



**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 3:00 p.m. by Board Chair, Trustee Page. There was notation that a quorum was established, and Board Chair Page led the flag salute.

**2. ADOPTION OF MINUTES**

A. Board Chair asked for corrections and/or additions to the following minutes:

**April 27, 2016 regular meeting**

*Trustee Unti introduced a motion to approve the meeting minutes for the regular meeting on April 27, 2016 as presented. Trustee Takamura seconded, and the motion carried. Trustee Palmer abstained due to her absence from the meeting.*

**3. ACTION ITEMS**

A. **ASG 2016-17 Budget Approval** Director of Student Programs and Engagement, Jessica Supinski appeared with students to present the budget for approval and answer questions. Ms. Supinski shared a presentation of the investment of student dollars this year. Several students shared the most important things learned, and were available to answer questions from Board members. Board Chair Page thanked students for their leadership and their work during the course of the year; the presentation brings home the vitality of the resource. Board Chair Page asked if there was anything new in this year's budget. The structure is a bit different; some budgets were separated to create separate line items. The biggest change is in the new student orientation budget, and there are some reductions in the LRCC budget as we work with the college to diversify the funding source. Students were asked if they get feedback from other students regarding the direction of funds. Open student forums are held, and students also provide indirect feedback. There is planning in place to enhance clubs, and senate meetings are held monthly (42 members) to provide an avenue for feedback. Trustees shared their compliments on the success of student government leaving a great impression.

*Trustee Unti introduced a motion to approve the proposed 2016-17 Associated Student Leadership Services and Activities Budget as presented. Trustee Palmer seconded, and the motion carried.*

Board Chair Page wished the students great success in the coming year.

4. **COMMUNICATIONS**

A. **Introductions**

**Student Recognition** Board Chair Page took this opportunity to welcome and congratulate RTC student, Dean Hestmark for receiving the Outstanding Service Award from the *Students Serving Washington Awards* (SSWA) hosted by Washington Campus Compact. Mr. Hestmark received the award for mentoring a team from the Construction Trades Preparation program in building temporary housing for the homeless in the fall of 2015. Mr. Hestmark also received the President's Award; the certificate was presented to him today. He is a 30-year veteran of the U.S. Navy, and share's the \$7,500 award equally between the college, and the Low Income Housing Institute (LIHI), the community partner on the project. Board Chair Page thanked Mr. Hestmark for his work, and his service. Mr. Hestmark thanked Ms. Supinski for her assistance with the application and helping him find what was on his heart. Dr. McCarthy added that the Executive Director of Washington Campus Compact spoke very highly of the strong application for the service award.

**Future Machinist Scholarship Fund** At the Student Success Breakfast held March 24, the International Association of Machinists and Aerospace Workers (IAM-AW) Lodge 751 announced the creation of a \$25,000 endowment to the RTC Foundation, to support scholarships for the education of the next generation of aerospace manufacturing workers. At today's meeting, Trustee Palmer presented the first check to RTC Foundation Director Carrie Shaw and President McCarthy.

- B. **Correspondence** Board Chair Page made reference to the variety of media coverage of the college.
- C. **Comments from the Audience** There were no comments from the audience.
- D. **Renton Federation of Teachers** There was no representation from RFT. Trustees asked Dr. McCarthy about the status of the upcoming vote for representatives. Dr. McCarthy indicated that nominations will be taken through June 2<sup>nd</sup> and the vote will be taken on June 21.
- E. **Written Communication Reports** Written reports were included in the Board materials, from various departments; Administration/Finance, Institutional Advancement, Human Resources, Information Technology, Instruction, RTC Foundation, and Student Services. There were no questions. Trustee Unti commented on his disappointment of Heather Winfrey's departure from the college; it's tough to lose good people.

5. **DISCUSSION/REPORTS**

**President** Dr. McCarthy reported from the WACTC Presidents meeting held April 28-29, at Everett Community College. A Legislative Request Exercise was held; higher education did not fare well with legislature this year. We are still at pre-2007 funding levels, with choices on funding allocations going elsewhere. We have been taking a big hit on capital funding, as well. If we are of value, we need to be funded from the legislature. We are brainstorming issues and looking at issues and better strategies to request funding. Trustee Takamura commented that the McCleary decision for K-12 is going to dominate the budget, and wondered if there any

discussion about that. Board Chair page spoke of a report/chart shared by the State Board that shows higher education at the bottom of the hook on state funding. One concern is that as long as we continue to say we do good work, they say we must be giving you enough. We need to develop a campaign; if you value the students, and need for post-secondary education, you must step up. We will eventually crumble, and become an afterthought in the system. It is a systemic equity issue. This is certainly on everyone's list. This was a very useful exercise; of course different in different areas of the state, but overall it is not working well. There are new Enrollment Counting guidelines coming out based on the newly defined allocation model, to ensure everyone is counting the same way. State Board has hired an auditor to be sure schools are all counting the same. A major revision is changing credit-based categories from lecture, lab, worksite and other, to theory, guided practice, and field-based experience – to recognize newer instructional methods and provide more flexibility to structure programs. There was major discussion about the new allocation model (new plus – due to change). This month's revisions resulted in a good news/bad news scenario. Overall RTC experiences a \$965K gain, this is a 5.7 percent increase from the old model, which will be spread out over four years. However, this is \$545K less than originally projected (\$1.5M)—a 36 percent decrease. WACTC voted on putting compensation into "safe harbor" for four-years with a complicated formula; the State Board approved the change to the model at its early May meeting. Overall, RTC benefits from the new model as RTC has historically not fared well in the old model. Trustee Takamura shared her concerns about how long safe harbor will last, even though it is supposed to be four-years. She also asked how the legislature is involved with the allocation model. It is not, other than appropriating overall funds to the system. The Allocation model is part of the conversation in many communities. The increased allocation for 2016-17 will have little immediate growth effect as it will only cover the partially-funded COLA, increased ctclink expenses, and classified increments.

Dr. McCarthy applauded the administrative staff for the professional way in handling the phishing incident. At the All-College meeting on May 10, he urged the college staff to take advantage of the credit monitoring service. At the same meeting, the president reviewed lessons from the Aspen/AtD Presidents symposium. Discussion tables considered how our own actions might improve student outcomes.

In the past week, we have had two telephone interviews. One was with College Spark for the Guided Pathways grant. The interview was to further clarify why we should be one of the five colleges awarded. The second interview was with the Aspen Institute to provide more detail on our application for the Aspen Prize 2017. Nine colleges in our system were named in the top 150, but we are not sure how many are in the phone interview round. The use of data on campus is far superior at this time, than from our application in 2015. The categories of interest in this application are completion, job placement, equity results, and learning outcomes; we are in good standing in most of these categories. Our outside recognition is very good and it gives us a good reason to check ourselves in all of these areas. We are hopeful to be elevated to the top 10 once again.

#### **A. Board of Trustees**

##### **1) Board Liaison Reports**

- a) *RTC Foundation* Trustee Palmer was unable to attend last two meetings. Board Chair Page and Trustee Takamura were able to join RTCF Board members for lunch at the retreat, on May 11. Vice President Merrell informed trustees that the Foundation spent much of the day developing a strategic plan. The next scheduled Foundation Breakfast will be February 15; please mark your calendars. Dr. McCarthy advised that we have come a good distance since early July with the turnover of the Foundation director. There were trust issues, then a failed search for a new director. Bringing Ms. Shaw on board was a very good choice. We are looking to increase board membership by another 5 members, to total 18. We are looking for members that will add to the board's diversity, culturally, geographically, professionally, and financially. If you know of people who can play a major role on the board, please invite them. The college has applied for a Department of Education AANAPISI grant; the Foundation is a part of the grant, and could allow for another full-time position to assist with building an endowment. It is a 5-year grant to build infrastructure for the college as a whole. Colleges with student population between seven and nineteen percent Asian American and Native American Pacific Islander are eligible to apply. Trustee Takamura shared information about AANAPISI with Ms. Shaw; we should find out if we are awarded the grant by September.
- b) *RTC Advisory Council* The next Advisory Council meeting is scheduled June 28, 2016. Trustee Takamura is planning to attend.

2) **Faculty Tenure Advancements / Materials Available**

Board Chair Page informed trustees that Tenure notebooks were available for taking at the end of today's meeting. Please keep in mind as you read through the books, that the candidates falling in the second to third year of advancement are the most critical to review; as it allows time for adjustments before reaching the date of Tenure decision.

**B. Administration/Finance**

1) **Operating Funds Budget Status Report**

As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues and expenditures for the period ending March 30, 2016.

2) **Board of Trustees Budget**

Vice President Merrell shared a draft of the Board of Trustees Budget for 2016-17, in preparation for the approval of the budget next month. Salary dollars were adjusted based on per diem increase, but the budget below is essentially the same; travel costs better reflect reality. Board Chair Page added that we know ACT will have three conferences, as well as two national ACCT conferences; he is big believer in educational professional development for the board, and hopes that the budget for trustees can accommodate that.

We hope to find a few dates for trustees to review the budget with Vice President Merrell, before it comes for approval in June. We are still waiting on allocation information from the state board.

6. **EXECUTIVE SESSION** No executive session was held.

7. **ACTION** No session was held; no action was taken.

8. **MEETINGS**

The next regular meeting of the Board of Trustees will be held on June 15, 2016, at 3:00 p.m. Trustee Unti is unable to attend. Since elections will take place next month, he shared his interest in moving forward as Chair next year.

9. **BOARD STUDY SESSION** Board Chair Page elected to defer further continuation of policy review until the retreat in September, since we do not have full board attendance until then.

**A. Continuation of Board Policy Review (Tabled to September)**

- 1) Section 3: Governance Process/GP1 - 10
- 2) Section 4: Board President Relationship/BPR1-7

**ACT SPRING CONFERENCE**

Trustees Page, Unti, Takamura and Entenman were able to attend the ACT Spring Conference at Bellevue Hyatt Regency Hotel, May 12-13, 2016. Trustee Takamura attended the business meeting on the first day only, but greatly appreciated the materials that were shared. Trustee Unti had the opportunity for a one-one discussion with college president of Umpqua. His message for disaster preparedness is two-fold; you do what you can do with best practices, but at the end of the day best practices alone is not the answer. Definitely invest in best practices but don't fool yourself that is not all there is. The panel for safeguarding college campuses included representatives from Umpqua Community College and Chemeketa Community College. Questions from the audience were telling in many ways; safety on campus and the preparation for that. The president at Umpqua had previously been president at another college in Casper. Dr. Richardson of Wenatchee Valley College also shared how people in their community still feel unsettled from their fire tragedies last year. The importance of controlling the public relations and not having enough counselors in place to deal with the personal piece. Oregon has recommended that schools have a buddy system; short notice assistance if needed. The length of trauma is cut dramatically by immediate counseling and intervention in the first 48 hours. The need to have a rough plan in mind, and managing the response to the crisis is critical. Dr. McCarthy informed the trustees that we are meeting with local Emergency Management folks; there are a lot of resources offered for free. Four people from RTC just took the emergency management course offered by KC Emergency Management. Board Chair Page stated that as a board, we need to support the prioritization of things that are prudent, such as maintaining the security of the campus. ACT has covered safety very well. ACT was a little concerned about bringing in yet another session on governance to the spring conference, but included it, as some boards are being challenged. Ultimately the question of how to properly understand that role; the board acts as a whole – there has to be a sense of commitment to that. Everything is done in public, and whatever the decision is, we move forward together, bringing the right questions to the discussion. Seasoned trustees

BOARD OF TRUSTEES MEETING  
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are responsible for providing information to new trustees to help those new to the role understand.

**10. ADJOURNMENT**

*It was moved by Board Chair Page to adjourn the Board of Trustees' meeting at 5:04 p.m. Motion carried.*



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TYLER PAGE, Chair  
Board of Trustees



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KEVIN D. MCCARTHY, President  
Renton Technical College