<table>
<thead>
<tr>
<th>Agenda Item/Subject</th>
<th>Information/Action/Presenter</th>
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<tbody>
<tr>
<td><strong>SPECIAL MEETING – HELD VIA CONFERENCE CALL</strong></td>
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<tr>
<td>1. CALL TO ORDER</td>
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<tr>
<td>A. Notation of Quorum</td>
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<td>2. EXECUTIVE SESSION</td>
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<tr>
<td>A. An Executive Session will be called to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30).</td>
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<td>B. Announcement of time Executive Session will conclude.</td>
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<td>3. ACTION</td>
<td>Action</td>
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<tr>
<td>A. Action items, if any, that may be necessary to be taken as a result of matters considered in the Executive Session.</td>
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<td>4. ADOPTION OF MINUTES</td>
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<tr>
<td>A. January 17, 2018 Regular Meeting</td>
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<td>5. COMMUNICATIONS</td>
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<tr>
<td>A. Comments from the Audience</td>
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<tr>
<td>6. MEETINGS</td>
<td>Information</td>
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<tr>
<td>A. March 14, 2018 – Special Meeting</td>
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<tr>
<td>B. March 21, 2018 – Regular Meeting</td>
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<tr>
<td>7. ADJOURNMENT</td>
<td>Action</td>
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**Event Reminders:**
- Renton’s State of the City (Hosted at RTC) | March 28, 2018
- RTCF Celebrity Chef Event | April 26, 2018
- RTC Faculty Tenure Celebration | May 24, 2018
- RTC Commencement | June 21, 2018 | ShoWare Center, Kent

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**2017-2018 BOARD PRIORITIES**
- Budget Engagement · Tenure Process · Diversity & Inclusion

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*Preventing a Diverse Population for Work.*
Renton Technical College
Board of Trustees Meeting
February 21, 2018

<table>
<thead>
<tr>
<th>AGENDA ITEM:</th>
<th>1. CALL TO ORDER</th>
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<tr>
<td>SUBJECT:</td>
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<table>
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<th>BACKGROUND:</th>
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<tr>
<td>Board Chair Susan Palmer will carry out the Notation of Quorum.</td>
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<tr>
<th>BOARD CONSIDERATION</th>
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<tr>
<th>RECOMMENDATION:</th>
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<tr>
<td>None.</td>
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AGENDA ITEM: 2. EXECUTIVE SESSION

SUBJECT: BOARD CONSIDERATION

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<th>Information</th>
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<td>Action</td>
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BACKGROUND:

A) An Executive Session may be held for any reason allowable under the Open Public Meetings Act; RCW 42.30.110.

B) Announcement of time Executive Session will conclude.

RECOMMENDATION:

None.
AGENDA ITEM: 3. EXECUTIVE SESSION

SUBJECT: A. Action

BACKGROUND:

RECOMMENDATION:

None.
AGENDA ITEM: 4. ADOPTION OF MINUTES

SUBJECT: A.

BACKGROUND:
A. The minutes of the January 17, 2018 regular meeting are attached for approval by the Board of Trustees.

RECOMMENDATION:
Approval as presented.
1. CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Board Chair Palmer. A notation was made 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:

December 13, 2017 regular meeting

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

3. COMMUNICATIONS

A. General Information/Introductions

Dr. McCarthy introduced new Vice President of Administration and Finance, Eduardo Rodriguez. Mr. Rodriguez currently serves as the Assistant Vice President for Administrative Operations at Columbia Basin College in Pasco, WA, and is a product of our CTC system. He earned his AAS in Electronic and System Technology and BAS in Business Management from CBC, and his MBA from WGU-Washington. His strong background in finance and budgeting is complemented by his experience in IT and ctcLink organizational change management. His long commitment to the mission of our system and knowledge of system finances will help the College greatly. His official start date is February 1. Mr. Rodriguez thanked Dr. McCarthy for the introduction and shared his enthusiasm for this opportunity. He is looking forward to coming to RTC.

Dr. McCarthy introduced our new Veterans Manager, Mr. Wade Parrott, III. We are happy to have Mr. Parrott here, with all of his experience from the Seattle College District.

Mr. Evyson Beasley, Web Content and New Media Manager in Communications and Marketing was introduced by Director Katherine Hansen. Mr. Beasley has extensive experience in advertising and design. He started in his new role in late November.

B. Correspondence

Board Chair Palmer called attention to several recent college related media stories.

C. Comments from the Audience

There were no comments from the audience.

D. Student Leadership

- All-WA Student Nominees - Three students were selected this year for the All-WA Academic Team:

  - Kathryn Forman comes from a family of teachers and doctors in Russia. She has a five-year degree in linguistics and also speaks French and German. She has seized the opportunity to go into the medical field here at RTC and has applied to the Registered Nursing program.
• Murphy Vang is from Texas and has changed his career pathway from Math to Nursing, and is happy to be at RTC.

• Carl Harris is a graduate of the Surgical Technology program and is currently taking general education classes for a transfer to UW Tacoma to pursue his Masters in Social Welfare.

E. Renton Federation of Teachers

RFT President Simone Terrell informed the board that faculty members seem to be having trouble with the new tenure observation form; finding it hard to include what you want to say about the candidate. The old form included questions to prompt answers. A blank page is more difficult, so you may see this in the upcoming portfolios. The RFT and RTC management teams had an IBB (Interest Based Bargaining) training session last Friday which was informative and went very well. She believes there are good people at the table. RFT will be putting out a member survey; Brian Thompson reached back for some survey material, to one that was administered in 2005. Using the same questions may show some significance. RFT has a scheduled union meeting tomorrow; the agenda will encourage members to read the contract and provide feedback. Friday they will have a social gathering, in hopes to bring the membership together, for collaboration and some fun.

F. Written Communication Reports

Board Chair Palmer commented that the written reports are informative, and look great.

G. Foundation Update

Foundation Director Shaw shared an update in her communications with Mr. Rich Wagner for honoring the life of Andee Jorgensen.

4. ACTION ITEMS

There were no action items presented for approval.

5. DISCUSSION/REPORTS

A. President

The RTC Foundation Scholarship Breakfast is February 14. Even though some Board members will not be in-town, please continue to invite people who can join us. Tables seat eight people.

Learning: We have a small representation today from cabinet as several are attending the Guided Pathways Training in Vancouver. It is now official: RTC received the College Spark grant of $500K, with SBCTC match of an additional $500K over five-years. We have a large group there including deans, faculty, student services, and institutional research. Dr. McCarthy spoke with Katherine Long, of the Seattle Times this morning about Guided Pathways. It was an interesting discussion and touched on how we want to increase degree completions, and use it to continue for more equitable results. She has been ill, so the article may be a few more days before we see it hit the paper.

Winter Quarter began January 3. Dr. McCarthy stopped by the new Mechatronics lab today and was pleased to see that the equipment had arrived and the room is full. Trustees noted an interest in a tour, once we are up and running.

The new instructor for the Computer Network Architecture BAS program has been hired. Zachary Rubin has a doctorate, so he will be able to serve the complete needs of the program, including being the principle investigator for the National Science Foundation work. We are excited to have him on board.
Equity/Inclusion: Just as the Board and Dr. McCarthy have their priorities/goals included on the monthly Board agenda, the executive cabinet has now included an equity lens prompt on the weekly cabinet agenda. On January 30, cabinet will be reviewing an article from the Center for Urban Education, *Making American Higher Education Just* by Dr. Estela Mara Bensimon. DEIC is in final edits on the five-year Diversity, Equity and Inclusion plan. The RTC Community Art project (as shared in the Student Leadership report); “How Do I See the World? Honoring the legacy of Dr. Martin Luther King, Jr.” will run from January 12 to February 28. Art will be posted on the Learning Resource and Career Center windows. On January 24, three different presentation times are available for people to share and discuss their art.

There is good data from Institutional Research looking at 2016/17 student success results:

*Rising Associate Degree Completion Rates for Students of Color*

Associate degree completion for students of color increased from 11.9 percent to 15.3 percent. In this area, RTC has closed the equity gap (white students’ complete associate degrees at a rate of 14.3 percent).

*First to Second Quarter Retention Rates*

Retention rates for male students of color increased 14 percent, from 52.5 percent to 66.5 percent.

*Year to Year Retention (Persistence Rates)*

Persistence is a key indicator for completion. We are seeing promising gains in one-year persistence; however gender continues to emerge as one of the more pronounced equity gaps at RTC. For 2015/16, women persisted at a rate of 73 percent compared to 65 percent for men.

Community Engagement: Yesterday, we sent an email to campus, with a link to a community engagement survey; it is intended to leverage outreach to the communities we serve. This is a non-anonymous survey to gather data from our staff and faculty.

Institutional Strength: It will be great to have Mr. Rodriguez on board to continue the work Vice President Saraceno has been putting in place. The budgeting and planning process that was shared and discussed at the December board meeting, was presented to faculty and staff on January 2, and with an additional small group at the end of the week. We had five questions on each table for groups to respond to. Dr. McCarthy shared the questions and a sample of responses. All responses were summarized and shared with campus. Dr. McCarthy will continue to look at a FAQ site to begin to address questions. The majority of concerns revolved around lay-offs. Trustee Takamura thanked Dr. McCarthy for this open and inclusive process when sharing information with the campus.

Advocacy: Dr. McCarthy informed the Board that we are scheduling legislative visits in Olympia on January 29. Dr. McCarthy will be joined by two students, Foundation Director Shaw and Executive Director Campbell. If any board member would like to join us, please let us know. On January 15, a few faculty members went to Olympia to hear or testify on behalf of SB5993 regarding faculty full-scope bargaining. Our position is that faculty and staff salary increases are critical to recruiting, retaining, and student success – but using local funds negatively impacts colleges, especially technical colleges with minimal reserves (one-time funds), to pay permanent salary increases. We want to work with the legislature for solutions that do not increase inequities, and look to amend the bill. Possibilities include a portion of new funding to
be incorporated into base salary: new enrollments provided by the legislature, legislatively-approved tuition increases; legislatively-approved increases to FTE funding; and one-time performance payments based on negotiated performance criteria. The House Rules Committee moved HB1237 this morning for a third reading on the House floor.

SBCTC released data to the legislature of the state cash and investment reserves of all CTC colleges. There is no discussion about restrictions of funds; it is not legal to take student funds and give it to salaries. Vice President Saraceno is putting together a list of discretionary funding for messaging. Roughly 25 percent of our reserves was used to purchase the King County property while the capital budget is being held. We are hearing optimism about a resolve to the Hirst water claim, which will hopefully allow the passage of the capital budget. Seattle Colleges are working at getting the state to look at pay disparity issues, to put more money in salaries in high cost areas. Dr. Pan will be talking about this at WACTC next week. There is a concern that a local solution will hurt the entire system.

Enrollments: RTC enrollments are strong compared to others in the system. Right now we are at 106 percent from last year. We are working on getting apprenticeships in earlier. Projections for the year are roughly 99 percent of target, and we really want to hit 99.5 to round up. We are still down some in Gen Ed; up some in College and Career Pathways; Prof-Tech looks up from last year, with more I-BEST to come. We expect to be up about 85 FTE by the end of quarter. By the end of the year, we project to be about 100 FTE over last year, but only about 99 percent of target (which went up). Hitting our Worker Retraining target will be crucial to the budget; it will be close. Trustee Page made note of good retentions, and why people are coming here; more voluntarily versus desperation, and maybe attitude. Dr. McCarthy noted that in the Advising process, they could be choosing a program they really want, instead of getting just enough education to job-out. We have been consistent in meeting our target for about the last 4-years, yet much of the FTE is without tuition. Looking at ABE enrollments, if we got regular tuition for these, it would be an increase of about $3.5M, but it is proper to waive these in support of the mission. We do get many good things from this, including about $1M in grants. Guided Pathways will be significant to us.

B. Administration/Finance

1) Vice President Saraceno presented the monthly Finance Report which included a couple of notables. Tuition revenue is down; November is historically the low month. We collect the most tuition in December and January. Financial Aid just completed the largest financial aid disbursement for the college (over 600 checks). Grants and Contracts are down due to Title III and other grant closeouts. Total revenue is up $347,111. Deans and directors are doing the best they can to keep costs under control. We are about $1M underspent from last year. If some purchases were deferred, this could change. Net cash and reserves are $8M, which includes the expenditure for the property purchase. We should have the cash back from the COP by August or September.

C. Board of Trustees

1) Board Liaison Reports

a) RTC Foundation Trustee Page noted that Foundation Director Shaw and Dr. McCarthy both shared information about the upcoming Foundation Breakfast, which is the Foundation’s main area of focus right now. We hope everyone will do their
best to encourage attendance. As always the Foundation is looking very good. Trustee Takamura told board members that the Microsoft Foundation informed her they do not support events.

b) RTC Advisory Board The next meeting is January 24; Trustee Entenman plans to attend.

c) College Promise Coalition Legislative Reception – Trustee Page attended the event with Dr. McCarthy on January 9, in Olympia. This includes all public 4-year, 2-year and private colleges in the push to the legislature for the State Needs Grant. Last year, Trustee Page was the only 2-year college trustee, and this year, they had eleven. The reception was held at the Women’ Club, and a few legislators stopped in. He talked with Representatives Tarleton and Bergquist about fully-funding salary COLA’s.

Trustee Page commented that as trustees we advocate our primary goals, but as public officials this is a time in which we have to advocate for the mission of basic decency and those of us who have an opportunity to work on behalf of the greater good, need to talk very affirmatively.

2) Board Training Assistant Attorney General John Clark provided a presentation for board members on the topics of Open Public Meetings and Public Records.

6. MEETINGS The February 21 meeting has been canceled. There was discussion that an executive session may be necessary, which can be accomplished via conference call. A special meeting will be called at an agreed time of 4:00 p.m. PST/ 6:00 p.m. Central, if needed. The next special meeting of the Board of Trustees is scheduled March 14, 2018. The next regular meeting is scheduled March 21, 2018.

7. EXECUTIVE SESSION At 5:32 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 5:42 p.m.

8. EXECUTIVE SESSION ACTION No action was taken.

9. ADJOURNMENT

There being no further business, it was moved by Chairman Palmer to adjourn the Board of Trustees’ meeting at 5:44 p.m. Motion carried.
RECOMMENDATION:

None.
Renton Technical College
Board of Trustees Meeting
February 21, 2018

AGENDA ITEM: 6. MEETINGS

SUBJECT: BOARD CONSIDERATION

X Information
Action

BACKGROUND:

The next special meeting of the Board of Trustees will be held on March 14, 2018. The next regular meeting of the Board of Trustees will be held March 21, 2018.

RECOMMENDATION:

None.
Renton Technical College
Board of Trustees Meeting
February 21, 2018

AGENDA ITEM: 7. ADJOURNMENT

SUBJECT:

BACKGROUND:

RECOMMENDATION:

Motion required.