



MINUTES

SPECIAL MEETING – Roberts Campus Center, Board Room I-202

1. CALL TO ORDER

- A. Notation of Quorum

2. EXECUTIVE SESSION

- A. At 1:30 p.m. Board Chair Palmer called for an executive session for 60 minutes to review the performance of a public employee, in accordance with the Open Public Meetings Act (RCW 42.30). At 2:30 p.m. the executive session was extended 30 minutes. At 3:00 p.m. the executive session was extended 10 minutes.
- B. At 3:10 p.m. the Board concluded executive session.
- C. Board Chair Palmer adjourned the meeting in the Board Room at 3:10 p.m. and called for the regular meeting to commence in the Culinaire Room at 3:15 p.m.

REGULAR MEETING – Roberts Campus Center, Culinaire Room I-108

1. CALL TO ORDER

The regular meeting was called to order at 3:15 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:

May 16, 2018 special and regular meetings

*Trustee Page introduced a motion to approve the meeting minutes for the special and regular meetings held on April 18, 2018 as presented. Trustee Takamura seconded, and the **motion carried.***

3. ACTION

- A. **Comments from the Audience** Several faculty and staff shared their discontent over the sudden dismissal of a 28-year employee and associated concerns. Board Chair Palmer thanked everyone for their comments.

B. Faculty Tenure and Advancements

1) Faculty Advancements First to Second Year

*After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, Trustee Takamura moved that **Huma Mohibullah, Janine Buis, Viola Bongiorno, and Angela Bay** be promoted from the first to the second year of probation effective, September 10, 2018. Trustee Page seconded, and the **motion carried**.*

Trustee Takamura commented on the importance of pedagogy and students as our first job here. She thanked faculty members, and wished them good luck in their journey moving forward.

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 **Alma Meza** be awarded tenure effective January 2, 2019. Trustee Takamura seconded, and the **motion carried**.*

Ms. Meza introduced her students that were in attendance at the meeting, noting that she is here because of them, and their inspiration. She thanked everyone for their previous comments. She wants her colleagues to feel that there is always good in coming to work.

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Page moved that **Tony Parker** be awarded tenure effective January 2, 2019. Trustee Entenman seconded, and the **motion carried**.*

Chef Parker thanked the board and commented that we are all here to impart our learnings onto others that desire to learn. He has had great mentors and colleagues, and appreciates everyone's support.

4. COMMUNICATIONS

- A. General Information/Introductions** There was no general information shared or introductions made.
- B. Correspondence** Board Chair Palmer called attention to several recent college related media stories.
- C. Student Leadership** Trustee Takamura brought questions to the Board and Dr. McCarthy about the concept of a student trustee. Bellevue and Edmonds both have student trustees, and her desire is to get more student voice into the process. Director Supinski and student leaders were present to engage in the conversation. AAG John Clark noted that in general five (5) Board members are appointed by the Governor to five-year terms. There is an allowance for a sixth student trustee. By statute a quorum is established by three Board members. A sixth trustee does not change a quorum, but would change the passing of a motion; then making a majority to be four. Student government would propose up to five recommendations to the Governor's office. Appointments would begin July 1 and end June 30, but would continue until the next appointment is in place. The student must be a full-time student. They would have voting rights, and the ability to sit in executive sessions, but there are

statute and collective bargaining decisions where they cannot vote. We would simply follow the statute on items excluded from voting; employment, tenure, or other decisions that the Board would decide. A Board member may be removed by statute for egregious offenses. Board Chair Palmer asked for comments or questions from student leaders. Student Connor Moore questioned the removal of a student if they were to leave school early or become less than full-time, and could someone else be appointed. AAG Clark responded that expectations of a replacement would not be quick. Trustee Page explained that a seat could also be left vacant if a trustee were to move outside the service district. Mr. Moore is a student in the Computer Science BAS program, but most programs would be less than four-years. Students agreed that this might be a good idea, but they don't see it as feasible at this time. Trustee Takamura felt it is substantively important to have student voice. She wanted to be sure we shared the information for a full discussion with Board members and students. Dr. McCarthy suggested that we could find a way to meet in the middle. Trustee Page indicated that the Board wants to be sure we aren't ruling from above, but are inclusive. At one time an ASG president was sitting at the table, which was discontinued due to the ASG structure, but if there is a way to bring more of an active voice to the meetings to engage more, that would be great. Director Supinski stated that students have talked about revising the student government executive committee to include participation at board meetings. They want to make the change for next year.

Students will be at the Phi Theta Kappa (PTK) conference next week. The PTK Induction ceremony was held yesterday on our campus; Fifty (50) new participants were inducted. The end of year celebration for Men and Women of Merit is being held today. Tomorrow is the last day of Ramadan, students will be celebrating with a feast in the LRCC.

- D. Renton Federation of Teachers** RFT President Simone Terrell noted that the faculty were disappointed in the College's financial state and budget management. Campus climate is low, there are no mentors for new faculty, no project management. There is no funding other than Guided Pathways, and there is concern about participation and budgeting of these funds. A suggestion would be to determine a plan before the work begins - what percentage is instruction, and which is technology. It appears that very little will trickle to instruction. As for the 2018-19 budget, there is frustration that it leaves no money for faculty to have any opportunity for residual local bargaining. She understood that funding was allocated from the legislature for local bargaining.
- F. Written Communication Reports** Board Chair Palmer thanked everyone for their very thorough monthly reports.

5. ACTION ITEMS

A. 2018-19 COLLEGE BUDGET

Vice President Rodriguez shared a presentation of the proposed 2018-19 budget. Per board policy we have prepared a balanced budget that aligns with our strategic plan, with zero reduction in force, increased transparency, increased financial literacy, and created ownership, responsibility, and accountability. At the end of year, everyone will have received a six percent (6%) COLA during the 2017-19 biennium. Travel was reduced by twenty percent (20%) across the board, with the exception of grants and contracts. Dr. McCarthy thanked everyone for their work in developing a balanced budget. He is sorry to hear that faculty feel disappointed. We have developed a budget that will keep us running - and we have done that without any faculty or staff reductions. In the past we had unaligned adjunct faculty expenses. We have made some

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major achievements on this budget, and we are very pleased with how this has come together. Dr. McCarthy further stated that he wanted to separate the bargaining process with RFT and WFSE from our budget process. If the legislature fully-funded what we do, we would have funding available for local bargaining. He looks forward to how negotiations will progress with the faculty. Trustee Page believes that one of the concerns laid out, is that the board established policy to avoid undesirable program elimination, and to stay relatively whole. Our reserves are below what is fiscally responsible. We continue to deal with failure of the legislature to fully fund our college. The board asked for responsible reserves, which is where you must start. Adding support services for students, and support for faculty still needs to be done within the balance of the budget. It is for everyone's benefit that our budget allows us to continue operations. From a technical standpoint, we have \$36K of surplus. Once we begin the year and start looking at what enrollment revenue will be, we will know what might be possible. Budgets are presented as a plan, with projections of revenues for tuition, fees and expenses. They are projected, and a plan for moving forward. There are always decisions that need to be made during the budget year. Board Chair Palmer is very happy to see that there were no layoffs this year. Massage Therapy Instructor Zefire Skoczen questioned the budget for items necessary to meet accreditation. Vice President Rodriguez responded that if there are accreditation concerns in any program, instructors should work with their Dean and Vice President of Instruction. Vice President Reyna noted that as cabinet members worked through budget reductions, the deans were included. If there is anything that needs to be corrected to satisfy accreditation, we will make it right. Ms. Terrell indicated that accredited programs are working with bare minimums.

*Trustee Page introduced a motion to approve the 2018-19 College Budget as presented. Trustee Takamura seconded, and the **motion carried**.*

Dr. McCarthy requested an additional agenda item be added to the posted agenda. Board Chair Palmer confirmed consensus from the Board for the addition, and approved discussion and possible action regarding the RTC Alcohol Policy.

The Culinary Arts department is moving forward on a partnership with Walla Walla College Cellars. This partnership will include purchasing wine by the bottle that will feature an RTC logo for resale purposes. To comply with state laws and RCWs, RTC will apply to re-obtain a Washington State Liquor Cannabis Board-Restaurant Beer and or/Wine License. With this license, RTC will be able to sell wine at retail prices for on premise consumption to our guests hosting events at the college. In addition to purchasing wine from College Cellars, this license will permit RTC to purchase cooking wine/beer/spirits for the Culinary Arts program through a local distributor at a wholesale prices. This will lower our cost to this program for cost-of-goods. Efforts toward offering Community Education wine courses will be researched and offered in the future. The College Cellars partnership will be of great benefit towards building curriculum and materials for these courses.

*Trustee Takamura introduced a motion to approve the use of alcoholic beverages in its culinary or restaurant courses. The motion was seconded by Trustee Page and the **motion carried**.*

6. DISCUSSION/REPORTS

A. Diversity, Equity and Inclusion (DEI) Plan Vice President Reyna thanked the DEI Council, and his executive assistant, Ms. Jamie McGinnis, for their work on the plan. They made sure the plan aligned with the strategic plan. The data used is from 2016-17. For this data to be accurate, students need to self-identify. The gap between male students of color completion rates compared to the overall completion is 9.1 percent. There was question of why there was no chart for females of color for the same data. Data on females of color was collected from Health and Human services programs. Trustee Takamura suggested including something that says disaggregated data is available. The Intention is to illustrate the problem, not to completely document. Six objectives came from the work:

- Student Success
- Recruitment, Hiring and Retention of diverse faculty and staff
- Integrate diversity and equity pedagogy across curriculum, as well as creating diversity courses in all Workforce programs and within the transfer pathway
- Provide Diversity, Equity and Inclusion professional development to all employees and students
- Create an inclusive campus environment that meets the needs of ALL students, staff and faculty at RTC
- Establish community partnerships in support of Diversity, Equity and Inclusion

We have done great work on our job postings, thanks to Executive Director Hogan. Implementation of a search advocate model is still on the radar. Some objectives are already in process, and some yet to begin. We are trying to take the holistic approach for students. Trustee Takamura shared her appreciation of this work, and understands that it is a five-year plan, and asked about steps to operationalize it. She thanked everyone, noting that it is extremely important that this walks our talk. Trustee Page asked about where there might be work being done elsewhere that we could adopt. There are some colleges in our state or on a National level that we could reach out to, and adapt to RTC culture. Director Supinski presented on this topic at the National Institute for Staff and Organizational Development (NISOD). She also noted that we really are leaders in this, and other colleges are requesting our materials. Instructor Skoczen noted her appreciation for everyone's work on this, yet we have a culture where much needs to happen, where people are not feeling they can speak up. We are very far from congratulating ourselves at this point. Associate Dean Hertig noted that nursing students of color require additional support to get through the nursing program. Ms. Skoczen further stated that from the instructional view we need to do a better job at designing and administering programs to support all students. Student Engagement Special Projects Manager Ms. Mical DeGraaff expressed her pleasure in knowing that RTC is looking at the priority of a multi-cultural center. Trustee Entenman questioned if what we wanted was a multi-cultural center or an inclusive environment.

B. President

Enrollment It is anticipated that we will end the year about 98 percent of target, higher than the majority of other colleges in meeting allocation. This will always be a priority, and Director Patrick Brown works hard to assist with these issues, as does the Strategic Enrollment Management group.

Learning Commencement is our best experience for demonstrating the learning at RTC. Dr. McCarthy looks forward to everyone attending. Over 1900 people applied for graduation. One third are in the HS21 program. We expect about 800 students from all of our program areas to attend, from high school completion through baccalaureate degrees. May 23 was a designated faculty meeting day (non-instructional), and Vice President Reyna held meetings to discuss Guided Pathways and the Tenure process which were well attended. On June 25 we will engage in the Theatre for Change UW workshop for faculty and staff. Theater for Change UW uses interactive participatory theater to advance community dialogue and address issues related to classroom and institutional climate. This will assist us in practicing our skills to address bias and discrimination on campus and in our communities, building on our last sessions with Dr. Robin DiAngelo and Dr. Eddie Moore.

Equity and Inclusion We continue to look at what can be learned from other places and the Women and Men of Merit programs are examples of successful practices at other places. Dr. McCarthy will be meeting with these groups before the end of the year to determine what has been learned.

Community Engagement Dr. McCarthy thanked the Board members who joined him for the Renton Chamber Business Excellence Award Gala on May 23 - RTC was awarded with an *Outstanding Non-Profit Award*. We have had good response from community leaders and legislators on our invitation to join us at commencement. Jan Yoshiwara, Mayor Law, City Council Representative Ruth Perez, and five legislators; Sharon Tomiko Santos, Mia Gregerson, Lisa Wellman, Tina Orwell, and Mark Hargrove plan to join us.

Institutional Strength We strive to continuously improve as an institution. After identifying four dates and times, we have conducted three of four Employee Satisfaction Survey forums – only seven individuals have taken advantage of attending so far. There were a lot of / *don't know* answers on the survey which we will explore further. It's possible that the greater transparency of the budget throughout the year, and concerns arising from decreased reserves, played a role in the overall sense of the College. Another area of concern we will explore further is trust in the administration. One of the responses that was especially strong is that employees enjoy coming to work, yet there is also a sense of distrust. We also teased apart gender disaggregation. The survey can be disaggregated in a multitude of ways and we will continue to study it. Finally, we have completed the collective bargaining process for the WFSE contract.

C. Administration/Finance

Vice President Rodriguez reviewed the monthly operations reports and charts for April, 2018. The general allocation has been spent, which means expenses and payroll are now coming from local funds.

D. Board of Trustees

- 1) Board Chair Palmer called for conversation and the process to elect new positions for the 2018/19 fiscal year.
 - a) Board Chair

Trustee Takamura introduced a motion to elect Trustee Entenman to the position of Board Chair. The motion was seconded by Trustee Page, Trustee Entenman accepted and the motion carried.

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b) Vice Chair

*Trustee Page introduced a motion to elect Trustee Takamura to the position of Vice Chair. The motion was seconded by Trustee Entenman, Trustee Takamura accepted and the **motion carried**.*

2) ACT LAC

a) Primary Representative

*Trustee Takamura introduced a motion to elect Trustee Unti to the primary LAC representative. Trustee Page seconded and the **motion carried**.*

b) Secondary Representative

*Trustee Entenman introduced a motion to elect Trustee Page to the secondary LAC representative. Trustee Takamura seconded and the **motion carried**.*

3) RTC Liaison Positions

a) RTC Advisory Council Liaison

*Trustee Entenman introduced a motion to elect Trustee Palmer as the RTC Advisory Council liaison. Trustee Takamura seconded and the **motion carried**.*

b) RTC Foundation Liaison

*Trustee Takamura introduced a motion to elect Trustee Page as the RTC Foundation liaison. Trustee Entenman seconded and the **motion carried**.*

4) 2019 Board Meeting Calendar

*By unanimous vote, the draft calendar presented for 2019 was **approved**.*

5) Board Retreat Timing Suggested timing for the September 19 Board Retreat is 9:00 a.m. to 3:00 p.m. Trustees Entenman and Takamura will meet with Dr. McCarthy to draft a Board Retreat agenda.

6) Board Liaison Reports

a) RTC Foundation Trustee Page reported that Executive Director Shaw's written report was very comprehensive. The Foundation Board retreat is scheduled on June 27. A comprehensive plan has been laid out for an increasingly supportive board.

b) RTC Advisory Board Trustee Entenman reported there had not been a recent meeting.

7. **MEETINGS** WFSE has an estimated time of three weeks to ratification of the newly negotiated contract. A special meeting to approve the contract can be scheduled for July 19 or later. Three dates will be identified and sent to board members to find a mutually agreeable meeting date.

At 6:11 p.m. Board Chair Palmer moved to adjourn the regular meeting from the Culinaire Room to the Board room for an executive session.

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8. EXECUTIVE SESSION

At 6:15 p.m. the executive session commenced for ten (10) minutes to review the performance of a public employee in accordance with the Open Public Meetings Act (RCW 42.30). At 6:25 p.m. executive session was extended for ten (10) minutes. At 6:35 p.m. the executive session was extended for ten (10) minutes. The board returned to regular session at 6:45 p.m.

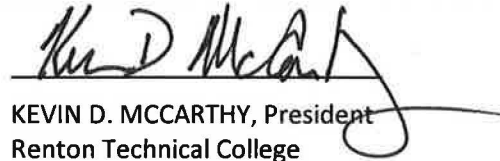
9. EXECUTIVE SESSION ACTION No action was taken as a result of the executive session.

10. ADJOURNMENT

There being no further business, *it was moved by Board Chair Palmer to adjourn the Board of Trustees' meeting at 6:45 p.m. Motion carried.*



SUSAN PALMER, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College