

MINUTES**1. CALL TO ORDER**

The meeting was called to order at 3:00 p.m. by Board Chair Entenman. A notation was made that a quorum was established, and A.J. Serba from the audience led the flag salute.

2. ADOPTION OF MINUTES

Board Chair Entenman asked for corrections and/or additions to the following minutes:

October 17, 2018 regular meeting

*Trustee Unti introduced a motion to approve the meeting minutes for the regular meeting held on October 17, 2018 as presented. Trustee Palmer seconded, and the **motion carried**.*

3. COMMUNICATIONS**A. General Information/Introductions**

The following new Tenure-track faculty were introduced:

- Nizar Ali, College and Career Pathways
- Raquel Poteet, College and Career Pathways
- Colleen Day, Computer Networking Technology
- Kayla Jang, Computer Science
- Elizabeth Jennings, Legal Assistant
- Megan Graham, Surgical Technology

Not Present:

- Beatrice Favre, Early Childhood Careers

B. Correspondence

Correspondence for the month was sent to Board members electronically, which included an Op Ed from the Road Map Project Blog; November 2, 2018 by Dr. Kevin McCarthy and Dr. Sheila Edwards Lang regarding the King County College Promise program. King5 News aired a segment and article: *Inmates work toward a cleaner future with unique custodial class*, an RTC program taught by Instructor Martin Douthit.

C. Comments from the Audience

Janine Buis, Full-Time Nursing faculty shared comment from the Nursing faculty team regarding their dissatisfaction with the ratified RFT contract, and that they had plans to submit a grievance against the union for their inaction in communication, transparency and engagement of the Nursing faculty in the contract before the Board for approval today.

D. Student Leadership

Director Supinski introduced student Anna White, who was awarded the *ACT Transforming Lives* scholarship by the Board of Trustees. Ms. White thanked the Board members for selecting her essay to move onto the ACT Transforming Lives statewide process. Trustee Page noted that he found a great sense of optimism in Ms. White's essay and thanked her for sharing it. Trustee Takamura inquired about student Board representation at Board meetings, and if further discussion had taken place.

- E. Renton Federation of Teachers** President Sheila May Farley stated that the information she had to share was relative to the contract and will co-present with Executive Director Hogan. Everything brought to the table was in the best interest of the entire faculty group. They worked hard to make sure everyone was heard and given the opportunity to do so. Two general membership meetings were held, which was the best attendance ever between both meetings (40 attended in the morning and 20 in the afternoon). Approval of the contract was at eighty-three (83) percent. Two PowerPoint presentations were shared as well as listing out the changes. Voting was open for three days, and was voted on via ballot.
- F. Written Communication Reports** Board Chair Entenman commented that the written reports included in the Board materials are well done and appreciated. There were no questions.

4. ACTION

- A. RFT Contract Renewal** Executive Director Hogan began by thanking those who participated in bargaining during this negotiation period: Jacob Jackson, Patrick Brown, Jodi Novotny, Tami Rable, Angel Reyna and Eduardo Rodriguez. From the faculty team, she thanked Sheila May Farley, Rick Geist, Michele Lesmeister, LynnDee Spencer, Simone Terrell, Connie Tran and lastly Merrilee Miron, who made this contract her last hurrah before her retirement from AFT Washington. The contract changes are huge in that it represents a change in the way we operate as a college. Changing to a credit based model will help us better serve our students, as well as business and industry. Many advantages of this new model include:
- It is updated and in alignment with the system of technical and community colleges, assisting with our move to ctcLink.
 - The new model creates consistent and transparent compensation for faculty, removing the “add-ons” and special compensation fixes that have been created over time. Faculty will know before work is performed, what their compensation is.
 - This model allows for appropriate administration through a compensation structure that addresses faculty compression and helps our competitiveness by raising the academic year salaries.
 - It provides for cleaner, accurate and transparent budgeting.
 - The workload supports faculty need for participatory governance, improved tenure participation and process, and supportive of professional-development.
 - This model allows us to move some programs from a block schedule and creates opportunities to better support our service district, promoting Running Start, contract training and allowing for part-time studies – this is a student-focused model so that we may better support our students and our communities. Students will receive the instruction that they pay for.
 - Most of all, this model creates a more equitable workload model. This model brings greater equity between different instructional areas (career-technical, college and career pathways, and general education) and provides reward to those adjunct faculty who impact the institution through teaching and college support. This new model is better for faculty as it recognizes different modality and discipline, and ultimately this is better for students.

Executive Director Hogan noted that this is an enormous first step and committed that all faculty are receiving an appropriate and fair compensation. Without exception, all full time faculty received a compensation raise for their annual contract. She reviewed the executive summary beginning with housekeeping, and through each changed article of the contract; Article 3 through Article 13, and Appendix A through D. Old MOUs were either included or sunset. It has been agreed through an MOU to reopen in March to review compensation; we needed to take a pause. Additional items in this MOU included on-line compensation for low enrolled courses, realign course credit, and class loads. Ms. May Farley noted that the summer quarter calendar is now variable for six (6) or eight (8) weeks. All contracts in the summer will go to an adjunct rate, which is aligned with the rest of the college's in the system. She also noted that the degree stipend is still not at the point where faculty is good with.

EXECUTIVE SESSION At 4:04 p.m. Board Chair Entenman called for an Executive Session, for twenty (20) minutes to discuss collective bargaining issues and proposals. The Board met in the Board Room for this session, which began at 4:09 p.m. At 4:29 p.m. the executive session was extended for ten (10) minutes. The Board returned to regular session at 4:45 p.m.

EXECUTIVE SESSION ACTION

*Trustee Page introduced a motion to approve the RFT Contract as presented. Trustee Palmer seconded and the **motion carried**. Trustee Palmer thanked everyone for their work.*

5. DISCUSSION/REPORTS

A. Canvas Tenure Review Faculty Tenure Committee members Liz Falconer, Rick Geist, and Kathleen Higgins were present to lead the discussion on Canvas. Dr. Falconer led the presentation by demonstration of the Canvas website. The committee page and probationer e-portfolio samples were shared. Observation tools have guidelines for both the candidate and the committee members. The committee is hoping the experience will be easy and informative for all. Cohorts have been created for new tenure candidates that provide additional support mechanisms. Trustee Unti expressed his appreciation to the committee on behalf of the Board, in creating the on-line portfolios. Dr. McCarthy further extended his appreciation of the cohort development.

B. President Dr. McCarthy began by introducing Board Chair Entenman as State Representative-Elect Entenman, and congratulated her. He continued by sharing his thanks to those involved in the ratification and approval of the new RFT contract. Good faith bargaining happened, and upcoming good faith implementation will be imperative. There is joint accountability to move the college forward.

Goals – This year, Dr. McCarthy's goals are *Equity, Advocacy, Trust and Finance*.

Equity – The College participated at the Latino Health Forum for the third year on October 31. Instructors Leah Hoffman, Camille Pomeroy, and Alma Meza attended. The annual Faculty and Staff of Color Conference was held in Blaine, WA on October 31-November 2; about nine (9) people attended from RTC. DEI and IDI continues. Dr. McCarthy and three Board members attended the ACCT Leadership Conference held in NY October 24-27. The highlight of the Conference of course, was the presentation of Ms. Alma Meza's Regional Faculty Award! It was a pleasure to see Ms. Meza accepting this award, on behalf of her work at RTC. We attended a couple of equity based presentations at the conference, one of which was by Edmonds Community College's Dr. Yvonne

Terrell-Powell on equity hiring emphasizing an “inclusive-Excellence model.” Another presentation was on “Inclusion Building” from a Wisconsin college. They emphasized that organizations need to adapt to demographic changes, and that in order to implement change, equity-minded people need to be hired. At the fall ACT conference, Everett Community College presented their “5 Dimensions of Equity” concept, some of which would be good for Board meeting discussions as well.

Advocacy – Vice President Gilmore English attended a “Basic Needs at Higher Education” Stakeholder meeting organized by Senator Murray’s office. Vice President Reyna, along with Tami Rable, and Jacob Jackson met with Connor Stubbs, Legislative Assistant for Congressman Smith regarding WIOA funding needs. It was nice to have input in both of these arenas.

Dr. McCarthy testified in front of the King County Council regarding their support of a King County Promise program on October 29. RTC student Connor Moore also testified. Further testimony occurred on November 5, but we were unable to attend. These funds are earmarked for education for vulnerable youth from the Sound Transit tax revenues. We want to include a King County promise in addition to the Seattle Promise so that support doesn’t stop at the Seattle City Line. Dr. Amy Goings and Dr. McCarthy are coordinating a letter to the County Executive and will inform the board what they can do to assist with County Advocacy.

At the State level, WACTC and ACT have had legislative priority sessions. As discussed last month, there are major requests for salary improvement beyond COLAs (\$68M), monies to expand Guided Pathways work in the system (\$86M), and funding to support high-demand training (\$35M). Dr. McCarthy has been a strong advocate of taking a system approach, but believes that he has been pulled to advocating for technical colleges (classified salaries and high-demand funding), noting technical colleges are less served and it is not without conflict at the state level. Another issue in the system is requests for regional cost-of-living adjustments.

Trust and Finance – We continue to work toward a sustainable business model at the college. With increased expenditures and decreased revenues, we are going to need to work hard and collectively to have fiscal health. Our goal is to create three months of operational reserves (approximately \$9M) on top of the \$4M required for our operational float (minimum balance required to do business). Program development and expansion is a key to increasing revenues, but we also have to explore the viability of programs that do not best serve the mission of the college, its communities, and its financial necessities. We will be setting up dual processes of adjusting FY19 budget to current realities and developing the FY20 budget. These will begin in the near future. This will work best in a culture of trust and accountability, so we will continue to work on improving these.

Enrollments are down overall. Gen-eds are up, but professional-technical enrollment is down, including I-BEST FTE. We have been shrinking programs to right-size credits, and are facing significant decrease in apprenticeships due to the Pipefitters move to Bates, a loss of 250 QFTE. In apprenticeships we always buy FTE. This year we are \$144K better off, but as the years progress we lose the FTE. Lower enrollment puts us at about ninety (90) percent of target, and revenues will be down. Trustee Page inquired about fiscal sustainability and any new programming. Dr. McCarthy shared some information about contract training for Amazon and renewed relationships with RSD in Mechatronics. Tomorrow Dean Carter, Medical Assistant Instructor Leah Hoffman and Dr. McCarthy are meeting with Kaiser Permanente regarding partnership. We have had wait lists in computer science, and once we bring on a second instructor we should be serving students better.

C. Administration/Finance

- 1) **Monthly Finance Report** Vice President Rodriguez reviewed the monthly operations report, cash and investment balances for the month of September, 2018. Year-to-date revenues and expenditures are on track. We are seeing a little more tuition this year than last year by the end of September, but that is mainly due to Financial Aid processing efficiencies in our Student Services departments. We are seeing more local fee revenue this year as a result of the Mechatronics program. The Mechatronics program also incurred additional expenditures for lab preparation.

Our bookstore transition is nearly complete. We are hoping to at least break even with the bookstore operation this year, but hopefully add to our enterprise funds balance.

This year we will have some additional budgetary challenges after the ratification of the faculty collective bargaining agreement. We will need to re-assess and rebalance our FY19 budget.

D. Board of Trustees

- 1) **Tenure Materials Available on Canvas** Three Tenure candidates will be presented in December for Tenure advancements. Board members agreed to begin the December meeting with an executive session at 2:15pm.
- 2) **ACCT Leadership Conference Report** Trustee Page shared information from the trip to NY for the ACCT Leadership Conference, themed “Partnerships: Building Blocks to Student Success.” Dr. McCarthy and the three attending Board members visited the WDC in Queens; it was great to see opportunities for apprenticeships. He also attended a number of useful presentations. He attended session on increasing student satisfaction by *Using Artificial Intelligence in Student Services* – a presentation of Chatbox technology developed to provide online Q&A support for prospective and current students. Overall he felt it was one of the best conferences he has attended. Trustee Palmer served as RTC Board of Trustees voting delegate. Trustee Dan Altmayer (Highline Trustee) was voted in as one of ACCTs Board of Directors, At-Large Director. She expressed her pride for Ms. Meza and her award. Trustee Palmer also participated on a panel presentation titled, “Labor and Community and Technical Colleges—A Powerful Team.” There was a good showing and turned into being a big union meeting after, with many thoughts shared for the future. She is happy to see partnering between labor and CTCs. The WDC tour was great, and she enjoyed the session on equity-minded leadership. Trustee Unti noted that when trustees travel together to attend conferences, it increases the value of the investment. He attended a session on what do you do when you lose all state funding. In Illinois, they have a local levy alternative. We need to get the State of WA to be accountable for the economic engine: education!
- 3) **Board Liaison Reports**
 - a) **RTC Foundation** The big Celebrity Chef event is scheduled tomorrow evening. Trustee Page will be in attendance, and hopes to see others there as well.
 - b) **RTC Advisory Board** There has been no meeting since September, so there is nothing to report.

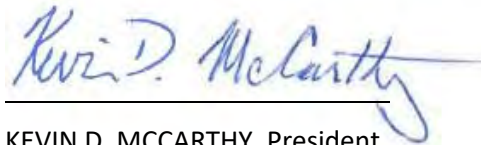
6. **MEETINGS** The next regular meeting of the Board of Trustees is scheduled on December 12, 2018. We will begin with an executive session at 2:15 p.m.

7. **EXECUTIVE SESSION** The executive session was moved to earlier in the meeting, section 4A.
8. **EXECUTIVE SESSION ACTION** Action taken was recorded in section 4A.
9. **ADJOURNMENT**

There being no further business, *it was moved by Board Chair Entenman to adjourn the Board of Trustees' meeting at 5:41pm. **Motion carried.***



DEBRA ENTENMAN, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College