



MINUTES

1. CALL TO ORDER

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

2. ADOPTION OF MINUTES

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

January 20, 2016, regular meeting

Trustee Unti introduced a motion to approve the meeting minutes for the regular meeting on January 20, 2016 as presented. Trustee Palmer seconded, and the motion carried.

3. ACTION ITEMS

There were no items presented for action.

4. COMMUNICATIONS

A. **Introductions** Vice President Merrell introduced our newest Security officer, Melanie Boehm. Ms. Boehm is currently a park ranger for the City of Seattle, patrolling areas such as Westlake and Occidental Park. She works closely with the Seattle Police department in responding to incidents. She brings a wealth of experience in crisis intervention, de-escalation tactics and is a great addition to the safety and security team at RTC. Ms. Boehm has been hired as part-time, working Saturday and filling in as needed.

B. **Correspondence** Board Chair Page called attention to the variety of publications and communication articles from many media sources on behalf of the college, students and staff.

C. **Comments from the Audience** There were no comments from the audience.

D. **Student Leadership** Vice President Gilmore English informed the Board that Ms. Supinski was out-of-town attending the Achieving the Dream (AtD) conference in Atlanta, GA. Mr. Peter Mbatia, Computer Science program student, shared information on his perspective of becoming a student at RTC, his involvement in student leadership, and his attendance at a local conference of student leaders at Portland State University. Mr. Mbatia was born in Kenya, Africa and after being laid-off at Lowes, he came to RTC for worker-retraining. He has always loved computers, and had the passion in learning to make a living in the field. He found the student success program to be very inter-twined with student leadership and quickly became involved. Surrounding yourself with others that believe you can actually succeed helps you find your strengths and weaknesses. Mr. Mbatia is in his first quarter at RTC; we look forward to hearing more positive feedback as he progresses in this program.

- E. **Renton Federation of Teachers** RFT President, Gary Neill informed the Board that we have passed the mid-term point in the winter quarter. The faculty is working with Vice President Reyna on several important issues.
- F. **Written Communication Reports** Written reports were included in the Board materials, from various departments; Administration/Finance, Institutional Advancement, Human Resources, Information Technology, Instruction, and Student Services. There were no questions.

5. **DISCUSSION/REPORTS**

A. **President**

Dr. McCarthy spoke highly of the Transforming Lives Award Celebration that occurred in January during the ACT Legislative Conference, and simultaneously with WACTC meetings. Our award recipient, Ms. Angel Mitchell attended the ceremony with her son, joining Dr. McCarthy, our Board members and Ms. Supinski. This event has become an annual highlight with five student scholarships awarded annually from ACT. The ACT winter conference provides great professional development for Trustees; the keynote speaker, Dr. Derek Greenfield provided a great interactive conversation on promoting diversity, cultural competence and inclusive excellence. At the conclusion of the conference, Dr. McCarthy and several Board members were joined by several others from the college at a joint Legislative reception with Highline and Green River Colleges. The turn-out of legislative representatives was better than it had been in the past few years.

Dr. McCarthy continues scheduling time for classroom visits. He is working with the SBCTC and other colleges on the legislative agenda.

We continue our joint efforts to promote the Foundation Breakfast on March 24th. Right now our donations are looking good; Boeing has sponsored at the platinum level, the City of Renton at the gold level, while silver and bronze sponsors include International Association of Machinists and Aerospace Workers, District 751, RTC Student Leadership, Aerospace Joint Apprenticeship Committee, McGranahan Architects, and Renton Housing Authority.

Dr. McCarthy has engaged the campus in a campus conversation course on *Canvas* to engage the faculty and staff; in preparation and to ask broader than the question ahead of the Aspen Presidents' Leadership Symposia *Engaging Faculty in Scaled Improvements to Teaching and Learning*. *Canvas* is a learning management system that we use; it is web enhanced and very user friendly. This on-line course has a series of five modules for engaging staff and faculty, and just kicked off last week. We are seeing good participation so far.

We have prepared the tenure advancement materials for Board members to take with them when they leave today's meeting. Board Chair Page asked trustees to be sure to take their books, read them and be ready to come back with questions next month. Dr. McCarthy informed trustees that the Tenure Steering Committee is working on options for improving

this process. Generally, we want to make data driven decisions, and ask if we are getting the right data to you to provide for a decision; what would help you make a better decision?

B. Board of Trustees

1) Board Liaison Reports

a) ACCT National Legislative Congress Report

Trustees Entenman and Page both attended the National Legislative Congress held in Washington, D.C. February 8-11, 2016. Trustee Entenman reported that Washington State had one of the largest represented delegations, with our local ACT coordinating the effort of lobbying our representatives on the National level. We visited in groups to show our support through one voice from the CTC's in our state. Trustee Entenman found additional value in meeting trustees from other areas, and learning how they maintain graduation rates and grow student bodies. She informed fellow trustees of Congressman Dave Reichert's enthusiasm for our campus, and the work that we do.

Trustee Page added that this was a nice conference, uninhibited by bad weather as has happened in years past. We met with the nominee for the Secretary of Education, Dr. John King. He is a very experienced educator, formerly the Commissioner of Education in New York. He is very understanding of the needs and issues at CTC's. Our conversations centered primarily on Pell gaps and expansion; specifically the Ability to Benefit, and inflexibility of financial aid. Congressman Dave Reichert is very effusive about the issues. We had a nice contingent turnout and meeting from Washington State. Our system is widely respected from across the country. There will be a new administration next year, with new budgets and new path of development. Some are very entrepreneurial. The degree of focus and attention for the business at hand was very good.

b) RTC Foundation

Trustee Palmer commented from the recent Foundation Board meeting. She would like to see every trustee in attendance at the Student Success Breakfast. The Foundation is on the search for new Board members; please inform Trustee Palmer, Dr. McCarthy or Ms. Shaw if you know of someone that may be interested. In the past we have had a tendency to recruit within the City of Renton, but we are looking to expand that to other areas within our boundaries. We are trying to get back to the Bylaw minimum of twelve (12).

c) RTC Advisory Council

Trustee Unti reported out at the January Board meeting, from the most recent meeting of the Advisory Council; there is no further report at this time. Trustees Unti and Takamura asked that the schedule for the Advisory Council meetings be sent to them again.

Board Chair Page added his comments and positive feedback about the ACT Transforming Lives award ceremony. Bringing student stories such as these to Olympia and Washington, D.C. is a very powerful tool; it matters. Part of Board Chair Page's commitment to ACT is

that we bring quality and value to the ACT conference agendas, as much as we can. We plan to continue that effort at the ACT spring conference, in May at Bellevue College.

C. Administration/Finance

As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues and expenditures for the period ending December 31, 2015. Trustee Entenman asked a question about the fees with the WATR Center. Vice President Merrell responded stating that students register through the WATR Center, but we charge the students that attend RTC. It is being run as a stated funded class, plus a fee. We are concerned with the cost of it, but we have to honor the costs per an agreement we have with Edmonds Community College and the WATR Center.

6. EXECUTIVE SESSION

At 3:48 p.m. Board Chair Page called for an executive session for fifteen (15) minutes to consider the selection of a site or the acquisition of real estate by lease or purchase. At 4:03 p.m. the executive session was extended fifteen (15) minutes. The Board returned to regular session at 4:18 p.m.

7. ACTION

There was no action taken as a result of the executive session.

8. MEETINGS

The next regular meeting of the Board of Trustees will be held on March 23, 2016, at 3:00 p.m.

9. BOARD STUDY SESSION

A. Financial Statements Vice President Merrell shared a presentation on *Reading Financial Statements*. The presentation gave a perspective of the Accreditation Standards, the purpose and benefits, the roles of the board, president, financial managers and auditors, what a financial statement looks like, understanding the content and using financial statements in decision-making. She briefly reviewed and highlighted topics in RTC's 2014 Financial Report, and Financial Statements Audit Report.

B. Board Policy Manual – Section 1: Introduction/CT1-CT4 Dr. McCarthy shared a handout of the Northwest Commission on Colleges and Universities that outlined *Accreditation Standards* one through five. This should be used while we review Board policies. Does our policy incorporate and encompass these standards? There is no detail of how we would derive to this, but it could be done with monitoring reports. There was discussion about inclusivity, and meeting the cultural needs of a diverse community. What was meant by diversity when the policy was adopted/revised, and what do we mean by it now? There is no formal RTC strategic plan; the policy statement calls that there be one. The college needs to develop a strategic plan and bring it to the board for approval. Trustee Unti recalls that the Board decisively agreed that the creation of an academic plan needed to be done, to precede the outline of a strategic plan. The strategic plan is something that the board and president

agree on, to provide direction. Typically a plan of 3-5 years is generally out-of-date by the time it is printed. It should be innovative ideas coming to recognition. The strategic plan needs to direct and provide good guidance to set us on the course. Accreditation is an external body that affirms what we are doing. We need to determine what we do to affirm that we've met mission fulfillment (NWCCU standard five). A plan would provide direction to be creative and try different things; the college will have guided pathways (much of what we do now) within three years. The remainder would be more operational. The strategic plan does need to become a priority. Dr. McCarthy desires an inclusive process. We have strategic priorities (more of a working strategic plan) that will guide us in our decision making. Strategic planning processes can go wrong; and Dr. McCarthy would like to think more on how that will happen so we can make the right choices for resource allocation. He would like a working plan this year with a formal plan to follow. Accreditation reflects a mandate; we get to adopt policies that support the mandate. What type of monitoring reports should be provided so we can understand and be able to look at the ends and the means? We need to move the ship in the direction to accommodate accreditation.


- *CT1 – CT4* This is a measurement on how to measure. Trustee Page provided some background so the entire board understands the structure of the policy manual, and the implementation of core themes put into place to measure, by Dr. McCarthy's predecessor. Ultimately, we want the entire board to buy-in. This is a top level view of the four core themes; student success, workforce education, basic skills education, and institutional sustainability. There was discussion about inclusion and the need to create a formal strategic plan. We want to be sure that through the eyes of the reader, that it meets current needs. The next section for discussion will be Executive Limitations; EL 1-10.

C. ***Evaluation Goals; Board and President*** Dr. McCarthy would prefer a narrative evaluation response to his identified goals for the president's evaluation.

There was discussion about narrowing the questions from the board self-evaluation, to look for narrative in form. Dr. McCarthy recommended keeping an eye to what would be most significant to evaluate yourselves on; what should be narrative? How did we do, and what did we learn? Board Chair Page noted that we have heard several goals mentioned from trustees; tenure process has been on our minds for several years, orientation of new trustees, equity, staff retention, and hire and evaluate the new president. We should plan to evaluate ourselves on the major themes; community involvement, relationship with the president, and how did we do toward our goals. Break down the large questions to a smaller number, and answer to where we feel good, and what did we learn. Trustees Palmer and Entenman agreed to form a committee to look at these questions. The 2014-15 self-evaluation and the combined document shared by Dr. McCarthy last month will be resent to trustees. Trustees were asked to develop a list of eight to ten questions that should be used for future evaluation, and send them within the next week. The committee will share their work at the next board meeting in March.

10. ADJOURNMENT

It was moved by Board Chair Page to adjourn the Board of Trustees' meeting at 6:16 p.m. Motion carried.

A handwritten signature in black ink, appearing to be 'TP', written over a horizontal line.

TYLER PAGE, Chair
Board of Trustees

A handwritten signature in blue ink, appearing to be 'Kevin D. McCarthy', written over a horizontal line.

KEVIN D. MCCARTHY, President
Renton Technical College