

MINUTES

1. CALL TO ORDER

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

2. ADOPTION OF MINUTES

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

October 18, 2017 regular meeting

*Trustee Page introduced a motion to approve the meeting minutes for the regular meeting on October 18, 2017 as presented. Trustee Unti seconded, and the **motion carried.***

3. COMMUNICATIONS

A. General Information/Introductions

Vice President Gilmore English introduced Aaron Reader, our new Dean of Student Success. Dean Reader comes to us via Bellevue College. He has a Master's Degree in Counseling Psychology and more than ten (10) years of experience as a Student Affairs practitioner. He also served as Director of Multicultural Services. CIO Corigliano introduced our new Systems Administrator, Mr. Eric Wagenhals. He holds a Bachelor of Arts Degree from the University of Washington, and comes to RTC most recently from the WA State Bar Association.

B. Correspondence

Board Chair Palmer called attention to the recent college related media.

C. Comments from the Audience

Ms. Kristi Weir and Ms. Jeanne DeMund, members of CENSE (Coalition of Eastside Neighborhoods for Sensible Energy) signed-in to address the Board. Ms. DeMund read a prepared statement which referred to the college's support and endorsement for CURE (www.communitiesunitedforreliableenergy.org). CENSE supports clean and safe energy solutions for our communities. See CENSE.org/ for more details about why EE (Energize Eastside) is neither safe nor sensible given the current state of energy technology. Contact information was included on the prepared statement, in hopes to schedule further communication opportunities.

D. Student Leadership

Director Supinski called out the new RTC **Men of Merit** program mentioned in the written report. Mr. Anthony Covington, Learning Resource & Career Center Manager and student Deion Sumbundu spoke of the newly established program initiated by Mr. Keeyon Scott, prior to his departure from the college. The first meeting was held November 6, and was a great meeting—over 40 male students of color attended. RTC's Faculty and Staff men of color, with assistance of ASG members, led the meeting. Common experiences were shared and an off-campus keynote speaker also participated. Mr. Sumbundu is a High School 21+ graduate and is currently DTA Pre Nursing. This meeting made him feel like he was important, and he can be whatever he wants to be. He further commented that RTC is the greatest school in USA! The Men of Merit Association is designed to foster unity and

academic success to self-identified men-of-color by providing academic resources, student support services, as well as mentorship and leadership opportunities. Trustee Page noted that ACT has highlighted some of these efforts in completion. Board Chair Palmer was excited. Director Supinski also noted that with the support of Student Leadership, and instructors Angela Logan and La Shonda Lipscomb, efforts are also underway to develop a *Women of Excellence* program for women of color, with the hope to have it in place by spring quarter. These are the investments approved by the Board last spring, and Director Supinski thanked them for their support.

- E. Renton Federation of Teachers** RFT President Simone Terrell acknowledged the good work that Student Leadership has presented. It is great to see mentorship for our diverse population. Ms. Terrell expressed a number of concerns. Her hope is that faculty would receive the same kind of support regarding teaching assignments, and general workload. She stated that administration interferes with the tenure process. She expressed that leadership doesn't value the faculty and that they are searching for FTE when students are not prepared and don't have the ability to be successful, and we need to identify this early so they can be redirected. Faculty and staff are losing patience and faith in college leadership on all levels. Faculty is asking for crucial conversations that will move us forward. Evening offerings need to require equitable support as for day programs. The LRCC closes at 8:00 p.m. and the lack of support will affect student success. Conversations without action will lead us to follow the GRC or BTC route.
- F. Written Communication Reports** Board Chair Palmer commented that the reports are well done and very much appreciated.
- G. Project Request Report – Capital Budget Status** McGranahan Architects is assisting with the PRR; previously they assisted with the Campus Master Plan. Mr. Matt Lane was present today to discuss the project request report for the new Health Sciences building, to be built on the confirmed purchase of the King County Public Health property, across 4th Street. McGranahan and the College are currently putting together the funding request for this project. Last year, the State Board put in a legislative request of approximately \$340M for capital projects. The legislature approved about \$310M, but there was no capital budget passed. As we turn in the new project for RTC, we are trying to get a good enough score to get in line for early funding. There are five (5) design projects in the cue right now for this biennium. Eight (8) projects are still in the cue for funding this year, and we want to be included in the next biennium with these thirteen (13) projects currently in existence. We have Health Science classes in Buildings B, H, and J, and we are looking to consolidate all twelve (12) Allied Health programs into one 3-story building of approximately 69,800 square feet. The scoring includes maintaining Building-B (46,400 sf), which could be used as flex space, and could be a future request for renovation. The total project cost is approximately \$43M. The project goals support RTC's core themes of Student Success, Workforce & Basic Skills Education, and Institutional Sustainability. The legislature could speed up or slow down projects based on levels of funding, but during this biennium, all colleges are eligible to submit proposals. McGranahan is focusing on getting the highest score. They are looking at influences on the site across 4th Avenue as the planning begins. They are talking with faculty, advisory boards, consulting the master plan, and meeting the core themes on campus. The primary goals from the faculty are to simulate a "real" ambulatory care model, and an inviting building that allows this to happen. The building would be built closer to the road with parking to the south. McGranahan began the process by meeting with faculty in August and September, as well as the City of Renton, and has stayed in close touch with the State Board office, to create a cost estimate and finished report to meet

deadline. Trustee Takamura asked if there was a mechanism for neighborhood input. Mr. Lane responded that this would occur in the two-year pre-design stage; there is plenty of time to include the community and neighbors. Dr. McCarthy indicated that right now we are trying to get a strong proposal submitted with the state. The done deal is that we purchased the property with the intent to build. How we involve partners and neighbors will follow later. Trustee Takamura wants to ensure that this process happens sooner than later. Trustee Page inquired about taking into account the new field trends; as new modalities change, are we able to bring that into our design at this stage? This stage is conceptual, but organized in such a way that allows for flexibility. We don't want to be pinned down on space, but want it to be feasible, viable and flexible enough to not be bound on any one point, and to plan for future technologies. If we get funded, this will be discussed much further. There is a fifty-foot height limit (but the City says we could get a conditional use permit to go higher). Parking will be ample, but they are planning a little less than the city code. Board Chair Palmer shared her excitement and thanked Mr. Lane for his presentation.

- H. Tenure Boot Camp Presentation** Vice President Reyna introduced the tenure steering committee: (present) Rick Geist, Mike Biell, Eugene Shen, Liz Falconer, and Kathleen Higgins; (not present) Richard Nicholls. Trustees Page and Takamura attended the Boot Camp offered to faculty at the beginning of the year. All tenure portfolios have been moved to Canvas. Mr. Biell explained that the first half of the November in-service day provided assessment training, then proceeded into a training session for all tenure candidates and faculty to present and introduce the changes in the Canvas tenure sites. Some observation forms have changed, to prompt on things to look-for, and points for observations. Different forms will also be used depending on the setting—lecture or lab—as well as for non-instructional faculty like librarians and counselors. Break-out sessions were held to discuss what is confusing, support, where candidates are helping each other, how they are mentored, and teaching exchange with other faculty that are seasoned with tenure. Candidates felt well supported and the movement to the Canvas will capture and provide more dynamic portfolios. As board members look at the portfolios, the committee would value Board member feedback. There are 25 tenure candidates now and we can expect to see about that many more. Trustee Entenman asked Ms. Terrell for a fuller explanation of her earlier comment about administration interference with the tenure process as the faculty tenure steering committee members seemed positive about the changes with which they are involved. Ms. Terrell clarified her concern about tenure. Not all faculty have been doing their fair share and faculty need to be accountable to that. She can only tell members this is in their contract and this is what they should be doing. If the member doesn't do it, it will lead them to Vice President Reyna to hold them accountable. Union members are all aware of their responsibility. Trustee Unti noted that Canvas will certainly make this process much easier for trustees. Mr. Biell informed board members that some faculty are off-site and can't get to meetings as easy. Even though observations could be difficult, they are still required. Trustee Page asked about movement from the old process to new process: how do you address the history, so they aren't carrying too much baggage into the new process? Mr. Shen responded that there is some of that. People are being taxed, removed from classrooms, but support and mentoring from other faculty members is there. The committee wants to be available to all, to support the community and ultimately our students. Board Chair Palmer asked Ms. Terrell if the language in the contract is not tight enough. Ms. Terrell responded, yes, she believes the contract is tight enough and thinks that Vice President Reyna is working well to meet faculty concerns. The Board of Trustees needs to help solidify the need to give back. Trustee Takamura asked if those on the committee feel supported. Mr. Biell responded

favorably; resources can be combined, several members can be on the site at the same time. People are watching out for each other. The tenure process is the mark of quality of the college. Those with good writing skills, need to be diversified on committees to bring their strengths. Ms. Stephanie McIrvin thanked the committee for their work. The training, and process has been helpful and it works. Meetings are not always required, with the Canvas site. Dr. Liz Falconer shared a quick-drive through of the current site. There is guidance for others, without telling them what to say. Documentation of teaching, does not have to mirror another. Sites will be very transparent, showing who has viewed. The executive assistant to the Vice President of Instruction follows up to make sure that criteria is met. The intent is that when Board members receive notification that sites are ready for review, the site will be open for them. It is complex and the site should show noted growth from years 1-2-3. Board Chair Palmer thanked the committee for their work and efforts, allowing them to move forward. Vice President Reyna noted special thanks to Dr. Falconer for joining the committee. She has added a tremendous amount of support.

4. ACTION ITEMS

A. No action items were presented.

5. DISCUSSION/REPORTS

A. President

Dr. McCarthy began by noting his remiss in not sharing at the October meeting that the Governor's office had reappointed Trustee Unti for another term! We are delighted to share in the benefit of his continued service to the college.

Tenure: Alison Shurtleff and Camille Pomeroy both have tenure portfolios available for your review. We will begin the December meeting with a 30 minute executive session to meet with each candidate prior to regular session.

Regarding Ms. Terrell's concerns about faculty workload in the tenure process, faculty workload is an issue, and will be discussed during bargaining. We will begin the bargaining process soon. Faculty also have concerns about equitable workloads among themselves and the sharing of institutional stewardship and governance Ms. Terrell also stated concerns that students were not all prepared for the programs they registered for and that this did them a disservice. Dr. McCarthy discussed the tensions of being an open-access institution and that the administration looks forward to working with the faculty to continually refine program curriculum and admittance to be serve the mission of the College.

Learning: 80 faculty attended the learning assessment and tenure process training at the November faculty in-service. As the tenure steering committee was able to show, it is not just about the new faculty, but all who are a part of that, and their participation. Dr. McCarthy expressed his appreciation of faculty leadership in these areas.

Equity & Inclusion: Thirteen (13) people recently attended the 22nd annual Faculty and Staff of Color Conference (FSOC). Several RTC members shared presentations. Trustee Page noted that ACT supports this conference financially. The Men of Merit met for first time, with great results. The hiring statistics year to date show great improvements on diverse hiring's. We are also working on equity at the high school level. Dr. McCarthy and Vice President Reyna met with Dr. Nikum Pon, Director of Equity in Education, Puget Sound ESD to discuss how we can share our experiences.

Community Engagement: Yesterday the campus hosted Dow Constantine for a discussion about the changing nature of manufacturing and the new jobs needed in mechatronics. We are starting a mechatronics program, but starting slowly (more capacity from an awarded grant and individual donation will help). Trustee Entenman noted that she visited the Amazon fulfillment center in Kent and they are looking to collaborate. Executive Dean Jackson informed the Board that our Mechatronics lead had also toured the Kent facility and we are collaborating with all three Amazon facilities in our area. The City of Renton had a Transportation Summit, which Dr. McCarthy attended. VP Reyna, Associate Dean Pollock, and Dr. McCarthy met with St. Vincent de Paul to discuss partnering with them on their center in Rainier Valley and a possible on-campus relationship. Dr. McCarthy shared a presentation at the Newcastle Chamber monthly meeting. We continue to work with the Community Center of Education Results (CCER), and we are also working with WA Business Week for a summer day camp in August.

Institutional Strength: An emphasis this year is to increase the number of tuition generating students. When we take out I-BEST enrollments, we found our prof-tech FTE is up 70 this quarter. Gen-eds are down 30, but the net is 40 FTE. We want to keep this going. Apprenticeship is up as well, and our fall enrollment is at 111 percent of last year at this time. We are also working to secure grant and contract funding to further develop the infrastructure and program, and support services offerings. We just learned yesterday that we are a finalist in the SBCTC Guided Pathways Initiative (cohort two). This is a competitive \$500K grant; 9 finalist competitors, 5 awards.

Legislative: There is nothing new on this yet, but we will begin working on messaging. We will continue building our relationships from last year and find time for students, trustees and Dr. McCarthy to go to Olympia.

ctcLink: The bottom line is that ctcLink will cost more. On the bright side, people from Tacoma have resolved a number of their issues, like many of the functions of the new system.

Dr. McCarthy informed the Board that we have added more evening classes, including in Medical Assisting, Computer Science, and the BAS program. Trustee Page noted Ms. Terrell's mention of the concerns about lack of support in the evenings. Dr. McCarthy noted this was not an entirely new concern, as we have traditionally had a lot of College & Career Pathway (Basic Studies) students in the evening, but that we do have to continually look at how to improve service. CIO Corigliano has extended some IT support in the evenings. Trustee Entenman suggested that perhaps one day per week Student Enrollment Service hours be extended into the evening. This needs to be a holistic approach, with faculty and administration working together on a resolution. Director Brown is working with his staff to find some remediation to assist.

B. Board of Trustees

- 1) Dr. McCarthy informed the Board that Tenure materials were available on Canvas for the two probationers scheduled for action at the December meeting.
- 2) Trustee Page indicated that the ACCT National Legislative Summit has been good in the past, and wondered how others felt about participation in 2018. The dates are February 11-14, 2018. Following discussion, Trustees Entenman, Page and possibly Trustee Unti are interested in attending.

Trustees Takamura and Page both attended the ACT Legislative Action Committee (LAC) meeting on November 9. There was discussion about advocacy in January, and

encouragement to reach out to legislators outside of the normal session. Trustee Takamura shared information that some regions that share mutual legislators meet with other college trustees from those colleges to work together in Olympia. Tacoma Community College talked about a regional legislative group that meets monthly during the legislative session. It was great to learn that that three of our executive cabinet members will be participating on the review team for the next round of capital budget requests.

3) Special Meetings and Study Session Schedule Following discussion, all dates and times submitted in the draft schedule were approved.

4) Board Liaison Reports

a) RTC Foundation Foundation liaison, Trustee Page called attention to the written Foundation Report. Trustee Page attended the Norma Cugini dinner event, and was very impressed. Dean Medbury and his group did a fantastic job! People were very pleased, and next year's event should do well. The celebration of life held on campus for former Board member Andee Jorgensen was filled to capacity, and it was very well done. Ms. Jorgensen was always a huge contributor and true friend to the college, never wavering in her support when others were less true. He commented that he was sorry that he had not drawn sufficiently on her wisdom, but was very grateful to have known her.

b) RTC Advisory Board No meeting is scheduled this quarter.

C. Administration/Finance

1) Monthly Finance Report Vice President Saraceno noted that the red flag this month is operating deficit, caused by late tuition revenue for STEP. This should correct itself next month. One month is not a trend, just a red-flag.

2) Capital Financing There appears to be some positive feeling that since the Democrats have the majority, things may move quicker. Tomorrow the King County property across Fourth Avenue will belong to RTC. King County Parks and Recreation have already reached out to cooperate on improvements to the land they own to the south of us.

Board Chair Palmer asked for some bar graph information that would show a red/yellow/green (danger zone) with estimates based on past performance.

RTC received a clean Comprehensive Annual Financial Report (CAFR) audit for 2015/16 – the auditors were here less than a day and we received a clean report! Kudos to Director Johnson and the business office.

6. **EXECUTIVE SESSION** At 5:48 p.m. Board Chair Palmer called for an executive session for ten (10) minutes, to discuss with legal counsel matters involving attorney/client privilege or potential litigation. The Board returned to regular session at 5:58 p.m.

7. **EXECUTIVE SESSION ACTION** No action was taken.

8. **MEETINGS** The next regular meeting is scheduled December 13, 2017, beginning at 2:30pm with executive session.

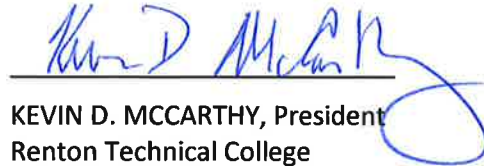
9. **ADJOURNMENT**

BOARD OF TRUSTEES MEETING
Minutes – November 15, 2017

There being no further business, *it was moved by Chairman Palmer to adjourn the Board of Trustees' meeting at 6:03pm. Motion carried.*



SUSAN PALMER, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College