



**Board of Trustees
Regular Meeting
Roberts Campus Center Board Room, 202
June 14, 2011 - 4:00 p.m.**

Minutes

1. CALL TO ORDER

The meeting was called to order at 4:03 p.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:

May 10, 2011 Regular Meeting - Trustee Unti made a motion to approve the May 10, 2011 regular meeting minutes as presented. The motion was seconded by Trustee Little, and the motion carried.

3. COMMUNICATIONS

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

B. *General Information* President Hanson introduced Major Appliance Refrigeration Technology Program Instructor, Paul Baeder who presented student State gold medalist, Sergiu Midrigan from RTC who will advance to National level competition. The 47th Skills USA Leadership and Skills conference will be held in Kansas City, MO next week. Sean Johnson, a student of the Precision Machining Technology program will also join the National competition. Instructor Francisco Martinez was also present and shared the experiences that this competition has provided to RTC students. Both instructors will accompany their students to the Skills USA conference.

Welding Instructor, Dan Aragon was available to share information about the annual Welding Rodeo that took place at Bellingham Technical College in May. Dan Aragon's team took First Place in the scrap steel sculpture building contest (Metal Mischief), and Instructor Dave Parker's team (Fab Four) took First place in the professional division of the fabrication class. The contest is an annual event that benefits the BTC Foundation. Each team has eight hours to complete a finished metal art sculpture using only the scrap steel BTC provides. All the art is auctioned off at the end of the rodeo where Metal Mischief's sold for \$1500 and the Fab Four's sold for \$3500.

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Doug Medbury, Director - Food Services/Associate Dean - Culinary Arts, proudly introduced Culinary Arts student, Krista Nakamura. Krista was named Washington State Junior Culinarian of the Year, and competed in the American Culinary Federation (ACF) Western Regional's in Arizona in April. Krista placed second in that junior culinary competition. From there Krista was asked by the President of the ACF to represent the United States at the National Canadian Culinary Convention. While in Canada, Krista was introduced to the ACF National junior chef coaches and was asked to join the USA team to compete in an International Culinary competition in South Korea. In addition, the coaches invited Krista to join the ACF National Culinary Team USA who will be competing in the 2012 International Culinary Art Exhibition (IKA), commonly referred to as the "culinary Olympics," in Erfurt, Germany.

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

4. **TRUSTEES**

A. *Tenure Recommendations* After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, it was moved by Trustee Little and seconded by Trustee SenGupta that Lisa Nelson and Ethne Nance be promoted from the first to the second year of probation, effective January 3, 2012. Motion carried.

B. *AFT/Renton Technical College Classified Contract* Glenda Mallowney introduced Mark Daniels, AFT Union Representative, and recognized the other members of the negotiating team. The specific changes to the contract were reviewed. It was moved by Trustee Unti, and seconded by Trustee McAbee to approve the AFT Renton Classified Collective Bargaining Agreement as presented. Motion carried.

C. *2011-2012 Fee Schedule* Vice President Merrell presented the new 2011-2012 Fee Schedule for approval. Implementation is proposed to take effect for fall quarter. Tuition will be increased by 12 %. New fees are being implemented to offset the future move to the Community College Fee Schedule. It was moved by Trustee SenGupta and seconded by Trustee McAbee to approve the 2011-2012 Fee Schedule as presented. Motion carried.

D. *2011-2012 College Budget* President Hanson informed the trustees that the Governor is expected to sign the state budget on June 15, 2011. A resolution was presented for trustee approval. The resolution requested authorization for the College to continue to expend operating funds on and after July 1, 2011 at a level not to exceed 90 percent of the same level as approved by the Board of Trustees in 2010-11. The resolution further requests authorization to expend state capital funds as allocated by the State Board and local capital funds at a level not to exceed 90 percent of the same level as approved by the Board of Trustees in 2010-11. The continuing resolution authorized that the expenditure of funds would be in effect until action is taken by the Board of Trustees authorizing the 2011-12 operating and 2011-13 capital budget. It was moved by Trustee

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McAbee and seconded by Trustee SenGupta to approve the resolution as presented through August, 2011. Motion carried. It was further moved by Trustee McAbee and seconded by Trustee Little to include consideration of the full College budget on the agenda of the scheduled meeting on August 9, 2011. Motion carried. President Hanson suggested a start time of 11:00 a.m. to accommodate review of the full budget.

- E. *Interfund Transfer* Financial Services Director, Mark Johnson informed the trustees that RCW 43-88-260 states that no fund can have a deficit cash balance at the end of a biennium. To comply, cash from funds with a positive cash balance should be transferred to funds with a negative balance before the close of a biennium. The cash is transferred back to the originating fund at the beginning of the new biennium. A request was presented to the trustees for approval to transfer funds from Fund 149 and/or 148 accounts to all funds which end the current biennium in a negative cash position as well as the reversal of this transfer at the start of the next biennium. It was moved by Trustee SenGupta and seconded by Trustee McAbee to approve the interfund transfer as defined. Motion carried.

Vice President Merrell presented a resolution to the trustees that would allow permanent authority to perform the biennial interfund transfer. Following discussion, it was recommended that this resolution be tabled until the next meeting. It was further requested that we ask Derek Edwards about the implications of the RCW and the standards and practice for permanent approval.

- F. *President's Evaluation Form – Final* Trustee McAbee presented a final evaluation document that incorporated suggestions to the draft document, from other trustees. Trustee Page thanked trustees McAbee and SenGupta for their work on the President's evaluation form. A motion was made by trustee Little and seconded by trustee Unti to adopt the final President's Evaluation form as presented. The timeline for submission was discussed. It was decided that Di Beers would send the final document to the trustees for completion, with a due date of July 15, 2011. This will provide time to collate the comments from each trustee into a final evaluation prior to the special meeting scheduled for August 9, 2011.

- G. *Election of Officers* The Board of Trustees took the following action to elect the new chair and vice chair for the Renton Technical College Board of Trustees for fiscal year 2011-2012:

It was moved by trustee SenGupta and seconded by trustee Unti to re-elect Trustee Page as the chair for the Board of Trustees for July 2011 through June 2012. Motion carried.

It was moved by trustee McAbee and seconded by trustee Little to re-elect Trustee Unti as the vice chair for the Board of Trustees for July 2011 through June 2012. Motion carried.

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- H. *TACTC Legislative Action Committee – Primary and Secondary* The Board of Trustees took the following action:

It was moved by trustee SenGupta and seconded by trustee Unti to appoint trustee Little as the primary representative and trustee McAbee as the secondary representative to the Legislative Action Committee. Motion carried.

- I. *RTC Liaison Positions ~ Renton Technical College Advisory Council and Renton Technical College Foundation Liaison positions.*

Following trustee discussion, the following action was taken:

It was moved by trustee Unti and seconded by trustee Little to appoint trustee Page as the primary trustee liaison representative, and trustee SenGupta as the secondary representative to the Renton Technical College Advisory Council. Motion carried.

It was moved by trustee Little and seconded by trustee McAbee to appoint trustee Unti as the primary liaison representative, and trustee SenGupta as the secondary representative to the Renton Technical College Foundation. Motion carried.

- J. *Governance Institute for Student Success (GISS) June 26 – 28, 2011* Trustee Page reminded the trustees of the upcoming training session scheduled to take place at Suncadia Resort in Cle Elum, WA. Trustees have already received their reservation confirmations from Suncadia Resort.

- K. *July and August Special Meetings* Trustee Page discussed a draft agenda for the special meeting scheduled for August 9, 2011. Following discussion it was requested that Di Beers send the Board Self-Evaluation form out with the President's Evaluation form. Both documents are to be returned to Di by July 15, 2011.

5. **PRESIDENT'S REPORT**

- A. *GISS Report* Chris Johnson, Director of Research and Development provided an overview of GISS. GISS is a National Initiative to teach boards and presidents how to use data to improve student success and completion. The presentation covered the background, what data will be used, success measures and how they compare to measures of the Student Achievement Initiative (SAI) and Achieving the Dream (AtD). The model is data driven, supporting the Gates Foundation focus on college completion. Use of GISS data is intended to assist trustees in development of policies related to completion. Director Johnson encouraged the trustees to contact him if they have any questions before or after the GISS conference.

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- B. *WACTC Report* President Hanson shared the SBCTC 2011-13 Biennium Budget proposals, comparing the final budget with earlier proposals. He then provided an overview of the final budget, which included outlining the changes compared to fiscal year 2011.

President Hanson also shared an email communication sent to the RTC campus, after the Legislature adjourned, providing a summary of the Legislative Operating and Capital Budgets for 2011-2013.

6. **INSTRUCTION**

- A. *Program Review Report* Chris Johnson, Director of Research and Development shared the progress of the Program Review committee. The committee has improved their process; reviewing and revising timelines, reviewing old procedures for language, adding program success criterion into the review process, and incorporating indicators from student success and enrollment-financial criteria from the program comparison level. The process is faculty driven, and expected to be complete in the fall. Program reduction will be a sub-set of this review process.

7. **RENTON FEDERATION OF TEACHERS**

- A. *Faculty Activities* Rick Geist, president of the Renton Federation of Teachers informed the trustees that the faculty are working hard every day and are ready for the end of the quarter. RFT is continuing to negotiate the contract with a signed MOU. President Hanson will be addressing the faculty at a union breakfast meeting at the end of the month.

8. **STUDENT SERVICES**

- A. *Enrollment Report* Vice President Pozega provided information relative to the enrollment report dated June 6, 2011. We are in good shape. We have exceeded our target of 4,000 annualized FTE. By the end of the quarter we should be at 4,125 FTEs. Fall enrollment looks good, with no indication of enrollment softening. The legislature continues to burden students with tuition increases.
- B. *Financial Aid Yearly Report* Financial Aid Director, Debbie Solomon reported on the many changes in the Financial Aid office over the past year. Her presentation included information on the various forms of financial aid; grants, scholarships, loans, Workfirst and worker retraining. Student borrowing has increased 100 percent since 2008-09, and total dollars awarded has increased 87 percent. Since 2008-09 RTC's total aid recipients have increased 30 percent, total grant dollars have increased 100 percent, and total scholarship dollars awarded have increased by 15 percent. The maximum amount a student may borrow is \$9,500 per year and most students are in need of the maximum amount. This increase in borrowing has caused a

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tremendous work-load to the staff in the financial aid office. Director Solomon commended her staff for the work they have done to keep students funded. There is great concern for loan repayment due to the number of students who have reached maximum funding.

- C. *Graduation* Vice President Pozega reminded the trustees of the August 11, 2011 Commencement Ceremony scheduled to take place at the Sho Ware Center in Kent. The graduation committee has decided to purchase robes to be worn by faculty, administrators and trustees at the ceremony. Speakers are currently being lined up.

9. **COLLEGE RELATIONS**

- A. *Public Information* Information was provided in the board materials on recent press releases, media releases, advertising, marketing, publications and community relations.

10. **ADMINISTRATION/FINANCE**

- A. *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 April 30, 2011. She detailed this month's numbers, and went over the variances.

11. **HUMAN RESOURCE DEVELOPMENT**

- A. *Administrative Report* Director of Human Resource Development, Glenda Mallowney reviewed with trustees the personnel activity for the period ending May 31, 2011.

12. **EXECUTIVE SESSION**

An executive session was not held.

13. **MEETINGS**

The next Board of Trustees Meeting is scheduled for August 9, 2011.

14. **ADJOURNMENT**

It was moved by Trustee Page to adjourn the Board of Trustees' meeting at 7:00 p.m. Motion carried.

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TYLER PAGE, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees