



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.

2. ADOPTION OF MINUTES

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

April 13, 2017 regular meeting

Trustee Page introduced a motion to approve the meeting minutes for the regular meeting on April 13, 2017 as presented. Trustee Palmer seconded, and the motion carried.

3. COMMUNICATIONS

- A. General Information/Introductions** Dr. McCarthy introduced Dean Scott Latiolais, as the new Vice President at Clover Park Technical College, effective July 1, 2017. Board members thanked Dean Latiolais for his service to the college and wished him luck as he moves on to the south.
- B. Correspondence** Chairman Unti called attention to the local media articles published on behalf of the college, including a hand written thank you note from Senator Murray, following her campus visit. The Automotive complex has gotten great press. Also included are thank you notes from two students that received the Board Scholarships.
- C. Comments from the Audience** There were no comments from the audience.
- D. Student Leadership** There was no written report, as the Student Leadership budget was presented for approval under the action portion of the agenda.
- E. Renton Federation of Teachers** Ms. Lynn Dee Spencer reported on behalf of RFT. She thanked student leadership and the LRCC for their support to students and their campus life. We now have a faculty sub-committee for the Workload Task Force (WLTF). She thanked Dr. McCarthy and Vice President Reyna for their open door policies. We have been working on instructional plans for the new year. Many students are out on extern right now and students are getting job offers already.
- 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 Page asked about measuring the effectiveness of billboards. Executive Director Campbell responded there is no easy way. We do ask students during enrollment how they heard about RTC. Google analytics are better.

Board Chair Page commented on the Instruction report and update of the Nursing Program. Director Hertig was present at the meeting, and stated she was delighted to write the report on Nursing. We want to maintain the diversity of program while increasing success. We are excited about focusing on raising the standards to be consistent with other programs and provide that support for students so they can be successful. We accepted a class for the fall, but after we were unable to launch it because of the Nursing Commission ruling, we lost a few students, then brought in a few new applicants when we started the cohort this spring. They had a higher GPA and higher TEAS (test of academic score), and we were able to maintain the diversity. Trustee Entenman asked about the lottery students. They were automatically grandfathered and were able to start in the spring (23 students). In Nursing, we think in groups of 8, so we brought in another 9-10 in a selection process. We met with students included in the lottery and discussed how they might be successful in a selection process. We had to turn in a report to the state and it came down to providing support for our students. In terms of doing that, there needs to be a dedicated support plan. Administration has approved a half-time support specialist. Trustee Palmer asked if the Nigerian nursing faculty is still planning to join our team. Director Hertig noted that his wife doesn't want to move, and WSU does not want to lose him. He is a real prize in the nursing ranks. She keeps putting out the challenge and has met with him but he has not yet signed the contract. Trustee Takamura inquired about the Kentlake High School CNA program, and asked if other high schools are included. Other students in Kent can participate. We are working with the CNA students, to help them understand what their opportunities are once they get the CNA certificate. We are also encouraging the student club on our campus. We are hosting a nursing camp on June 27th. Kentlake has partnered with Multicare and they want to have a camp on our campus.

Board Chair Unti realizes the uphill slog with the Nursing program and appreciates the commitment and work to have a successful program. Dr. McCarthy noted a clearly positive difference in the progress report letter we recently received from the nursing commission. We are also working to build a partnership with Seattle University to use their nursing lab. Being creative and keeping the diversity of the program is what we need.

4. ACTION ITEMS

- A. Student Leadership Budget Approval** Director Supinski noted that in preparation of today's presentation, they realized it was the five-year anniversary of student leadership on our campus! She and student leaders shared a slide presentation of the success of student government on our campus. Following the presentation, student leaders shared their successes in what they have learned: learning team-work, sometimes leading/sometimes following, equity and inclusiveness, sharing feelings, learning to listen, learning to have a voice, and learning about themselves. Board members asked for a comparison to last year's budget. Director Supinski responded that most adjustments were between revenue and work study. More money was added to equity and inclusion, and funding was increased in the student access fund. Trustee Takamura asked about the contingency fund. These funds cover ideas that next year's leaders may develop on other things; another event, water fountains, dialogues, as well as breathing room to have a creative space. Student leaders vote on allocations. Trustee Page asked about last year's contingency fund – every year fifteen percent of the anticipated revenue is allocated into contingency. Trustee Palmer asked further about benefits for student ambassadors – these are allocations for labor and industry. Trustee Entenman asked about

student emergency funds – students go to the Foundation and ask for one time grants. These grants existed before student government was in place. The Foundation asked ASG for supplemental funds to keep this account active. Vice President Merrell confirmed that we are very careful about how those funds are spent; we collect a copy of the bill, and make the payment directly to the company on behalf of the student.

Trustee Palmer introduced a motion to approve the student leadership budget as presented, Trustee Entenman seconded and the motion carried.

Trustee Page applauded student leaders and encouraged them to continue to challenge themselves as though this is still new every year. We are very proud of everyone for proving the skeptics wrong; you have demonstrated that the capacity of our community is unlimited, and you have our vote of confidence. Trustee Takamura reminded students that she can't say enough about the role they play when visiting Olympia and sharing their voices; it has a state-wide implication. Board Chair Unti offered his pride on behalf of the entire college. Not only have you proved you are forming great development of soft skills and knowledge, but you are a benefit to the whole community. A very big shout out to your leader, Director Supinski – who in turn included her co-workers Michelle Iko, Anthony Covington and Mical DeGraaff. You hear in our voices a strong vote of affirmation. Dr. McCarthy thanked students for their efforts and he enjoys seeing them all around campus in a variety of places doing great work.

5. DISCUSSION/REPORTS

A. President

- 1) Dr. McCarthy asked board members if the monthly reports were meeting their needs. Trustee Takamura appreciates the work that goes into the report preparation. It is nice to hear questions from board members. Everyone has been very busy of late. People have been handling it all with grace.

The Automotive Grand opening was a wonderful event and provided great fun! It is a vibrant hub for the community and it nicely gave that feel. Many parents and students who approached Dr. McCarthy shared their accolades. In many ways we did not play up the college's 75th anniversary, and this was that event.

Overall enrollments are off from last year; we are between 98-99 percent of where we were. There is more head count in Adult Basic Education (ABE), but due to some coding issues brings the FTE down. We are getting more numbers from HS 21+ (expecting about 400 graduates from this program; English & Spanish). Gen Ed is slightly higher this year but had a weaker winter and spring. Other colleges nearby may have had more openings than in the recent past. Prof-tech continues to be softer than in the past. There was a huge boost in I-BEST enrollments. The state average is 7 percent, and RTC was up 35 percent over last year. We have done a good job in leveraging that. CNT (Computer Network Technology) is now an I-BEST program. We are up some with apprenticeship and that helps us meet our overall goal. Two-year colleges are cyclical to our economy. We are trying to keep good relations with our apprenticeship partners, and get the paperwork in on time. We are seeing the Nursing program back on track, adding a new BAS in Network Architecture, Mechatronics, and cohorts in Medical Assisting and Computer Science in the fall.

BOARD OF TRUSTEES MEETING
Minutes – May 17, 2017

Strategic Plan – Dr. McCarthy and Executive Director Campbell spent the last half of April drafting the plan. The first draft is in three sections: 1) institutional context; 2) mission, vision, and values (refreshed); and 3) four goals with objectives and sample activities. It is a relatively short document. Next week we will hold four additional open forums for continued participation on campus. A second draft will be done and we will have the first presentation to the Trustees in June, and present for approval in July. Overall we believe that we work from our traditions and our strengths and not getting sucked into the status quo. Forums give people ownership.

Equity Plan – Vice President Reyna and the leadership team of the Equity, Diversity, and Inclusion Council are continuing development of a distinct plan, with forums also taking place. Forums have been held with cabinet, the Instructional team, Student Services leadership, and participation of over 50 faculty and staff so far. They will meet with the general student body on May 25th, student leadership on May 30th, and will host an evening session on May 31st. We will have a full review in June, with a draft plan at the end of the year.

Dr. McCarthy will be a panelist at the ACT meeting (a variation of what was done at WACTC in July), presenting Faculty of Color, Diversity of Hiring, and Bias Incidence. It is nice to see the trustees across the state interested in this. This is good material for a full ACT retreat. Trustee Page was engaged in the discussion to include this on the agenda. Part of the concept is that we charge our presidents to do the work, and trustees need to understand how to be fully actionable and able to bring it back. At the WACTC meeting it can have a very operational focus and we want to bring it to policy level work. Trustee Takamura commented that K-12 has made some real advances in these policies.

Legislative Advocacy – Lately this has been quiet. We haven't been to Olympia since late March. Senator Hasegawa and Representative Santos attended the Students Serving Washington Awards on April 28th, where RTC student Abdul Amath was the runner up in the two-year college category for the Outstanding Service award. Senator Wellman and Representative Bergquist both attended the Automotive Grand opening. Dr. McCarthy sent a thank you to both with pictures, and reminded them of the importance of capital funding. On the Federal Level, Jayna Smith, District Representative from Congressman Adam Smith's office, and Senator Patty Murray both visited campus. We are linking Ms. Smith with Sea Mar Community Health Centers. Trustee Entenman was excited about stealing her from Goodwill. Dr. McCarthy is working on an op-ed piece and another round of communications with legislators regarding the budget variations.

Board Chair Unti asked about the potential of a final budget. Dr. McCarthy noted that he and Vice President Merrell have developed and reported the college contingency plans to the state board. We have allocated \$4M for the summer; this covers July balloon payments for faculty salaries. This was reported to staff and faculty at the all-college meeting last week. Board Chair Unti added that this solidifies the point of keeping good cash reserves on hand. Trustee Takamura noted that she was at a meeting with Superintendent Reykdal; they are looking at CTE. The WACTC presidents will also will be meeting with Superintendent Reykdal. HS21+ has been a terrific program that encourages transition. Associate Dean Pollock was present and commented that in addition to credits required by OSPI, there is a cover letter, and written plan required to receive the diploma. At graduation, students will

be noticeable wearing teal honor chords, and those students in college level programs who are graduating will have two teal chords to signify transition.

- 2) Tenure Notifications Dr. McCarthy informed Board members that the tenure portfolios are available on the Canvas site. Binders are also available since this round of probationers began their three-year probationary period in the binder format. We found this set of five probationers to be much more even; good developments and much more complete. Three will be presented for tenure, and two for advancement from year two to year three. There was discussion about the start time for the executive session to meet with probationary faculty. Board members agreed to begin the June 14th meeting at 2:00 p.m., immediately moving to executive session. The regular meeting will reconvene at 3:00 p.m.

B. Title III Grant Update

Presenters: Dean, Student Success Scott Latiolais, Vice President Student Services Jessica Gilmore English, Executive Director Institutional Advancement Michelle Campbell, Student Abdul Amath, Director of Student Programs and Engagement Jessica Supinski, and Director Institutional Research Heather Knous-Westfall

In 2012, RTC was awarded a five-year U.S. Department of Education Title III grant, for just under \$2M. The impetus for grant application was based on low student satisfaction based on the CCSSE (Center for Community College Student Engagement) and SENSE (Survey of Entering Student Engagement) data surveys from existing and new students. The scope of RTC's Title III grant was extensive and included three primary student support service interventions as well as investments in the college's institutional research and technology infrastructures. Structures weren't up to date, and the grant allowed for creating the following interventions: redesigning the counseling and advising model, implementing the College Success 101 course, and creation of a mandatory new student orientation. A presentation was shared that included a variety of stages and changes that have occurred over the course of the grant.

Student Abdul Amath shared his experience entering RTC. This is a hectic time for new students; orientation helps students adjust. He met teachers, and reviewed classroom syllabi which allowed for immediate start when classes began. In the first quarter he took college success 101, and that's where he met Director Supinski and learned about soft skills and stepping his foot through the door as a student leader. This has come full circle and he can now share with other students.

Having student leaders in orientation is totally full circle. Further discussion included areas that were affected. Systems were created and put in place that didn't earlier exist. This has been a true academic advising impact. New Student Orientation used to be a welcome for an hour, and is now mandatory before each quarter begins and now aligns with learning cohorts. Tours are conducted; what do students need in the first 10 days? There is a 75 to 85 percent attendance. Student leaders phone call, send a letter, and welcome students to campus. At the end of the day, they fill out a questionnaire; what did I learn today? Ten days later there is a check-in from support services. A recap of the first quarter module, showed 25 to 30 instructors were involved in the college success courses. It has been a journey and we are now complete with all programs,

but just a minor few. Assessing learning outcomes was our next step. A philosophy was adopted by active concern, has become the hallmark of the program. We also retooled the entry process from nine steps to four; connect, apply, assess and register. There is a new intake model that includes a 7-8 page survey. This survey pre-qualifies students for financial aid, disability services, etc. Student ambassadors help with this process. This has been very transformational, and has proven positive gains in worker retaining numbers, veteran's affairs, etc. Other schools are modeling from our process. Data was shared on increased student advising appointments. More counselors/advisors were also brought on. The Sense 2015 findings are much improved. College 101/GPA comparison data was shared. Every student is encourage to take the class. If they have 45 credits or more, they are eligible for a waiver. Data shows that those taking the course outperform those that don't. It is now mandatory, and satisfaction rates are high. Lessons learned - weaving it into the fabric of the institution. Five years is huge, sometimes you have to remain consistent and after a while people will begin to believe it is their own idea. The transformation in Student Success is significant. It was necessary and we have moved forward decades. SBCTC named this one of the top three advising models. It is a lot of change in a short period of time. Much of the work we did in title III grazed the lines of guided pathways. We are very much ahead of other institutions in the guided pathways. It is important enough to continue the work, following the conclusion of the grant. The whole premise is an institutionalizing expectation. Over the five-year grant period, Title III funds supported \$50K in pilot projects to faculty and staff with innovative and practical ideas for increasing student engagement, retention, and persistence. Mini grant projects included: Passport to Success for Basic Studies students, and the Textbook Access Program. Given budget realities, we have not managed to yet retain every position currently funded, to sustain their work. It is personnel intensive. Trustee Page continued conversation about sustaining the work. Vice President Gilmore English said that she came to the college at year three and Vice President Reyna about six months later. They came on during the full thrust of this momentum, and Dr. McCarthy followed as this was well under way. Board Chair Unti remembered that five-years ago, trustees were all about GISS. We may not be able to maintain all of the positions, but we have the infrastructure in place. He is happy about the collaborative transformation of student services. Dr. McCarthy added that this is change of the 30K level; change from where students have the right to fail, to . . . we will help you succeed. Trustee Palmer is pleased to hear of this success; it is exactly what we were looking for.

C. Board of Trustees

1) Board Liaison Reports

- a) *RTC Foundation* Trustee Page added his congratulations to the college and the Foundation for the successful Automotive Grand opening event. The Foundation continues to recruit board members, and he emphasized to trustees that the board wants to pay attention to the opportunities created. As we build success, more opportunities will become available. Dr. McCarthy added that we continue to want a more diverse board and some deep pockets.
- b) *RTC Advisory Board* Trustee Takamura reported that the next meeting is scheduled June 27, 2017.

2) President's Evaluation

Dr. McCarthy reminded board members that last year we went to a new format for his evaluation that was narrative, based on the goals. The plan is to have a self-evaluation to the Board by early June that will allow for completion of Dr. McCarthy's evaluation by the Board at the June or July meeting. Trustee Page would like Dr. McCarthy to provide an honest reality and reflection of the future and challenges ahead.

3) September Board Retreat

Board Chair Unti informed fellow board members that meetings are scheduled in June and July. There will be no August meeting, and we will have the Board Retreat in September. The Board will want to complete the Board Self-Evaluation survey in preparation for discussion at the retreat. You have received a copy of last year's completed evaluation, and it was suggested that we live with the same form for one more year to see if we need modifications. The retreat is scheduled on the normal Board meeting schedule; September 20th. We will need to determine topics and timing for the retreat at our June meeting.

D. 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 March 31, 2017.

2) Board of Trustees Budget Vice President Merrell presented a draft budget proposal for the trustees 2017-18 budget. She noted that it is forever a guessing game, but she did increase the budget by \$9,405 (this includes membership fees to the local ACT and National ACCT).

3) Property Acquisition Update Vice President Merrell shared an update on the King County Property Acquisition. In our discovery process it was evident that two appraisals had been done, and the college only received one. The bottom line is the second appraisal was \$50K less, so we will achieve this savings. They have requested a short narrative of how we plan to use the property. The Purchase and Sale Agreement will be presented to the King County Council within the next few weeks.

We were also notified by the Renton Fire Department, that property owners approved a Fire benefit charge, which results in an annual fee of \$50K to the college. After negotiating, our fee, it has been decreased to \$12K.

6. MEETINGS

A. The next regular meeting of the Board of Trustees will be held June 14, 2017.

B. There is special meeting scheduled for July 19, 2017 to present the Strategic Plan for approval and possibly the College Budget. The President's WACTC retreat begins on this day, and we would like to propose a morning meeting. Following discussion, it was agreed that the July 19th meeting would begin at 7:30 a.m.

BOARD OF TRUSTEES MEETING
Minutes – May 17, 2017

7. EXECUTIVE SESSION

At 5:50 p.m. an executive session was called for 5 minutes to review the performance of a public employee. At 5:55 p.m. the board returned to regular session.

8. ACTION

No action was taken as a result of the executive session.

9. ADJOURNMENT

It was moved by Chairman Unti to adjourn the Board of Trustees' meeting at 5:58 p.m. Motion carried.



KIRBY UNTI, Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College