

**Board of Trustees – Regular Board Meeting
Board Room (I-202)**

**December 12, 2018
2:15 P.M.**

MINUTES

SPECIAL MEETING:

2:15 P.M.

1. EXECUTIVE SESSION

At 2:15 p.m. Board Chair Entenman called for an executive session for thirty-five (35) minutes, to review the performance of a public employee. The executive session was extended fifteen (15) minutes at 2:50 p.m. The Board returned to open session at 3:05 p.m.

REGULAR MEETING:

3:00 P.M.

1. CALL TO ORDER

The meeting was called to order at 3:10 p.m. by Board Chair Entenman. A notation was made that a quorum was established, and Trustee Page led the flag salute.

2. ADOPTION OF MINUTES

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

November 14, 2018 regular meeting

*Trustee Unti introduced a motion to approve the meeting minutes for the regular meeting held on November 14, 2018 as presented. Trustee Takamura seconded, and the **motion carried**.*

3. ACTION ITEMS

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

B. Faculty Tenure

1) Tenure Advancements – Second to Third Year

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Unti moved that **Allison Shurtleff** be promoted from the second to the third year of probation, effective April 1, 2019. Trustee Takamura seconded, and the **motion carried**.*

2) Tenure Advancements – First to Second Year

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Page moved that **Zachary Ruben** be promoted from the first to the second year of probation, effective April 1, 2019. Trustee Unti seconded, and the **motion carried**.*

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that **Jessica Koshi-Lum** be promoted from the first to the second year of probation, effective April 1, 2019. Trustee Page seconded, and the **motion carried**.*

*Trustee Unti introduced a modification to the prior motions to include only the advancement; the effective date no longer needs to be included. Trustee Takamura seconded, and the **motion carried**.*

4. COMMUNICATIONS

- A. **General Information/Introductions** Dr. McCarthy introduced Mike Potter, Dean at LWTech and guest here today. Mr. Potter is a member of this year's WELA cohort, and Dr. McCarthy is providing mentorship. He joined us at yesterday's Executive Cabinet meeting, and is here today to observe the Board of Trustees meeting.
- B. **Correspondence** All news stories and correspondence were shared with Board members electronically.
- C. **Student Leadership** Director Supinski noted that students are on winter break and will be in attendance in January. We are in the process of new student orientations for winter quarter; almost 200 students have participated thus far. Three students have been selected for the Phi Theta Kappa Fall Scholarship applications, and the All Washington Scholar program.
- D. **Renton Federation of Teachers** President Sheila May Farley shared information about the current program viability process to look at all programs. This can take on a negative connotation but some have used it positively to showcase their programs. Programs will be evaluated over the break. Administration and RFT held a contract implementation training yesterday; not all faculty are pleased with the outcome of the contract. RFT is looking at changes when we reopen in March; this is a work in process. Faculty participated with orientation for new students on campus yesterday.

5. DISCUSSION/REPORTS

- A. **Construction Center of Excellence** Vice President Reyna introduced Director Shana Peschek, of the Construction Center of Excellence (CCE). Last week she coordinated the PNW Apprenticeship Conference, and is always happy to share the work of the CCE at RTC, one of ten serving the State of Washington. Centers are designed to be mobile and flexible with industry, including emerging trends and technologies that might need changes. They look at opportunities to diversify workforce with women and persons of color. While they do that work, it is critical that the worksite is a respected culture. Often retired individuals are hired from industry and CCE is there to assist industry and faculty that teach, about implicit bias, equity & inclusion. Two workshops were held during the year, one on each side of the state, utilizing some experts from the system. This is a long-term commitment. Director Peschek shared a Construction Data dashboard – the focus included state labor data. It gathers future openings for different trades, and serves as a tool for exploration, and to expand or reduce capacity. The tool is a new opportunity for people to use. Apprenticeship expansion requires tools, resources and work. People don't understand apprenticeship and sometimes need more guidance, and assistance. The Empower Conference (held on International Women's Day) – is a leadership conference for women in the trades; it provides help and support to each other, showing how men and women can work together to grow opportunities. The Center provides workshops and professional development opportunities, externships, webinars, communication, and provides tools to help bring people along. Her son, Hunter, is a youth apprentice; working on Core Plus+ Construction in Aerospace (provides high school math credit). Under this framework, they want to find ways to provide dual credit, for a degree pathway. Director Peschek further shared a Tableau demonstration. The funding source is from SBCTC: \$204K, grants, and relationships/sponsorships with industry. These funds are

earmarked from part of the allocation; colleges that host the centers are the sponsors. The more CCE can build relationships, the more it will help the system colleges. Relationship building is very time consuming, yet powerful. They are very active in the K-12 system. Trustee Takamura noted her appreciation for tackling of the implicit bias in the industry. Developing critical mass is important; the relationship helps the connection.

B. President

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

Equity – Vice President Reyna has teams looking at these priorities, and will have a more thorough report in January. Several staff, including Vice President Reyna are planning to attend the “Advancing Racial Equity” conference this Friday, presented by Governing for Regional Equity and Inclusion (GREI). We are members of the Puget Sound Coalition that meets six times per year, which includes K-12 Superintendents and CTC presidents. The meeting last week centered on Equity Leadership. Following that meeting, I joined Dr. Sheila Edwards Lange (Seattle Central), Dr. Rosie Rimando-Chareunsap (S. Seattle), Dr. John Mosby (Highline) and Dr. John Welch, Superintendent PSESD and Ms. Kyla Lackie, PSESD Director of Post-Secondary Readiness for a deeper discussion. The PSESD underwent a design process – to become an anti-racist, multi-cultural organization. This generated two big questions for the agency: 1) What does it look like to be accountable to communities of color? 2) What does it look like to be accountable as a leader? These two questions were the basis of four other questions to the four attending presidents: 1) When have you seen organizations be successful being accountable for racial equity work and what does it look like? 2) Who are you accountable to and how do you know? 3) When do you know it is happening and what does it feel like when you’re accountable? 4) What is accountability for implementing a racial equity plan? Dr. McCarthy shared these questions with the cabinet team as good questions for us to consider.

Advocacy – Dr. McCarthy continues working on the King County Promise Strategy group – making the rounds with different council members. Mayor Law will assist in setting up a meeting between Dr. McCarthy and Dr. Damien Pattenau to meet with King County Council Member Reagan Dunn. We are gearing up for the upcoming legislative session. Dr. McCarthy partnered with Dr. Johnson from Green River and Dr. Mosby from Highline on a presentation at the South Sound Chambers of Commerce Legislative Breakfast yesterday. There was a small legislative crowd and newly elected Representative (and Board Chair) Entenman introduced Sarah Servin - her replacement as District Director to Congressman Adam Smith. The Presidents made a pitch for the system request and emphasized fully-funding compensation. The program also included a presentation on road construction.

Trust – Dr. McCarthy noted that the roll-out of the program viability process was a little rough (following the Thanksgiving break). There is no good time and his message may have been a bit short. The majority of feedback was that it was not well received. Some heard it as retaliatory. We need to make some hard budget decisions, and messaging could not have occurred before the contract vote. The first message was short, so he tried again at the end of last week with a second message that was greater in length to discuss contract implementation; some thought this message was too long. The focus was on administrative support of the new contract and faculty salary improvements. This is not retaliatory, but realistic: “RTC cannot make some significant changes to its operations without other necessary changes . . . Part of this will come from looking at our programs and our classes through conversation and data, and analyzing how we will be best

serving our community in the future. And frankly, that will mean we will not be serving them just as we have in the past. We teach our students that they need to learn how to adapt for the future or be left behind. This is true for us as an institution as well.” There were some positive comments from this. We continue to work on communications. RFT and Administration held a joint training on contract changes yesterday. There is also an active labor-management group that is meeting. Dr. McCarthy also held an end of quarter forum this morning for everyone on campus – about fifty (50) people attended, and some good questions were raised. The issues of a college are too complex to solve in a vacuum, and we need all voices.

Finance – For the first time that Dr. McCarthy is aware of, we are doing a formal mid-year budget realignment process. We are updating revenue projections, expense projections, and looking for items that were not originally budgeted for or have changed. This then becomes the plan; enrollments are down, with revenue implications. The allocation model changes from a projection. What are the realities of expenses, the faculty contract, and theoretical sense of benefits to actuals? There are big money implications for the loss of the Pipefitter contract, but then we don’t have the additional \$600K in expenses. We also need to go through the process of developing the 2019-20 budget. We expect to finalize and share with the College in early January and will inform dual processes of adjusting the FY19 budget, and developing the FY20 budget. Our Budget, Accounting and Financial Services Manager Ms. Raevel Chea will take the lead on financial literacy. We will need to make some major adjustments. Trustee Page asked about the sense of our capital project. Dr. McCarthy senses we are too low on the list, unless the Governor’s budget comes out in support of all capital projects; it is supposed to be out today or tomorrow. The system has a large ask this year. The overall deltas are increased expenses and decreased revenues.

C. Administration/Finance

- 1) **Monthly Finance Report** Vice President Rodriguez reported that we are starting to see the effects of lower enrollment and higher operating costs. Cash is approximately \$300,000 less than in was at the same point in time the previous fiscal year. Tuition revenue had been higher than in the previous year through September due to efficiencies in processing financial aid. In October, tuition revenue is below the previous year, more accurately reflecting the lower enrollment numbers. Higher salary and benefits costs have been offset by less spending in goods and services, which places us only approximately \$50,000 higher in total expenditures than the previous year. As we progress through the year and the new RFT salary schedule takes effect, we will see expenditure rates rising, creating a bigger gap between revenue and expenditures.

D. Board of Trustees

1) Board Liaison Reports

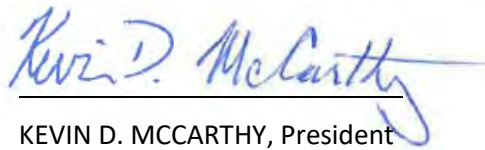
- a) **RTC Foundation** Trustee Page reported on the Celebrity Chef event, which went very well, and will likely exceed fundraising expectations. There has been considerable discussion about the expansion of these types of events. The Cugini family appreciates the small and intimate event. The next event is the Student Success breakfast in February. Will be doing thank you calls again this year; an effective way of helping people feel appreciated in their donations. There have been lot of great ideas generated, and hope to expand on them in the future.
- b) **RTC Advisory Board** The next meeting will be held February 6, 2019.

6. **MEETINGS** The next regular meeting of the Board of Trustees is scheduled on January 16, 2019. Board Chair Entenman will not be able to attend in person, but may be able to participate via conference call.
7. **EXECUTIVE SESSION** No executive session was held.
8. **EXECUTIVE SESSION ACTION** No action was taken.
9. **ADJOURNMENT**

There being no further business, *it was moved by Board Chair Entenman to adjourn the Board of Trustees' meeting at 4:52 pm. **Motion carried.***



DEBRA ENTENMAN, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College