



MINUTES

1. CALL TO ORDER

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

2. ADOPTION OF MINUTES

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

September 21, 2016 special meeting/retreat

Trustee Palmer introduced a motion to approve the meeting minutes for the special meeting/retreat on September 21, 2016 as presented. Trustee Page seconded, and the motion carried.

3. COMMUNICATIONS

A. **General Information/Introductions** Vice President Reyna introduced several new staff members to the college. Dr. Vicky Hertig, Director of Nursing, formerly from the University of Washington, with three decades of experience as a nurse and nurse-educator. Ms. Cheyenne Roudin, Library Director formerly from Lake Washington Institute of Technology, joined RTC in May. Robb Watt, is returning to RTC as Associate Dean of Workforce Trades and Economic Development, having previously served as Grant Manager for the Air Washington Grant. Dr. Sarah Wakefield, Dean of General Education and Transfer, formerly from Prairie View A&M University, as the English program coordinator for Languages and Communication.

Vice President Reyna continued with introductions of faculty who are scheduled for tenure advancement in December, but are unable to attend the December Board meeting (the Board meeting falls during the faculty winter break.):

Mr. Adam Pohlman, Precision Machining Instructor will be advancing into the third year of the tenure process.

Trustee Entenman inquired if there was a plan to get women in the field. Dr. McCarthy responded regarding our efforts.

Chef Tony Parker, Culinary Arts Instructor will be advancing from first to second year of the tenure process. Chef Parked previously worked as Executive Chef at Boeing.

Ms. Alma Meza, evening Basic Studies/ABE Instructor. She was asked to share where she would improve the process for students. Ms. Meza responded stating that there is always room for further education about the system, and that Hispanic students need more support. It is a blessing to be part of the RTC family. Ms. Meza will be advancing from the first to second year of the tenure process.

Trustee Page shared his gratitude for the early introductions and the fantastic work the faculty does on behalf of our students.

- B. Correspondence** Vice Chair Entenman called attention to the local media articles published on behalf of the college. Dr. McCarthy informed the trustees that the Legislative Forum held on October 13 went well; there were about 50 people in attendance. The discussion was good and included a variety of educational issues: K-12, pathways to higher-ed, and how legislators can assist. Many said the tone of the discussion was positive. Trustee Takamura asked about knowledge gaps from legislators. Dr. McCarthy agreed there are many; that most don't know much about higher education. They were surprised to hear that one-third of our FTE are from Basic Skills.
- C. Comments from the Audience** There were no comments from the audience.
- D. Student Leadership** There were no questions from the written report. Director of Student Programs and Engagement, Jessica Supinski introduced student Corwin Chapman. Mr. Chapman is present today to speak about new student orientation and the transition to a successful school start. As a Computer Science student, when he met Instructor Tim Culler, he immediately felt at ease. Students went to the LRCC, then the auditorium for additional helpful information. Trustee Page asked if a more extensive course (i.e., College 101) would be helpful. Mr. Chapman responded very favorably. Trustee Takamura asked about the increased participation in student orientations. Ms. Supinski verified that student leaders implemented a phone tree; every student received a personal phone call from a student leader to verify and confirm the student's attendance.
- E. Renton Federation of Teachers** Ms. Lynn-Dee Spencer reported on behalf of RFT. They are working with HR on the new Federal program for Tuition Loan Forgiveness. Now have building representatives who help with communication. The RTC Industry Connection Dinner and brochure were great!
- F. 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 Palmer inquired about the status of ctclink. Dr. McCarthy shared information that the Spokane Board of Trustees and President wrote a very dissatisfied letter to the State Board about the program and process. There are many opinions, optimistic and pessimistic. There is a WACTC president's meeting tomorrow and Dr. McCarthy believes he will have a better feel after that discussion. Certainly there is much concern. PeopleSoft has an International presence and we seem to be stumping them by putting 34 units into the program. Chief Information Officer, Corigliano informed the Board that Cyber is the vendor; we are a wave two school, and there are no solid dates at this time for anything beyond the first wave. The State did begin a third party audit, and expect a report by early November to SBCTC.

4. ACTION ITEMS

- A. AFT Renton Technical College Classified Contract Renewal** Executive Director of HR, Lesley Hogan reported that the AFT Classified contract was recently re-negotiated, and

is being presented for Board approval. This contract includes 102 people on campus from facilities maintenance, food services, custodial, and grounds. Merilee Miron, AFT Labor Representative and Robert Coggin, campus AFT representative were both unable to attend today’s meeting. Ms. Hogan shared information about the process and those who were participating members of the negotiations team. She continued by sharing an outline that highlighted further details of contract changes. Trustee Entenman inquired how we ensure the professional development training doesn’t mean bowling. Ms. Hogan’s responded by noting that the language changed from one in-service training day to training to in-service activities to accommodate professional development opportunities throughout the year. The content is still training. Trustee Takamura inquired of the percentage of votes to unanimously ratify the new contract. Ms. Hogan and Vice President Merrell both responded to the professionalism of achieving a mutual contract for contract vote in seven (7) meetings. There is a requirement within the AFT Bylaws for ratification, but we are not aware of the specific percentage of those that voted.

Trustee Page introduced a motion to approve the newly ratified AFT contract as submitted. Trustee Palmer seconded, and the motion carried.

Trustee Page further requested that Ms. Hogan inform Ms. Miron and Mr. Coggin that it is unfortunate they were unable to attend today’s meeting, as it is always helpful to hear how both sides feel about the collaboration efforts in achieving agreement on a new contract.

- B. 2017 Board Meeting Calendar** The twelve-month meeting calendar for 2017 was presented for approval. Notification must be submitted to the code reviser before the end of the calendar year. There was discussion and approval to move the December 2017 meeting date up one week; December 13. Trustee Palmer indicated her unavailability to attend the May meeting. See meeting dates below:

Date	Week/Day of the Month
January 18, 2017	Third Wednesday
February 15, 2017	Third Wednesday
March 22, 2017	Fourth Wednesday
April 19, 2017	Third Wednesday
May 17, 2017	Third Wednesday
June 14, 2017	Second Wednesday
September 20, 2017	Third Wednesday
October 18, 2017	Third Wednesday
November 15, 2017	Third Wednesday
December 13, 2017	Second Wednesday

Trustee Takamura introduced a motion to approve the 2017 meeting calendar with the suggested change for December (from the 20th to the 13th). Trustee Page seconded, and the motion carried.

- C. **ACT Transforming Lives – Student Award Selection** Dr. McCarthy explained the selection process used for a preliminary review committee to narrow the selection of applicants from eight to three for Trustees final selection. Following discussion, the following motion was made.

Trustee Page introduced a motion to nominate student applicant number two (2); Mohamed Abdullahi as the RTC student to move forward to the ACT Transforming Lives Scholarship competition. Trustee Palmer seconded, and the motion carried.

- D. **Campus Master Plan** Vice President Merrell introduced Matt Lane of McGranahan Architects, here to provide a preview of the campus Master Plan. Board members have received the draft. Mr. Lane shared the highlights of the plan. The purpose is to make sure it supports the Mission, Vision, and Values and that our facilities support the academic plan. McGranahan staff met with campus constituents, civil engineers, city of Renton, and State Board staff. The purpose of the Master Plan is to provide justification for future funding requests (20 years) and to make this document useful, and flexible. Primary goals were directly related to RTC's core themes. Due to PSE power lines and a very wide easement (in place since 1929), the college geography is tapped-out. There is cohesion of academic and trades programs on campus. Mr. Lane shared the facility scores from the 2015 SBCTC Facility Conditions Survey (FCS); buildings needing improvement or replacement. Buildings A and D are getting older (need focus for funding) but there will be competition from other campuses. The top 10 minor improvement projects list was created. The Allied Health building is the major focus, and will be submitted for funding next year. The capital projects list funding through the State Board and the legislature are seeing changes. Buildings A, E, and Basic Studies would be next on the capital projects list. Design and construction timelines of minor repairs and locally funded projects to be determined as funding becomes available. The long-term goal is to include more pedestrian oriented areas that include updated landscape design guidelines. There are new signs on campus; directional, way showing and mapping. The automotive project is a great inspiration for student spaces. Trustee Page questioned designing space for the flexibility of the future. Mr. Lane responded that McGranahan is not focused on how to design learning spaces. Dr. McCarthy noted that the connection to our core themes speaks to that. We are working on putting together opportunities of sharing the Campus Master Plan with the public and the college, as we roll out the launch of the K-complex. Trustee Takamura wants to make sure the neighbors are included.

Trustee Page introduced a motion to approve the Campus Master Plan as developed and submitted. Trustee Palmer seconded, and the motion carried.

- E. **Board Sub-Committee Recommendation** Trustees Entenman and Page will continue to study the proposal from the RTC Foundation, and will have a report at the December board meeting.

5. DISCUSSION/REPORTS

- A. President** Dr. McCarthy informed the Board that he is planning to structure his reports to the Board on his goals; Strategic Plan, Equity Plan and Legislative Advocacy.

Strategic Plan – The cabinet held a retreat on Monday and reviewed processes toward the development of the strategic plan. Key constituent groups were discussed, and we completed both a STEEP and SWOT analysis; it was a good meeting. We will review our conversations and outcomes, and will establish a communication plan and how we will include our governance structure. We will create both an Internal and external communication plan. Dr. McCarthy asked the Board at what level they would like to be involved in the process. Trustee Page is willing to represent the Board in the strategic planning process and meetings.

Equity Plan – The Diversity, Equity, and Inclusion Committee (DEIC) will be spearheading the plan during the course of this year. This is also included as a goal cabinet unit plan. This will be a major effort of DEIC. Most state commission groups are also involved in equity issues. The Instruction Commission is sponsoring a meeting on recruitment, hiring and retention; Dr. McCarthy, Vice President Reyna and Executive Director Hogan will be attending on Friday. There is also an Adhoc group of Diversity officers (Vice President Reyna serves in this role on our campus). The WACTC group has the Strategic Visioning Committee, and has more shared level work with the Educational Services committee, which Dr. McCarthy chairs. We are looking at what systemic barriers are in place, locally and more broadly. Faculty and students of color on campus felt an isolation and an effort was made to bring them together and involve them in a mentorship program. Hopefully this will build on recruitment. Learning from what others are doing well or not is good, however, Trustee Takamura's concerns are about Renton.

Legislative Advocacy – We held a legislative forum on campus October 13, and believe it went well. There were about 50 people in attendance. We have further, had a lot of legislators visit campus, which includes four higher-ed committee members, from the eleven (11) districts that cross our service area. We are beginning to educate them; giving them the diagram on funding, setting up for further visits in January through March. We show them the system need, and detail of RTC (showing the differences). They are sharing much about McCleary and different takes on both sides of the aisle. Ms. Supinski informed the board about student legislative advocacy. The WACTCSA Student Legislative Academy is sponsoring an academy to learn strategies to communicate with legislators, November 18-19; six (6) students will attend, and in February they will attend the CTC Rally Day at the Capital. Trustee Page thanked Dr. McCarthy for putting on the legislative forum.

B. Board of Trustees

- 1) Board of Trustees Scholarships** Board members were reminded to submit their annual donations to the RTC Board Scholarship Fund and the Board Transforming Lives Scholarship Fund.

2) Board Goals/Activities/Priorities

a) Topics to Inform

After discussion, the following suggestions were made – Schedule campus tours; on the ground at the 30 thousand view or specifically to a program to see students and faculty in action. This would require a different time; perhaps a two-hour block prior to the board meeting, twice during the course of the year.

Accreditation – fact review after the report comes out.

Goals for Awards (i.e., Aspen etc.)

- b) Board Meeting Format to Achieve Goals This item was tabled for discussion when all board members are present.
- c) Sub-Committee to Review Board Bylaws Trustee Palmer offered to review the Bylaws, and further volunteer Board Chair Unti to assist. Trustee Page offered to fill-in, if Board Chair Unti is unable to participate.

- 3) Report out – ACCT Leadership Congress, New Orleans, LA** Trustee Page provided a written report from the ACCT Leadership Congress. He found quite a bit of useful material available. The Louisiana system always required GED or HS diploma prior to enrollment, but has discovered that it wasn't working, and created a lot more opportunities for people (looking beyond the box). How do we reach our goals, how do we use the data to change things on a day-to-day basis; real time analytics. Trustee Entenman enjoyed the symposium held prior to the conference. She found the concurring sessions enjoyable, and served as the voting delegate for RTC's trustees. She attended sessions on how to provide services to students (food pantry's)/daycare) for the homeless student, and priorities for student housing. She was pleased that she had the opportunity to attend. Dr. McCarthy felt that he gained something out of most sessions, but found the congress in general not quite as good as the prior year.

4) Board Liaison Reports

- a) RTC Foundation Trustee Page reported that the next big event for the Foundation will be the Student Success Breakfast on February 15, 2017. The Foundation is looking for sponsorships, and a strong crowd of donors. This has been a full year of events that has included new donor base development. The next Foundation Board meeting is scheduled for tomorrow.
- b) RTC Advisory Board Trustee Takamura reported on the success of the Industry Connection dinner held last night. There is no further report, as the group has not met; the next meeting is scheduled for January 24, 2017.

C. 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, expenditures, and respective variances for the period ending August 31, 2015.

- 2) **Fund Balance** Vice President Merrell shared information with the Board regarding the annual fund balance as of June 30, 2016. A conscious effort was made in the past several years, to spend down our fund balance. Accounts 147, 148, and 149 are our general (open ended) reserves. The total fund balance is \$7.6M in addition to \$4.1M in investments, totaling just under \$12M.
- 3) **Capital Financing** The Board has previously approved the purchase of the King County property across 4th Street, at \$2.2M. While the college does have the reserves to cover the purchase, it was determined the best route would be to finance \$2M over 10 years at approximately 3.5 percent. The payments would be \$240K annually. The State Treasurer will be the lender, and this must be approved as a state purchase to the legislature in a capital budget proposal. Department of Enterprise Services (DES) does the negotiating with King County on this. The Environmental survey suggested that it won't have major concerns.

Trustee Page introduced a motion to approve the capital financing request as submitted. Trustee Takamura seconded, and the motion carried.

6. MEETINGS

The November Board of Trustees meeting was canceled, due to the conflict with the Association of College Trustees (ACT) Fall Conference. The next regular meeting of the Board of Trustees will be held December 21, 2016.

- 7. EXECUTIVE SESSION** No executive session was held.

- 8. ACTION** There was no action taken.


9. BOARD STUDY SESSION

A. Operational Plan Year-End Monitoring Report Executive Director of Institutional Advancement, Michelle Campbell and Director of Institutional Research, Heather Knous-Westfall shared a focus presentation on the Key Performance Indicator (KPI) scorecard and End-of-Year Monitoring Report. KPI's can change at any time; evolving as the college does. As recommendations are made from the IR office, they are vetted through the College Council, and then move onto the executive cabinet to approve the changes in KPI's. Ms. Knous-Westfall provided information on what changed in the scorecard compared to the prior Mid-Year Report. The overall score increased by 2%, while the score for Core Themes 1 and 4 increased and Core Theme 3 decreased. Recommendations were made to revise the measures for KPI #6, to revise the benchmark for KPI #8, to revise KPI #9 and its corresponding measure, to add a measure to KPI #10, to remove KPI #12 and #13 and replace them with revised measures, to revise KPI #14, and to add a measure to KPI #18.

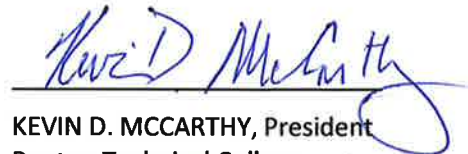
BOARD OF TRUSTEES MEETING
Minutes – October 19, 2016

10. ADJOURNMENT

It was moved by Board Vice Chair Entenman to adjourn the Board of Trustees' meeting at 6:19 p.m. Motion carried.



DEBRA ENTENMAN, Vice Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College