



MINUTES

1. CALL TO ORDER

The meeting was called to order at 7:32 a.m. by Board Chair, Trustee Palmer. A quorum was established. Trustee Palmer led the flag salute.

2. ADOPTION OF MINUTES

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

November 18, 2014 Regular Meeting

Trustee Page introduced a motion to approve the November 18, 2014 meeting minutes as presented. Trustee SenGupta seconded, and the motion carried.

3. COMMUNICATIONS

- A. **Correspondence** Trustee Palmer shared a variety of published articles from several sources in our community.
- B. **General Information** There was no general information to share.
- C. **Comments from the Audience** There were no comments from the audience.
- D. **Human Resources Report** The written report included personnel activity for the month of November, 2014. There were no questions.
- E. **Communications and Marketing Report** Due to the departure of the Communications and Marketing Director, there is no written report. The report will resume once the position has been filled.
- F. **RTC Foundation Report** The written report was included in the meeting materials. Ms. Heather Giron-Fritts indicated that the only information she needed from the Board was direction on the Board Scholarship offering for spring quarter, which is scheduled under action items.
- G. **Safety and Security Report** Safety and Security Director, Mr. Scott Snider was present to report on the continued efforts to implement the campus security plan. New packets of information have been placed in each room on campus. Information contained within the packet and building evacuation maps are also available to faculty and staff on the [Tdrive>SHARED>Campus Security file](#). All buildings, and the Kent satellite facility have completed building plans for emergencies. Many of the completed plans have also included drills, including lockdown drills. We will be incorporating that into other buildings as well. Live safety inspections are also being done, including hazardous materials and safety needs. Security and Facilities are working to change out 75 lock sets in building H and J; they do not lock from the inside. The quarterly RAVE testing for summer and fall have been completed. New phone system includes digital updates that are connected to our emergency management plan; Alertus emergency banners will run across all computer screens, and audible beacons will be installed in classrooms

that do not have computers. Two sessions of emergency response training are being offered to faculty and staff; there were 41 participants in the first session, and we are hoping for equal or better participation in the second session. We are looking at a camera system for monitoring the campus. We would be unable to fully monitor, but placing cameras on campus could be a deterrent. Phase two of the emergency plan implementation will include robust drills and will include local emergency teams. We are hoping to do some active shooter drills, etc. after the first of the year. Trustee SenGupta suggested including the trustees in a drill while they are on campus. The department of Homeland Security has published a document; *Run, Hide, Fight* which is available on-line. This document subscribes to a methodology to violent crime in your face. Everyone on campus will be trained; faculty, staff and students.

4. ACTION

- A. *Second Year Faculty Advancements to Third Year*** President Hanson informed the trustees that he shared the recommendation of the tenure committees for both *William Partain* and *Ha Nguyen*, to advance to the third year in the tenure process.

*After giving reasonable consideration to the recommendations of the tenure review committee and all other recommendations, Trustee Unti, introduced a motion that **William Partain, and Ha Nguyen** be promoted from the second to the third year of probation effective January 6, 2015. Trustee McAbee seconded, and the motion carried*

B. Board Scholarship – Spring Quarter Release

Trustee McAbee introduced a motion to include the release of a total of \$1500 from the Board Scholarship Fund; \$1,000 in honor of President Hanson, and one \$500 general scholarship. Trustee Page seconded and the motion carried.

The qualities for the Scholarship in honor of President Hanson could include; commitment to community service, support for diversity, inclusion and social justice, promoting volunteerism, demonstration of leadership, specifically at RTC or throughout the community, and involvement in or working to strengthen student government. Board members agreed to put their trust in the scholarship committee for these scholarship selections; casting a vote of confidence in the good work that the Foundation is doing.

5. DISCUSSION/REPORTS

- A. *Student Leadership*** ASG Intern, Noch Balzer was in attendance on behalf of President Jahnee Laudermilk. Mr. Balzer shared information with the Trustees from the written leadership report. He expressed his gratification on spending time in Olympia in November, learning about the platforms that laws are built from, and opportunities to see the process in action. Mr. Anthony Covington, Learning Resource Center Manager was introduced. Students are excited to welcome Mr. Covington and were impressed with the inclusion during the hiring process. Mr. Covington shared his priorities for the Learning Resource Center, to include expanding the center, adding more computers, 7-days per week help profile on-line, and on-line career center. He is appreciative of the work of the mentor/mentee organization. In November, the Events and Activities Board hosted an event; “Thanksgiving: The Untold Truth” with guest speaker, Andrew

Morrison. Mr. Morrison is a Seattle artist and member of the San Carlos Apache Reservation, and shared his perspective on the Thanksgiving holiday. The ASG budget timeline was also included in the written report.

- B. *Renton Federation of Teachers*** RFT President, Gary Neill reported that the faculty have all survived another quarter. Mr. Neill continued by pointing out that in the last five years, the administrative hiring has more than doubled comparatively to faculty. He shared his concerns for the new hire and salaries being paid on administrative salaries versus faculty salaries. RFT is in negotiations with Administration; there have been two sessions, nothing to report out yet, but will resume in January.

C. *Board of Trustees*

- 1) *President Search Update*** Human Resources Executive Director, Lesley Hogan reported that we are in the final stretch of the open application process and have about 20 applications for president so far. Conversations have taken place with the WELA organization and other presidents. Should the pool require it, the timeline as approved could accommodate a slide in the first consideration date until the end of January and there would be ample time to interview and provide due diligence on the finalist in time for a July 1, 2015 start. The board is very open about the possibilities. The encouragement to the hiring committee is to be bold, smart and recognizing issues of concern on campus, and living up to the potential that we have been recognized for thus far. We have a great college and we will have a great president. Looking at the college's future and the changing of demographics are very clear.

Trustee Page commented that he recognizes that professional opportunities for college employees have caused departures from the college. The Board would like to keep good people here and ask their commitment, while we move forward; we will still be great, and good people are scarce.

D. *President's Report*

- 1) *White House College Opportunity Day of Action*** President Hanson shared the opportunity to attend the second Day of Action held by the White House at the Ronald Reagan building on December 5, 2014. The summit included over 300 people from Community and Technical Colleges, Universities, and K-12 School Districts. RTC joined with 14 other Aspen finalists to submit a proposal for increasing completions. The summit also included panel presentations; one from Arizona State University president, Michael Crow. He is a dynamic speaker and forward thinker. He spoke about working in a new alliance of 11 public universities committed to expanding college completion, focus on low-income student success, innovating together, and keeping college costs affordable. There is a lot of focus on the use of technology to expand and enhance student success.

2) WACTC Report President Hanson shared information from the WACTC meeting held December 11-12, 2014 at Green River Community College.

- **Whistleblower action on South Puget Sound**
There are guidelines that need to be followed related to work hours and serving alcohol. If there is a whistleblower, the president must file a report within 15 days.
- **Critical Issues Committee** is focusing on international enrollment rules (related to the allocation formula). There is disparity within the system about colleges being allowed to count international students as state-funded FTEs. The current WACTC policy allows flexibility in counting the FTEs as state supported.
- **Strategic Visioning** is looking at diversity, both students and staff. The Academy in April will be on best practices on recruitment.
- **Allocation sub-committee** looked at high-demand and high-cost, as well as high-wage. It was decided not to use high-wage data as part of the model.
- **ctcLink** go live date is February 23, 2015, testing is in process for payroll. Initial costs for Spokane and Tacoma have been higher than anticipated. Colleges are encouraged to have a coordinator that will coordinate implementation.
- **Ed Services** talked a lot about dual credit. There is a bill that would make College in the High School free. The universities are very flexible in approving teachers; community and technical college teachers are required to meet specific standards that are determined by the Washington Administrative Code.
- **Student Achievement Council** is doing a study on State Need grant; this could affect our share of the State Need grant.
- **The Governor** is doing town hall meetings to roll out his budget proposals. He is proposing a 2.3 billion education plan that focuses on student success; freezing tuition for both years of 2015-17 biennium.

E. Instruction – Update on New Programs Vice President Novotny commented that we are happy to have Patrick Brown on board. He has attended the Instructional meeting and the deans are looking forward to working with him about the specifics of the enrollment report. IBEST FTE has been pulled out as a separate category and will be looked at for planning; we have shown great student success in our I-BEST programming. Reading Apprenticeship is another area where we have shown success. How we move forward our work with Achieving the Dream and our work with the Aspen Institute will involve both of these strategies; there is a lot of focused attention on our work, including everything that Student Success is doing with Title III. We are working with Student Success to look at certificate and associate's completion rates; students are interested in completing their Associate's degree, which leads to employment and higher wages. This could be an area where we could really move the needle. Of the 28 programs, pulled by zip code, 9 of 28 had an Associate's degree completion of about 50% and 11 programs have a completion of 25-50%. We would like to combine successful instructional strategies and work with Student Success as well as general education to increase Associate's degrees in more programs.

F. Student Services Vice President Stacey-Clemons introduced Mr. Patrick Brown, Registrar. Mr. Brown came to us from Bates Technical College, and has a lot of knowledge. Mr. Brown shared an updated enrollment report. The new report is based from the State Board report, using institutional intent. He gave a quick overview of the report; broken out by quarter,

annual then budgeted. Also included was year to date and special interest, and historical information. Running Start students don't count in FTE, but do count in headcount. This report provides a more complete profile for trustees. Winter quarter headcount will be run every Monday. Official capacity is one that we need to work on further with the Deans; there are very few over-enrollment in programs, which was surprising to Mr. Brown. We should want to begin classes over-enrolled, because we will lose some students. There may be opportunities to move programs to a hybrid or on-line. Allied Health, Culinary, and Welding are high demand programs. Based on the Noel-Levitz study, we believe there is a need for more expansion.

G. Administration and 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 October 30, 2014.

6. MEETINGS

The next regular meeting of the Board of Trustees will be held January 20, 2015.

7. EXECUTIVE SESSION

At 9:18 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). The trustees returned to regular session at 9:38 a.m.

8. ACTION

There was no action taken as a result of the Executive Session.

9. ADJOURNMENT

It was moved by Board Chair Palmer to adjourn the Board of Trustees' meeting at 9:40 a.m. Motion carried.

SUSAN PALMER, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees