, including issuing a handbook and guidance to candidates and committees and more. Evaluation criteria includes standard skills, discussing effort to improve when needed, handling of student discipline, collegiality, participation in activities that support the college, and more. Tenure portfolios are kept in Canvas and include summary of the candidate's progress, committee recommendations, Vice President of Instruction and President recommendations, documentation of process, meeting summaries, committee observations, and student evaluations. Each candidate is reviewed three times during the 9 quarters they are in the evaluation process. These reviews occur during the second, fifth, and eighth quarters. The tenure review committee submits a recommendation to the Board of Trustees via the President. The recommendations from the committee, Vice President, and President may not always align—this is a space for the Board of Trustees to weigh varying perspectives and evidence.

Sheila May-Farley noted that the Tenure Steering Committee holds open meetings and can request copies of documents. Elisa Stuart asked trustees to reach out if they'd like to attend a Tenure Steering Committee meeting.

The Tenure Steering Committee Sharepoint site can be found at this link:
<https://rtcedu.sharepoint.com/teams/TenureSteeringCommittee>.

Trustee Entenman asks about the make-up of tenure committees. Sheila May-Farley shared that tenure committees are made of faculty across disciplines and faculty peers who teach in similar modalities. State-allocated, state-funded positions are tenure-track, and job postings indicate whether positions are tenure-track or not. Elisa Stuart underlined the importance of having non-industry faculty peers on the tenure committee—outside perspectives are instrumental to receiving critical feedback.

Trustee Entenman asked about barriers to student involvement in tenure committees. RCW 28B.50.869 states that student representatives on tenure committees must be full-time and chosen by the ASG. The group talked about the importance of student voices on tenure review committees. The group also discussed a trustee rubric and navigating Canvas. Chair Takamura asked the group for thoughts about when a candidate is not recommended for tenure. The group discussed the role of the Trustees, documentation in the tenure file, and the role of recommendations in making tenure determinations. Vice Chair Norouzi asked about ensuring a racial equity lens is part of the tenure process. Sheila May-Farley noted that this is part of the tenure process. The Trustees discussed the importance of an unbiased process that helps RTC become a place that will see the student body into the future. The group talked about the need for a dialectical tenure process that operationalizes the view of recent tenure candidates.

3. Adjournment

There being no further business, Vice Chair Norouzi motioned to adjourn the Board of Trustees meeting at 2:17 p.m. Trustee Entenman seconded, and the motion carried.

II. REGULAR BOARD MEETING

1. Call to Order

A. Board Chair Frieda Takamura called the meeting to order at 3:03 p.m. and noted a quorum.

2. Adoption of Minutes

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

A. September 20, 2023 – Regular Meeting

Trustee Norouzi introduced a motion to approve the minutes for the regular meeting held on September 20, 2023. Trustee Entenman seconded, and the motion carried.

B. September 26, 2023 – Special Meeting

Trustee Norouzi introduced a motion to approve the minutes for the Special meeting held on September 26, 2023. Trustee Entenman seconded, and the motion carried.

3. Communications

A. General Information/Introductions

Wade Parrott introduced Ismail Moalim from ASG. Ismael is a Running Start student and is the DEI and Student Affairs Coordinator. John Henry Whatley introduced Torri Murray as the new Junior Systems Administrator. Torri joins RTC from New Orleans. Chayuda Overby, new Associate Dean of ELA, IBEST, and Bridges Programs was introduced.

B. Correspondence

i. Representative Steve Bergquist, Renton Promise Recognition

Vice President Jessica Gilmore English provided a brief overview of the Renton Promise at RTC. There were about 150 students who submitted interest in Renton Promise, and about 85 students registered for Fall quarter. In terms of headcount, RTC now has more students enrolled from Renton than all of last year combined. There are 35 students who have been directly rewarded from Renton Promise funds. Title 4 funds, which are federally and state funded, are first applied to student accounts, with Renton Promise funds being processed for students who still have balances. VP Gilmore English gave a breakdown of early information on disaggregated data which shows that about 80% of students are students of color. So far students are pursuing direct transfer and professional technical funds about evenly. Student Services is working on helping students who are undecided move forward. One unique trait of the Renton Promise is the ability of students to go part-time, which has been in demand for RTC students.

VP Gilmore English read statements from students who were able to attend RTC due to Renton Promise. Students expressed the ability to continue their education due to Renton Promise funds, as well as the positive impact on their futures and families. Chair Takamura thanked Representative Bergquist for his impact to the future of Renton's community. Trustee Entenman shared that Representative Bergquist was a former childcare attendee when his parent was an RTC student. Representative Bergquist thanked RTC and stated that RTC is like community college on steroids in that every student can be served here if they can take advantage of the programs at RTC. Representative Bergquist thanked Dr. Harden for her previous work with Seattle Promise and noted that flexibility is key. He noted that we're here to give opportunities for students and the community to grow and expressed gratitude for the team effort that has made this work. Vice Chair Norouzi expressed appreciation for the flexibility of Renton Promise and excitement

for the increase in enrollment and accessibility for creating pathways for students who may not have been able to access higher education without the Renton Promise. Trustee Cooper expressed appreciation for Representative Bergquist's work.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Wade Parrott gave an update on ASG. A new ASG member will be introduced at each Board meeting. Kodie Fernandez, Media and Promotion Coordinator, gave an update on the Hispanic Heritage Month event. There is a Halloween Truck-or-Treat on Monday, October 30 from 5-7pm. This event will be in collaboration with Outreach to encourage the whole community to come together. ASG is working to create inclusive and fun community events. Please contact Eva Juarez if you'd like to participate in Trunk-or-Treat.

E. Renton Federation of Teachers

Donna Maher gave an update from RFT. Showare has RTC signs up. It's essential to keep students at the forefront of our processes. RFT and management are scheduled to start contract negotiations as the current contract ends in June 2024. The first week of November, the group will meet to begin discussing negotiations. There's a need to maintain continuity and keep a smooth team. Uncertainty around bargaining is a concern for faculty. Faculty are working on a calendar. Faculty have cited returning to campus as a concern, such as providing reliable instruction given technology. RFT seeks a collaborative approach to negotiations and wants to keep the interests of the students, faculty, and institution at the forefront. Donna Maher, Sheila May-Farley, Cheryl Stover, Elisa Stuart, Michele Lesmeister, and Fatih Killi are the RFT bargaining team. Director Lia Homeister's work has helped provide important data. RFT is concerned about services for evening students, especially for food services, tech services, and other student services.

F. Written Communication Reports

Reports were included in the Board materials.

4. Discussion/Reports

A. President's Report

Dr. Yoshiko Harden thanked the RTC community for being present at this meeting. Last month, Dr. Harden established her goals as (1) diversity, equity, and inclusion; (2) the strategic equity plan and accreditation; (3) financial stewardship; and (4) strategic partnerships. She will use these goals to guide her Board report.

The Board and Executive Cabinet held a joint Retreat last month. This month, the campus celebrated Indigenous Peoples Day with a keynote from Arlie Neskahi at with a Community barbeque. Gerald Bradford was blanketed after the keynote for his work in the community. Disability Awareness Month has had several events this month. Women of Merit had their first meeting this past month. Merit groups connect students of color with community members. WACTC met this past month, and Dr. Harden continues to serve on the WACTC Capital Committee.

Regarding strategic partnerships, RTC was at the Kent Chamber Gala. Dr. Harden attended the alumni FSOCC event and noted that it was cool to see how the work has grown over the last 20 years. Workforce development talks are underway with strategic community partners in order to create more opportunity for students. RTC's role is in this is looking at seamless transition between schools and to the workplace. Dr. Harden is part of the Mayor's Blue Ribbon Panel, which is doing a lot of work to incubate and cultivate small businesses. One piece of this work is to make sure that we're being mindful not to leave any community members out. Dr. Harden has been meeting with various community members around program sustainability from private work sectors, legislation, other partners in education including those at Issaquah School District and the Alliance for Education.

Outreach reports that there have been many invitations to the Seattle Schools to come and present. Issaquah School District will have a career fair hosted by RTC in February. Trustee Norouzi asked about financial aid for Rainier Beach students who would prefer to go to RTC. Kellie Luther assured the group that Outreach messaging has been that RTC will help students find a way to pay for school. See the following link for more details: <https://rtc.edu/paying-for-college> Chelsea Good stated that there are some Rainier Beach Running Start students.

B. Strategic Equity Plan

Dr. Harden updated the group on the Strategic Equity Plan Steering Committee (SEP SC). The first SEP SC meeting was last month. This meeting involved coming together and reviewing feedback from the Fall Kick-Off. Next steps for the group involve building out the committee, setting areas of focus, and meeting with various community groups.

Chair Takamura stated that Vice Chair Norouzi will be the trustee representative on the SEP SC with Trustee Bob Zappone serving as her alternate.

C. Financial/Budget Status

Vice President Jacob Jackson presented on the FY24 Budget update through the month ending in August 2023. \$7.5M has been collected this year with the biggest increase being in tuition. This is partially due to an accounting error attributable to ctcLink coding errors. There was also a larger increase in Running Start and high school completion. Enterprise (meaning, Culinary) easily outpaces what was done this time last year. Overall, RTC is doing well compared to revenue from last year. This year compared to last year salary, benefit, and equipment expenditures are all up. These line items will continue to increase. Financial Aid (local aid) expenditures are up. Trustee Entenman asked about outdated equipment. Much retired equipment is too old to repurpose and is sent to surplus with the Department of Enterprise Services (DES). Cash and Investment Balances will stay steady until an anticipated sharp decrease with funding the Multicultural Center, which will be reimbursed. Regarding state-funded FTE, General Education is up in enrollment compared to last year, as are Workforce Programs. CCP will continue to increase due to open enrollment. Apprenticeship is up from this Fall to last Fall. Chelsea Paulsen had a large part in recruiting for apprenticeships. RTC is 10% over budgeted tuition for this year, and is 7% up from last year. VP Jackson also reported non-state-funded FTE numbers. There are fewer computer science students compared to last year. General Education is up, partially due to Renton Promise and partially due to the IT 101 course.

Bezos Academy is a Montessori-type school for pre-school-aged little students that will be leasing space from RTC. Trustee Entenman asked for a presentation on Bezos Academy in the future. Bezos Academy will be doing tenant improvements on the space. RTC has committed to modifying the air handler unit prior to move-in.

5. Action

A. Annual Board Meeting Schedule 2024

The trustees reviewed the 2024 Board meeting calendar. Chair Takamura asked about checking the calendar dates for various religious and cultural holidays. The dates were checked against the federal and state calendars.

Trustee Norouzi introduced a motion to approve the draft of the 2024 Board Meeting Calendar as presented. Trustee Entenman seconded, and the motion carried.

B. HB 1751

VP Gilmore English briefed the group on Sam's Law, which is legislation that was passed about a year and a half ago to prevent hazing. What is specific to the RTC conduct code was an update to language on hazing as well as more specificity on location and sanctions. Trustee Cooper asked about how this change will be

messaging. VP Gilmore English stated that students will be notified through Navigate with further community notifications via e-mail and postings around campus. Trustee Entenman asked about timing of notifications. There are notifications that go out once a year. Students are oriented to the conduct code when they go through orientation.

Trustee Entenman introduced a motion to approve the changes, as presented in the Board materials, to the Student Conduct Code and Hearing Procedures and that such rules become effective October 19, 2023 to comply with the hazing prevention law required in HB 1751. Trustee Norouzi seconded, and the motion carried.

C. PSE Easement

VP Jackson briefed the group on the proposal. PSE is requesting to move the guy pole from the existing location to a nearby location, as included in the Board packet. This pole is a support pole to a pole on the opposite side of the street. This would be an easement for about two feet and should not impact college business. PSE will provide payment of \$6,600 for the easement. Pending Board approval, this will go to the State Board and then DES for approval. This money will go into an unrestricted college fund. Trustee Cooper asked about existing easements. John Clark, Assistant Attorney General, stated that his recommendation for approval is pending DES approval.

Trustee Norouzi introduced a motion to approve the easement with PSE as presented. Trustee Entenman seconded, and the motion carried.

6. Board of Trustees

A. Strategic Equity Committee

Vice Chair Norouzi is serving as the Trustee representative for the SEP SC with Trustee Bob Zappone serving as her alternate.

B. Foundation Liaison Report

Trustee Cooper stated that the next meeting will occur this month. The Trustees are excited about the Celebrity Chef event tomorrow as well as the pie fundraiser.

C. President's Advisory Council Liaison Report

There was no report at this time.

D. Legislative Action Liaison Report

Trustee Debra Entenman briefed the group on legislative activity. Members of the Higher Education Committee will go wherever they are invited.

7. Meetings

A. Regular Board Meeting – November 15, 2023

The next regular Board meeting is scheduled for November 15, 2023.

8. Adjournment

There being no further business, Vice Chair Norouzi motioned to adjourn the Board of Trustees meeting at 4:46 p.m. Trustee Entenman seconded, and the motion carried.

FRIEDA TAKAMURA, Board Chair
Board of Trustees

Frieda K. Takamura

YOSHIKO HARDEN, President
Renton Technical College

Yoshiko Harden