

Hybrid Special Meeting: Building I Boardroom

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Hybrid Regular Meeting: Culinaire Room (I-108)

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Agenda Items

I. STUDY SESSION

1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 1:09 p.m. and noted a quorum.

2. RTC 101

Dr. Yoshiko Harden welcomed the group. Dr. Stephanie Delaney introduced the group to Dean Andrea Samuels. The group did brief introductions.

Dean Warren Takata, Dean of Workforce, gave an overview of apprenticeships. Students approach the trade they'd like to practice in, and then follow the path of the employer into apprenticeship. Apprenticeship partners work with RTC on related supplemental instruction (RSI) to trades. As students learn the theory and practice behind a trade, they move through programs. Some partners provide their own instructors. For every 15 credits compiled by the apprenticeship program, there is one full-time enrollment (FTE). Apprentices receive a 50% tuition discount. One pillar of RTC's mission is to serve the workforce. Currently, RTC is 30% below the state allocation for FTE.

The apprenticeship program leadership is the Vice President of Instruction, the Vice President of Administration and Finance, the Dean of Workforce, the Apprenticeship Program Coordinator, and a Counselor. Centers of Excellence, which are trade-specific, are housed at specific colleges and create a place of dialogue and opportunity for industry partners and apprentices. RTC houses the Center of Excellence for Construction. Multi-occupational trades (MOT) degrees are degree pathways for apprentices who have completed the apprenticeship program, receive a journeyman card, and want to receive an Associate of Applied Science Degree. Dean Takata and Chelsea Paulsen, Apprenticeship Program Coordinator, are continuing outreach around MOT. One of the benefits of the apprenticeship program is supporting the community. Another benefit is the ability to holistically support the student. Dean Sarah Wakefield has been working on Information Technology and Administration Management at RTC with Central Washington University. The trustees asked for a further informational session on apprenticeships.

Dr. Delaney and Vice President Jessica Gilmore-English gave an overview of Guided Pathways. Dr. Delaney discussed the financial costs of college and how the college experience has changed. The Community College Research Center (CCRC) in New York developed a framework to help colleges address making colleges student-ready (instead of making students college-ready). The CCRC published a book on Guided Pathways. The premise is that colleges make a concerted effort to help students choose a path, which includes intentionally narrowing choices so that students can make thoughtful decisions. Guided Pathways also seeks to make the first few quarters malleable to a variety of degrees so that students have freedom to seek various paths. The legislature helps fund Guided Pathways. Instruction and Student Services work hand-in-hand on Guided Pathways. At a technical college, many pathways are preordained. Guided Pathways are primarily targeted towards more general education. RTC has been part of Guided Pathways since 2015, with allocations starting in 2017. Guided Pathways is RTC's Student Success Framework. Graduation/completion rates were already high for RTC, and Guided Pathways did not significantly increase RTC's completion rates, which were above the state's rates overall.

Trustee Debra Entenman asked about expectations around the Trustee Scholarship. This was set up in 2010, with expectations of a \$500 annual gift from each trustee that goes into this scholarship. The guidelines are: (1) a student (2) in good standing with a (3) minimum 2.5 grade point average, (4) in any program, rewarding (5) excellent, (6) needs-based students. The Foundation Scholarship Committee guides how funds are dispersed on an annual basis. Trustee Entenman asked a question about previously having a \$550 contribution to the Foundation. Carrie Shaw, Executive Director of the Foundation, responded that this is still the standard. \$500 goes into the Trustee Scholarship and \$50 goes into the Transforming Lives scholarship. Neither scholarship counts against financial aid because it goes directly to the student. Any funds that Trustees give get applied to the Trustee Scholarship, and excess can be allocated to specific funds at the trustee's choosing.

3. Executive Session

The Executive Session is scheduled to review the performance of a public employee for the purpose of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30). At 2:34 p.m., Chair Takamura called to extend the Executive Session by 10 minutes. The Executive Session concluded at 2:44 p.m.

4. Meetings

A. Regular Board Meeting – December 13, 2023, 3:00 P.M.

5. Adjournment

There being no further business, Trustee Entenman motion to adjourn the Board of Trustees meeting at 2:51 p.m. Trustee Norouzi seconded, and the motion carried.

II. REGULAR BOARD MEETING

1. Call to Order

Board Chair Frieda Takamura called the meeting to order at 3:00 p.m. and noted a quorum.

2. Adoption of Minutes

A. November 15, 2023 – Regular Meeting

Trustee Zappone introduced a motion to approve the minutes for the regular meeting held on November 15, 2023. Trustee Norouzi seconded, and the motion carried.

3. Communications

A. General Information/Introductions

Racel Weldu, Director of Financial Aid, introduced Kelly Gonzalez, the new Renton Promise Specialist. Kelly joins from Seattle Promise and recently received her M.Ed. from the University of Washington. Dr. Delaney introduced Associate Dean of Instruction Andrea Samuels. This new position will allow for more capacity in Instruction. Dean Samuels recently comes from Bates College. Nona May introduced Brenden Barnes, the new Events Technician who will be assisting with AV and Events. Brandon brings a variety of event and AV experience with him.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Mica Hunter thanked the Board for showing up at the Harvest Brunch with Dr. Harden. Student Leadership is planning events for the upcoming year. On January 9 from 11am-1pm in the Cafeteria, there will be an ASG pizza meet-and-greet with games. Collaborations with DEI and Outreach are upcoming.

E. Renton Federation of Teachers

There was no RFT report.

F. Written Communication Reports

Vice Chair Jessica Norouzi gave kudos to the team for all of the great enrollment news. Chair Takamura expressed appreciation for breaking down silos. Chair Takamura also asked about multi-factor authentication (MFA). John Henry Whatley, Executive Director of College Technology Services, noted that MFA will apply to all RTC employees, including the Board of Trustees. Trustee Entenman asked about CTS support. John Henry explained that Team Viewer is software that will allow CTS to remotely access computers for extra support. Chair Takamura asked about the Black History Month event. Chair Takamura noted that February 10 is also Lunar New Year Day.

4. Discussion/Reports

A. President's Report

Dr. Harden expressed appreciation and celebration for Fall quarter. She thanked the campus for their strong collaboration. Dr. Harden also thanked Faculty member Rick Geist for hosting a classroom visit, and Executive Cabinet for their work this past calendar year. Enrollment is continuing to improve. This is a busy time for many people around campus. Please take a moment to reflect, pause, and do something that gives you joy.

i. Diversity, Equity, and Inclusion

Dr. Harden was a panelist for a Jobs for the Future talk on postsecondary education. By 2031, good jobs that are accessible without a high school education are predicted to be 5% of jobs. 70% of all jobs are predicted to need a postsecondary education. Only 50% of young people will hold postsecondary degrees. It's time to think about how to redo postsecondary education. Dr. Harden also presented on the Renton Promise to the Joint Higher Education Committee. She expressed gratitude to the Renton Promise Team for their support. The planning committee for Dr. Martin Luther King, Jr. is underway.

ii. Strategic Equity Plan and Accreditation

RTC continues to work with Be Culture on the Strategic Equity Plan (SEP) on monthly reflection questions. December's question is about what it means to be a technical college, unapologetically.

Doris Martinez, Executive Director of Diversity, Equity, and Inclusion, and Lia Homeister, Director of Institutional Research and Effectiveness, are working together on the Campus Climate Survey. The last SEP Steering Committee

meeting went well and the committee is considering forming a subcommittee.

iii. Financial Stewardship

Currently, enrollment is 11% up from where RTC was projected to be, but it is still down in terms of the state allocation. All community and technical colleges are currently down in the state allocation. Vice President Jacob Jackson is part of the state funding committee. Revenue continues to outpace expenditures. The legislature is going into a shorter session, and Dr. Harden is planning logistics for the next faculty hill climb. Vice Chair Norouzi asked about the Building J renovation. VP Jackson noted that this will be funded locally through a certificate of participation, but will need to be voted on, which is why it's on the 2024 Supplemental Capital Budget Request.

iv. Strategic Partnerships and Engagement

There was a visit from a delegation of vocational educational legislators from Taipei, and a partnership discussion is underway. Dr. Delaney expressed appreciation for Chelsea Paulsen, who helped the group contextualize what programs are open to international students. Chair Takamura asked for more information on international students.

Dr. Harden attended the Mayor's Blue Ribbon Panel, which was focused on Raise the Wage. Initiative Measure 2302 proposes to increase the minimum wage in Renton to \$19/hour. This will go for a vote in February 2024. Dr. Harden also serves on the Renton Chamber Board.

The Holiday Buffet was a big success. Trustee Cooper expressed appreciation for the pumpkin cheesecake, and the good food. Governor Inslee visited campus to tour to the Rivian program. Rivian partners came out. Thank you to Katherine Hansen, for her work coordinating. Dr. Yoshiko is starting meetings with Mayor Pavone and Superintendent Pattenauode on support for the Renton Promise.

B. Financial/Budget Status

VP Jackson updated the group on revenue to date. There has been an increase in tuition and fee collection. Much of this collection is due to modified accounting in ctcLink compared to legacy systems. RTC is slightly outpacing revenue collection from projections. For October, salaries and goods and services are up compared to last year. Goods and services are up due to computer purchases as well as the purchase of a catering van. Expenditures will likely level out. Current

cash investment is looking similar to 2021-2022, and that pattern will likely hold. Fall enrollment is closing up, with numbers finalizing within the next two weeks. RTC is 11% up, and 11% over what was budgeted for total FTE and 15% up from what was budgeted for Fall alone. VP Jackson briefed the group on Running Start and High School and Worker Retraining FTEs. Most of the FTEs are not included in enrollment numbers. Looking at Winter 2024, General Education and College and Career Pathways are up significantly from last year. Workforce is up about 18% compared to last year and 90% compared to two years ago. This indicates a recovery in workforce training. Apprenticeship is ahead of pace compared to last year. Overall, winter 2024 enrollment is up about 18% compared to last year. VP Jackson discussed enrollment by program comparison. Thus far, the biggest program difference is welding, where the current year is outpacing the previous year. Trustee Entenman asked about money set aside for winter weather-related costs. VP Jackson reported out on sources of monies set aside for property upkeep.

5. Action

A. RTC-RFT MOU: 3-year Academic Calendar

Vice President Lesley Hogan briefly walked the group through the RFT bargaining team—Fatih Killi, Michele Lesmeister, Donna Maher, Sheila May Farley, Cheryl Stover, and Elisa Stuart. The group is beginning to discuss key issues, which include the academic calendars. Academic calendars are needed sooner rather than later for accreditation, scheduling, and more. The calendars are student-focused and informed by collaborative efforts with various units. Also included in the calendar are required diversity and equity trainings legislated by SB 5194, professional development days, and days needed for faculty and staff. Chair Takamura expressed appreciation for calendar and its utility for the whole community. Chair Takamura requested that future calendars include graduation day. Trustee Cooper asked about requisite instructional days, which is 178 days for instruction and 206 days for non-instructional faculty. Elisa Stuart stated that the new calendars are a Monday start, which will help students who are already in the workforce and who are preparing to enter the workforce.

Trustee Cooper introduced a motion to approve the RTC-RFT MOU indicating the 2024-2027 academic calendars as presented. Trustee Zappone seconded, and the motion carried.

B. Tenure Advancement

After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Norouzi moved that Naser Chowdhury be awarded tenure. Trustee Entenman seconded, and the motion carried.

Chair Takamura thanked Instructor Chowdhury for his service, as well as the committee. Instructor Chowdhury expressed appreciation and remarked that he has learned from RTC over the past three years, and it's now his time to give back to the college community.

6. Board of Trustees

A. Strategic Equity Committee

Vice Chair Jessica Norouzi expressed appreciation for the ways that the committee grappled with ensuring that student voices are heard in the SEP process. While it's challenging to incentivize students, it's inspiring to hear RTC's community discuss how to stay student focused. Chair Takamura asked about community involvement in the SEP. There will be a listening session for external partners. The Executive Committee will be doing outreach to community partners. Please send any specific outreach points of contact to erin.

B. Foundation Liaison Report

Trustee Tim Cooper noted the 129 scholarships awarded to students and that the Thanksgiving Pie event sold out. Trustee Cooper expressed gratitude for Carrie Shaw and the Foundation team for their community work.

C. President's Advisory Council Liaison Report

Vice Chair Norouzi stated that the Advisory Council is working on conversations about how to reshape a supported body of work in order to create a partner-focused advisory group that will see RTC into the future.

D. Legislative Action Liaison Report

Trustee Debra Entenman reported that in the upcoming legislative session, transportation costs will be up for discussion, and so it will be difficult to raise additional funds for other issues. This doesn't mean that people should not ask, but rather that the work to do in this moment is to help students understand the importance of advocacy. It's also important for students to understand that there are legislative financial aid dollars available for students. Finally, it's important for people to know why voting matters as they talk to legislators.

7. Meetings

A. Regular Board Meeting – January 17, 2024

The next regular Board meeting is scheduled for January 17, 2024.

8. Adjournment

There being no further business, Trustee Zappone motioned to adjourn the Board of Trustees meeting at 4:14 p.m. Trustee Cooper seconded, and the motion carried.

FRIEDA TAKAMURA, Board Chair
Board of Trustees

YOSHIKO HARDEN, President
Renton Technical College




