



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

**July 30, 2013
7:30 a.m.**

Minutes

1. **CALL TO ORDER**

The meeting was called to order at 7:30 a.m. by Board Chair, Trustee 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:

June 18, 2013 Regular Meeting

A correction was noted to Lisa Nelson's years of teaching service; from 36 to 16.

Trustee Page introduced a motion to approve the June 18, 2013 meeting minutes as amended. Trustee Palmer seconded, and the motion carried.

3. **COMMUNICATION**

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

B. *Introductions* Vice President Pelkey introduced the new Registrar; Robin Young. Ms. Young comes to RTC from Spokane Community College, and began on June 17th. She has been hard at work, helping to realign some systems in the Enrollment Services office. The trustees welcomed Ms. Young to RTC and thanked her for being present at today's meeting.

4. **ACTION ITEMS**

A. *2013-14 College Budget* Vice President Merrell thanked the trustees that were able to participate in the budget meetings, and shared the information in the cover memo from President Hanson for the proposed operating budget for fiscal 2013-14. The College's operating budget is \$43,236,080, an increase of \$3.7 million from fiscal year 2012-13. Based on a small analysis of FTE's at year end, we are presuming we are in recovery mode; we will need approximately 50 more FTE to reach target. We have work to do, but it is not quite as overwhelming as we first thought. We are working on the carryover analysis for funding of projects and equipment for this year. Vice President Merrell explained the purpose and use of an Events Coordinator on campus. Trustee Unti thanked Vice President Merrell for the cover letter recapping the budget, and shared the trustees' appreciation for the individual budget sessions. Trustee Page commented that the budget is the financial projection of the college's plans and intentions. We are repairing

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and making sure that this budget is financially sound and that we see small growth; now we can begin to move in the direction where we can do the most good. Trustee Palmer added that the trustees are very pleased with the results and pleasantly surprised and enthused about the steps being taken to boost enrollment.

Trustee SenGupta introduced a motion to approve the 2013-14 College Budget as presented. Trustee Palmer seconded, and the motion carried.

- B. *2013-14 Fee Schedule* Vice President Merrell shared the new fee schedule, showing the change to the S&A fee and the building fees. All other fees remained the same as last year. There is a slight difference in the building fee for non-Washington residents; other tuition bands remain the same. Fees are more controlled at the technical college; but we have now adopted the community college schedule for tuition.

Trustee Unti introduced a motion to approve the 2013-14 Fee Schedule as presented. Trustee Page seconded, and the motion carried.

5. **DISCUSSIONS/REPORTS**

- A. *Board of Trustees*

1) Draft Accreditation Report President Hanson shared a presentation regarding the NWCCU Accreditation report. The college hired a consultant, Barbara Kerr to write the college's report. She is also the individual that drafted the book that assists colleges in preparation for accreditation visits, and she also assisted RTC with the year three report. Our mission is succinct and clear. In the future, our mission/vision may want to include our commitment to serving students from low income, disadvantaged, and diverse backgrounds. The budget has turned, but there is no question that cuts have taken a toll on morale; providing no salary increases for five years. We are still working to rebrand the college from the voc-tech. We need to be transparent in this report; being honest about the challenges. Trustee Unti commented that it is amazing how much vitality has taken place despite the budget reductions and high staff turnover. President Hanson and Ms. Richardson will go to the next Commission meeting in January, and will sit with a group of peers.

President Hanson commented that the work on core themes could have been better; benchmarks should have been identified by now. When Chris Johnson left the college, we lost about six months of time. Our goal for core themes should include a dashboard with indicators and progress. Ms. Kerr suggested that another possible outcome would be to scale back to three core themes; allowing for a more simple structure. The Accreditation team will come from real world backgrounds. We have begun to look at turnover and do expect a related recommendation. Recommendations from the committee could also come from conversations on campus. There has been a complete overhaul of the accreditation process; including core themes. A bigger emphasis may be on setting the core mission of the college and structure analysis. There was a lot of concern when core themes were introduced. In looking at different colleges, it shows we don't all have the same core

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themes. Since the process is new; teams are giving different kinds of recommendations. Some teams have given recommendations about audits. Vice President Merrell has not heard anything new; but does expect a recommendation, hopefully clear about what kind of audit needs to be done with a time line. There is a real concern about consistency. In some ways we are fortunate that we are doing the compressed analysis. Next year we will begin again with year one, with recommendations from the year seven report. Years one, three and seven reports were done in three years. Title III should receive a commendation. Student Government is called out as a retention strategy; in its infancy with growth expectation. Turnover is always questionable. Several people were lost to jobs that pay more money. Further, there was a group of people who have left over a result of changes in the college direction, in our desire to be more innovative, entrepreneurial, and forward thinking. Most of the team will have some experience of these factors. We hope to improve compensation as positions open, and we also tighten up job descriptions. We can be more proactive in terms of the selection process. We are not competitive with our neighboring colleges. The college had a long-tenured president that created a culture in the college of not moving the salary structure. We were benchmarking ourselves against other technical colleges, and we actually are competing with community colleges. To meet the needs of the future, we are in the process of redefining new job descriptions and encompassing new focus. Phi Theta Kappa is a club that we plan to establish in the fall; a 2-year national honor society. This provides more of a college flavor by expanding this offering. We need to provide students with opportunities that will give them a sense of attachment and pride, including honor society opportunities. We are working to develop alumni society and honoring the alumni. The trustees shared commendations for the work undertaken with this very large report while incredibly understaffed.

2) *President's Report:* President Hanson shared information from the President's Retreat held in Seattle, July 24-26. We met at Institute for Systems Biology, and heard from Leroy Hood, who is both a scientist and a physician. He is a very incredible speaker, and it was very much a treat to hear him speak. There was a panel presentation on the smarter balanced assessment; common-core standards for K-12. This will be field tested in spring 2014, with a goal to implement in 2014-15. Students will take an assessment in 11th grade to determine college readiness. We don't expect the majority of students to be at level 4. The test will be diagnostic; so they will know what they need to do. This provides a great opportunity to partner with high schools. We will be looking at how we can present this information. There was also a presentation from the Kaan Academy; developing videos that will align with every aspect of the deficiencies. We had a lunch meeting at Amazon. They had a staff panel, and they know virtually nothing about community and technical colleges. We are going to develop a plan to work with Amazon to identify their needs. In the business meeting, as Capital chair, we may have to develop an end-run policy. The Operating report provides an additional \$18.5 million in funding; discussion regarding allocation and an analysis of permanent cuts and distribution; this means \$474,000 to RTC (no strings attached). Grays Harbor is in their recovery year; their president is going to turn down this distribution and have his allocation lowered. We have discussed this scenario and feel confident that we will reach our target and have decided to take the funds, and not rebase ourselves. We cannot use these funds for salaries; but the funds that were returned to colleges from salary reductions could be used for that. There is new funding available in the Student Achievement Initiative (SAI). There will be a

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workshop for WA trustees only, during the ACCT Congress in October. The new funding will be tied to the achievement initiative. Legislation was passed for \$500,000 to develop two BAS programs for secondary STEM; we are going to apply. We feel good about a strong application if we have three partners; Kent, Renton and Rainier Beach. A committee will be established by the state board to evaluate the process. The turnaround time is very quick; we will have to see how many applications go in. We will be building this on our computer science program. This will be a test case for the applied baccalaureate. We did receive legislative approval for the design of our automotive complex.

3) *Student Services* Vice President Pelkey shared an update on the Kentlake partnership and the potential partnership with Rainier Beach High School. The building and maintaining of relationships within the high schools is very important. There is a data basis for this, as we work to create a College in the High School in Kent. Renton is also interested. We have plans to meet with the principal at Rainier Beach very soon. These high schools have large populations of students with no plans for college. Kentlake was the first to come to us with a need for pathways. We met with them last week to discuss College Spark and Gates Grant. We need to discuss specifically those who are on free and reduced lunch programs. We also need to hone to a very specific population. We are working to rekindle the relationship with Renton, and spark a new relationship with Rainier Beach. As we look at bachelor degrees, these relationships are key. We need to refocus time and personnel efforts in this direction. We would like to be on the front end of this; possibly hosting a meeting to discuss curriculum alignment. There are no conclusions to the conversations, but they are surfacing and growing. In Renton, we are talking about all the high schools. In Kent, we are currently only at Kentlake High School. The College in the High School model will allow the student to complete pre-requisites to select a career pathway choice. The student will leave high school with 15+ credits. We would love to partner with Renton on the Aerospace Training. We believe we have relied too much on the instructors from the programs to go to the high schools. We need people who have a more encompassing focus. We need to engage students early to see RTC as an option. We recently met with Doug Medbury & a person in Renton, to assist students that may be able to embed the culinary curriculum into the alternative school in Renton. Timing for partnerships in the high schools has to be right; the personnel need to be right and the willingness to hear about the partnerships needs to exist. Every freshman at Kentlake High School, and ultimately in the district of Kent will receive a laptop. We should expect to see other districts move into that direction.

6. **MEETINGS**

The next regular meeting and Board Retreat will be the board meeting/retreat on September 17, 2013. We will start with a continental breakfast at 8:00 a.m. The meeting will begin at 8:30 a.m. and wrap up following lunch.

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7. **EXECUTIVE SESSION**

No executive session was held.

8. **ACTION**

9. **ADJOURNMENT**

It was moved by Trustee McAbee to adjourn the Board of Trustees' meeting at 9:09 a.m. Motion carried.

CATHY MCABEE, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees