



## *Renton Technical College*

**Board of Trustees  
Special Meeting  
Technology Resource Center, Room C-111  
August 9, 2011 – 11:30 a.m.**

### Minutes

#### 1. **CALL TO ORDER**

The meeting was called to order at 11:00 a.m. by Board Chair, Trustee Tyler Page. A quorum was established. Trustee Page led the flag salute.

#### 2. **ADOPTION OF MINUTES**

A. Trustee Page asked for corrections and/or additions to following minutes:

**June 14, 2011 Regular Meeting** - Trustee Little made a motion to approve the June 14, 2011 regular meeting minutes as presented. The motion was seconded by Trustee McAbee, and the motion carried.

#### 3. **COMMUNICATIONS**

A. *Correspondence* The trustees received a letter from students in the Commercial Building/Engineering program regarding their dissatisfaction of their classroom space.

B. *General Information* President Hanson informed the trustees that an e-mail was received today advising that the Governor and OFM are asking state agencies to submit budget reduction scenarios of 5% and 10% of biennial General Fund-State appropriations. You may recall that the legislature left town with an ending fund balance of \$730 million; the June revenue forecast brought the ending balance down to \$163 million. Since then, revenue collections have come in lower than projected and economic activity has lagged behind the forecast. The next revenue forecast will be September 15<sup>th</sup>.

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

4. **TRUSTEES**

- A. *2011-2012 College Budget* Vice President Merrell presented the following information on the 2011-2012 operating budget:

Renton Technical College's operating budget for fiscal year 2011-12 is \$39,498,150, an increase of \$5.67 million from fiscal year 2010-11, and the capital budget is \$1,050,000. This budget is based upon the 2011-12 state operating allocation, the anticipated funds remaining from the 2009-2011 biennial capital allocation, as well as the fiscal year 2011-12 tuition and fee schedule. Tuition will be increased by 12% per legislative intent and SBCTC Board approval, beginning fall 2011. The college has also implemented new fees including a comprehensive fee, a security fee, an S&A fee and several program fees. Our state FTE allocation for 2011-12 is 3,918 FTEs which includes 324 Worker Retraining FTEs.

Our state allocation was cut by \$2.47 million for FY11-12 which includes a FY10-11 supplemental budget cut of \$679,000. Approximately, \$472,000 of these cuts are earmarked as temporary during the 2011-2013 biennium. In spite of these reductions, our operating budget has increased \$5.67 million from FY10-11 due to the 12% tuition increase, the new fees and an anticipated \$5.0 million increase in financial aid awards (Pell and direct loans).

Because of the cuts to our state allocation, the college has refrained from hiring for three positions which remain vacant due to attrition. The retirement of one of the Computer Networking instructors during FY 10-11 resulted in the elimination of one section of that program. The college has also held off hiring for one custodial position and one automotive customer service specialist position. After much discussion, the college also made the difficult decision to close the childcare center effective August 31, 2011. This closure will impact twelve (12) full-time staff positions as well as several part-time positions.

In order to balance this budget, the college will use almost \$500,000 of reserves as well as \$225,000 from sales and lease revenues. Currently, the college maintains an investment balance of \$3.36 million.

The motion was made by Trustee Unti and seconded by Trustee SenGupta to approve the College's 2011-2012 operating and capital budgets as presented. Motion carried.

- B. *Approval of Renton Professional-Technical Association Contract* Glenda Mullowney presented the draft contract, and the major changes that had been made. It was moved by Trustee Little, and seconded by Trustee SenGupta to approve the Professional-Technical Association Contract Agreement as presented. Motion carried.

BOARD OF TRUSTES MEETING  
Minutes – August 9, 2011

- C. *Review and Confirm RTC Mission Statement and Core Themes* Vice President Heilstedt presented the college's mission statement to the trustees and provided an opportunity for discussion. The mission statement was affirmed with the adoption of Board policies in November, 2010. Discussion regarding the mission statement was thought provoking and diligent. It was agreed that the mission statement reflected a sense of focus as a workforce training institution versus that of a transfer institution. A motion was made by Trustee Little and seconded by Trustee Unti to reaffirm the College's Mission statement with no modification. Motion carried.

At the same time Board policies were adopted, the trustees also approved five core themes for the college: Professional-Technical Education, Basic Studies, General Education, Student Access and Diversity, and College Stewardship. Core themes represent essential elements of the institution's mission and collectively encompass that mission. The Strategic Planning and Oversight Team (SPOT) has identified goals and measurable indicators of achievement related to each core theme. These indicators were included in Vice President Heilstedt's presentation. A motion was made by Trustee SenGupta and seconded by Trustee McAbee to reaffirm the College's core themes with no modification. Motion carried.

- D. *Evaluations and Board Action Items/Board Priorities for 2011-12* The 2011 Board Self-Evaluation and the GISS Board Self-Evaluations were distributed. Comparisons of the 2010 and 2011 self-evaluation results were reviewed, and issues and strategies were identified. The trustees will continue their work on these strategies in a Board study session on September 13, 2011 at 4:00 p.m. prior to the regular board meeting which will begin at one hour later, at 5:00 p.m.

The Board reviewed the need for Trustee Little to attend the ACCT Annual Leadership Congress in Dallas, Texas in October. As a National ACCT officer, it is important for Trustee Little to continue her work by being in attendance for this session. Trustee Little was informed that since the out-of-state travel ban had been lifted, that TACTC would no longer be able to provide financial support to ACCT officers unless their college requests it due to financial hardship. As a result of the current budget situation, the trustees took the following action.

It was moved by Trustee McAbee and seconded by Trustee SenGupta that Board Chair Tyler Page inform TACTC that Renton Technical College will not be able to provide the financial support to send Trustee Little to the ACCT Congress. Motion carried.

5. **EXECUTIVE SESSION**

At 3:45 p.m. Board Chair Tyler Page announced that the Board of Trustees would move into executive session, for one-hour to review the performance of a public employee. At 4:45 p.m. the executive session was extended 10 minutes. At 4:55 p.m. the trustees returned to regular session.

BOARD OF TRUSTES MEETING  
Minutes – August 9, 2011

6. **PRESIDENT'S CONTRACT RENEWAL**

- A. The renewal of President Hanson's contract was presented to the Board of Trustees for the term July 1, 2011 through June 30, 2014. It was moved by Trustee SenGupta and seconded by Trustee McAbee to extend President Hanson's contract through June 30, 2014. Motion carried.

7. **MEETINGS**

The next Board of Trustees Meeting is scheduled for September 13, 2011. The meeting will begin with a Board Study Session at 4:00 p.m. with the Regular meeting to follow at 5:00 p.m.

8. **ADJOURNMENT**

It was moved by Trustee Page to adjourn the Board of Trustees' meeting at 5:00 p.m. Motion carried.

---

TYLER PAGE, Chair  
Board of Trustees

---

STEVEN J. HANSON, President  
Board of Trustees