



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

**November 20, 2012  
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. A quorum was established. Trustee Unti led the flag salute.

2. **ADOPTION OF MINUTES**

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

**October 16, 2012 Regular Meeting**

*Trustee Palmer introduced a motion to approve the October 16, 2012 meeting minutes as presented. Trustee SenGupta seconded, and the motion carried.*

3. **ACTION ITEMS**

A. *DOL TAACCCT Health IT Contract* Information pertaining to the grant contract was included in the board materials.

*Trustee SenGupta introduced a motion to approve the DOL TAACCCT Health IT Contract as presented. Trustee Palmer seconded, and the motion carried*

B. *Naming of the Cafeteria* Food Services Director, Doug Medbury shared the process for the cafeteria renovation, and naming contest. The committee moved forward three possible names. The recommendation submitted to the Trustees for approval was the CAFÉ (Culinary Arts Furthering Education).

*Trustee Palmer introduced a motion to approve the new name of the cafeteria as the CAFÉ (Culinary Arts Furthering Education). Trustee McAbee seconded, and the motion carried.*

4. **COMMUNICATIONS**

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

BOARD OF TRUSTES MEETING  
Minutes – November 20, 2012

- B. *General Information* President Hanson informed the Board that the Director of Human Resource Development, Lisa Hayward had been recruited by Starbucks, and introduced JoAn Westby, who will serve as Interim Director of Human Resource Development, through June, 2013.
- C. *Comments from the Audience* There were no comments from the audience.
- D. *College Relations Report* President Hanson reported that Susanna Williams had left the college for a position with the Gates Foundation. The written Public Information report was included with the Board materials. President Hanson will continue with oversight for the Foundation, and Vice President Pelkey will supervise the Communications and Marketing functions. Discussion included the need for the development of a Social Media procedure.
- E. *Human Resource Development Report* The written report included personnel activity for the month of October, 2012. There were no questions.

5. **DISCUSSION/REPORTS**

- A. *Associated Student Government* President of the Associated Student Government, Christy Hernandez, highlighted current events involving student government. The Halloween party on campus was fabulous. Highlights included students and faculty in the *Thriller* dance/video, viewable on Facebook. ASG now has four paid internship positions, two non-paid internships, and a work-study student. The Student Senate process is progressing well; information sessions are scheduled during December, and applications accepted through winter quarter. A Veterans reception was held to bring together and honor student Veterans, and to begin to create a community of student and employee Veterans. The Food Drive event will run through December 7<sup>th</sup>; 19 families were provided with baskets of goods for Thanksgiving, with a future distribution scheduled prior to the winter break, for Christmas. Today we are sponsoring a Blood Drive on campus. It has been great to see the development of ASG on campus and the growth of student support and success.
- B. *Board of Trustees*
  - 1) *Tenure Consideration* President Hanson informed the Trustees that the tenure notebooks were available for next month's presentation of instructor Gary West for full tenure consideration.
  - 2) *Foundation Liaison Report* Trustee Palmer informed the Board that she was unable to attend the monthly meeting, but provided an update that scholarships had been awarded and the good news about the donation of \$4K from the Muckleshoot Indian Tribe for future scholarships.

BOARD OF TRUSTES MEETING  
Minutes – November 20, 2012

- 3) *Legislative Action Committee* Trustee Page reported that he was unable to attend the recent meeting, so was unable to report.
- 4) *RTC Advisory Council Liaison Report* Trustee SenGupta attended the November 13, 2012 meeting in Trustee Unti's absence, and shared information from the meeting:
- Health IT Grant: Health e-Workforce Consortium of nine community and technical colleges, which includes RTC as a partner, received an 11.7M DOL grant to expand and improve the ability of colleges in WA, VA and throughout the US to deliver education and career training programs in Health IT.
  - Suzanne Dale Estey of the City of Renton reported on Trends in Business and Industry, Community and Economic development, and highlighted the continuing trends in economic recovery in the area:
    - Boeing hiring is strong. Kevin Cloud of Boeing reported that the Company will be hiring for attrition – there will be 60 percent in 5 years, 40 percent in 4 years. They will hire machinists, electricians, mechanics, painters, welders, manufacturing engineers and HR personnel. There is a new apprenticeship program at RTC in Building Maintenance.
    - Small businesses have mostly stabilized. Housing is recovering. Overall, there is strong business/job growth.
    - Top Pot Doughnuts & Weight Watchers are moving into the Landing this month.
    - Baden Sports – the largest ball maker in the nation has moved to Renton from Federal Way; bringing 85 jobs.
    - Technical Access Academy is coming to Renton, as well as the 2.5M Renton Aerospace Training Center.
- 5) *The Aspen Foundation Retreat; Workforce Development* The Aspen Institute is an educational and policy studies organization based in Washington, DC. Its mission is to foster leadership based on enduring values and to provide a nonpartisan venue for dealing with critical issues.

Skill Up Washington Selected 24 workforce development leaders as fellows in the Greater Seattle Sector Skills Academy. Trustee SenGupta is one of the fellows. A recent Academy, facilitated by the Aspen Institute's Workforce Strategies Initiative, provided emerging leaders in the sectoral workforce development field with a unique professional development opportunity. This group of fellows represents public agencies, community-based non-profits, organized labor, workforce development councils, and community colleges and is helping to prepare unemployed and underemployed individuals for jobs in a wide range of sectors including health care, construction, information technology, business services and more.

Over a 10-month period, this group will participate in peer and classroom learning and workshops, during which they will be encouraged to acquire new skills, engage in experiential learning, connect with peers, and build relationships with mentors and leaders. Academy faculty and mentors are drawn from experienced leaders in the field

BOARD OF TRUSTES MEETING  
Minutes – November 20, 2012

of sectoral employment development from around the country. Participants are expected to apply the lessons of the Academy to enhance their work in their chosen sector.

- 6) *TACTC Transforming Lives Award Timeline* Trustee SenGupta reported that she is on the Transforming Lives committee and reported that the focus this year is on students enrolled in, or recently graduated from programs that advance the economic development agenda; preparation for a competitive workforce, emphasizing STEM (Science, Technology, Engineering, Mathematics or Manufacturing operations processing) jobs. Some are transfer programs from which CTC students proceed on to complete bachelor's degrees at a four-year institution. Applications will be presented to the trustees at the December meeting for selection of the RTC nominee. The nominee will be forwarded to TACTC, and will be invited to attend the Transforming Lives Award Dinner on January 22, 2013 in Olympia.

- C. *Renton Federation of Teachers* De Etta Burrell, President of the Renton Federation of Teachers informed the trustees that the RFT contract provides an opportunity for faculty to complete supervisor evaluations, but participation in the evaluation process has dropped 50 percent. Vice President Heilstedt has agreed to work through a committee to identify the break-down of the process. Canvas (a learning management system) will be starting up earlier than had been expected, with faculty training already in process. A faculty meeting will be scheduled with President Hanson and Vice President Heilstedt to discuss enrollment concerns. Completion is important, and remains a priority.

- D. *President's Report* President Hanson shared the need to meet our target enrollment. Last year we were at 93 percent of our target, which means we have one year to increase our FTE, or the funding allocation will be reduced. We are having numerous conversations, and looking to develop a short-term plan to make sure we meet our target. Vice President Heilstedt is working to develop an Academic Master plan. Title III funding will help. We are filling new advisor positions now, and hiring recruitment staff. We are shy approximately 300-350 FTE. Overall, enrollments are down four percent throughout the system, however most other colleges are still above targets. Over enrollment is done by academic transfers, which RTC doesn't do much of. Apprenticeship used to help a lot, but this has dropped every year, and continues to do so. We will need to meet our target by spring 2014.

The WACTC meeting was held November 8-9, 2012 at Everett Community College. Consultant, Douglas Gould is developing a system-wide public messaging campaign to create public support throughout the state. Overall, people have a very positive view, but are not that familiar with CTCs. Rated high is convenience of location, providing training for good jobs, and jobs for the community; in general providing access and contribution to the economy. These provide a positive image for us. In the long-term, we need to market value, as well as convenience. Marketing and Title III will assist with this. Demonstrating the value is extremely important. Campaign materials will be available soon.

The WACTC Executive Committee has formed a Critical Issues Committee to look at the alignment of economic development initiatives and the CTC system. Whatcom Community

BOARD OF TRUSTES MEETING  
Minutes – November 20, 2012

College President, Kathi Hiyane-Brown will chair. President Hanson will transfer to this committee from the Capital Budget committee.

The metrics for the Student Achievement Initiative are being fine-tuned, and will go to the State Board for approval in December. The metrics focus more on transition, retention, progression and completion. This could benefit students transitioning from Basic Studies; building incentives for students to earn points. This is being funded through the colleges, which includes a one-time assessment for contributions. The Instruction group has been asked to look at short-certificates; some presidents feel this should be a part of this model. This can be used as part of the ask to the legislature for funding.

The Efficiency Study is in its third year, and is now in final draft. The Executive Summary shows Washington's CTC system is ranked fourth in the country for productivity, and its administrative costs are thirty-three percent below the national average. Eight business processes were identified that could become shared services, to produce efficiencies. The ERP will create efficiencies.

- E. *RTC Foundation Board President Report* Foundation Board President, Angela Wingate provided an update on the Foundation Board Retreat in August. The bylaws were updated, and inconsistencies were cleaned up. Committees were formed for Finance, Fund Raising, Scholarship, and Board Development; each to report back to the board monthly. A new mission statement was also created; *"To change lives by supporting career training, educational advancement and program success at Renton Technical College through fundraising, relationship building, community awareness and responsible resource management."* Goals were set due to increasing student need, involving fundraising and donor cultivation. Ms. Wingate highlighted the upcoming events; PSE will have a table at the Foundation Scholarship Breakfast on February 5, 2013, and there is hope that the trustees will also sponsor tables. A list of sponsorship levels will be sent to trustees. There is now capability to purchase event tickets and to accept donations on-line . There are new members on the Foundation Board and we are very pleased with the new recruits. There is new energy and a desire to be active. The previous Foundation Chair was great, and provided a good foundation for Ms. Wingate, as incoming President.
- F. *Instruction Report* Vice President Heilstedt informed the trustees about his development of a campus leaning community, using \$2500 from Perkins funds to train faculty members to use the Canvas tool.

Following the addition of an Academic Master plan to President Hanson's goals this year, Vice President Heilstedt looked to the League of Innovation to provide information about the development of an Academic Master plan. He shared a hand-out that included an overview of the process for RTC. A further discussion has taken place with a potential consultant, nationally-known in this field; his fee is \$2500 per day. Reference checks will follow, with the institutions that have benefited from his services. Some data is available for us to access, but the job growth data does not include new jobs. We can project job growth, but a consultant can involve other means for providing information about our local economy. Further recommendations will be made to President Hanson about the use of a consultant for this plan. Vice President Heilstedt and Vice President Pelkey will work together to develop a list of

BOARD OF TRUSTES MEETING  
Minutes – November 20, 2012

“need-to’s” for the remainder of this year and next year. It is the desire to create a well-thought-out plan, versus rushing through to get a plan in place. The Learning Council will take this on as their first task. There is a consultant already in place to conduct the Facilities Master plan; environmental scans won’t take place until January. The Academic Master plan should drive the Facilities Master plan. Trustee SenGupta offered a document from the Aspen Retreat that looks at the labor market. Board Chair Unti informed Vice President Heilstedt that it is understood that visioning and the development of a plan takes time, and committed the support of the trustees. RTC is a great choice for people, and important to the community. Putting plans in place for the future is vital for sustaining growth.

G. *Student Services Report*

1) Vice President Pelkey introduced Safety and Security Manager, Brian Grossman. Mr. Grossman provided an overview of safety and security initiatives on campus, which included the make-up of the department, their role within the Operational plan of increasing efficiency and effectiveness to the campus, the improvement plan, uniforms, vehicles and processes. The campus is moving from E2 Campus alert system to Rave Alert. It is cost-based on student FTE, and is currently in use at Bellevue College. Everyone with an RTC e-mail will be enrolled, with an opt-out option provided. This system will also move RTC to full compliance for Clery. Mr. Grossman shared additional information about department interface with local fire and police, training and development for officers, the new digital radio system, and his background.

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 September 30, 2012.

6. **STUDENT SUCCESS**

A. *CCSSE Report* Vice President Pelkey provided information about the Student CCSSE report; a nationally normed report that looks at high performing colleges across the nation. The report normed us with schools of our size versus Technical Colleges. This survey was done last spring with participation by 585-600 students. The type of education we provide is meeting the mark. Federal Financial Aid is providing less funding as the need rises. In Academic advising/planning – 37.4 percent of students say we don’t provide enough support. Title III will enhance this. We need to deliver more on-line services, which requires the web page to be a useful tool to us. We will look to run this survey again in three years to look for improvement. Title III has run another survey; SENSE for which we expect to receive data in February. It will be good to see what the two different student survey groups will tell us.

BOARD OF TRUSTES MEETING  
Minutes – November 20, 2012

- B. *Core Indicators* President Hanson introduced Pat Chakravarty, the Interim Director of Research and Development. Ms. Chakravarty shared a report using Student Success portions of the indicators from State Board measurements:
- Student Achievement Initiative (the methodology is evolving)
  - Degrees and Certificates Awarded
  - After College

RTC Accreditation Core Themes were identified:

- Professional Technical Education
- Academic Education
- Basic Skills
- Student Access & Diversity
- College Stewardship

Ms. Chakravarty explained how the Accreditation Core Themes support the State Board measurements for student success.

7. **MEETINGS**

The next Board of Trustees meeting is scheduled for December 18, 2012.

8. **EXECUTIVE SESSION**

At 10:22 a.m. the trustees entered into executive session for 15 minutes to review the performance of a public employee.

*The Board of Trustees returned to regular session at 10:37 a.m. No action was taken.*

9. **ADJOURNMENT**

*It was moved by Trustee Unti to adjourn the Board of Trustees' meeting at 10:37 a.m. Motion carried.*

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KIRBY UNTI, Chair  
Board of Trustees

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STEVEN J. HANSON, President  
Board of Trustees