



RENTON
TECHNICAL
COLLEGE

**Board of Trustees Regular Meeting
Board Room I-202**

**January 15, 2013
7:30 a.m.**

Minutes

1. **CALL TO ORDER**

The meeting was called to order at 7:30 a.m. by Board Chair, Trustee Kirby Unti. Trustee Unti led the flag salute. Due to the lack of a quorum, the minutes could not be approved. Following arrival for a third trustee, a quorum was established and Board Chair Unti called for the adoption of the minutes.

2. **ADOPTION OF MINUTES**

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

December 18, 2012 Regular Meeting

Trustee Palmer noted an amendment to page three; the acronym for the Aerospace Machinists Joint Apprenticeship Training Council is AMJTC. Trustee SenGupta introduced a motion to approve the December 18, 2012 meeting minutes as amended. Trustee Palmer seconded, and the motion carried.

3. **ACTION ITEMS** There were no action items to approve.

4. **COMMUNICATIONS**

A. *Correspondence* There was no correspondence for public reading.

B. *General Information*

1) ASG President, Christy Hernandez introduced the All USA-Academic Team; Mr. Danny Copeland, of the Computer Science Program and Mr. Donald Hawkins of the Entrepreneurship/Small Business Management Program. Both students shared a brief history and thanked the trustees for this opportunity to represent RTC.

2) Ms. Hernandez also introduced Diana Fisenko, RTC's Transforming Lives Award nominee. Ms. Fisenko has recently received her Associates Degree from the Accounting Program, and has gone to work full-time for Bank of America. Her plans are to pursue a bachelor degree after learning bank operations, and then transfer to the Bank of America Accounting Department. Ms. Fisenko is planning to join the trustees at the Transforming Lives Award Dinner in Olympia, on January 29, 2013.

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

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- D. *College Relations Report* President Hanson noted the written report. We are in the process of making final candidate selections to interview for the Communications and Marketing Director. It is hopeful that we will have a Director in place next month. The Foundation Director position was re-opened, and will close January 22, 2013. The Foundation Director from Green River Community College has offered to assist in the screening process of applicants.
- E. *Human Resource Development Report* The written report included personnel activity for the month of December, 2012. There were no questions.

5. **DISCUSSION/REPORTS**

- A. *Associated Student Government* President of the Associated Student Government, Christy Hernandez shared the date and information for student senate training. There was a nice turn-out of students at the Welcome Wednesday held on January 9th. There is currently a drive to promote student e-mail. The ASG budget included \$50K allocation for tutoring; an open house will be held in the tutoring center on January 23 from 12-6:00 p.m.
- B. *Construction Center of Excellence* Shana Peschek, Director of the Construction Center of Excellence at RTC provided an update to the trustees of the events, projects and initiatives to support industry and education in construction. Highlighted events were:
- Tour of British Columbia Institute of Technology, April 3-4, 2013 – Collaboration with the Center of Excellence for Marine Manufacturing and Technology.
 - Apprenticeship Academy – three day-long trainings hosted at RTC, designed to provide emerging leaders with skills and tools they need to progress their career path and prepare them to fill the future need of an aging workforce.
 - CCE Small Business Incubator – designed to support the small business and construction entrepreneur with resources for women and veterans.
 - Green Building Safety Training – CCE and RTC are leading the nation with funding from Labor and Industries Safety and Health Investment Project and in partnership with Sellen Sustainability to provide Green Building Safety Training.
 - Energy & Construction Best Practices Summit, June 19-20 at the Regional Education and Training Center; Satsop Campus, in Elma, Washington.

Information shared relative to Grant Funding and Applications:

- L&I SHIP Grant – The CCE was awarded \$234,920 to develop Green Building Safety Training curriculum and provide training statewide in partnership with Sellen Sustainability. The curriculum will be open source and available to the entire CTC system through CCE website.
- Jobs for Future Green Innovations Fund – CCE was awarded \$23,396 to support Annual Construction and Energy Summit, Pathways to Apprenticeship and CE Small Business Incubator website.

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C. *Board of Trustees*

- 1) *Foundation Liaison Report* Trustee Palmer reported that the Foundation Board is working hard to promote and support the upcoming *Bridge Builders Breakfast* on *February 5, 2013*. The Renton Community Foundation is awarding a \$250 scholarship to the RTC Foundation at the Circle of Giving Awards Ceremony on January 16, 2013. Trustee Palmer plans to attend, as well as President Hanson and a few other Foundation Board members. Trustee Unti reminded the trustees that the February Board Retreat will be a good time for trustees to open the discussion about sponsoring student scholarships.
- 2) *TACTC Winter Conference* Trustees were reminded of the January 29-30 TACTC Winter conference, and the Legislative reception on January 30th, in Olympia. Trustee Unti spoke of the incredible support that the TACTC organization offers to the state trustees. They have supplied some incredible snapshots of what it will take to up the level of student success.

- D. *Renton Federation of Teachers* De Etta Burrell, President of the Renton Federation of Teachers was disappointed to report that the Legislative Lunch that was scheduled for January 4th had to be canceled due to low legislative participation. The next strategy will be to schedule meetings in Olympia. Vice President Heilstedt is continuing conversation with the evaluation task group to look at faculty related evaluations.

- E. *President's Report* President Hanson reported that the December, 2012 Board meeting included the December WACTC report.

The South Sound Chambers of Commerce held their Legislative Coalition Breakfast on January 4, 2013 at Emerald Downs. There were ten legislators that attended. Trustee Palmer was also in attendance. President Hanson participated on a panel with President Ely of Green River Community College on Workforce Education. RTC co-sponsored a table with Highline and Green River Community Colleges, which shows a solid partnership between the colleges in our messaging.

President Hanson attended the 41st Annual Economic Forecast conference on January 10, 2013 sponsored by Enterprise Seattle; who has now changed their name to Economic Development. The projection is an uptick to the economy; in particular the Information Technology sector. It is predicted that our economy will generate 120,000 jobs every year. An IT coalition is being formed; with Taylo Washburn's involvement, to ask legislators to support the needs of Microsoft and others in the region. They will be asking for funding in high demand and STEM related programs, and will find support from Boeing, Microsoft, etc. Part of our job is to help legislators understand that the two-year colleges are training many of these workers as well.

The SBCTC Legislative agenda was included with the board materials. When this is adapted for RTC, we will spell out our completion rate. President Hanson plans to schedule meetings with legislators. Trustee Palmer also plans to be there in late February. Trustee Unti thanked President Hanson for his leadership and the positive role he plays

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within the region. It was requested that the Legislative Agenda be included in the materials for the February Board Retreat.

- F. *Grants and Contracts* Grant Writer, Patrice Edwards provided an overview of grant support, concepts, processes and funding.

Health eWorkforce Consortium Grant (HeW) This grant is also commonly referred to *Health Information Technology (HIT)*. RTC's HeW Consortium Grant Project Manager, Maria Anastario and Tami Rable, Associate Dean for Allied Health provided a presentation that shared information about the consortium, the grant concept, and funding. The grant is led by Bellevue College, and includes nine Community and Technical Colleges, workforce industry and labor partners committed to deliver education and career training programs in Health Information Technology. It involves the exchange of health information in an electronic environment, and the assurance of privacy and security. This is an emerging profession; with 50,000 Health IT jobs being created due to new regulations. The funding will provide training, pilot courses, PC's, equipment, and salaries for four-years. We were lucky to have hired an experienced Student Navigator (worked with College Spark) for this grant. The Navigator has already provided tremendous support to students. The Medical Assistant program is cross-training and infusing the curricula within the department. Our challenge is to provide the services on a sustainable model.

RTC/YWCA Issaquah Dean of Basic Studies, Jodi Novotny provided an update to the trustees of off-site Basic Studies learning within our communities. She shared a handout on all current locations, and highlighted the flagship locations and the newest location; YWCA Family Village at Issaquah. This facility will provide multi-level ESL instruction. Partnering with the Issaquah School District, there was an all-call to ELL families in the service area, in six different languages. The participation was very good. Classes are scheduled to begin on January 22, 2013; with approximately 25 students enrolled. We will also be looking at offering evening class opportunities, which will serve approximately 25 additional students. The Title III grant will provide great support and advisors to Adult Basic Education.

- G. *Student Services Report*

Vice President Pelkey provided an enrollment report. Apprenticeship was up 20 FTE in winter quarter. The data is showing an upward trend, and we hope that continues. At the end of fall quarter, we were down 3 FTE from budgeted numbers. We are encouraged by the trends and the efforts in ABE. The increased capacity is due to an up-tick in apprenticeship and we are only in the first part of the quarter. We will definitely continue to pay attention to this. We are looking at curriculum realignment that would enroll students in full-time programs vs. part-time. Two Title III advisors are in-place which will allow the career counselors to focus on retention. We are encouraged by the new model, and hope to see the completion rate move from 51% to 60%. We will lose students to full-time jobs, but are optimistic about an up-tick in enrollment. We will be looking at evening courses, especially as employment begins to pick up. Vice President Merrell commented that these numbers definitely brighten the picture; we will probably still be in recovery

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mode next year, but hitting 96% should not be as difficult as earlier suspected. Serving students in the evenings will free up space for full-time students in programs. All Carpentry apprenticeships run through RTC.

- H. *Administration/Finance Report* As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues and expenditures for the period ending November 30, 2012.

6. **STUDENT SUCCESS**

Pat Chakravarty, Interim Director of Research and Development provided information on core themes and student success indicators for each. The presentation focused on the Workforce Education core theme accreditation baseline. Maggi Sutthoff, Director of Workforce Development shared a handout relative to Workforce Education and the achievement targets of the same core theme. Measurements are baseline numbers; measuring within the state level. The 51% success rate mentioned is based on IPEDS (full-time student enrolled in fall quarter). The developments of targets for each core theme were done by committee. RTC ranks well within the system. We are using a 5-year average as baseline, vs. 1-year in order to avoid reaching conclusions based on unusual circumstances in a given year. This addresses the recommendation of the first year accreditation report stating that we had not established Objective A. Trustee Unti thanked Ms. Chakravarty and Ms. Sutthoff for the information; valuable information that helps the trustees understand the parameters of student success at RTC.

7. **MEETINGS**

The next Board of Trustees meeting is scheduled for February 19, 2013. The retreat is expected to begin at the off-site location at 10:00 a.m.

8. **EXECUTIVE SESSION**

No executive session was held.

9. **ADJOURNMENT**

It was moved by Trustee Unti to adjourn the Board of Trustees' meeting at 10:02 a.m. Motion carried.

KIRBY UNTI, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees