



BOARD OF TRUSTES MEETING  
Minutes – March 6, 2012

Faculty member, AJ Serba was also in the audience and was introduced to the trustees by President Hanson. Ms. Serba's tenure committee has highly recommended her tenure advancement. Dean Stephen-Selby also spoke on Ms. Serba's behalf. The trustees did not have questions, but thanked Ms. Serba for her work and information regarding the Sixth Annual Spring Workshop and Scrub Bowl scheduled on RTC's Campus March 10-11, 2012.

**EXECUTIVE SESSION**

No executive session was held.

- B. *Tenure Recommendations* After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, it was moved by Trustee Unti and seconded by Trustee Palmer, that *Simon Terrell* be awarded full tenure effective March 6, 2012. Motion carried.

After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, it was moved by Trustee Unti and seconded by Trustee Palmer that *Stephen Cole, Kathleen Higgins, and Annejeannette Serba* be promoted from the second to the third year of probation effective September 13, 2012. The motion carried.

After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, it was moved by Trustee Palmer and seconded by Trustee Unti that *Sheila Dahlgren* be promoted from the first to the second year of probation effective September 13, 2012. The motion carried.

- C. *Graduation Speaker Recommendations* President Hanson informed the trustees of the August 9, 2012 graduation and encouraged recommendations for a graduation speaker. Some suggestions were Governor Gregoire; Dr. Paul Ramsey, CEO UW Medical Center; or Rich Roodman, CEO Valley Medical Center. Further suggestions should be sent to President Hanson.

- D. *Board Retreat* Board Chair Page reminded the trustees that a Board Retreat is standard procedure, which provides an opportunity for in-depth conversation, as well as a Board Self-Assessment, setting goals and priorities for the following year and the Presidents annual evaluation. Due to vacation schedules it was suggested that the retreat be held in the last week of August, 2012. Further coordination will follow.

5. **COLLEGE RELATIONS**

- A. *Public Information* College Relations/Foundation Director, Susanna Williams, was present to share with trustees the current events within the college and the Communications and Marketing department. She highlighted the most recent news generated from the Autobody Repair class and their restoration of the exterior of a World

BOARD OF TRUSTES MEETING  
Minutes – March 6, 2012

War II Spitfire airplane. This project has drawn great media attention from the Renton Reporter, the Renton Patch and the Seattle Times.

Ms. Williams further discussed changes within her department, and thanked her team for their diligent work. She shared her enthusiasm around the new web-page development and touched on increasing RTC's presence/awareness in larger communities, expanding outreach, marketing outlets, increasing enrollment, and bringing constituents and students to campus. We are looking at ways to create unified, relevant visual, audio and messaging brand for the college.

- B. *Foundation Board Update* Ms. Williams shared information with the trustees about the drive to expand and diversify the Foundation Board, and its fundraising events. We are looking for representatives from places such as Microsoft, Boeing, Paccar, etc. that will help develop a culture of philanthropy among RTC's supporters. Further, work is being done to develop an Alumni Relations plan.

6. **RENTON FEDERATION OF TEACHERS**

- A. *Faculty Activities* Rick Geist, president of the Renton Federation of Teachers, praised the people that he works with. He is very happy working with President Hanson and his leadership as well as the members of the negotiation team. The budget appears to be on the downhill. The college is moving forward despite budget cuts. He shared his excitement about Ms. Terrell's tenure award, which demonstrates the great faculty members we have. People here care about the school.

7. **ASSOCIATED STUDENT GOVERNMENT**

- A. Christy Hernandez, president of the Associated Student Government, provided a recap of the Heart Health Awareness event held on campus. She also highlighted the Open Mic event sponsored by the Diversity and Equity Committee held in February. On February 28<sup>th</sup> ASG representatives went to Olympia to thank the Senate House for their "no-cuts" (to higher-ed) budget proposal. ASG is currently involved in Civics Week, Early Childhood Development Conference, and an RTC hockey night with the Seattle Thunderbirds. ASG invites everyone to follow their Facebook page at [www.facebook.com/rtc.asg](http://www.facebook.com/rtc.asg).

8. **INSTRUCTION**

- A. *IT Update* IT Director, Mary Kay Wegner provided the trustees with information pertaining to campus e-mail for students and web redesign. The IT department is working with ASG on the roll-out of student e-mail and support of Office 365 (on-line suite/cloud based). Students will be live in the spring of 2012 and the faculty, staff and board of trustees will follow in the winter of 2013. The web redevelopment project is being designed to strengthen the college's reputation, improve internal communications, address unmet needs, and improve efficiencies and constituent

satisfaction. The expected timeline would be to have a faculty and staff intranet portal in the summer of 2012, and the completion of Website redesign in the fall of 2012.

9. **STUDENT SERVICES**

- A. *Enrollment Report* Vice President Pelkey referenced the enrollment report dated March 1, 2012 comparing winter and spring quarters from February, 2011 to February 2012. We are trending at a 12 percent reduction from last year. The concerns center on new programs and entry points, increased enrollment in current programs and increase in retention. *New Programs:* Transfer Degree options are on the horizon and could positively affect enrollment. *Retentions:* We are retaining a higher rate than the national average. We tend to trend around 14 percent reduction to the first quarter and about 25 percent program attrition, beginning to end. We have no student in-take advising model and hope to implement one soon, to lower that attrition rate. The model would also leverage the cohort model to help realign students to a new program if they are not successful in their first program. We need to broaden the reach to high schools. Students tend not to understand hands-on vocations, so bringing prospective students to campus allows for a better understanding. Spring quarter enrollment traditionally trends down from the fall quarter. We are down 37 percent, but it is too early to read spring quarter projections at this time. We are watching enrollment on a daily basis.

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 January 31, 2012.
- B. *RTC Fiscal Measures* Vice President Merrell shared SBCTC's Fiscal Health Measures report for RTC and comparatively to the CTC system. The following categories were highlighted: Operating Cash and Investments (Reserves) to Operating Expenditure Ratio; Operating Revenue to Debt Ratio; Local Funds Operating Margin; and Tuition Revenue per FTE.

11. **HUMAN RESOURCES**

- A. *Administrative Report* President Hanson provided the monthly report to the trustees, for the period ending February 29, 2012 on behalf of Human Resource Development Director, Glenda Mallowney.

12. **PRESIDENT'S REPORT**

- A. *WACTC Report* President Hanson provided a report to the trustees from the WACTC meeting held in Olympia, February 23-24, 2012. The presidents spent a lot of time talking about the efficiency study. The State Board has hired the Hill Group, an independent consultant to work with all colleges on an administrative spending analysis to compare expenditures with community and technical colleges in other states. This

BOARD OF TRUSTES MEETING  
Minutes – March 6, 2012

effort will be coordinated with the BAC group. Additionally, the consultants will develop criteria and considerations for governance options identified by the Steering Committee. They will also provide a more comprehensive analysis of college districts in three regions, including Pierce County (Bates, Clover Park, Pierce, and Tacoma), Whatcom County (Bellingham and Whatcom) and east King County (Cascadia and Bellevue). Updates will be provided as they become available.

The WACTC Operating Budget Committee had asked the BAC group to look at the current enrollment rules and to provide a recommendation to WACTC for FY 2013. A work group was formed and the recommendation from the BAC group was to keep the rules as they currently stand. President Hanson will provide more details during the Board Retreat in August.

The state is adopting common core standards for English and Math at the high school level. This may take several years to implement; projected for 2014-15. This could create better articulation with high schools

- B. *Legislative Update* President Hanson informed the trustees that HB 2292 (Aerospace Student Loan Program) died in the senate. It was however, attached to another bill and passed.

On Tuesday, the chair of the Senate Ways and Means Committee unveiled a proposed supplemental operating budget. The operating budget proposes no cuts to higher education, including no cuts to the State Need Grant or Work Study. On Friday, the Senate Republicans, with the help of three Democrats passed a budget which does include a small cut to higher education. At this point, CTC Link appears to be okay. The capitol project with the City of Renton at the airport is still alive.

- C. *Strategic Planning Update* Included with the board materials were copies of the Mission, Vision, Values, Core Themes, and Goals Statement and the current Overarching Strategies. President Hanson explained that the Overarching Strategies document is a working document that we hope to pare down to three or four major priorities. These priorities will also be incorporated into the Title III Grant proposal. In an effort to stimulate and promote innovative ideas, we have created an Innovation Challenge, which allows campus staff and faculty to present their ideas to President's Executive Cabinet for review. A firm commitment has been made to fund selected projects.

- D. *Association of Washington Business Focus Group* President Hanson shared information with the trustees about the Business Leaders focus group meetings held around the state, and the respective executive summary. He was in attendance at the Seattle focus group. The perception of the work we do is very positive. There is an emphasis on the importance of having a strong community and technical college system. Employers stress strengths in basic skills, and vital soft skills. Business leaders look to us to do their training. Focus group participants thought the colleges could capitalize on the partnership role to build strong relationships with business. RTC does not have a single point of contact for business development, which puts us at a disadvantage compared to

BOARD OF TRUSTES MEETING  
Minutes – March 6, 2012

neighboring colleges. There may be a need to development a position that could meet this need.

13. **EXECUTIVE SESSION**

No executive session was held.

14. **MEETINGS**

The next Board of Trustees Meeting is scheduled for April 3, 2012.

15. **ADJOURNMENT**

It was moved by Trustee Page to adjourn the Board of Trustees' meeting at 6:23 p.m. Motion carried.

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TYLER PAGE, Chair  
Board of Trustees

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STEVEN J. HANSON, President  
Board of Trustees