



MINUTES

1. CALL TO ORDER

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

2. ADOPTION OF MINUTES

Chairman Unti asked for corrections and/or additions to the following minutes:

March 22, 2017 regular meeting

Trustee Page introduced a motion to approve the meeting minutes for the regular meeting on March 22, 2017 as presented. Trustee Palmer seconded, and the motion carried.

3. COMMUNICATIONS

A. General Information/Introductions

B. Correspondence

Chairman Unti called attention to the local media articles published on behalf of the college, including hosting of the State of the City. Senator Patty Murray was on campus today, thanks to all the notoriety for Mohamed (Mo) Abdullahi.

C. Comments from the Audience

There were no comments from the audience.

D. Student Leadership

The written report was included in the Board materials. The executive leadership team was present. All leadership team members had recently traveled to either the Phi Theta Kappa convention in Nashville, TN or the Students of Color Conference (SOCC) in Yakima, WA. Abduhl Amath is enrolled in Engineering Design and attended the SOCC. He learned about himself and how he identifies, about others by listening, and how to tell his story to others. A total of eight (8) students attended from RTC, and over 800 from the state overall. Board Chair Unti thanked all students for their efforts and for traveling. Joe Spieldenner attended the Phi Theta Kappa (PTK) convention in Nashville, TN. Over 3700 students attended overall. Students networked with others from across the country. Ms. Supinski and Mr. Spieldenner also held an Ed-Forum on how to have tough conversations when it doesn't feel right; they brought handouts for 40 and had 50 attend. This unique event was attended by six RTC students and three staff members. Board Chair Unti complimented the students in their accomplishments and for being great ambassadors of the college.

E. Renton Federation of Teachers

Ms. Simone Terrell informed the Board that she wished she had good news to bring, but it is not. RFT representation has spoken with Human Resources and administration regarding a 33-year employee looking for a graceful way out. The Work Load Task Force has not met for over a month, although RFT has pushed away from the table to attempt to let emotions settle. In the following two-weeks, they plan to meet with negotiators on how to proceed. It was brought to Ms. Terrell's attention that faculty feel that

they are being disenfranchised, while attending strategic planning meetings, and feel that their conversations are demeaned or not heard. Additionally, she senses and feels that there are still diversity issues that were brought up to administration in September that still haven't received attention. She is aware of the cultural training that is coming (not too much, too little, too late), but we need to begin the conversations.

- 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. Trustee Takamura thanked Human Resources for including information about diversity hires. From the Foundation, Trustee Palmer noted that the Mayor wants to continue the State of the City on our campus. During the event he included a shout-out for those who do not already donate to scholarships. Trustee Takamura asked about the status of ctcLink. CIO Corigliano shared a brief status update, and information about the Best Practice Development workshops that are being scheduled in late April and early May. SBCTC will be hiring a new director, and one consulting firm (Ciber) has filed for Chapter 11. CIO Corigliano is going to a Gartner meeting next week. The BAC group has not had a full-fledged discussion about this yet. SBCTC Director Brown states that we need to continue as though it is on.

4. ACTION ITEMS

- A. Comprehensive Fee Increase Proposal** Vice President Merrell shared updated information from the legislature. We have started to see budget concerns, without additional revenue sources coming in. Last year we started with a (\$230K) budget deficit. We are still getting charged on the front end (tuition skim) for ctcLink, and on the back end (hosting/maintenance) which comes from the colleges operating budget and will exceed \$180K for 2016-17. There is no funding for classified step increases, moving staff from grant to state funding, and the annual cost for land acquisition is \$240K. Both the House and Senate proposed budgets have I-732 COLA's included. This designated increase for staff and faculty (not exempt) would be funded at 65%. Funding the other 35% would be \$137K from local funds. We committed to provide \$120K to tutoring in the LRCC, we have a new fire benefit charge of \$50K, and any additional unknown funds in negotiating with RFT. This put us at a 2017-18 budget planning deficit of \$1M. We are supposed to receive a new allocation increase of \$241K. We are asking to the Board to approve an increase to the comprehensive fee to \$13 (increase of \$10). Fees from neighboring colleges were shared; we are still extremely low comparative to other colleges, and the state allocation is not equal—RTC is on the low end. We are unfortunately not finding any other way to balance our budget. Board Chair Unti commented that when the state refuses to fund education, we tend to eat each other up. They can't continue to add COLA's, and not support back-fill. We need to make sure we are not turning on one another; we need to galvanize and make our voices heard. Trustee Page asked Vice President Merrell to remind them how the comprehensive fee is different from tuition. Vice President Merrell noted that we follow the state board tuition policy. Technical Colleges used to be outside of that schedule, but now we follow the mandates. The operating fee, S&A fees, and building fees are set. Beyond that schools have a multitude of other fees that they charge. We have program fees, lab fees or overarching (comprehensive is overall – generic). We look for fees to help students, and affect them all broadly. Trustee Takamura asked about translating that to each student. 15 credits x \$10 = \$150. She inquired further to make sure there are measures in place to explain it and help

them along the way. Vice President Merrell indicated that this is the mechanism to begin the conversation. We want to continue the work we are doing with the staff that we have. With a (\$1M) deficit, we either reduce services to students or we increase fees to keep good things in place. Vice President Reyna commented that students get a better deal here, and still have the choice to attend elsewhere. Dr. McCarthy indicated that as fees increase, so does the financial aid award. Most will be assisted within the financial aid package. Those that don't have financial aid would be impacted \$600 for 60 credits in the year. There may be ways to work with the Foundation, for additional support. We do not want to impose on the students, but cutting services doesn't help either. This has not been a path we have chosen since the fee was initiated. Mr. Spieldenner informed the Board that initially the student government requested imposing a \$3 increase to cover tutoring services for the LRCC. Many students were supportive of the fee increase, but the \$10 increase was a bit harder to swallow. Students are working on a meals program and textbook reserve, and feel this is a shared opportunity for administration and students. It is a tougher pill to swallow, but it will allow the college to support the LRCC, which makes it worth it. We need to have basic support services in place. Mr. Abdullahi indicated that it is tough to be in a position of which programs to support. The LRCC has become more than a tutoring center; it is more of a student hub, where students go for support. Funds generated by the dollars that are kept, will come out as a wash. Bellevue College has a lot of small fees that allow them to have other miscellaneous things. He believes it would be harder for the college to come back again to ask for more. We need the fee to support all students. The LRCC is an important growth of community on campus. Trustee Page recalls Mr. Covington's report to the Board about the growth of LRCC, and the last thing the board wants to do is undermine this. His further concern about the proposal, is failure of the state to meet its obligation. The legislature continues to live in "la-la land" about our ability to do more with less. We cannot give up on these quests. We will put this on the backs of the students, and we cannot continue this. Vice President Gilmore English shared her appreciation of the work being accomplished in student government and their ability to integrate and message their interests. Trustee Palmer thanked Mr. Spieldenner and Mr. Abdullahi for their support and sharing today about this issue. Ms. Catherine Trejo has been a student here for two years, has used the LRCC, and commented on its positive growth. The comradery is great. This is an investment by students and the college, and will allow for further expansion and improvement on what will come of this; it is measurable. Dr. McCarthy added that the LRCC has everything to do with completion. He and Vice Presidents, Gilmore English, Merrell and Reyna will be meeting with the student executive team next week. Messaging through the executive cabinet to faculty and staff will be paramount. We know there are many individuals on campus that always want to find ways to minimize the cost to students. We have not taken this lightly.

Trustee Page introduced a motion to approve the comprehensive fee increase as proposed, Trustee Palmer seconded and the motion carried.

5. DISCUSSION/REPORTS

A. President

- 1) Senator Patty Murray visited campus this morning. Following Katherine Long's article in the Seattle Times on Mohamed (Mo) Abdullahi, her office reached out to arrange an opportunity to meet with him. Originally it was planned as a visit to her office in Seattle on

April 12, and was then changed to a campus visit today. This worked out very well. Senator Murray spoke with Mo for about 15 minutes. She did a good job of drawing him out more when asked to share a short rendition of his life. He is good at sharing about his family, and the college's values. Previously, when Representative Bergquist was on campus, Mo discussed his experience in the high school; sharing that he was told he wasn't college material, and how he found his way here and has done very well. This is the power of social capital. Students are able to bring their talents and strengths, and the staff that work with them help them recognize their potential. We need to be aware of the power of social capital. This is a good reminder to all of us. He is not alone in his quest. Senator Murray also went by the Learning Resource and Career Center (LRCC), and met with Vice President Reyna and Dean Novotny to discuss immigration issues and concerns. Senator Murray does a good job of hearing this and bringing it to Washington. We also took her to the Medical Assistant program and the new Aerospace Programming classroom. It was a great visit, thanks to Mo! Board Chair Unti thanked Dr. McCarthy for capturing the foundation of social capital and how everyone on campus is a part of that. We need to continue to improve on all situations.

Dr. McCarthy shared information with the board about Work Load Task Force, and other concerns mentioned earlier in today's meeting. The Work Load Task Force project has been a long process. These are big questions and it can be challenging for people. There has also been extensive work to analyze program credits and workload. We need to navigate these after discovery. Is curriculum set up correctly? If credits are cut back, it will effect fees and tuition, as well as faculty. We take the issues seriously, and we have a very complicated weave of all the interests. We look forward to working with RFT on all these matters. Dr. McCarthy shared his disappointment to hear that some faculty feel disenfranchised about their voices on strategic planning. Not hearing that their own opinion is shared by all is not the same as not being heard. There were three days of round-II sessions this week. There is a wide spectrum of opinion when we look at mission, vision, values and other things that come out of this process. Dr. McCarthy remains open to listening to these concerns.

Strategic Plan – We have just completed the second round of internal forums. There was great attendance at all sessions. We distilled the multiple pages of information that came from round one, and developed a set of four-themes that rose from that. This brought proposed changes to mission, vision and values; from all-college meetings, cabinet, steering committee, and open forums. We were looking for people to talk about what resonated, and how the ideas had marinated. One of our observations is that employees tended not to mention their own relationships with the College, but focused on students. We believe that as we are a large employer, we need to consider both employees and students in this plan. The Institutional Research (IR) department is providing a lot of data about programs, completion, retention, and student success. A first draft of the plan is expected near the end of April. It will be shared internally, externally, and with cabinet. A final draft will be presented to the Board as a first read, at the end of June. We would possibly have a July meeting to look at just this topic. Board Chair Unti commented that we have waited a long time to engage this process. He is deeply appreciative of the work being done on this. The longer we wait, the more we lose traction.

Equity Plan – The Diversity, Equity and Inclusion (DEI) Council and executive team have been meeting frequently, and are about to commence on a series of meetings that looks at the development of the plan; how to begin, envision, and work for the future. This will be done in groups. Vice President Reyna believes there is a great group of diverse folks in the leadership team that will allow us to effectively engage the campus. We will be offering morning, afternoon and late sessions to engage as many as possible on campus. We are excited to get the work going. One question is what community folks should be engaged? We want to be sure the DEI plan works within the strategic plan. Dr. McCarthy added that there is a lot of buy-in for the broad strategic view, and a need for this work on campus. What will be helpful is operationalizing the plan. This helps the sense of community; breaking bread together will bring people together without formalizing it. There is a book group on campus currently reading diversity matters material. It is starting to generate conversation.

Legislative Advocacy – Since the last Board meeting, we had one additional visit to Olympia. We met with Senators Wilson and Mullet, and Representative Bergquist. Dr. McCarthy has been in touch with legislative members about concerns on certain votes. We continue to stay involved. The system has sent out letters to house and senate leadership about our priorities. There is still a lack of reality in Olympia; they really don't know how funding or the lack of affect us. I-732 salary increases are included in both proposed budgets at sixty-five (65) percent, which leaves thirty-five (35) percent from local funds and is effectively forty-five (45) percent due to unfunded enterprise and grant positions. The impact to the college is about \$500K over the biennium to cover mandated COLA's and increments. The House budget is asking for a tuition freeze, and there are concerns about how this will end up.

Dr. McCarthy stated that he has been confident that we would claw our way to 100 percent of enrollment, but right now it is not looking as good. We may end up at about 98 percent. There has been a softening in professional technical programs as well as general education, especially sciences. The latter might be connected to the hiatus in Nursing earlier in the year; also, sections might be opening up at neighboring colleges. There is growth in Carpenters, but we are not seeing the paperwork come through, so we cannot be certain. On the positive side, we are building in I-BEST and there are pretty good wait lists for Medical Assisting and Computer Programming to add next year. We will see how enrollments come in; we continue to work to see how instruction can add programming.

Trustee Page noted that he was pleased to join Dr. McCarthy at the reception in Olympia for the SBCTC 50th Anniversary. Governors Evans and Inslee were both in attendance. This was an excellent opportunity to engage. The four-year colleges were instrumental in setting up the CTC's. Governor Evans shared information about diverse viewpoints – noting that the system has done well for 50 years, as well as seeing where we are today. He enjoyed the opportunity to share about RTC's efforts and work. The history was fascinating.

- 2) Dr. McCarthy asked Executive Director Campbell to share information about the NWCCU Mid-Cycle Evaluation. Ms. Campbell asked if there were specific questions from Board members after having reviewed the documents. We hosted two NWCCU evaluators in mid-October. We received several compliments and one concern. They asked us to

consider effective and stable staffing in Institutional Advancement in preparation for our Year-7 report. We are still having internal discussions about what this looks like and how we can assist. We were complimented on innovative thinking and observations of staff and faculty that we are using for data for completion and transition. We are measuring and asking the right questions. We then received a letter from them to finalize the report and report of what comes next. We still need to meet three of four recommendations and will address them in three years. This did not come as a surprise. It is always good that we expect what they are saying. Recommendations 2-3-and 4 actually site 13 standards within those. It will be important for us to move in the direction of addressing these since it is such a large number of standards. We are confident that we will be where we need to be. Our candidacy at BA level was not approved, which means there are a few things we still need to do (we remain in candidacy status). There is no effect to the degree for the student. We will need to submit an ad hoc report in the fall to address the concerns. The visit was to ensure we were on the same page and we feel confirmed. Changes can occur in the requirements over time, and the best rule is to document. Ms. Campbell confirmed that there is absolutely a need to develop and fund BAS degrees.

B. Board of Trustees

1) Review Tenure Format

Dr. McCarthy asked for input specifically from the format used at the last meeting. Trustee Palmer was pleased with doing the reviews on-line and last month's process. There does seem to be a variety of ways people are using Canvas. She questioned if there was a chance that a template is being prepared. Vice President Reyna noted that we are working to standardize templates, but that this also shows the diversity of reports. Dr. McCarthy noted that we need to provide training for quality and get everyone to move to Canvas. We are experiencing some growing pains, but expect you will see changes in the future. A goal of the committee is to develop the consistency of team leadership and the report. We are hoping that soon the board won't have to have this as one of their goals for the year. Board Chair Unti indicated he is not willing to lower our standards; tenure is the heartbeat of the college. We need to set the standard and place that challenge on those who have attained it. He also recognizes that this takes time and we need to continue our clear message. The Board doesn't vote on the process, we vote on if they have met the requirements to be promoted. Student evaluations are often lacking. Trustee Page felt bad that there was not enough time spent with each candidate, but that the face to face interaction lends a lot to the process. We want people to feel that we are on their side. We could ask the tenure steering committee for recommendations. It looks like there will be five probationers coming to the June Board meeting.

2) Board Liaison Reports

- a) **RTC Foundation** Executive Director Shaw's report was inclusive, and Trustee Page felt there was not much more to add. He is looking forward to the automotive complex event. There are great efforts taking place! Board Chair Unti shared his delight with the work coming from the Foundation.
- b) **RTC Advisory Board** Trustee Takamura reported on the March 29 meeting. She was not expecting such a small group. Vice President Reyna indicated we are working

on committee expansion from industry leaders. Dean Jackson is working to bring other member representatives from relative sectors. We have recently lost some folks due to retirements, and a combination of many things. We look to our council members for what is trending, so we can be sure to align. Members want to hear what is trending amongst each other, but at the 30,000 foot level. A lot of the meeting depends on the people in attendance, there was not a quorum. Trustee Takamura questioned how reflective it is from the broader community, but she learned a lot. The Boeing representative was encouraging and trades/construction folks mentioned there was only one bid on the Sartori building with the School District.

3) **ACCT Leadership Congress '17**

It was suggested in February, to bring this back for further discussion of this opportunity or other professional development. Trustee Palmer indicated that she would like to attend, and it appeared earlier that Trustee Entenman may also be interested. Information will be sent to both Trustees for interest. Trustee Page will represent the Board, along with Dr. McCarthy at the ACT Spring conference in Moses Lake, in May.

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 February 28, 2017.

- 2) Review of Audited Financial Statements Vice President Merrell shared basic information and highlights from the Audited Financial Statements. The goal is to make sure everyone is aware of any findings or auditing issues. Finance Director Johnson shared a presentation regarding the specifics of the audit, including the NWCCU and SBCTC timelines. The Business Office has done a tremendous job in meeting these requirements, without taking on any additional staff to complete them. Board members shared their appreciation for a job well done, especially meeting near impossible timelines.

- 3) Property Acquisition Update Vice President Merrell shared an update on the King County Property Acquisition. In late March we were notified that since the appraisal had now exhausted a one-year time limit, another appraisal would be required. Following some information gathering of email communications, and appraisal dates it was uncovered that perhaps King County had originally received two appraisals on the property but only sent one. That appraisal was dated May 5, 2016 with an inspection date of March 21, 2016. This appraisal was received from King County on July 15, 2016. After contacting them about the concerns over another appraisal, a phone meeting took place earlier this week, where we identified some of the dates and conversation that appeared to be misleading. Mr. Wright agreed to look into the matter and get back with us by the end of the week. We have not heard yet, but will keep you informed as this continues.

6. MEETINGS

The next regular meeting of the Board of Trustees will be held May 17, 2017.

7. EXECUTIVE SESSION

No executive session was held.

8. ACTION

No action was taken.

9. ADJOURNMENT

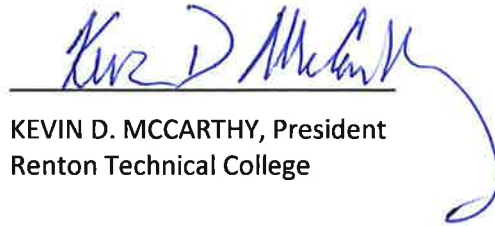
It was moved by Chairman Unti to adjourn the Board of Trustees' meeting at 5:55 p.m. Motion carried.

10. BOARD STUDY SESSION

At 6:00 p.m. board members proceeded to tour the Basic Studies program classrooms.



KIRBY UNTI, Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College