MINUTES

1. CALL TO ORDER

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

2. ADOPTION OF MINUTES

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

September 20, 2017 regular meeting

Trustee Unni introduced a motion to approve the meeting minutes for the regular meeting on September 20, 2017 as presented. Trustee Page seconded, and the motion carried.

Ms. Simone Terrell, RFT president expressed concern that the minutes did not reflect trustee reservations about the budget as passed. Board Chair Palmer confirmed that the minutes adequately represented issues raised during the meeting.

3. COMMUNICATIONS

A. General Information/Introductions

There was no general information or introductions.

B. Correspondence

Board Chair Palmer reviewed recent press coverage.

C. Comments from the Audience

There were no comments from the audience.

D. Student Leadership

Student Leadership are waiting on final analysis of survey results to report from new student orientation. The following student leaders were present and introduced themselves: Carl Harris, recently graduated from the Surgical Technology program and now completing general education requirements; Meylin Marquez, Running Start/general education; Margarita Esquivias, DTA Pre-Nursing; Barry Green, Engineering Design Technology; Lindsey Biell, Computer Science graduate, now enrolled in BAS program; and Connor Moore in the Computer Science Program.

E. Renton Federation of Teachers

RFT President Simone Terrell commented that it is great to hear of the purchased King County Public Health property and plans for a new allied health building, as there was recently a roof leak in B-building. There are many concerns about the conditions of the building. It does not feel right to apologizing to students for the leak, which took a week to get repaired, while student fees are high. Dr. McCarthy, Vice President Reyna, Executive Director Hogan, and Vice President Saraceno met with the RFT executive board on Monday regarding budget. It was good conversation and she is glad it happened. When conversation turned from budget to possible lay-offs, it was an uncomfortable conversation. Faculty members feel they should be the last to be touched, and this meeting didn’t give that impression. They did not hear that faculty would be the last to be reduced, if lay-offs were to occur. They did discuss using the same inclusive strategy as was used with strategic planning for these discussions. Ms. Terrell asked that the
Board please look at the student tuition and fees from eleven weeks to nine month courses. Dr. McCarthy responded that student fees are associated with credits, though sometimes fees are generated with specific programs.

F. Written Communication Reports

Trustee Page noticed in the Administration report that major capital requests have a looming December deadline. Dr. McCarthy indicated that McGranahan is our architect and we have been working closely with them, to produce a quality Project Request Report (PRR) for a new Health Sciences building on the property newly acquired. These proposals are due December 20. This round of capital requests is open to everyone; all colleges can apply and new criteria applies. Priorities will be generated from the rankings. Mr. Saraceno noted that we are working to craft a proposal that gets us as many points as possible. We are currently at 88 points. A PRR presentation will be included on the November Board agenda. We will talk about the process, and request to build a multi-story building. This score of 88 could lead us to be in the top five and the ability to receive funding a lot quicker. We want to right size and build the right kind of building to meet the needs of our Allied Health programs. When the building is built, we will put it as close as we can to 4th street and use the rear part of the property for parking. This will be surface parking, not a garage. Dr. McCarthy further clarified that the B-building is our oldest building and clearly does have issues. Buildings have been maintained, and repairs usually get done as quickly as possible. Board Chair Palmer commented on the dashboard referred to in the Institutional Advancement report. Executive Director Campbell indicated that we have a lot of dashboards; there are four on RTC’s public website, and there are others that are protected. We have the capability of creating custom dashboards, once the need has been determined.

4. ACTION ITEMS

A. ACT Transforming Lives

Dr. McCarthy reminded the Board that RTC’s awardee for the 2017 ACT Transforming Lives award, Mohamed Abdullahi, went on to be a winner at the state level, then onto the All-Washington Academic Team, then became a national New Century Scholar, and then spoke at the Phi Theta Kappa breakfast at the annual AACC convention last spring. This year four students applied. Trustee Page has served on the ACT Transforming Lives committee for two-years, and commented on the clarification of the criteria for the award. Trustees Palmer and Entenman agreed to serve on a sub-committee to review the application essays. A recommendation to the Board was made to advance essay number four (4) to the state level. This student tried a multitude of career options, found great success, and is a wonderful fit for us to move forward to the ACT committee. Student essay number four was written by Carl Harris of the Surgical Technologist program. Mr. Harris was present at the meeting, and he was congratulated. Dr. McCarthy commented that some of the other applicants may be good in another year, but a few were a little early in the process to meet the full established criteria.

Trustee Page introduced a motion to advance essay number four (4) from Carl Harris onto the ACT Transforming Lives committee for competing at the state level, for the Transforming Lives Scholarships. Trustee Entenman seconded and the motion carried.

5. DISCUSSION/REPORTS

A. President

Dr. McCarthy reported that we received great news that the King County Council has approved the sale of the Public Health property to RTC. The delay has kept us from paying interest for a
while. We have a Certificate of Participation (COP) approval by the Legislature, to pay for the property, but that is stuck in the capital budget that is stalled in legislation. Mr. Saraceno will share information later regarding the funding on this purchase. He is comfortable that when the capital budget is approved, we will receive the funds. Dr. McCarthy reminded the Board of the $1.5M purchase price drop since the first attempt to purchase.

News from the Aspen Institute reports that RTC is once again named in the top 150 Community Colleges, and eligible to apply for the 2019 prize. We were chosen in the top ten (10) in 2015, as well as top 150 in 2017. We have decided not to apply for the 2019 prize. We want to be number one. Our completion, student learning, equitable results and job placement get us in, but some areas have taken a bit of a downward turn. Because of the economy, enrollments are down, and we believe people job-out earlier, before completing their certificates and degrees. We always need to look at our teaching and learning. Our success rates with veterans have gone up. Our data is a little confusing now, and we feel the course at this time is to shore up where we are, to be a better prize contender. As new programs roll-out, we will have better data to share. We have an all-college meeting next week, and we will share this with everyone on campus. It is exciting to receive the nomination, but for the effort that goes into it, we want to make sure to have a compelling case on the next go around. Trustee Enteman suggested that it would be interesting to track the time we spend to submit the application and receive the prize (for the future).

Learning: We are working diligently in finding a new site for adult basic education in downtown Renton. The King County site has moved, and the County’s offer to RTC cut the square footage and increased the cost. We are negotiating for a new location on the corner of 2nd and Burnett. We are also hoping to expand gen-ed classes here, as well. There is a new person in charge of CTE at the Renton School District (RSD); we met two weeks ago, and we hope to grow our relationship in this capacity. One area of alignment is RSD’s aerospace program to RTC’s new mechatronics program.

Equity & Inclusion: All divisions on campus have done a unit plan, including cabinet, and Cabinet’s first goal is to use an equity lens in its decision making process. We have restarted the campus conversations, and one module will be a 21-day racial equity habit building challenge. The challenge was shared by Dr. Eddie Moore at our Fall Kick- off workshop. The Diversity, Equity, and Inclusion Council are finalizing the DEI plan.

Community Engagement: Dr. McCarthy participates on the Mayor’s Inclusion Task Force. We hosted the One America Citizenship Day on September 23. Dr. McCarthy recently attended the City of Renton’s multi-cultural celebration, Unity March, and City Core Vision and Action Plan meeting (economic and community development).

Institutional Strength: We are following up on the conversation of our budget situation. Dr. McCarthy sent an all-campus email to outline the points we discussed during the September board meeting. Mr. Saraceno has been meeting with deans and department chairs to look at individual budgets, and to clarify any confusions. We will look to expand discussions with other unions and exempt staff. Future Board meetings will include budget and strategic alignment.

Legislative: Representative Mia Gregerson was on campus for Citizenship Day. Representative Pat Sullivan visited campus last week.

Enrollments: As discussed in the past, much of our revenue constraints are related to program mix. Roughly 34 percent of our FTE is basic skills. We do get some enhancement in the allocation
formula, but little revenues go to our local funds ($70K tuition on a good year). Apprenticeship is similar in that a portion of tuition is waived. The real revenue producers are professional-technical programs and general education classes. It is good news that Prof-tech enrollments are up from the previous softening we’ve experienced. Some of this is actual enrollment, and some is due to the addition of more programs using I-BEST instruction which give enhanced FTEs. New I-BEST programs include Administrative Office Management (AOM), evening Medical Assistant (MA), and Computer Science (CS). A good sign is that last year the overall fill rate in Prof-tech was 79 percent, this year it is 89 percent. Unfortunately, General Education classes are down from last year, mostly in the math, English, and composition. Last year, sciences were down which we attributed to the lack of a fall 2016 Nursing cohort. Dean Wakefield is very involved in looking at this. Basic skills is just a touch lower than last year which is probably because of the change from WorkSource Renton to serving those students on campus this fall. It is too early to tell where apprenticeship stands. Overall we are down slightly from last year, but the tuition generating portion is on the rise. Registrar Patrick Brown added that I-BEST FTEs don’t generate tuition. He also pointed out the importance of meeting our worker retraining targets this year. We are on probation, having not met last year’s targets, but we are on course to meet those this year and we want to be sure to in order to maintain additional allocation monies.

Board Chair Palmer informed fellow trustees that Boeing notified all those who were on layoff are being called back. Retirees are being offered to the opportunity to work for six months, keep their retirement benefits, and receive a $500 bonus to return.

Trustee Page asked about strategic positioning of programs in day/night, downtown. What are we able to do to inform people? Dr. McCarthy advised that this would be a marketing project that our new Director, Katherine Hansen will help us with. Trustee Entenman suggested an update or one-pager regarding the plan for marketing.

B. Board of Trustees

1) Study Sessions and Schedule

The ideas generated from the board retreat have been discussed. A draft Board Meeting/Study Session schedule was available for review. Dr. McCarthy asked for suggestions from the Board for a professional development facilitator. Trustee Entenman suggested Ms. Benita Horn, from the City of Renton. Board Chair Palmer shared a game that was used at an Achieving the Dream workshop during the ACCT conference, which she gave to Dr. McCarthy. In December there will be two tenure candidates, and in March there will be 18; it would be wise to do executive sessions in, possibly doing advancements from second to third year, and award, separate from first to second year. We would have to have one meeting no later than the week prior to the meeting, and the other could be day of or day before the regular meeting date. Student Services has some replacement hires and training to do before we do a study session on the entry process in April. We will work on the schedule further and share information to poll for Board member availability.

2) Board of Trustees Scholarships

Board members were reminded to make their annual scholarship contributions. The Transforming Lives scholarship awards $250 to RTC’s selected student honoree, moving to the ACT State competition. Each Board member contributes $50 toward this scholarship. The General Board Scholarship is funded by annual contributions per Board member, in the
minimum amount of $500. The Trustee’s scholarship is awarded to one student for $1,000 based on merit and leadership, and is awarded in winter and spring quarters.

3) ACCT Leadership Congress

Board Chair Palmer was pleased to report that she always learns something when she attends these conferences. She attended several good workshops, and reported that on the whole, it was a good conference. Many issues of awareness for board members were part of the conference: finances, equity is a priority, risk management, promote innovation, pay more attention to federal rates, and DACA and immigration are huge issue right now. She attended a workshop where a college lost accreditation and how they made their way back. We are doing just about everything they did, but in the end one of the things that helped them was that they had a finance committee from the Board of Trustees. The dark shadow on the whole thing was a workshop held on faculty no confidence votes. They indicated most no confidence votes tend to come from forced unionized states rather than right to work states, and how it effect no confidence votes. This was not about how board members could work together to support the president, but attacking the right to work. Jan Yoshiwara, Larry Brown and Board Chair Palmer will be meeting with Emily Yim, and will make the displeasure known. She also attended an Achieving the Dream workshop where the finishing game was generated from. Thanks to Ms. Supinski’s nomination to Phi Theta Kappa, RTC’s Board of Trustees were honored with the very first Hallmark award for strong and continuous support of student success. On behalf of the Board, Board Chair Palmer accepted the award, and thanked Ms. Supinski for her leadership; it has been fun to watch student leadership and Phi Theta Kappa grow on our campus!

4) Board Liaison Reports

a) RTC Foundation — Foundation liaison, Trustee Page reports that the Foundation has been very busy sponsoring a number of events in the last month. The Donor and Scholar reception was held on September 26. Faculty member, Michele Lesmeister chose not to make her $10,000 scholarship an endowment, as she wanted funds to go to students now. The Industry Connections dinner was held October 10, Trustees Page and Unti attended. Teresa Woods has returned to the Foundation, to take the place of the vacated Foundation associate position. The Norma Cugini Celebrity Chef fundraising dinner is coming up next week. Numbers for the Foundation are looking very strong. They have lost a few individuals that were strong leaders. Director Shaw is actively recruiting members. The real key at this point is desire for movers and shakers to the board. We need new strength and connections.

b) RTC Advisory Board — Trustee Entenman indicated that the RTC Advisory Board has not yet met. Vice President Reyna advised that they are working to revamp that board to include new partners.

C. Administration/Finance

1) Mr. Saraceno shared information about the new monthly Finance Reports for July and August that were included with board materials. He thanked Finance Director Johnson for assisting him with these reports. The key points are where we are sitting with respect to our budget and cash position. He reviewed the August operating report ending with a surplus. The legislature will likely not approve a capital budget until April. We will fund closing on the property then. Current interest rate is one percent. We won’t pay interest
until we do the financing. The color graph chart shared our cash position, putting into perspective the spending of cash. Part is how we’ve spent and how it affects state allocation (most colleges get into May or June before depleting allocation). We will change how budgets are planned and expended; people will be held accountable. We are having good meetings with deans and departments. They all understand they won’t get everything they ask for, but it will be inclusive. We have added the remaining state allocation to the operations report, as requested. We want the Board to feel comfortable with the information being shared.

2) Capital Financing — Mr. Saraceno noted that a Certificate of Participation (COP) is in place to buy the property (though it is held up without the passage of a capital budget). To close the process, we will use cash, then begin payments following financing. We will have some expenses when we take ownership; electrical, utilities, cameras. We will add the property to the security loop. There may be opportunities to work with Fire department or operating engineers to knock down the building. This may require some asbestos remediation. This will give us more parking if we get rid of the building. We will plan to add the crosswalk for the infrastructure funding separately from the construction project; this is funded by the state.

We are preparing for the submission of the PRR for the new Health Sciences building. The second part is presenting to the State Board and by February or March, we should have confirmation on scoring and next steps. The first two years are the planning and design phase (four-year cycles). The second two-years is the construction piece; about $40M.

6. EXECUTIVE SESSION No executive session was held.

7. EXECUTIVE SESSION ACTION There was no action taken.

8. MEETINGS The next regular meeting is scheduled November 15, 2017.

9. ADJOURNMENT

There being no further business, it was moved by Chairman Palmer to adjourn the Board of Trustees’ meeting at 4:50pm. Motion carried.

SUSAN PALMER, Board Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College