



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

**March 19, 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.

2. **ADOPTION OF MINUTES**

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

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Trustee Page introduced a motion to approve the February 19, 2013 meeting minutes as presented. Trustee McAbee seconded, and the motion carried.

3. **ACTION ITEMS**

A. *Tenure Recommendations*

Dean of Allied Health, Ms. Heather Stephen-Selby introduced Ms. Annejeannette (AJ) Serba, full-time Surgical Tech instructor, by sharing some of Ms. Serba's extensive background; including a 100% pass rate on the certification exam by her students. In her ninth year of instructing, Ms. Serba paid recognition to the RTC Surgical Technical Program, adding that it was truly the premiere program to follow. The trustees commended Ms. Serba on her accomplishments and thanked her for her service to RTC and its students.

After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee McAbee moved that Annejeannette (AJ) Serba be awarded tenure effective March 19, 2013. Trustee Page seconded, and the motion carried.

Ms. Heather Stephen-Selby, Dean of Allied Health, introduced Ms. Kathleen Higgins, full-time English instructor, sharing information about her great collaboration with Nursing students and her work in developmental English. Committee chair, Ms. Gail Duggan commented that it had been a pleasure to work on the committee and offered her full support of tenure award. Ms. Higgins shared information about keeping material in her classroom fresh, by linking daily life skills, and her love for RTC and its students.

After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Page moved that Kathleen Higgins be

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- D. *Comments from the Audience* There were no comments from the audience.
- E. *College Relations Report* Board Chair Unti noted the written report.
- F. *Human Resource Development Report* The written report included personnel activity for the month of February, 2013. There were no questions.

5. **DISCUSSION/REPORTS**

- A. *Associated Student Government* President of the Associated Student Government, Danny Copeland advised the Trustees about the ASG Sponsored Campus Events: National Women’s History month provided multiple displays in buildings I and C, small pots of flowers were sold for International Women’s Day, Veterans Meet and Greet, Veterans Memorial meeting, and an end of quarter celebration is scheduled. Five committees were formed and 13 students attended the NW Student Leadership Conference. Activities are gearing up for April, to include poetry month, job fair promotion, Earth Day activities, and Students of Color Conference. Trustee Unti thanked Mr. Copeland for the work of the Student Government, and then invited Ms. Christy Hernandez to accept a framed certificate, honoring her for her service as the founding ASG president at RTC. The trustees also recognized the work that Ms. Jessica Supinski, Director of Student Engagement has played in promoting the ASG students in the work being done on campus.
- B. *Trustees*
- 1) *Foundation Liaison Report* Trustee Palmer was absent from the meeting, so Board Chair Unti invited Ms. Winfrey to promote the upcoming Student Scholarship Dinner and Auction. Ms. Winfrey informed the trustees that the function is scheduled for April 12, 2013 in the cafeteria. Many wonderful items have been secured for auction, including a week in a condo in Maui. Trustees are encouraged to donate and to attend the dinner. Mr. Scott Bond, CEO of WA State Health Association has been secured as the keynote speaker for the event.
- 2) *Board Retreat Report* Board Chair Unti summarized the retreat held on February 19, 2013, facilitated by Dr. Gerald Pumphrey. Dr. Pumphrey is very articulate and has studied the issues, and provided us with good discussion, much of which derived from the Epic 2020 video. The video showed an impact on education; on-line and hybrid learning, and entrepreneurial focus, can we change fast enough? We need to have loyalty to history, while making changes to enable sustainability and survival. There is a difference in completion rates between on-line learning and classroom. We need to help people understand what works and what doesn’t. We need to be efficient, in making decisions about what will and will not be offered. We need to continue critical conversations given the nature of sustainability.
- 3) *Commencement Speaker Recommendations* Board Chair Unti advised the trustees that President Hanson will be inviting Ms. Marlena Sessions of Washington Workforce Development to speak at RTC’s Commencement Ceremony

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on June 27, 2013. Ms. Sessions has a marvelous track record in Washington State and has been recognized also at the National level.

Trustee McAbee reminded the trustees of the scheduled joint meeting with Kent School District Board members, on March 20, 2013 to honor the development of a partnership between Kent School District and Renton Technical College for the Medical Pathways Program.

- 4) *TACTC Spring Conference* Board Chair Unti referenced information about the TACTC Spring Conference on May 16-17, 2013 to be held at Swinomish Casino & Lodge in Anacortes, WA. Trustees should inform Di if they plan to attend.
 - 5) *Summer/Fall Board Retreat* Board Chair Unti asked the trustees to please reserve the entire day of September 17, 2013 for the next retreat of the Board of Trustees.
 - 6) *ACCT Leadership Congress – Call for Presentations · October 3-5, 2013*
RTC and Trustees have the ability to participate. Ms. Michele Lesmeister will be preparing a proposal for Reading Apprenticeship (RATS). The deadline for proposals is May 1, 2013.
 - 7) *President's Evaluation* Board Chair Unti informed the trustees that we need to move the President's evaluation into spring; with the actual evaluation taking place in May or June. Trustee Unti asked Di to prepare the evaluation survey for the board at her earliest convenience.
- C. *Renton Federation of Teachers* President of the Renton Federation of Teachers, De Etta Burrell informed the trustees that four faculty members and fifteen students went to Olympia. The day provided an opportunity to see some action on the senate floor, and meet with a couple of legislators. Plans are formulating for another trip in April. Ms. Burrell further discussed information about the faculty tenure process. The trustees thanked Ms. Burrell for faculty and student presence in Olympia.
- D. *President's Report* Vice President Pelkey shared information about ctcLink. The contract was awarded to PeopleSoft, who has been used for these services for years on the East coast, and has a great track record for launching large groups simultaneously. This single piece of software will help us with the major business functions of the college. Spokane and Tacoma will be the first two colleges to convert. We know that Canvas will work well with PeopleSoft. There is currently no launch date yet for RTC, but we are hoping to be included in the early phases.
- E. *Instruction* Vice President Heilstedt informed the trustees that the RTC Learning Council met in a retreat forum last Friday, with Dr. Gerald Pumphrey as the facilitator. There was an internal analysis, and then Dr. Pumphrey went over the external forces of the drivers of post-secondary education, and what that means for RTC in the future. There was discussion about the current schedules and delivery modalities. The block model is responsible for a 63% completion rate. The development of an Academic Master Plan will most likely be a 14-15 page executive summary, postured to be a premiere school, with the ability to offer face-to-face and on-line learning.

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- F. *Student Services* Vice President Pelkey shared an Enrollment Report dated March 18, 2013. He covered the differences per quarter. Professional-Technical is trending up from last quarter; Business and Education down 1.3 FTE, Automotive and Technical down due to lack of entry points, Trade and Industry is up-trending, Culinary Arts is over-enrolled, Basic Studies is clearly over-enrolled, Apprenticeship should close up, and General Education is trending down. Other colleges are promoting within our area; we need to change the marketing strategy of the institution. We need to be clear about marketing, but this is not the silver bullet for low enrollment. We need to subscribe to the restaurant theory of education; experiences tell all. We can't message in the quarter that is starting, but need to do it 6-8 months earlier. We are trending in the right direction. We need to hit 96% target to maintain our base. Based on trends we hope to hit band. Our institutional influence needs to be learning centered. Need to engage students in a different way, maybe using flipped classrooms. The Title III changes the entry process, to include sitting with an advisor.

RTC Health Career Pathways at Kentlake High School Vice President Pelkey shared a hand-out that provided information relative to the two-year phase-in of college in the HS program (2013/14 – 2014/15). There will be space available at the high school for RTC to run programs. This will allow us access to students who will receive hands-on experience with college. It will also bring approximately 400 students and parents to our campus each year for tours. During the first year RTC will run courses at the Kentlake site. Kentlake students will enroll as Running Start Students. During the second year we plan to move to the College in the High School model and offer college courses in conjunction with the Kentlake school day.

- G. *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 January 31, 2013.

6. **STUDENT SUCCESS**

Dean of Basic Studies, Jodi Novotny and Associate Dean, Jenna Pollock presented information about the Adult Basic Education FTEs and the Basic Skills Core Theme. RTC Basic Studies delivers high-quality instruction in Adult Basic Education/GED, English as a Second Language, and Brush Up for College. The department monitors student success by measuring gains on the CASAS test, GED completion, transition to post-secondary, and employment outcomes. The RTC Basic Studies Department ranks among the top 2-3 Washington State Colleges in number of students and in number of SAI points. Handouts were shared, showing ABE FTEs 2007-08 through 2010-11, FTEs by Course Intent by College 2011-12, and SAI Points by College for 2011-12. Ms. Novotny shared a presentation that showed both the quantity and quality of RTC programs. Ms. Pollock shared information about the objectives of the Basic Skill Core Theme. Post-testing is crucial; we don't want Basic Studies students to hang around, but rather to retain the skills necessary to move forward, and enroll into a program. Federal measurements will be changing; a cohort will include students who complete all five tests within one year. About 7-10% of ABE students enroll in another program on campus. We tend to fare better than the state

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average, but are hopeful to work with the new advising model to move more students into programs. The new SAI point structure will be to start and keep them in RTC programs.

7. **MEETINGS**

The special joint meeting of the Board of Trustees with the Kent School District Board of Directors is scheduled on March 20, 2013 at 6:00 p.m. at Kentlake High School.

The next Board of Trustees meeting is scheduled for April 16, 2013.

8. **EXECUTIVE SESSION**

At 10:14 a.m. the trustees entered into executive session for 10 minutes to review the performance of a public employee.

At 10:24 a.m. the trustees returned to regular session.

9. **ACTION**

No action was taken as a result of the executive session.

The trustees engaged in discussion to contribute a basket to the Foundation Scholarship Auction on April 12, 2013. It was decided that each trustee would donate \$50; A dining certificate to Marianna's Ristorante, movie gift card, wine and glasses will be purchased to be included in a basket from the trustees.

10. **ADJOURNMENT**

It was moved by Trustee Unti to adjourn the Board of Trustees' meeting at 10:42 a.m. Motion carried.

KIRBY UNTI, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees