



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

**October 16, 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:

September 4, 2012 Regular Meeting

Trustee Page introduced a motion to approve the September 4, 2012 retreat minutes as presented. Trustee McAbee seconded, and the motion carried.

3. COMMUNICATIONS

- A. *Correspondence* Each Trustee received copies of the following correspondence:
- Letter of appreciation received from Marlena Sessions, Chief Executive Officer of the Workforce Development Council, thanking RTC for the partnership and outlining the financial support WDC provided to RTC during the 2011-12 fiscal year.
- B. *General Information* Board Chair Unti called attention to the following information:
- The State Board has provided a one-page summary of key items in the 2013-15 operating budget request, and a short list of talking points; *Building a Work-Ready Washington*.
 - GISS/TACTC Fall Conference agenda for October 17-19, 2012.
 - Holiday Buffet on December 6, 2012. This is a wonderful way to support the College, Culinary Arts and Baking Programs.
- C. *Comments from the Audience* There were no comments from the audience.

4. **ASSOCIATED STUDENT GOVERNMENT**

- A. *Student Activities* President of the Associated Student Government, Christy Hernandez, highlighted current events involving student government. The ASG officers, along with the Director of Student Engagement and Activities, Jessica Supinski

attended the Wenatchee Leadership Conference, in early September. Information was shared about student literacy advocacy. We have spent time with faculty regarding the formation of a student senate and clubs. An information table was set-up at the front lobby for the first few days of school, and flyers were shared about the *Welcome Wednesday* gathering held September 19th. Of the lunch vouchers handed out to new students on campus, 209 were actually redeemed during the lunch session. Student e-mail was launched and e-mail jam sessions have been initiated, the student food drive has kicked-off, and we will be hosting a Halloween party in the Cafeteria on October 31st. It feels that students are becoming more aware of student activities and intermingling on campus.

- B. *Student E-mail Update* RTC Student e-mail was rolled-out at the start of Fall quarter. The first e-mail to student in-boxes came from the president. IT Director, Mary Kay Wegner provided a short background about going live with student e-mail. All students with a student identification number received an e-mail account. At this date there has been a 27 percent adoption; one day shy of one-month. This roll-out has been significantly partnered by College Relations/ Communications and Marketing, and Student Government. Implementation efforts will rely heavily with faculty to push students to use student e-mail. *Student E-mail Jam Sessions* have been very helpful. Bookmarks were produced that have helpful tips. Board Chair Unti described this effort as a long awaited enhancement for the college, and shared his compliments with the leadership of Student Government.

5. **RENTON FEDERATION OF TEACHERS**

- A. *Faculty Activities* De Etta Burrell, President of the Renton Federation of Teachers shared a report with the trustees of recent activity within the bargaining unit. Faculty members have been assigned to new probationer committees. We are working together to reactivate the Labor/Management Committee to work through a few issues. The new instructional calendar for 2013-14 has included advising days to work with students, so the faculty would like to get training to understand the expectations of those specific non-contact days. President Hanson rolled-out information on the Government Councils, so we are making sure that there is RFT representation on the appropriate Councils. Trustee Page informed Ms. Burrell that the representation at the table is to make sure information is shared from RFT; good and bad. This is an important relationship between the President and Trustees. Ms. Burrell thanked the trustees for providing this guidance.

6. **TRUSTEES**

- A. *By Law Revision* Board Chair Unti reminded the trustees of the necessary revision to the By Laws due to the change in the meeting date and time. The proposed revision, striking 4.1 and replacing with generic language was presented for board approval.

Trustee Palmer introduced a motion to approve section 4.1 of the By Laws as presented. Trustee SenGupta seconded, and the motion carried.

- B. *Foundation Liaison Report* Trustee Palmer reported that she had attended the September 18, 2012 meeting. There was strong discussion about getting the community involved, and fundraising opportunities. President Hanson shared the news about the 2.5M Title III Grant. We were able to tour the Phlebotomy lab, which was fascinating.

Board Chair Unti added that Trustee Page was able to attend the Welcome Wednesday on campus on September 19th, and Trustee Sen Gupta was able to attend the Legislative Reception held on campus on October 9th, all showing great campus involvement in a variety of venues.

- C. *ACCT Leadership Congress Report* Trustee Page shared an overview of his recent attendance, with President Hanson at the 43rd ACCT Annual Leadership Congress held in Boston, MA, October 10-13, 2012. The theme of the Congress was “*Leveraging Student Success through Partnerships, Innovation and Evidence*”. The general program and concurrent sessions highlighted how colleges across the country have coped with the simultaneous demands of higher performance and stretched finances by improving their focus and tapping into the broad range of resources. Approximately 1800 attended the Congress, including 33 from Washington State. Trustee Page was impressed by a presentation from a college that identified student spaces and learning spaces that were appropriate. The campus went through a process driven by their academic plan to identify student needs and success agendas. Trustee Page was happy to have attended and hopes to see RTC move in this direction. Seattle will be hosting the 2013 ACCT, October 2-5. This is a great opportunity for our Board to increase our presence and become active participants next year.

President Hanson concurred with Trustee Page, adding that he had not attended ACCT for quite a while, and found it valuable to hear from top people in Foundations about what they are looking for. It is nice to hear Foundations communicate with one another, and show that they are becoming more aligned. The Gates Foundation is focusing on young adults under age 26. We will be targeting young adults when we apply for the Gates Grant in a few months. Gates is taking a regional approach, focusing on post-secondary, and low-income. President Hanson strongly encourages involvement at the October, 2013 ACCT, adding that he would like to see RTC prepare a presentation. We have a lot of different options to that we could showcase.

7. PRESIDENT’S REPORT

- A. *Monthly Activity* President Hanson informed the trustees that the Aerospace Futures Alliance (AFA) will be hosting a breakfast on our campus tomorrow morning. This is a very powerful group in our state; influential in the start-up of the WATR Center. We are strengthening our partnership with AFA, which is very important because the Boeing Company feels that the City of Renton needs to request additional funding for the Aerospace Training Center in Renton, in order to meet their needs of the industry. Boeing wants to showcase this center that looks out over the airport. RTC would be the lead agent for providing training. Recommendations are being developed, and the City of Renton will be doing the request for additional funding, but it will draw attention to RTC. We were the only college that was specifically mentioned in the student loan program. The AFA is not interested in more training centers; already having them in the North and South. We were also contacted by Boeing last week, notifying us of an additional \$3K donation to the Foundation, which was unsolicited.

President Hanson provided an update on the Efficiency Study; the third year of the report. The Hill Group did a presentation at the WACTC meeting over the summer and again in September. They are targeting specific functional clusters. They surveyed the colleges and we provided information. They are coming back to a recommendation that is a system of shared services; colleges within a region could share payroll services for example, and save money. Originally they were looking at closing colleges. It is difficult to find an opportunity to imagine a shared regional financial aid or payroll (as a small college, we have one person doing payroll). Financial Aid is unique to each student. Small colleges are different. The final report will go to the State Board in December and to the legislature in January. Steve will be happy to share copies of the Efficiency Study.

The SBCTC Capital Biennial Budget Timeline was shared. Our Capital Budget system is highly regarded; we score our own projects. Page 4 of the handout referred to the 2013-15 Pipeline, which includes RTC for a major project design of the Automotive Complex Renovation. This means our project will be included in the 2013 legislative session, for design (2 years). The pipeline had previously been frozen, and a decision was made to clear out the pipeline. Some colleges had two projects on the list and agreed to move the second project to the bottom of the list. It is in the best interest of the system to include a project on the list for each college. Page 3 of the report shows colleges with second designs that will compete with colleges that don’t have any projects in the pipeline. The next possible opportunity for RTC to submit a capital project request will be in the spring of 2016. Page 6 includes projects to be paid for from non-appropriated funds; such as local funds or certificates of participation (COPs). Colleges have done capital campaigns through their Foundations versus the going through the SBCTC capital process (some colleges are not waiting). We will be developing our Facilities Master Plan and we will be looking at alternate ways to fund future capital projects.

8. **STUDENT SERVICES**

- A. *Student Success Pathway Title III Grant Overview* Vice President Pelkey and Director of Counseling and Advising, Scott Latiolais provided a Title III presentation; “*A Clear Pathway Through the Institution*”. The pathway represents the student life-cycle. Enrollment is the first phase of entry, and should include assisting the student in understanding what they are getting into, with the Advising department assisting in academic support. The focus is on entry, progress, and fiscal strengthening of the institution. The new format will de-mystify the enrollment process, identified by 5-6 steps. Intake advisors will be available to help students, and will bring the advisor back into the process to help students succeed. National data indicates that by getting students through the first 30-40 credits, you can harness retention, seeing less attrition. As we move through the process of this 5-year Grant, we will be gathering data for Title III, and will share it with the trustees along the way. Mary Kate Richardson has accepted the role of Project Director for the Title III Grant; moving over from the Air Washington Grant. A Title III Steering Team has also been identified. Adjustments have been made in the Student Services department and the profile of the Developmental Advising Model was shared. Using the Advisor Dashboard and Advisor’s Data Portal this will become a much more user friendly system. We are still in the process of customizing this work to our campus. In next steps, we will roll-out faculty training and determine how advising will be interfacing. Mid-term advising days will also be added to next years’ calendar. This is a shift; not the amount of time, but the quality of time spent. The timing of the Title III Grant is opportune to our work in this direction. Peer advising could be a future possibility. Trustee McAbee asked how this compares to the previous Student Success Center. That was about the end placement for jobs; this is a design for the beginning of the student life-cycle.
- B. *Enrollment Report* As a regular report to the board, Vice President Pelkey shared a new Enrollment report, highlighting Budgeted FTE and Actual FTE. Each section also displayed the differences per quarter, resulting in a FTE Difference per Quarter, and Percent Difference per Quarter. The evaluation of the new report is target FTE for the year. As the year progresses, a closer relation to our FTE target will emerge. We are focusing on any double-digit decline. We need to rebrand some of our evening classes as afternoon and add more evening courses. Our programs are designed for students that do not work. With enrollment down, we are looking at a variety of opportunities to gain FTE. Waiting lists are indicators of interest, and not necessarily who is ready to enroll. We need to work closely with faculty to identify empty seats much sooner. President Hanson added that enrollment is down system wide, but we are the first to lead the charge. We need to retarget the High School graduates and adjust the message to show a direct link.

9. **COLLEGE RELATIONS**

- A. *RTC Marketing Plan* College Relations/Foundation Director, Susanna Williams presented the 2012-13 College Marketing Plan. The goal; to change the public

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perception of the college, and to raise the profile both regionally and nationally, and to coordinate with the short-term goal of the college to increase college enrollment. The strategy; to connect with potential students who have graduated in the last five years, people seeking job skills, parents, and veterans. The tactic; radio ads, online reinforcement with banner ads, cinema ads, bus ads, digital billboards, print ads in non-English speaking newspapers, people-to-people outreach, and a web-site redesign.

- B. *Public Information* The regular written report provides information about the monthly activity from Communications and Marketing, College Relations and the Foundation for the months of June, July, August, and September.

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 periods ending July 31, and August 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 RESOURCE DEVELOPMENT**

- A. Administrative Report Director of Human Resource Development, Lisa Hayward reviewed with trustees the personnel activity for the periods ending June, July, August and September, 2012.

12. **MEETINGS**

The Board of Trustees meeting is scheduled for November 20, 2012.

13. **EXECUTIVE SESSION**

At 9:55 a.m. the trustees entered into executive session for 30 minutes to discuss the following matters: 1) discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become a party, 2) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration could cause a likelihood of increased price, and 3) review the performance of a public employee.

The Board of Trustees returned to regular session at 10:25 a.m. No action was taken.

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14. **ADJOURNMENT**

It was moved by Trustee Unti to adjourn the Board of Trustees' meeting at 10:25 a.m. Motion carried.

KIRBY UNTI, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees