



Board of Trustees Meeting
Roberts Campus Center, Board Room I-202

March 25, 2015
7:30 a.m.

MINUTES

1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by Board Chair, Trustee Palmer. A quorum was established. Board Chair, Trustee Palmer led the flag salute.

2. EXECUTIVE SESSION

At 7:32 a.m. Board Chair Palmer called for an Executive Session, for thirty (30) minutes to review the performance of a public employee, and to enter into discussions relating to the interpretation of a labor agreement. The board returned to regular session at 8:02 a.m.

3. ACTION ITEMS

- Faculty Advancements to Tenure

*After giving reasonable consideration to the recommendations of the tenure review committee and all other recommendations, Trustee Page moved that **Elizabeth Hinkson, Robert Holland, and Holly Harris-Jackson** be awarded tenure effective March 25, 2015. Trustee Unti seconded and the motion carried.*

- Faculty Advancements Second to Third Year

*After giving reasonable consideration to the recommendations of the tenure review committee and all other recommendations, Trustee McAbee moved that **Yasmin Ali, Trisha Foreman, and Henry Hatem** be promoted from the second to the third year of probation, effective April 7, 2015. Trustee SenGupta seconded, and the motion carried.*

- Faculty Advancements First Year to Second Year

*After giving reasonable consideration to the recommendations of the tenure review committee and all other recommendations, Trustee Unti moved that **Dale McCormick and Eugene Shen** be promoted from the first year to the second year of probation, effective April 7, 2015. Trustee SenGupta seconded, and the motion carried.*

The trustees extended their congratulations to these faculty members, and thanked them for their hard work, and commitment to students and the college.

4. ADOPTION OF MINUTES

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

February 17, 2015 Regular Meeting

Trustee Page introduced a motion to approve the February 17, 2015 meeting minutes as presented. Trustee McAbee seconded, and the motion carried.

- H. **Safety and Security Report** The written report was included in the board materials.

6. DISCUSSION/REPORTS

- A. **President Report** President Hanson shared a written report with trustees, from the WACTC President's meeting February 26-27, 2015 in Olympia.

The Operating Budget Committee presented on elements of the new allocation model. The Allocation subcommittee is recommending implementation of the new model in July, 2016. The subcommittee worked on the definition of high cost FTEs at its meeting, based on the work done by BAC and the Instruction Commission. An important principle is to avoid double-weighting of FTEs (for example, basic education). The subcommittee meets again today, and one additional time; it is a challenging process. Subcommittee recommendations will go to WACTC next month. WACTC will vote in May on recommendations that will go to the State Board in June.

The go live date for ctclink has been postponed. RTC is in Wave two and we remain optimistic. There is a lot of anxiety over the go live date, due to issues with payroll. The ctclink team has experienced turnover, and there needs to be an increase in staffing to work on the payroll issue. Trustee Page commented that on-site staffing at the colleges will be instrumental; creating a need to hire additional staff.

Legislative bills on the watch list were reviewed. The House budget is expected out on Friday.

The Aspen Celebration in Washington D.C. was a wonderful event; an Academy Awards for Community Colleges. RTC did not win, but the honor was given to Santa Fe College in Gainesville, Florida. Florida has an excellent system. There were two colleges of distinction; both have been on Aspen's Top-Ten list before. President Hanson noted that we learned a lot, and it is a great honor for our college. There are now about twenty-five (25) colleges in the "Aspen Family".

The Achieving the Dream Coaches visit took place on campus, March 13, 2015. The visit was warm and positive. The coaches felt that we should present our Academic Advising Model at next year's Achieving the Dream Conference.

- B. **Student Leadership** Ms. Jessica Supinski spoke on behalf of the Student Leadership. Student, Joe Spieldenner will campaign for Phi Theta Kappa Division IV Vice President, one of five international office positions in the organization. Mr. Spieldenner's campaign involves a rigorous application, an interview with Phi Theta Kappa Executive Director, Rod A. Risley, and a campaign speech. More than 4,000 community and technical college honor students will attend the convention and participate in the election process. His candidate caucus can be viewed at <https://www.youtube.com/watch?v=QFZJ5dEiaGg>

- C. **Renton Federation of Teachers** RFT President, Gary Neill showed two brief presentations; one was a repeat of his presentation from September, 2014 and the second compared the decline in enrollment from 2010 to 2015 and the comparison of teaching faculty to administrative exempt staff during the same time period. Mr. Neill commented that trustees will be asked to make decisions on budget cuts, and that next month's meeting could be hot.

D. Board of Trustees

- 1) *President Search Update* Executive Director Human Resources, Lesley Hogan reported that the selection of finalists for the position of President will be presented to the board later during today's meeting. The search committee will be meeting later today. The finalist interviews and campus visit will commence on April 13th and conclude on April 22nd. We are on track, on time, and there will be a great announcement shared tomorrow, following today's meeting.
- 2) *Commencement Speaker Recommendations* President Hanson suggested that Senator Bob Hasagawa would be a nice choice as a commencement speaker. Trustees were asked if they had any other recommendations. Senator Hasagawa has been a consistent supporter of the college and is always willing to discuss the issues, and he has a local story to tell as well. The trustees agreed that this would be a great choice. Mr. Neill suggested Coach Pete Carroll from the Seahawks organization. Mr. Neill offered to contact the Seahawks organization to inquire about the availability of Coach Carroll or another motivational speaker from the team.
- 3) *TACTC Spring Conference* The TACTC Spring Conference will be held in Spokane, May 14-15, 2015 at the Northern Quest Resort and Casino. Trustee Page commented that he is very privileged and honored to serve as president elect. He is confident that anyone able to attend the conference will find it fulfilling, lively and worthwhile. Trustees McAbee, Palmer, SenGupta, and Unti all informed Trustee Page they would be unable to attend.

E. Instruction

Vice President Novotny shared information about the Reading Apprenticeship workshop held the previous weekend (shared by Ms. Lesmeister during the Communications portion of the agenda). Ms. Novotny informed the board that the Reading Apprenticeship model was our most successful strategy from our Achieving the Dream work. The Achieving the Dream Coach's visit took place on March 13th, and the conference was held on March 14th. There were 250 attendees; 24 of 34 colleges from Washington State were represented, as well as attendees from three colleges in Oregon, University of Washington, University of Alaska, Evergreen College, three social service agencies, and four individuals from WestEd (California based organization). This project began in Washington, where statewide work will continue. Ms. Lesmeister is the Washington State Coordinator, in addition to four additional Washington State leaders. It is nice to have the work start at RTC. Other work highlighted during the Coach's visit was Title III, and the Student Advising model; all of which center around student success. Additionally, two key Math faculty members were included in attending the Achieving the Dream Conference this year. We will be pulling data on Math, as it continues to be a barrier. Ms. Novotny continues to hold Faculty Brown Bag discussion meetings, which include discussions about drilling down in Math. The emphasis of the Student Advising model is critical to student success.

F. Student Services

- 1) *Enrollment Report* Director of Enrollment Services, Patrick Brown shared an updated Enrollment Report. The Allocation and Percentage of Allocation for the Year were added to the report. Winter Quarter Highlights – Academic transfer is down 13.26 FTE from budget and 1FTE off of fall. ABE surpassed fall quarter and budget. Occupational Prep surpassed fall quarter, and is 139 FTE below budget. Occupational Supplemental is 27 FFTE below fall quarter, and 27 FTE below budget. We are still processing apprenticeships, so we

expect to break even. Year-to-date we are 3 FTE off this time last year. Spring is over 300 FTE above this time last year. Head count is 74% of capacity for spring quarter and capacity is down one. There is good news in Worker Retraining, thanks to Scott Latiolais and Heather Winfrey; we are up almost 20 FTE for winter over last month. We have taken out Property Maintenance (-16) and added BAS (+15). Winter will be finalized in two weeks for an official report.

- 2) *Year-One Retention Data* Dean of Student Success, Scott Latiolais shared a presentation and his excitement about the first year data and impact of the high touch Student Advising model. Statistics show that there have been an increase from 787 to 1876 student appointments; where students signed in. Pre-registration advising was implemented; almost 3,000 students were seen, some of course were duplicated based on need. Counselors and Advisers also go into the program classrooms. Early alert and mid-term advising have appointments have increased dramatically. Winter quarter numbers almost tripled the number of appointments. The earlier intervention, retention data is captured for degree seeking students. The control year, fall to winter retained 76 percent to 82 percent; that is a significant increase for one year. Fall to spring was good as well. Last year we retained 72 percent of students from fall to spring. We are currently pulling data on college success, and other areas of Title III. Clover Park has adopted this advising model and South Seattle has come to campus to visit and view this model. The relationship, and interaction with program instructor and counselor/adviser is vital. A new high touch advising model has just been implemented in Basic Studies, and the faculty have been great to work with. Mr. Neill added his positive comments for this model in building the relationship with counselors and instructors to allow interception of the failing student.

G. Administration/Finance

- 1) *Operating Funds Budget Status Report* As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues and expenditures for the period ending January 31, 2015. An updated report was handed out at the meeting.

7. MEETINGS

The next regular meeting of the Board of Trustees will be held April 21, 2015.

8. EXECUTIVE SESSION

At 9:00 a.m. Board Chair Palmer called for an Executive Session, for twenty (20) minutes to discuss the strategy or position to be taken in collective bargaining, as per RCW 42.30.140(4), and to evaluate the qualifications of an applicant for public employment. At 9:20 a.m. the executive session was extended twenty (20) minutes. At 9:40 a.m. the session was extended an additional ten (10) minutes. The trustees returned to regular session at 9:50 a.m. and continued the discussion about the approach for interviews. The board was asked to review the sample questions provided and to consider ones they felt were appropriate and send their top three requests to Ms. Hogan and Board Chair Palmer via email. The questions will be used to create the essence of the interview for each candidate with the trustees. The interviews will begin with a fifteen (15) minute casual atmosphere; light snacks will be served.

BOARD OF TRUSTES MEETING
Minutes – March 25, 2015

Board Chair Palmer reminded the trustees about making their annual donation to the Trustee Scholarship fund, if they had not already done so.

9. ACTION

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

10. ADJOURNMENT

It was moved by Board Chair Palmer to adjourn the Board of Trustees' meeting at 10:15 a.m. Motion carried.

SUSAN PALMER, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees