



**Board of Trustees Regular Meeting and Retreat**  
**Technology Resource Center, Room C-111**

**September 4, 2012**  
**9:00 a.m.**

**Minutes**

**1. CALL TO ORDER**

The meeting was called to order at 9:00 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:

**June 5, 2012 Regular Meeting** - Trustee Palmer noted a correction to page six, the name of the new Boeing representative to the RTC Advisory Council and RTC Executive Focal; Ken Cloud should be *Kevin Cloud*. The correction was noted.

*Trustee Page made a motion to approve the June 5, 2012 regular meeting minutes as amended. The motion was seconded by Trustee SenGupta, and the motion carried.*

**3. COMMUNICATIONS**

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

B. *General Information* President Hanson took the opportunity to introduce new staff members to the Trustees; James Newman, Corporate Outreach Director, Jessica Supinski, Director of Student Programs and Engagement, Scott Latoilois, Director of Counseling and Advising, and Lisa Hayward, Director of Human Resources. The new RFT President, DeEtta Burrell was also introduced.

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

**4. 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 year ending June 30, 2012.

B. *Final Fund Balance* Vice President Merrell shared information relative to the final fund balance for the year of \$6,127,804.04 in addition to the investment reserve balance of \$3,694,677.87.

5. **EXECUTIVE SESSION**

At 9:30 a.m. the Trustees moved to a 30 minute executive session, to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. At 10:00 a.m. the executive session was extended for an additional 20 minutes. The Board of Trustees returned to regular session at 10:20 a.m.

6. **TRUSTEES**

- A. *Direct Transfer Agreements* Vice President Heilstedt shared four additional DTA's for implementation; 1) Technology, 2) Construction Management, 3) Electronics Engineering Technology and 4) Computer Engineering Technology and Mechanical Engineering Technology. Vice President Heilstedt requested board approval, with additional approval for future DTA offerings that may be identified by the Executive Cabinet, consistent with the Mission of the College, and meet the workforce related intent of applicable legislation.

*Trustee Page made a motion to approve the presented DTA's, as well as future DTA offerings identified by the Executive Cabinet that meet the criteria as specified. The motion was seconded by Trustee SenGupta, and the motion carried. The Trustees would appreciate being kept apprised as DTA's are added.*

- B. *Review of Board Policies* President Hanson informed the trustees that the Board Policies state they will be reviewed annually. The policies were sent for review ahead of today's meeting. There were no questions, comments or recommendations for changes. The process was very comprehensive when the policies were developed and adopted in 2010. President Hanson thanked the trustees for the working relationship and adhering to the policies.
- C. *Review of Tenure Process* Vice President Heilstedt shared a presentation that included the RCW 28B.50.850 rules and regulations, relative to tenure. He noted that the changes to the RFT contract are a shared responsibility between the college and the faculty. The mentoring process is faculty driven. The Board of Trustees is the appointing authority for awarding tenure. The trustees appreciated the overview of the process and feel that the observation/recommendation is in line with RCW's and the required process.
- D. *Review of Strategic Priorities and Operational/Action Plan* President Hanson shared the Strategic Priorities for 2012-2017, and suggested a study session in the near future to review the Operational Plan. Our Strategic Plan was adopted in 2001, and not much further work has been done. The Executive Cabinet has developed a 5-year plan. The team has worked hard to create this priority plan. The four categories of the Strategic Plan are reflected within the Operational Plan. Former Grant Writer, Bonnie Berry did a lot of preliminary word-smithing and provided assistance and tremendous drive to the process. Planning, allocations and resources will all be tied to the Operational Plan. Both the Strategic Plan and the Operational Plan were sent to trustees for review prior to today's

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meeting. There was strong praise and support for the work the team has done to create both Plans.

- E. *Accreditation Update* Vice President Heilstedt shared a presentation showing the original transition time-line. The Year Seven report and visit, which addresses all of the standards, is scheduled for October, 2013. Standard one was addressed two years ago, and will require an update. Library Director, Eric Palo is chairing the overall steering committee. Additional committees will be required, based on standard two. There is a lot of work to do, and status updates will be provided along the way. We need to show evidence that we have devoted time to the process.
- F. *Student Success Data* Chris Johnson, Director of Institutional Research presented 2012 indicators. The SAI data is still being put together by the State Board and should be out in November. The presentation outlined the following discussion points:
- Persistence and Graduation
  - Developmental education
  - Attainments and Placements
  - Continuing Education
  - Air Washington Federal Grant, and
  - Reading Apprenticeship.

The trustees thanked Mr. Johnson for his knowledge and service over the years, and wished him well in his new venture at Green River Community College.

- G. *Board Self-Evaluation* Board Chair Unti suggested identifying three areas of emphasis that the board could improve on, that would make a significant difference in the ability to act as trustees, beginning with low scoring items from the self-evaluation. Looking at community relationships is important; not to take away from the President's work in the community, but there are things we could do to enhance that. Where is the Foundation act? Susanna Williams has lifted the profile of the Foundation. Advocacy is part of the process, and we need to be sure we are involved. We need to identify measurements that can confirm and shape decisions, and priorities will shape our direction. Using the Strategic Priorities as an example, three categories were identified: 1) *Legislative*, 2) *Campus Presence*, and 3) *Foundation Involvement*. Using these priorities as awareness, the established 4:00 p.m. start time of our regular Board meetings is not conducive to campus program visits. Students also struggle to attend. Susanna Williams can help trustees in becoming more involved, and including a monthly Foundation Board liaison report, will increase the likelihood that trustees will participate in Foundation sponsored events. The three established priorities align nicely with the new Strategic Plan. The alignment of goals for the Board, the President, the Executive Cabinet, and the College would be very appropriate. The three bullet point priorities should be included on the monthly Board agenda as an overall reminder. Our service area is huge; we have good Renton connections, but also need further connections in the outlying areas. Board participation has been increased at Chamber events, and former trustees are also still active in the community.

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- H. *Board Meeting Calendar* President Hanson led the discussion about the day and time of the monthly Board of Trustees meetings. This past year, we moved the meeting from the second Tuesday to the first Tuesday each month. Looking at the 2012-2013 calendar, January 1<sup>st</sup> and April 2<sup>nd</sup> would need to be adjusted if we stay on the same schedule. Most boards meet the 2<sup>nd</sup> or 3<sup>rd</sup> week as it is easier for staff to prepare materials. A change to the By Laws is easy. Board Chair Unti asked the trustees to commit to moving the meeting to the *third Tuesday*, at 7:30 a.m., beginning with the October meeting. President Hanson also suggested moving the action items to the beginning of the meeting. It was agreed that all action items will begin by 8:00 a.m. President Hanson would like to include early presentations to the trustees on the new advisory model, and a report from the Foundation Chair, providing an update on their annual retreat. An updated meeting calendar will be sent to trustees, reflecting the change.

7. **EXECUTIVE SESSION**

At 1:50 p.m. the trustees entered into executive session for 20 minutes to review the performance of a public employee. At 2:10 p.m. the executive session was extended for 30 minutes. The Board of Trustees returned to regular session at 2:40 p.m.

8. **TRUSTEES**

A. *President's Contract Renewal*

*Trustee Palmer made a motion to approve the renewal of President Hanson's contract for the term of July 1, 2012 through June 30, 2015. The motion was seconded by Trustee Page and the motion carried.*

9. **MEETINGS**

The Board of Trustees Retreat is scheduled for October 16, 2012.

10. **ADJOURNMENT**

*It was moved by Trustee Unti to adjourn the Board of Trustees' meeting at 3:00 p.m. Motion carried.*

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Kirby Unti, Chair  
Board of Trustees

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STEVEN J. HANSON, President  
Board of Trustees