



**Board of Trustees
Regular Meeting
Roberts Campus Center Board Room, 202
November 9, 2010 - 4:00 p.m.**

Minutes

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Board Chair, Trustee Tyler Page. It was noted that Trustees Ronnie Behnke, Kirby Unti, and Cathy McAbee were present. 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:

October 12, 2010 Regular Meeting - Trustee Behnke moved and Trustee Unti seconded to approve the October 12, 2010 regular meeting minutes as presented. Motion carried.

3. COMMUNICATIONS

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

B. *General Information* Vice President Pozega introduced four students; Tina Suda, Sarah Shaffer, Mike Leetch and Lance Bedingfield, who shared information with the trustees about the RTC Food Drive currently in process through December 10, 2010. Information was also shared regarding the RTC Rummage sale scheduled to take place on November 20, 2010. Both events benefit RTC students.

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

4. TRUSTEES

A. *Tenure Recommendations* Vice President Heilstedt introduced Peggy Moe, Dean of Business Technologies, Human Services & General Education, Curt Holman, Faculty Chair of the Tenure Review Committee for Jim Drinkwine, and faculty member, Jim Drinkwine. President Hanson provided information to the trustees that the Renton Federation of Teachers (RFT) contract requires that tenure recommendations must be

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submitted to the Board of Trustees by the mid-points of the second (2nd) fifth (5th) and eighth (8th) consecutive probationary quarters. Probationary materials were provided at this meeting, for Board consideration of whether to grant tenure or probationary advancement to the candidates at the December 14, 2010 Board of Trustees meeting. It was requested and agreed that Jim Drinkwine would return to the December meeting to respond to questions that the trustees may have regarding his tenure advancement.

- B. *ACCT Leadership Congress Report* Trustee Behnke reported to the trustees on her attendance at the ACCT Leadership Congress, held October 20-23, 2010 in Toronto, Canada. Trustee Behnke provided each trustee with the Fall ACCT Advisor which included the Financial Report, and State of the Association Report. Strong topics of discussion were completion, President Obama's initiative of graduating 5000 students over the next five years, and the White House Summit on Community Colleges. The conference was well attended by over 1500 trustees, which also included two college presidents from Washington State.
- C. *Foundation Agreement* The Foundation agreement with Renton Technical College was presented in draft to the trustees at the October 12, 2010 meeting. The agreement was approved by the Foundation Board at their meeting on October 19, 2010.

Trustee Behnke moved and Trustee McAbee seconded to approve the agreement as proposed. Motion carried.

- D. *Adoption of Board Governance Policies* Board Policies presented at the August 30, 2010 Board Retreat were presented for adoption at this meeting. President Hanson shared information that the college had identified five core themes; the specific goals, however, had not yet been created. Three to five goals per theme will be developed, and once complete the policies will be presented for approval and amendment to the current policies. Board Chair, Trustee Page invited discussion. Trustee Unti thanked President Hanson for his leadership in developing and guiding this process.

Trustee Unti moved and Trustee Behnke seconded the motion to approve the Board policies as presented. Motion carried.

5. **PRESIDENT'S REPORT**

- A. *Accreditation Visit* President Hanson asked Vice President and Accreditation Liaison Officer, Marty Heilstedt to report on the preliminary results from the College's recent focused interim accreditation visit. The visit was conducted on October 26, 2010 by Dr. Lindi Overton, Vice President for College Services at Clatsop Community College in Astoria, OR. In her draft report, Dr. Overton commended the College for the progress it has made in addressing the recommendation from its 2008 regular interim visit. Specifically, she cited the ongoing work done in addressing

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strategic planning, despite changes in college leadership and within the Board of Trustees, and in completion of strategic plans by the Student Services and the Administration and Finance divisions. She suggested that the efforts continue to further align these plans with the strategic plan for the College, and that a separate plan for Information Technology be developed. The transition from clock hours to credit hours was also reviewed. Dr. Overton commended the college for its planning process that has resulted in an increase in opportunity for students in both programmatic and financial aid support. The final copy of the report will be distributed to the trustees and posted on the college website when it is received.

6. **INSTRUCTION**

- A. *Integrated Basic Education Skills Training (I-Best)* Vice President Heilstedt introduced the Dean of Allied Health and Nursing Director, Heather Stephen-Selby, the Dean of Basic Studies, Jodi Novotny, and Associate Dean of Basic Studies, Jenna Pollock who shared a joint presentation and overview of the I-BEST programs. While starting off as a pilot school for the state I-BEST initiative, RTC has offered similar programs to students for over a decade. I-BEST offers basic skills courses contextualized in vocational subjects to work interdepartmentally to support skills-deficient students entering professional-technical programs. Instruction is delivered by two instructors to ensure that students learn professional technical content, while they make basic skills or English language gains. The program provides encouragement and guidance, and then moves to transitioning students from supported to mainstream learning. In 2009-10, 258 RTC students were enrolled in nine different I-BEST programs across our campus.

7. **RENTON FEDERATION OF TEACHERS**

- A. *Faculty Activities* Rick Geist, president of the Renton Federation of Teachers advised the trustees that the faculty are starting to see more people in need of additional attention. There are many students on waiting lists for programs. The faculty is busy and working hard.

8. **STUDENT SERVICES**

- A. *Student Demographics for Fall Quarter* Vice President Pozega shared the first in a series of presentations, disaggregating the demographics of the various sections of our fall quarter student body. This presentation dealt specifically with the 1,495 full time workforce trainees. Subsequent presentations will show our ABE/ESL students, General Education students, and lastly our apprentices and other supplemental State supported students. The final presentation will be an aggregated compilation of all fall quarter registrants. The intention is to assist the trustees in better understanding the diversity of the RTC student body.

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B. *Enrollment Report* Vice President Pozega provided an updated enrollment report dated November 8, 2010. He indicated that enrollment continues to grow throughout the quarter, and he suspects that enrollment will hit 3700+ by the end of the first quarter. The faculty has been willing to take on additional enrollment of students beyond their capacity.

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

9. **ADMINISTRATION/FINANCE**

A. *Source and Use of Funds* 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, 2010. Tuition is up 14% over last year, while we continue to hold our expenditures steady.

10. **HUMAN RESOURCE DEVELOPMENT**

A. *Administrative Report* Director of Human Resource Development, Glenda Mullowney reviewed with trustees the personnel activity for the period ending October 31, 2010.

11. **EXECUTIVE SESSION**

An executive session was not held.

12. **MEETINGS**

The next regular Board Meeting is scheduled for December 14, 2010.

13. **ADJOURNMENT**

It was moved by Trustee Behnke to adjourn the Board of Trustees' meeting at 6:15 p.m. Motion carried.

TYLER PAGE, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees