

**Board of Trustees – Special and Regular Board Meetings
Roberts Campus Center Board Room (I-202) and Culinaire Room (I-108)**

June 12, 2019

SPECIAL MEETING:

1. EXECUTIVE SESSION

At 1:50 p.m. Board Chair Entenman called for an executive session for 60 minutes, to review the performance of a public employee. At 2:50 p.m. the executive session was extended for five (5) minutes. The Board returned to open session at 3:00 p.m. and adjourned to the Culinaire Room for the regular meeting.

REGULAR MEETING:

1. CALL TO ORDER

The meeting was called to order at 3:08 p.m. by Board Chair Entenman. A notation of quorum was made, and Trustee Palmer led the flag salute.

2. ADOPTION OF MINUTES

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

May 15, 2019 Regular meeting

*Trustee Page introduced a motion to approve the meeting minutes for the regular meeting held May 15, 2019 as presented. Trustee Unti seconded, and the **motion carried**.*

3. COMMUNICATIONS

A. General Information/Introductions

B. Correspondence All correspondence and news stories were previously shared with Board members electronically. A special shout-out was given for the RTC Downtown Open House.

C. Public Comments from the Audience

Students Amanda Forsman, Jennifer Cooper, Kendall Shields from the Anesthesia Tech program were present at the meeting with concerns about inconsistent instruction, proper instructional support, and lack of training and readiness to students.

Phlebotomy instructor Simone Terrell shared her concern about an email from DEIC for a summer pilot group for white faculty/staff. She shared concerns about dividing the community on race and ethnicity. RFT President May-Farley agreed that it is feeling divisive and segregated. Director Supinski clarified that she was a co-author of the group message. The intent is to allow white people to identify and collaborate what it means to be white, and stand as white people against racism. The intent is to address racism, and how our whiteness can impact students of color. Dean Reader noted the importance of the affinity groups on campus for students of color. Most predominately white campuses don't necessarily provide a space for people of color. Creation of programs like Men of Merit for men of color (assisting in completion and persistence), need to have faculty and staff around them that look like them. The Muslim group allows Muslims a space where they can have a shared experience. It is extremely important for these groups to exist. The newest created group is the Lavender Network in support of LGBTQ+.

On behalf of the DEIC Council, Jamie McGinnis read aloud a letter from DEIC presented to the Executive Cabinet on June 10 for discussion and response, regarding the creation of a Bias Incident Response Team on campus.

Board Chair Entenman asked for a short executive session at the end of today's meeting. She thanked students for their comments, and asked that they put their collective comments in writing, for proper processing.

- D. Student Leadership** There was no written report this month. Students Connor Moore and Meylin Rauda-Marquez shared an update about year-end activities for students. The PTK Induction Ceremony was held on May 30 for the induction of over 180 new members. A student leadership awards ceremony was held on June 6. Honor cords have been distributed, students are busy with finals, and are looking forward to Commencement.
- E. Renton Federation of Teachers** RFT President May-Farley noted that we were honored this week with campus visits, additional interviews, and campus forums of VPI candidates. Kudos to HR for the work involved with all of these activities. Campus-wide, this has been a great experience, to continue into next week. Kudos to Jessica Gilmore English acting as interim VPI, keeping everyone supported and making sure students are served well. Negotiations are ongoing, and appreciation is extended to the negotiation teams. RFT is looking forward to negotiating disbursement of the new funds granted by the legislators. There is good intent with faculty negotiations. Graduation is our next big event, and we look forward to seeing everyone there.
- F. Written Communication Reports** There were no comments or questions.

4. ACTION ITEMS

A. Faculty Tenure Advancements

1) Advancements – Second to Third Year

*After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, Trustee Takamura introduced a motion to approve the promotion of Huma Mohibullah from the second to the third year of candidacy, on the accelerated schedule suggested by the tenure committee. Trustee Palmer seconded, and the **motion carried**.*

*After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, Trustee Unti introduced a motion to approve the promotion of Angela Bay from the second to the third year of candidacy. Trustee Page seconded, and the **motion carried**.*

2) Advancements – First to Second Year

*After giving reasonable consideration to the recommendations of the tenure review committees and all other recommendations, Trustee Page introduced a motion to approve the promotion of Steven McKinnon and Dimpy Gill from the first to the second year of candidacy. Trustee Palmer seconded, and the **motion carried**.*

Board Chair Entenman informed the Board of an addition to the agenda for approval. Dr. McCarthy presented a resolution in support of the King County Promise, and the prioritization of such funding in their upcoming PSTAA funding decisions.

- B. Resolution #16** The Puget Sound Taxpayer Accountability Account (PSTAA) identified necessary funding to address unacceptable equity gaps in postsecondary readiness, access, and completion via the King County Promise. The earmark is dedicated to be used for educational services to improve educational outcomes in early learning, K-12, and postsecondary education in King, Snohomish and Pierce Counties. This is a collaboration from PSED and King County Colleges to increase graduation success rates. At their June 17 meeting, the King County Council will look at an initial budget proposal and suggestions of how money should be used. Early learning is very organized and they are looking for the majority of funds. RTC Board resolution number 16 is presented in support of a portion of these funds.

Trustee Takamura introduced a motion to approve Resolution #16 as presented. Trustee Palmer seconded, and the motion carried. Resolution approved.

- C. 2019-20 College Budget** Vice President Rodriguez presented the budget development process and the final 2019-20 fiscal year budget for approval. A presentation outlined the details of the balanced budget presented.

Renton Technical College's operating budget for the 2019-20 fiscal year is \$37,122,349, including \$2,061,429 of enterprise account budgets, and \$1,669,477 of grants and contracts budgets. The budget is balanced with projected revenues from State allocation, tuition, fees, Running Start, enterprise services, and grants and contracts.

732 employees (faculty and classified staff), 3 percent for exempt employees, plus an additional 5 percent for all State employees working in King County. The total impact of these general wage increases on RTC's budget is an additional \$1,822,970 in payroll. That includes \$249,895 that will need to be paid from local funds for enterprise staff, grants and contracts staff, plus an unfunded portion of operating account staff increases.

The revenue projection for the allocation portion is based on the Washington State Board for Community and Technical Colleges (SBCTC) projection, which will distribute the allocation to all colleges in the system based on FY19 student FTE numbers, and include additional allocation for the general wage increase and for the King County regional pay. Tuition and fee revenue projections are based on historical trends, current enrollment, current revenue trends and actuals, and changes in educational programs. The tuition revenue projection includes a 2.4 percent legislatively approved tuition increase of \$142,808, and \$486,170 from additional sections and cohorts. The Running Start revenue projection is based on historical and current FTE levels, plus an additional \$100,000 due to an increase in the reimbursement rate. Enterprise and grants and contracts revenues are based on historical trends, FY19 year-to-date actuals, and award amounts.

In order to reach a balanced budget for the FY20 fiscal year, RTC depended on the Legislature appropriating most of the approved general wage increase and regional pay increases (in previous years they had appropriated only 65 percent), and in approving a tuition increase of 2.4 percent. RTC also increased its tuition revenue projection as a result of additional sections and cohorts

planned in FY20. In addition, RTC made budget cuts, which included \$974,020 in classified and administrative exempt positions, and \$677,356 in faculty positions.

Trustee Unti commented that he is encouraged that the larger community is beginning to value the community and technical colleges. We need to continue to work in a greater spirit of staff, faculty and students on our campus. Particularly he acknowledged student government. Trustee Takamura thanked Vice President Rodriguez, Dr. McCarthy and Board Chair/Representative Entenman for their work and time in Olympia. Trustee Page indicated that this is both a road map and a deliberation. The budget provides the base, but how will the college be able to be more efficient in the future and develop a surplus to build reserves, and take more chances on things? Vice President Rodriguez thanked Ravel Chea for all the time, effort and work put into this budget.

*Trustee Takamura introduced a motion to approve the FY 19-20 College Budget as presented. Trustee Palmer seconded, and the **motion carried**.*

5. DISCUSSION/REPORTS

A. President

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

Dr. McCarthy recognized Director Hansen for receiving her Master's in Management and Leadership in the spring, and Stephanie McIrvin will be hooded with her Doctorate of Education this weekend.

Dr. McCarthy shared his appreciation for the work that went into creating the balanced budget for FY20. He thanked Vice President Rodriguez, Ms. Chea and the Business office, as well as Executive Dean Jackson for his extensive work from the Instructional side.

Equity – Dr. McCarthy commented that he appreciated that people felt comfortable today to share their differing opinions regarding affinity groups for marginalized populations. He noted that we are looking forward to getting a Bias Incident Response Team (BIRT) on campus. In 2016, the Multicultural Student Services Directors Council (MSSDC) initiated discussion with the presidents on this work. WACTC tasked the Student Services Commission (WSSSC) with refining the advice, which was then presented at the WACTC meeting in October 2018. Our VP Student Services and Dean of Student Success joined Dr. McCarthy for that presentation. He added that he wished that the financial matters that consumed us this year had not stalled the momentum of our own work toward this. Dr. McCarthy advised that his current practice is speak or email to the campus community when a response to an incident is needed (from the campus community or on a larger National scale). Emails can often be taken out of context and interpreted in different ways. We are looking forward to working with DEIC on these concerns shared today. We do have firm policies for student conduct, Title IX and Discrimination in place. Trustee Page noted that while it was perfectly appropriate for Dr. McCarthy to delegate specific responsibilities for response to bias incidents, it must be clear that they do so under his authority. He remains the voice of the College, and ultimately accountable for how we approach this challenge.

Advocacy and Finance – Our time in Olympia is now on hiatus, as well is that of the relaxed and smiling face of Board Chair/Representative Entenman. Representatives Orwall and Bergquist attended the RTC Downtown Open House, and may show up at Commencement. We are hopeful about PSTAA money filtering into our system. Dr. McCarthy has testified on this issue several times,

and will again on July 1.

Trust – Dr. McCarthy appreciates RFT President May-Farley’s comment about the collaborative process of the VPI search; we had 60+ applications and are now bringing the four top candidates onto campus for half-day continued interviews, campus tour, and campus forums. We appreciate everyone’s involvement.

Finance – After spending a lot of time on finance during the meeting, Dr. McCarthy wanted to emphasize a few other points. “What do I like best about the budget?” The key is that we were able to develop a balanced budget after making major revisions in March, without further cutting positions and also experiencing new demands on local funds. It has clearly been an active and often difficult year regarding the budget. Last week’s Faculty Tenure celebration and advancements today highlight faculty success and value of investing in their salaries with the new contract. Many sacrifices were made in order to realign budget and expenses. The winter was challenging as we had lots of people involved in program viability studies, the mid-year budget review, and the \$1.65M in cuts, most all in positions. The spring budget development produced a positive balanced budget, but sacrifices to that end included no contingency accounts and no funds dedicated to re-build reserves. Sustainability is dependent on growth: retention, expansion, and new programs are needed to increase revenue, in addition to finding efficiencies and ways to reduce expenditures. We need to have contingency, innovation and reserve budgets. In local funds, because we have an older workforce, there is \$37.9K unfunded state benefits for faculty, and \$31.3K unfunded state benefits for exempt and classified. SBCTC believed they were \$8K short in funding the general wage increase in full, but in reality, due to these figures it was \$69.2K for RTC. There is an additional \$182K of local funds required to provide general wage increases to non-state funded faculty, classified, and exempt (\$51K faculty, and \$131K classified and exempt).

We have recently met with representatives from Mercedes Benz (MB), and will become a MB Campus. This collaboration will be helpful for us in the future. Automotive Instructor Warren Takata is doing a great job revealing new opportunities in Automotive.

B. Administration/Finance

- 1) Monthly Finance Reports Board Chair Entenman asked that the monthly financial documents not be reviewed during this meeting. All board members had the opportunity to review the written documents previously provided, and there were no questions.

6. BOARD OF TRUSTEES

A. Board of Trustees Election of Officers (FY20)

- 1) Board Chair

*Trustee Page introduced a motion to nominate Trustee Takamura to the position of Board Chair for FY 19-20. Trustee Palmer seconded, and the **motion carried**.*

- 2) Board Vice Chair –

*Trustee Palmer introduced a motion to nominate Trustee Unti to the position of Board Vice Chair for FY 19-20. Trustee Takamura seconded, and the **motion carried**.*

B. ACT Legislative Action Committee (LAC)

1) Primary/Secondary Representatives

*Trustee Takamura introduced a motion to nominate Trustee Entenman to the position Primary LAC Representative for FY 19-20. Trustee Unti seconded, and the **motion carried**.*

*Trustee Unti introduced a motion to nominate Trustee Page to the position Secondary LAC Representative for FY 19-20. Trustee Takamura seconded, and the **motion carried**.*

C. RTC Liaison Positions

1) RTC Advisory Council

*Trustee Takamura introduced a motion to nominate Trustee Palmer as the Board Liaison for the RTC Advisory Council for FY 19-20. Trustee Unti is willing to back up this position, when needed. Trustee Page seconded, and the **motion carried**.*

2) RTC Foundation

*Trustee Palmer introduced a motion to nominate Trustee Page as the Board Liaison for the RTC Foundation for FY 19-20. Trustee Unti seconded, and the **motion carried**.*

D. Draft 2020 Board Meeting Calendar

Trustee Palmer noted that she had some conflicts with the draft Board meeting calendar for 2020. Board Chair Entenman asked Board members to send their conflicts to Di Beers. The calendar can be presented in September for further discussion before approval.

E. ACT Spring Conference Report

Trustee Unti shared his desire that all of the state could see what colleges could do in this state. Walla Walla College has been the economic engine in the industry, and the wine program in Walla Walla has become a driver in the industry. It was great to see this in a concrete way. This is true of all of our colleges that we are driving the economy. It is helpful as trustees get together and see how other colleges function. It was especially great to hear the Faculty Award winner from Bellevue College give a shout out to Dr. McCarthy for his mentorship in her work.

Trustee page noted that new officers were elected for ACT, and he believes they will do a great job.

Trustee Palmer agreed that it was a fabulous conference. She especially liked the video from the Chehalis partners for student achievement. The workshop on Policy Governance, why we do it, and how we should be doing it was a great reminder for all of the trustees. ctcLink is ongoing, and it's good to know the new company is on track. CIO Corigliano noted that he sees some positive improvement, especially bringing it in-house (SBCTC) and to create common processes. The Tacoma and Spokane Districts are making progress. The Chart of Accounts is the most critical path.

1) Board Self-Evaluation

This was a topic under discussion at the ACT Conference. A further question is do Board members want to change the questions from last year, or keep them the same? Trustee Takamura would like to keep them the same, so we can see any changes, and would like for this to be included during the September retreat. There were no objections to this or further

suggestions. The survey will remain the same as last year, and will be sent to Board members toward the end of June.

F. Board Retreat Topics

Dr. McCarthy further inquired with Board members about topics for the September retreat. Items suggested were: Board self-evaluation; Data from the Growth Forums; Professional development. Trustee Entenman was especially interested in transgender training and suggested staff at the Ingersoll Gender Center. Trustee Takamura suggested some board visioning (10 year plan and how best to do that). Trustee Unti noted that we need to keep in front of us the remedial work on board governance, and onboarding new board members, and could be included as part of visioning. Trustee Page would like to see the explicit alignment of policies to our agenda. Dr. McCarthy suggested that he would like to meet in July with newly elected Board Chair Takamura and Vice Chair Unti to develop and review a draft September meeting and retreat agenda.

G. Board Liaison Reports

- 1) RTC Foundation Trustee Page noted that the Foundation Board retreat was held on May 22. An area of discussion that will require future Board of Trustees attention is the level of support in the quid pro quo agreement between the College and the Foundation.

7. **MEETINGS** The next regular meeting/Board Retreat of the Board of Trustees is scheduled for September 18, 2019.

8. **EXECUTIVE SESSION** Board Chair Entenman called for an executive session for fifteen (15) minutes to discuss with legal counsel potential litigation and to review the performance of a public employee.

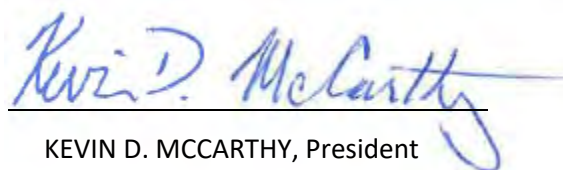
9. **EXECUTIVE SESSION ACTION** The Board returned to regular session at 5:18 p.m. No action was taken as a result of the executive session.

10. ADJOURNMENT

There being no further business, *it was moved by Board Chair Entenman to adjourn the Board of Trustees' meeting at 5:19 p.m. Motion carried.*



DEBRA ENTENMAN, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College