



**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 2:00 p.m. by Board Chair, Trustee Unti. There was notation that a quorum was established, and Chairman Unti led the flag salute.

**2. EXECUTIVE SESSION**

A. At 2:03 p.m. Board Chair Unti called for an Executive Session for 60 minutes, to review the performance of a public employee; all Faculty Tenure probationers. The executive session was extended an additional 25 minutes, and the Board returned to regular session at 3:28 p.m.

**3. ACTION ITEMS**

A. **Comments from the Audience** There were no comments from the audience.

**B. Faculty Tenure and Advancements**

1) Faculty Advancements - Second to Third Year

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that **Tony Parker** and **Alma Meza** be promoted from the second to third year of probation, effective January 2, 2018. Trustee Palmer seconded, and the **motion carried**.*

Board Chair Unti expressed his deep appreciation to both Chef Parker and Ms. Meza for their commitments to the college. Trustee Page thanked Chef Parker for wanting to see RTC and the culinary program as the best in the CTC system. He further thanked Ms. Meza for the work she does, helping make us the best. Trustee Takamura shared her appreciation for the commitment to the diverse demography of students and empowering them to grow. Board Chair Unti shared further his compliments of the wonderful advocates both are to students, letting them know we care and we want this to be a safe place. Congratulations! Ms. Meza thanked everyone and appreciates the opportunity and experiences to be part of the RTC family. Chef Parker added that the family support around the college is the best.

2) Faculty Advancements to Tenure

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Colleen Bassham** be promoted from the third year of probation to Tenure, effective January 2, 2018. Trustee Page seconded, and the **motion carried**.*

Board Chair Unti added that the Board is delighted to recognize Ms. Bassham's adaptability, knowing that she is there for students; being a counselor in an office to one that can move out into the classroom redefines her well. Trustee Page added his pleasure to Ms. Bassham's remarkable style, and appreciates all of her experience. Ms. Bassham commented that she loves working at RTC and it is a joy to be here every day.

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Palmer moved that **Jim Robinson** be promoted from the third year of probation to Tenure, effective January 2, 2018. Trustee Page seconded. Discussion:*

Trustee Entenman noted her reluctance to award tenure, seeing areas needing improvement. Trustee Takamura echoed Trustee Entenman's concerns. Trustee Page noted further, as much as we are interested in doing the right thing, the process is highly important. In this case the report is excellent and the committee is to be commended. Nothing ever precludes that there may be things to be worked on. The challenge is to find probationers that are ready to be tenured with a proper dose of humility. He does not see that lacking and believes that Mr. Robinson can continue to learn and work with his dean to improve on concerns. This is an opportunity for the body of work to rise. Board Chair Unti added that the board has done a lot of heavy lifting to make the process more robust and raise the level of seriousness. Administrators, deans and faculty need to pay equal attention to post-tenure, and not at all in a punitive way. Forming life-long learners is constantly evolving.

*Following discussion, the **motion carried**.*

Board Chair Unti hopes Mr. Robinson will achieve his desire to be the best that he can be. Mr. Robinson thanked the Board for their constructive feedback and he will continue to do his very best work for the school.

#### **C. Prof-Tech Contract Approval**

Executive Director Hogan introduced Lisa Ziemer, Vice President of the Prof-Tech Association. Negotiations began on April 14 and concluded on May 24. A lot of work was accomplished in a short period of time. Executive Director Hogan highlighted the contract changes.

*Whereas the college and Renton Professional Technical Association have recently finalized the bargained changes of the aforementioned contract, I Trustee Page move to approve the contract as requested. Trustee Palmer seconded, and the **motion carried**.*

Ms. Ziemer noted that twenty-one people voted unanimously for contract approval; thirteen are at step K (top step). We were very pleased and worked well with administration to achieve the final contract. Trustee Page noted that he saw no MOU's and hoped the final contract gives membership what they need. Ms. Ziemer responded favorably, yes. Once the budget is approved, COLA's will appropriately follow. Board Chair Unti noted that this contract is approved with gratitude. The spirit of how this was negotiated is very much appreciated.

#### **D. College Budget**

Vice President Merrell noted that since the legislature has not yet finalized an annual operating or capital budget, we are requesting approval to allow the college to expend funds into 2017-18, using reserves. Trustee Takamura noted that staff and faculty be informed and understand the need for contingency budget and the importance of it.

*Whereas the college is seeking approval from the Board to adopt a resolution to allow the college to expend funds as necessary during the 2017-18 fiscal year, until the formal adoption of the budget can be completed; I Trustee Takamura move to approve the resolution as requested. Trustee Entenman seconded, and the **motion carried**.*

**E. Interfund Transfer**

Director of Financial Services, Mark Johnson informed Board members of RCW 43-88-260, which states that no fund can have a deficit cash balance at the end of a biennium. Director Johnson presented a request for approval to transfer cash from Fund 149 and/or Fund 148, to all funds which end the current biennium in a negative cash position, as well as the reversal of this transfer at the start of the new biennium.

*Whereas the college is seeking approval to transfer cash from Fund 149 and/or Fund 148, to all funds which end the current biennium in a negative cash position as well as the reversal of this transfer at the start of the next biennium, I Trustee Page move to approve as requested. Trustee Palmer seconded, and the **motion carried**.*

**4. ADOPTION OF MINUTES**

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

**May 17, 2017 regular meeting**

*Trustee Palmer introduced a motion to approve the meeting minutes for the regular meeting on May 17, 2017 as presented. Trustee Page seconded, and the **motion carried**.*

**5. COMMUNICATIONS**

- A. General Information/Introductions** CIO Corigliano introduced new Deputy CIO, Agnes Figueroa. Ms. Figueroa comes to RTC with a Master's degree in Organizational Management, with an emphasis in Information Technology. She has more than 25 years of experience in the IT field, most recently from Bellevue College. Ms. Figueroa's first day was June 13 and she is looking forward to helping CIO Corigliano increase efficiency within the department and tackle some issues.
- B. Correspondence** There was no correspondence shared.
- C. Student Leadership** There was no written report. Director Supinski was present to answer any questions related to commencement on June 22. Board members should plan to arrive by 6:15 p.m. back stage.
- D. Renton Federation of Teachers** RFT President Terrell took the opportunity to recap and close out the year. It is hopeful that faculty leaving or retiring will leave some of their legacy for their predecessors. Understanding, maintaining and nurturing contacts, information and connections are all very important. She further commented that she believes the membership is very aware of the position of the college budget and understands the need for contingency savings. Vice President Reyna provided two listening sessions for faculty to come and ask questions. He provided honest questions to ask themselves and be accountable for. She is looking for a good starting place in the fall. Some programs are going

through program reviews. Some peers and administrators will be a part of the process; these are some of the ways we are held to honesty, but feel there are some faculty members who have lost that accountability and we need to continue to push for it. The faculty welcome the challenges that the Board is giving them, related to tenure. It is a good way to resolve challenges, and demonstrate accountability that may have been lost by long-term employment and revolving doors in administration. Vice President Reyna and Ms. Terrell have finalized the list for the all-campus in-service training on June 26. Her hope is that we are all adult, and professional enough to receive the training and understand new filters for ourselves and others. Ms. Terrell commented positively about the recent learning-assessment training, which hit home with her because the colleges demographic is changing and will continue to do so. She learned a big lesson that she had to be told that sometimes teaching practices should change. Change can benefit our students. Why not break down the skill into two or three different practices. The training was one hour and she learned a lot. She asked herself, why is all the information given in her class written in English? She is learning and working toward better inclusion, and the use of other languages. Campus climate is still pretty intense, and it is hopeful the diversity training will bring us to a better place in September. She thanked the Board for the tenure advancements and tenure awards. She sees the value these instructors bring to the college. A note of congratulations goes out to Linh Bracking, Debbie Rundle, and Sheila May-Farley for their recently completion of their Masters of Education degree, and to Lynn-Dee Spencer who will receive her Bachelor of Applied Science in Professional Technical Education and Instructional Design. These are great accomplishments of continuous improvement in education! Lastly, faculty member Michele Lesmeister created a new scholarship in honor of her mother; *The Theresa Jane Smart Scholarship* is designed to support female students who have gone through the Basic Studies courses and are preparing to continue their education at RTC in career training or academic advancement. Ms. Lesmeister and her family have donated \$10,000 to start the scholarship.

- 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.

Trustee Palmer noted that it is nice to see the analytics that show the impact of the Renton Reporter, and her appreciation to Human Resources for the inclusion of diversity hires on the Human Resources report.

## **6. DISCUSSION/REPORTS**

### **A. President**

- 1) Dr. McCarthy thanked Ms. Terrell for her extensive report. Enrollment for year-end ended up at ninety-eight (98) percent of target. System-wide there are only six (6) districts, seven (7) colleges that exceeded that, and those are schools with high degree transfers. We are slightly up in Gen Eds, down in ABE due to coding issues, and down slightly in Prof-Tech. We are still registering Apprenticeship but will surpass last year. The Nursing commission is now allowing us to report quarterly versus monthly. To get back to budget matters, it is important that we meet or exceed a Ninety (90) percent fill rate, with better retention; that could mean \$.25M more per quarter in local funds. This has big implications of how we move ourselves forward. We are looking at some new programming in the fall.

*Strategic Plan* – we will be focusing on the draft strategic plan in the next section of my report.

*Equity Plan* – DEIC stakeholder forums were completed in May, with the last one held in Spanish. The council is meeting on June 20 and the leadership group will begin drafting the plan. Several from campus continue their involvement in state wide issues, including Dr. McCarthy's role in delivering material to the trustees at the recent spring ACT conference. Trustee Page added his appreciation for Dr. McCarthy and group bringing this to ACT. It touched on many facets of equity. There are a lot of strategies and work to get there. It was very worthwhile, and the rest of the conference was fine. Dr. McCarthy informed the Board about the all-college in-service scheduled for June 26 (four hours) with Dr. Robin DiAngelo from the University of Washington. This has important purpose and these are uncomfortable conversations; we want people to be prepared for this. *What Does It Mean To Be White? Developing White Racial Literacy*. This will not be an isolated event, but we will include further conversations about race and equity in the future. Trustee Page noted that we all need to be willing to go beyond comfortable.

*Legislative Advocacy* – Dr. McCarthy wrote many legislators just last Friday to reiterate some budget points (no cuts to the system, full finding of CBA's, faculty compensation and benefit increases, funding to increase student success and higher completion, sustainability, and preservation of state need grants). Dr. McCarthy and Vice President Gilmore English attended the Education Results meeting today, where the governor spoke about Community and Technical Education (CTE) without mentioning the CTC system. We have had very deep and engaged discussions at the cabinet level about budgets. It was very important that we passed the new student fee, and we are hopeful for some good budget dollars.

## 2) First Consideration Strategic Plan

At the genesis of the process it was clear that the college did not have a strategic plan. We had strategic priorities, but no plan. We put this off for one-year for Dr. McCarthy to get to know the campus and be able to develop relationships and understand context. The decision was made to do this internally, to emphasize active participation, incorporate other inputs, and provide focus. The plan needs to be authentic, reach beyond the status quo, and be realistic. It needs to serve our mission, vision and values of the college. Today's presentation is for first consideration. Board approval is scheduled for our July meeting. Does this plan serve the college needs and meet the Board's expectation?

Executive Director Campbell shared that there were three rounds of strategic planning forums (internal and external). The majority of employees had the opportunity to participate and see themselves in the final plan, once the plan comes to the Board and receives approval, it will not be a big shock and they feel they contributed to the end result. A goal was to keep it to a general reading level, be mindful to keep it clear and concise, and to provide enough context that shares enough about the institution to enable forging of partnerships. We added a definition of terms, to assist with common language and readability.

Board first impressions – Trustee Entenman asked RFT President Terrell how the faculty contributed in the process. Ms. Terrell responded very favorably, noting that it was a pleasure to see so many different represented groups in a room at once; from custodial, to food service, to faculty, staff and administration. Vice President Merrell shared her accolades for the countless hours of work done by Executive Director Campbell and Dr. McCarthy soliciting feedback from the community and campus. Ms. Terrell agreed that faculty were very involved and appreciated the transparency. Trustee Palmer asked if the strategic plan is addressing some of the dissension of RFT. Ms. Terrell responded yes, faculty are feeling included. Board Chair Unti found the introductory piece very well done; a helpful snapshot of college history and our story. This is a great script to tell the story for future endeavors. Board Chair Unti is wrestling with one piece: the clear, strong mission of jobs. Trustee Page thanked Dr. McCarthy and Executive Director Campbell for allowing him to be included on the steering committee throughout the process. There was a desire to take a slightly broader range of what we deliver to elevate people's prospect and possibilities. We are doing more than just job training. He agrees with the concern, but this also needs to be seen as not so limited. Board Chair Unti hopes it would be broader, but why are we not attracting enough people. Students don't come here knowing what higher education will do for them. We want to get past the living wage, and the mission in the plan should mirror our marketing. The job short-circuits the potential of furthering job education. Executive Director Campbell commented to Board Chair Unti's point, she believes it is included but may not be specific in one goal or objective. We do have a very high completion and placement rate. Trustee Entenman pointed out that goal 3 and objective 3.1 means jobs. Board Chair Unti stated that this is institutional language. Are there redeemable parts of the old culture or is now the time to move ahead and separate? Dr. McCarthy noted there are parts of both. Sometimes you need to prune to promote growth. If you chop it down to the base, you don't get much shape. Trustee Page stated that it is very important that people need to read beyond the bullet points. Trustee Palmer noted that certain key words will bring people in. Who is the primary audience? Executive Director Campbell responded noting internal, but certainly external partners. We may have two versions; one that pulls from the roadmap of the institution to where we need to be in five-years. Trustee Page asked Dr. McCarthy what is inconsistent with status quo. Dr. McCarthy believes the foundations are here, and yet there are attitudes, world views or just comfort with the status quo that do resist the college moving. People shouldn't be comfortable with that; we want to promote life-long learning and need to walk that talk. We need to push the growth mindset. We tried to include this throughout the document, a progressive movement and that we need to realize that our environment is different than it was ten-years ago, let alone twenty to thirty years. We try to teach students to be adaptable, and if we don't do that as an institution, we are failing. Board Chair Unti stated that no matter what skill set you have, there is always room for learning. Trustee Takamura asked if we are confident that this can be an enduring document (road map) regardless of who is here. Executive Director Campbell responded yes and no; because we all bring different lenses based on culture and experiences. This is a plan that is comprehensible; if leadership or faculty were to change, there is enough by-in that should hold fairly true to provide context. Dr. McCarthy stated that this is our immediate challenge as well. We are planning operational workshops in late August to begin the process of operationalizing the plan. Trustee Takamura stated that in

many ways it is an organic document, and we don't want it to end up on the shelf. Trustee Page added that this is not a constitution. Board Chair Unti commented that if we gave this to a blind group (those unaware of the college) would they know this is written for a technical college? Trustees Page and Takamura both agreed, yes. External partners recognized objective 3.1 as important. Executive Director Campbell noted that it is a fine line of being seen as a Voc-Tech versus preparing for a job/leader. Board Chair Unti, the broader understanding is what needs to be owned; this is an internal document. Dr. McCarthy stated that some voices say we are attempting to move away from a technical college. The hope is that this is 21<sup>st</sup>-century technical education. The Board needs to be behind the strategic plan in working with the president and the college. Trustee Takamura asked that the minutes reflect that the Board are in general approval of the first draft of the plan. Executive Director Campbell shared further a plan for moving and measuring, getting approval from NWCCU, and inclusion of further cabinet and larger workshops for unit planning. Trustee Page indicated that this doesn't have to be a moonshot, it's moving away from status quo but should be celebrated and popularized. Trustee Palmer added that RTC will be a diverse learning community. Board Chair Unti hopes everyone hears a great level of gratitude for the heavy lifting, the inclusion, the living document and additional ways that it will be included as it is rolled out. He does not think we missed anything, but recommended full speed ahead. We will continue to look at it and appreciate everyone's work.

## **B. Board of Trustees**

### 1) Board of Trustees Election of Officers

- a) Board Chair – Trustee Entenman stated that she is unable to serve as Board Chair for 2017-18.

*Trustee Takamura introduced a motion and nomination for Board Chair Unti to fulfill a consecutive term in the position of Board Chair. Trustee Palmer shared her willingness to serve in that role. Trustee Page introduced a motion and nomination for Trustee Palmer to serve in the role of Board Chair. Trustee Takamura withdrew her motion and nomination for Trustee Unti's continuation. Trustee Entenman seconded, and the **motion carried** to elect **Trustee Palmer** to serve as Board Chair for 2017-18.*

- b) Vice Chair – *Trustee Palmer introduced a motion and nomination for **Trustee Entenman** to serve in the role of Vice Chair. Board Chair Unti seconded, and the **motion carried**.*

### 2) ACT Legislative Action Committee (LAC)

- a) Primary Representative – ***Trustee Unti** offered to serve as the LAC primary representative.*
- b) Secondary Representative – ***Trustee Takamura** agreed to serve as the LAC secondary representative.*

### 3) RTC Liaison Positions

- a) RTC Advisory Council – ***Trustee Entenman** offered to serve as the Council Liaison.*

b) RTC Foundation – **Trustee Page** offered to continue serving as the Foundation Liaison.

4) Draft 2017-18 Board Meeting Calendar was presented for approval.

*Trustee Page introduced a motion to approve the draft 2017-18 Board meeting calendar as presented. Trustee Takamura seconded, and the **motion carried**.*

**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 and expenditures for the period ending April 30, 2017.

2) Property Acquisition Status Update

Vice President Merrell informed the Board that we are still waiting to know when it will go to the County Council for a vote.

**7. EXECUTIVE SESSION**

No executive session was held.

**8. ACTION**

No action was taken.

**9. MEETINGS**

**A.** The next regular meeting is scheduled July 19, 2017 at 7:30 a.m.

Board Chair Unti commented that he fully appreciated today's tenure conversation and quest for continuous improvement. Trustee Page thanked Board Chair Unti for his service this year as Board Chair.

**10. 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