



RENTON
TECHNICAL
COLLEGE

**Board of Trustees Meeting
Board Room**

**October 15, 2013
7:30 a.m.**

Minutes

1. **CALL TO ORDER**

The meeting was called to order at 7:30a.m. by Board Chair, Cathy McAbee. A quorum was established. Trustee McAbee led the flag salute.

2. **ADOPTION OF MINUTES**

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

September 17, 2013 Regular Meeting

Trustee Page introduced a motion to approve the September 17, 2013 meeting minutes as presented. Trustee Palmer seconded, and the motion carried.

3. **ACTION ITEMS**

There were no action items for approval.

4. **COMMUNICATION**

A. *Introductions* President Hanson introduced Mr. Paul Corigliano, Director of Information Technology. Mr. Corigliano comes to RTC from private industry, but has had previous higher education experience in Atlanta, Georgia.

B. *Correspondence* Board Chair McAbee called attention to several RTC media publications.

C. *General Information* Board Chair McAbee reported that due to a conflict, she will be unable to attend the Bridge Builders Breakfast.

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

E. *Human Resource Reports* The written report included personnel activity for the month of September, 2013. President Hanson added that we have been doing a lot of hiring. We are currently in the process of interviewing for a Grant Director, and have strong possibilities. We are also close to finalizing the Security Director position. Some further hiring will be done, using the additional funds that were released by the legislature; replacing some of the positions that were previously cut. We will update the trustees further at the next meeting.

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- F. *Foundation Report* Foundation Director, Ms. Heather Winfrey was in attendance. She shared information from her written report, and discussed options for the Trustee scholarship fund. The funds have not been released for scholarship; there are many options available and a determination of the comfort level and the long-term goal needs to be established. Ms. Winfrey will forward information on Endowments.
- G. *Communications and Marketing* Communications and Marketing Director, Kendra Smith provided a quarterly update from her department. Five successful alumni students were filmed to develop beautiful television spots. Besides the television spots, the current advertising campaign also includes billboards, radio and website traffic. The department will host two to three open house events per quarter. The first series of events resulted in 47 people to our campus. Advertising for the open house events will be included on the campus reader board, our web page, radio, and outreach events. We attended 13 community festival events over the summer; collecting over 1,000 inquiry cards. The Kentlake High School open house was well attended by RTC staff. President Hanson added that Dr. Merri Rieger, Renton School District Superintendent has mentioned to him that she would like to coordinate a joint board meeting between RSD and RTC and include the City Council. President Hanson will follow-up on this with Dr. Rieger. The trustees commended the good work, and added that the target audience in our mission is to not only to reach students, but the entire community.

5. DISCUSSIONS/REPORTS

- A. *Student Leadership* ASG President, Robert Taylor presented the Student Leadership report. Mr. Taylor is a 5th year culinary student and will be serving this year as ASG President. Mr. Taylor introduced Ms. Abigail Vidals of the culinary program, who will serve this year as the VP of Student Involvement, and Joe Spieldenner of the accounting program, who will serve as the VP of Legislative Affairs.

The student leadership office was remodeled over the summer and is now a beautiful and functional workspace for student leaders. A student leadership open house is scheduled for November 14, 2013 from 12:30 – 2:30 p.m. ASG has hired and trained new student leaders; the growth now includes 90+ paid positions and 40+ volunteer senate positions. New student orientation provided students with a student planner, and an invitation to join the senate. In September, thirteen student leaders joined 400 other student leaders from Washington CTC's to attend the 2013 CUSP Student Leadership Conference in Wenatchee. Student organizations and clubs are forming; five new clubs have been sanctioned and six more are being formed. Student leaders have been preparing for the Accreditation visit. Mr. Taylor was asked why he chose to step up into this leadership role. Mr. Taylor shared that he is a founding senate member, and he sees the need to help others, and grow bigger than himself; involvement is good for everyone. The trustees thanked the student leaders for the excellent written report, adding that it is wonderful to see clubs added and involvement of students from a variety of programs.

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B. *Board of Trustees*

1) *ACCT Leadership Congress Report – October 2-5, 2013* This year four trustees, President Hanson, Vice President Pelkey, and Executive Assistant, Di Beers were able to attend the locally held ACCT Leadership Congress. Trustee Page was pleased with the great participation and that the event was held locally. It is always good to hear what other states are doing. He attended an Iowa Community College presentation on strategic planning and partnerships in industry. They have 15 districts as well as independent bonding capabilities, which allow them an opportunity to generate a lot of pathways and articulation with the High Schools to create dynamic programs. The cost was minimal, and was partner supported. They are developing programs specific to the community. This was a great success story.

This year's Leadership theme was moving the needle; Bill Gates was the keynote speaker. He spoke about understanding how technology serves us, and its support mechanisms, and how to use that as a tool to be more efficient. There is a great deal of need and could be used in a more efficient way. We need to make our systems available to more students to shrink the skills gap. Trustee Page announced that he is now the regional coordinator for ACCT. People expect ACCT to be an important resource for colleges. He looks for this to be a great opportunity to increase relevance.

Trustee Palmer commented on her appreciation to attend. This was her first conference, and provided her with an overall understanding of our focus and achievement. We heard over and over again about reaching out and realizing that our industry works together across our nation. Trustee Palmer enjoyed Bill Gates' speech and how much he knew about community and technical colleges. This was a great learning experience.

Trustee SenGupta thanked the college for allowing trustees to attend. She attended a session hosted by Casper College in Wyoming, on Crisis Management Planning. It was surprising for them to see the panic that happened on campus, even though they were completely prepared. Small details became huge in terms of safety. The most important thing is to make sure your plan is working in conjunction with the local police department. There is a difference between shelter-in-place and a lockdown. There is a huge gap between preparation and reality. The opportunity for Community Colleges & K-12 ventures are critical and should be incorporated into the Board annual goals. The earlier one can get to students, the better prepared they can be. College faculty and High School teachers working together is imperative.

President Hanson was also pleased that the conference was local and that Vice President Pelkey and Di Beers were able to attend. He was very impressed with the conference.

Vice President Pelkey enjoyed conversations from boards other than ours; recognizing that the questions are very similar and that our challenges are the same. It is critical to the college to have an engaged board. It was nice to have meaningful conversations about student success.

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Ms. Beers thanked the college for the opportunity to attend. It was nice to connect with constituents across the nation and hear about success stories shared by other colleges.

Trustee McAbee shared positive comments about the conference. She thanked Trustee Palmer for being the voting delegate for RTC, and encouraged trustees to bring information to the board about future award nomination opportunities. Several trustees thought that the Boeing speaker, Jim Wigfall, Vice President Business Support could be a good choice of speakers for commencement.

2) *TACTC Transforming Lives Award* The deadline for submitting the selected student application from colleges to TACTC is November 14, 2013, which is prior to our next meeting. It was suggested that a selection committee be formed to make the selection from applications received. Trustees McAbee and Page volunteered. Di Beers will send all student applications to all trustees by November 6, 2013. Each trustee should respond to Trustees McAbee and Page by Friday, November 8, 2013. A Letter from the Board is required and imperative in this process.

3) *Foundation Liaison Report* Trustee Palmer shared positive comments about the Foundation Board Retreat and reported on the vote toward a new investment policy. She complimented Ms. Winfrey on her performance since she joined the College Foundation. The design of a strategic plan is in process. The potential of two major gift bequests is extremely exciting to the support of the college.

C. *Renton Federation of Teachers* RFT President, De Etta Burrell informed the trustees that the union is in the process of negotiating with administration for a salary adjustment of approximately 2 percent, with hopes of finishing next week. RFT Officers are working with Payroll and Human Resources in the collection of dues for the RFT union.

It was discovered that tenure committee assignments were not accurate. A SharePoint site is now being used for tenure committees. We are pleased to have four new tenured positions added. Even though this is not considered a critical year for legislative connections, the faculty will be planning a few events in Olympia.

D. *President* President Hanson was invited to attend the Seattle-King County Workforce Development Council meeting last Friday, to speak to the value of our partnership with the WDC. We have also been invited by Tahoma School District to present at their board meeting on October 22, 2013. Tahoma is part of our service district and the outreach is important.

1) *WACTC Meeting* President Hanson informed trustees of the Presidents recommendations for 2014 supplemental budget. He shared a handout of the Operating Budget Recommendations. As a member of the Aerospace Pipeline Committee, President Hanson shared that the aerospace suppliers were disappointed that additional funding wasn't allocated for aerospace FTEs in the last session. Their request has been included in the recommendations approved by WACTC. The ctcLink

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implementation schedule has been revised; RTC is in wave two, with implementation occurring from June 2015 through May 2016.

The Capital committee is continuing the conversation about whether an end-run occurred, focusing its discussion on the \$20 million project that was supported by Representative Frank Chopp to Seattle. It is complicated. President Hanson has also been approached about doing a similar project; an Opportunity Center in the Renton area. Jill Wakefield and Marty Brown will attend the next Capital Budget meeting; to explain and discuss the impact of the end-run policy.

Two committees have been formed by WACTC. One committee is developing recommendations for the community and technical college allocation process that will go to the State Board next fall. The second committee is developing recommendations on compensation that will also go to the State Board. The staff at the State Board are doing an excellent job of providing updates on legislative issues. President Hanson will make sure trustees receive the information.

E. *Instruction*

- 1) *General Update* Vice President Kenney discussed the preparation for the Accreditation campus visit that begins tomorrow morning. The Mission/Vision/Values statement and the portfolio of the Accreditation Team members have been shared across campus to be able to recognize them. The Student Leadership report included the senate descriptions and what the Accreditation documents mean to students. We have asked faculty members to take time over the last week to be sure to share and discuss this with students. The trustees will meet with the Accreditation Team tomorrow at 1:30 p.m.

The Instruction Team held a mini-retreat prior to students coming to campus. The goal was to bring the Deans together in a singular focus of what is best for students first, and to guide them appropriately. We worked through the *Keep, Stop & Start* process and asked for a snapshot assessment; three minute exercise to provide feedback. This provided a great list to go by, through the eyes of the instructional team. We then went through a narrowing process to develop the top three priorities; 1-Enrollment Management, 2-Hiring Practices (working in conjunction with HR) and 3-Communication. Vice President Kenney looks forward to sharing further with trustees as we move forward, emphasizing inclusiveness and transparency.

We are challenged with Precision Machining and Nursing tenure committees and plan to be intentional about how critical it is to be involved on tenure review committees. It needs to be clear that this is a critical contribution to the rigor that we provide to our students. Liz Falconer will provide e-learning teaching and guidance. We are looking at expanding some orientations to faculty members, and tenure review committees. Some faculty members will be involved in more than one committee. The integrity of the process is very critical to the trustees.

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F. *Student Services*

- 1) *Enrollment Update* Vice President Pelkey handed out a new (adjusted) enrollment report. Supplemental programs were broken out, and include FTE production. The strategy is not to budget supplemental in the total allocation, but to use it as icing on the cake instead. Vice President Pelkey spoke to the *FTE Difference* column. We are currently down 12% from budget. We are hearing different things across the state; fall quarter trend analysis is trending down 3-5 percent. We know that ABE and apprenticeships will both come up. We hope to generate 85-100 FTE in these two areas by the end of the quarter. We will end light, but not 252 light as shown in the report. The load count looks at professional-technical programs for open seats; there are 76 seats left to fill. If we continue realignment at intake and marketing we can close the gap, as 76 seats will generate well over 100 FTE if filled. We will rerun the marketing campaign in November to reach out before winter quarter. We will be reaching out to people on wait lists. We will align enrollment services with advisors to get them in here to fill vacancies. There are challenges with the website company. We have asked Communications and Marketing to redesign the front page of the current site in November, to be sure to include things for students. IT will redesign the front page until we get the website update complete. We will look at which programs need further emphasis. Almost half of the students in the Survey program are veterans. We will work to strategically reach out, to include the high schools over the winter. Our Outreach department has done a great job. We are looking at software applications that will allow us to successfully reach out to contacts; until ctcLink is up and running. We are in the last year of the three-year cycle before the possibility of being rebased. Things are working. The question is; how do we generate more seats, increase capacity and add efficiencies? We have made huge progress in retention and persistence. We need to look at winter & spring to increase. Vice President Merrell highlighted that ABE and Apprenticeship could make or break us. We need at least 1100 FTE, in order to avoid rebasing. There are not as many entry points in winter as in the fall. We have moved in the right direction. There has been a systematic change in the institution; what can we do in summer quarter to generate fall FTE? It takes 90-120 days for students to make a decision to come to school. The good news is that we are not in worse shape than we were, given the efforts we are making. We can only implement at the rate they can happen. Trustee Page commented that ABE is critical and we need to own it. We are paying the price of not being in alignment with the change taking place. Trustee Unti shared appreciation on behalf of the trustees at what the team is doing; this amount of thrust is a tremendous. ABE is not that glamorous but it is critical to get students to continue further. Our strategic mission is not career or skill specific. It is specific for those who come here as it articulates their abilities. Reinforcement and embracing it is critical to our mission.

G. *Administration/Finance*

- 1) *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 July 31 and August 30, 2013.

6. **STUDENT SUCESS**

Mary Kate Richardson, Interim Director of Institutional Planning and Effectiveness introduced Erin Guthrie, Institutional Research Manager. Ms. Guthrie shared a presentation with data from the Student Achievement Initiative (SAI) that was covered in the *Measuring Up* workshop at the ACCT Leadership Conference held earlier this month.

The presentation data comes from the State Board Student Achievement Initiative – a performance funding system for community and technical colleges. Using this model, students earn “points” based on nine key academic benchmarks that students must meet to successfully complete degrees and certificates. The total points earned by all RTC students who attended in a given year are added up.

2013-2014 will be the first performance year with monies distributed. The more points we earn the better. With the focus on transition and getting to completion, Basic Studies students have the potential of earning the most points throughout their time at RTC.

Three of the nine benchmarks were shown in the presentation; Basic Skills transition into College-Level courses, Pre-College Math to Math Completion, and total workforce completions. In each of these areas, RTC is measured against the benchmark average of all colleges in the system (WA-CTC). RTC students consistently transition and complete at or above the benchmark rates.

A few key points were made by both trustees and the dean and associate dean of Basic Studies. First, the data can be a bit misleading in that the measurement is limited to a given year. Many students transition; but the transition or completion occurs over the course of multiple years. In addition, the SAI initiative breaks out ABE/ESL/GED students. However, many ABE/GED students are also ESL (but only counted as one or the other). Finally, due to course numbering and different program requirements that fall out of the parameters measured by the SBCTC (i.e. some prof-tech programs do not require college level math for completion), the math points earned by RTC students may be skewed. For all of these reasons, the college uses additional measures to determine student persistence.

The trustees thanked Erin for her presentation and look to receive more great data in the future.

7. **MEETINGS**

The next regular Board of Trustees meeting is scheduled for November 19, 2013.

8. **EXECUTIVE SESSION**

At 10:21 a.m. the trustees entered into executive session for 15 minutes to consider the selection of a site or the acquisition of real estate by lease or purchase. The trustees returned to regular session at 10:35 a.m.

9. **ACTION**

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

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10. **ADJOURNMENT**

Prior to adjourning, Board Chair McAbee shared information regarding the low scores the board uncovered during their self-evaluation survey. She asked for each trustee to identify their top three items for prioritization in 2013-14, and send them to Di Beers. A study session was suggested for the first hour of the November meeting. A committee to prepare the goals for the study session was created; Trustees Palmer and Sen Gupta will project a set of goals from the consolidated priorities for the study session on November 19, 2013.

It was moved by Trustee McAbee to adjourn the Board of Trustees' meeting at 10:44 a.m. Motion carried.

CATHY MCABEE, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees