



December 13, 2017
2:30 p.m.

Dr. McCarthy commented that at the Nurse Pinning ceremony held last week, Ms. Shurtleff was greatly appreciated and applauded. Vice President Reyna recalled the Skype interview from Florida, and how she was willing to take on the challenge in the program. From her one year movement through the process, she has been an integral team member. Ms. Zefire Skoczen commented that she sees Ms. Shurtleff as a vital part of the team. She is called upon and takes the lead on challenges to make sure it is worked through together. She is humble, and learns from others expertise. Ms. Skoczen has seen this program through a lot of transitions and thanked Ms. Shurtleff for her inclusion in the process. Ms. Jessica Supinski

noted that she and Ms. Shurtleff have had much communication through supporting the Nursing club, the nursing ceremony, senate meetings and honoring the process. She is a model example.

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Page moved that **Alison Shurtleff** be promoted from the first to second year of probation, effective April 1, 2018. Trustee Unti seconded, and the **motion carried**.*

Ms. Shurtleff thanked the Board for their action. This is a change from Florida to Washington, and she now has lots of new friends.

Trustee Unti noted that the Board does recognize their increased expectations in this process. We will continue to work together to navigate our way forward. We are seeing good results, much better tenure materials and world class instructors.

4. **ADOPTION OF MINUTES**

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

November 15, 2017 regular meeting

*Trustee Page introduced a motion to approve the meeting minutes for the regular meeting on November 15, 2017 as presented. Trustee Entenman seconded, and the **motion carried**.*

5. **COMMUNICATIONS**

- A. General Information/Introductions** Dr. McCarthy introduced Dr. Tom Broxson, who is a member in this year's WELA cohort, and Dr. McCarthy's mentee. Dr. Broxson is the District Dean of Natural Sciences and Mathematics at Pierce College. They have been doing great work at improving student outcomes through Achieving the Dream. We are fortunate to have him in the system and look forward to our partnerships.
- B. Correspondence** Board Chair Palmer called attention to the recent college related media.
- C. Comments from the Audience** There were no comments from the audience.
- D. Student Leadership** Director Supinski was present, but informed the board that students were already on break.
- E. Renton Federation of Teachers** RFT President Simone Terrell thanked the board for the tenure advancements, and appreciates the work in fine-tuning the process. Budget, workload, and negotiations are all topics of interest for faculty. Kudos to Vice President Saraceno, who has empowered faculty with their budgets. Workload conversations are very sensitive, in regard to credits. It is now a good conversation and should get better in the next couple months. We will be going to the table for negotiations on January 12; to begin IBB (Interest Based Bargaining) training.
- F. Written Communication Reports** Board members commented that the written reports are great. A couple of shout-outs to the Communications and Marketing department for the information that is coming to the board. Worth noting from the Institutional Research

report is the increase of associate degree completion for students of color. Trustee Unti noted that we do read these reports, and they are very helpful. Also noted was that Campus Security didn't have much of a report. Dr. McCarthy informed the board that we have had some reorganization, and are looking for some opportunity to bring back a study session/monitoring report soon.

6. DISCUSSION/REPORTS

A. Budget and Strategic Alignment

Dr. McCarthy thanked Executive Director Campbell and Vice President Saraceno for assisting in this process and shared a PowerPoint presentation developed by them. We are aligning the strategic plan and the budget process. Planning is an on-going process. Our vision, mission, and values are the foundation: we defined the strategic plan and core themes, objectives, strategic indicators, and unit plans with these in mind. This is necessary to allocate finite resources and move in the right direction. Vice President Saraceno outlined the budget development process, with the pre-budgeting process taking place in November and December. Unit plan budgets have been created that include funds set aside to address needs that could come up. The calendar process piece goes through January, February, March and April. The 2018-19 budget will be presented to cabinet in April/May, and will be presented to the Board for approval in May.

Vice President Saraceno shared information on tools that are available, including an updated FMS Query report; people appear to be pleased with the tool, providing an accurate and up-to-date snap-shot of budget status. New dashboards are also being developed to present this information. We hope to bring these new dashboards to share at the January board meeting. Dr. McCarthy noted these tools will help, as well as empower people within their budgets. Modeling the idea of life-long learning, we are focusing on helping people understand processes and budget essentials for better financial literacy. We will have a two-hour staff and faculty meeting on January 2 to share this same information on the budget and planning process. We look forward to campus wide engagement in the process. All is meant to be integrated so we are not doubling efforts when we don't need to.

Executive Director Campbell noted that we are using Qualtrics for all unit planning (essentially set-up as a survey) linking to the strategic plan. These will be incorporated into monitoring reports in March and September, annually. Using Qualtrics, we have been able to do a gap analysis. We looked at priority activities and the goal it aligned to (top three activities that aligned to a goal). Trustee Page inquired about the scoring process for analyzing budget requests. Dr. McCarthy responded that this is somewhat of an art, and we are still working on how we will do this well. No matrix has yet been created. One lens we will use is how our decisions affect equity and inclusion. Trustee Takamura noted her appreciation for the integration of the budget process with the plan and the inclusive process. Director Brown voiced his thanks for the work being done. Trustee Page asked where the initial cost of new program development lies. Dr. McCarthy responded that some comes from grant opportunities, and additional funding from the state or private funding. Sustaining Title III positions was very difficult as the grant came to an end. Sometimes investing in things we believe will work well, but need to ramp up, can be tricky. Trustee Page has taken a particular interest in this, and understands how important budgets are and expression of values. This shift will help us understand how it can evolve. All of this information is available on our strategic planning website, for people to see. Dr. McCarthy further commented that Dr. Broxson's work at Pierce

in this arena is seen as empowering not imperiling. Accomplishments are a cultural shift, and data empowers and provides solutions.

B. President

Learning: Dr. McCarthy noted that faculty have been winding up classes for the quarter. He enjoyed sneaking into some classes this quarter, and watching how I-BEST works in the classroom. He thanked Trustees Takamura and Unti for being at the Nurse pinning ceremony last week. Some big news in learning was that RTC was chosen as one of five colleges for the second cohort of the College Spark Guided Pathways grant; \$100K for each of the next 5-years. In addition, last year, Representative Drew Hansen sponsored additional funding, allocating more funds to be spread amongst the colleges that receive the grant; an additional \$500K will be added from the state, over 5-years. Our first cohort meeting will be held January 17-19 in Vancouver.

Equity & Inclusion: RTC has received a \$20K Equity grant from the Road Map Project Rapid Resource Fund to train on IDI (Intercultural Development Inventory). This will provide training for twelve on-site qualified administrators, and provide funding toward IDI tests. Another grant awarded is the Humanities WA Speakers grant, which will support three speakers to campus (April through June) as educational resources for the campus, as well as the community.

Community Engagement: Dr. McCarthy attended an Education Results Network (ERN) meeting with Lieutenant Governor Cyrus Habib, to talk about issues that matter to the success of youth, including college completion and DACA. Dr. McCarthy was invited to give testimony to the King County Council on behalf of the Puget Sound Coalition, for how to best use ST-3 Accountability Funds (sales tax on a portion of construction that is allocated to the fund; while construction is at its peak, more funding will be available). The Coalition supports the idea of a college promise scholarship program. Council members are generous about proposals and models for using these funds. Financial barriers are extensive with trying to get students through post-secondary education (reference - WA Roundtable statistics). Currently, only 31 percent of students starting high school will get a post-secondary degree. Seattle Mayor Durkin is also looking at a Seattle Promise program that will expand the Seattle Colleges' 13th-Year program.

We are also working to schedule a meeting with the representatives from CENSE (Coalition of Eastside Neighborhoods for Sensible Energy) that provided public comment at the November board meeting. Dr. McCarthy has met with PSE again as well.

Institutional Strength: We are just wrapping up our Project Request Report (PRR) for a Health Sciences building. Proposals are due on December 20. We walked through the former County public health building on the property across 4th Street today, and it was not as bad as we thought it may be. The lease at Second and Burnett is still in the works.

We have completed interviews for Vice President of Administration/Finance position, and Dr. McCarthy has completed reference checks. Vice President Saraceno will work with us through the transition.

WACTC/SBCTC approved a new ctcLink investment plan, increasing the overall project cost to \$145M (with \$10M annual maintenance cost). SBCTC will have a cash flow issue. FY 19 funds will be covered by proceeds from the sale of a Bellevue building. Colleges will then increase the amount sent to SBCTC by one percent of operating fees for FY 20, 21, 22 for a total of four percent during the period, decreasing to three percent for FY 23, and one percent for FY 24-28.

We have spent a lot of the time this fall looking at our budget position. The expected \$312K shortfall, could have been \$1.4M if we continued to spend as we had been in recent years. We have been making headway and have found about \$1M by correcting inaccuracies, reducing travel funds, goods and services, suggesting cuts in various budgets, identifying savings in others, and updating revenue projections. At this point, our best estimate is that the \$1.4M has been reduced to \$400K. We will continue the work and discussions, and work to better understand part-time instruction dynamics.

Legislative Outreach: We have been looking at this over the last few weeks. This year with a short-session we are focusing on a visit January 29; we will see how many meetings we can get scheduled, in order to know how many people we need to participate. We will also be looking at some legislators outside out of district that have strong voices on committees. Yesterday, Trustee Page joined Dr. McCarthy, Mayor Dennis Law, and Jay Covington from the City of Renton, Liz Nolan from Valley Medical, Executive Director Campbell and Director Shaw at the South Sound Chambers of Commerce Legislative Coalition (SSCCLC) Breakfast at Emerald Downs.

Enrollment: This fall we finished up 92 FTE compared to last year; 40 of which is a full-tuition paying FTE increase. As of yesterday, we are at 103 percent of last year's enrollment. Also, in SBCTC projections, we are one of only five colleges at 100 percent or better in meeting the allocation target. The system average is currently at 92 percent. Everyone contributes to this increase, and it is necessary for our financial health.

C. Board of Trustees

1) Board Meeting Calendar (September through December, 2018)

When the Board originally approved the 2017/18 calendar, the months of September through December had been left off, since they fall in the 2018/19 fiscal year. Because the college is required to notify the Code Reviser of the full calendar year of meetings, they are presented with a proposed calendar for September through December, 2018. The proposed calendar was approved through December, 2018.

Dr. McCarthy also informed the Board that our presentation proposal at The Achieving the Dream conference was accepted, and that he is written into the presentation. Unfortunately, this occurs during the week of the February board meeting. The event will be in Nashville, TN. Three Board members will also be in Washington, D.C. the week prior for the ACCT National Legislative Summit. The Board agreed that Dr. McCarthy should attend the conference and the presentation. They further agreed to cancel the February 21 Board of Trustees meeting. Dr. McCarthy suggested that perhaps a special meeting of an executive-session conference call could be scheduled the afternoon of February 21, if needed ahead of the tenure presentations to be made in March.

2) Board Liaison Reports

- a) **RTC Foundation** Trustee Page advised that the Foundation Board is not meeting this month, but he reminded everyone about the Foundation's annual Student Success Breakfast scheduled on February 14, and asked Board members to please act as sponsors of this event. The onus is on those who are staying to represent the Board, but sponsorship is necessary for everyone. The Foundation continues to actively look and recruit board members. There are great opportunities for people. Dr. McCarthy added that this is "*the*" annual event to raise funds for the Foundation, with the goal to

turn no student away that needs assistance. We are building our scholarships, yet still have to turn away half of the students that need funding. Philanthropic gifts make vibrant funding! Students will be showcased, Jim DuBois, former Chief Information Officer for Microsoft will be joining us as the main speaker, and Meeghan Black will emcee the event. The second annual lifetime of giving award will be presented to the Dochnal's. Trustee Page noted that there was discussion about naming a building on behalf of Andee Jorgensen for her years of service as a Trustee and Foundation Board member/president. Of particular interest is Andee's connection to ABE programs. Dr. McCarthy and Director Shaw are working on this. December's agenda had already been published, but we could include this on the January agenda for action.

- b) RTC Advisory Board The next meeting is scheduled January 24, 2018. Trustee Entenman noted that she needs to receive an invitation. Executive Director Jackson noted that there are several new board members joining this year.

D. Administration/Finance

- 1) Monthly Finance Report Vice President Saraceno noted that we were over 100 percent of target. If we continue on this track, we could receive between 50-75 FTE, worth about \$4200-4500. Grants and contracts are down but that is due to the closeout of the Title III grant. Net operating surplus is \$1.7M. Included in today's materials is a color bar chart, reflecting operating cash. We will see some more ups and downs, but the downward drop should slow. It will take us a few years to get out of the negative.
- 2) Capital Financing Vice President Saraceno advised that depending on when the capital budget is approved, we should expect the return of \$2M in August to our reserves. The Project Request Report (PRR) is 90 percent complete, and will be submitted on time. We believe we have a really good scoring project.

7. **MEETINGS** The next regular meeting is scheduled January 17, 2018.

8. **EXECUTIVE SESSION** No executive session was held.

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

10. **ADJOURNMENT**

There being no further business, *it was moved by Chairman Palmer to adjourn the Board of Trustees' meeting at 5:36 pm. Motion carried.*



SUSAN PALMER, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College