



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

**September 18, 2019  
9:00 a.m.**

**MEETING MINUTES**

**I. REGULAR BOARD MEETING**

**1. CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Board Chair Frieda Takamura. A notation of quorum was made, and Trustee Page led the flag salute.

**2. ADOPTION OF MINUTES**

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

**June 12, 2019 - Regular Meeting**

***Trustee Page introduced a motion to approve the meeting minutes for the regular meeting held on June 12, 2019 as presented. Trustee Unti seconded, and the motion carried.***

**3. COMMUNICATIONS**

**A. General Information/Introductions**

Dr. McCarthy began by welcoming and introducing Dr. Stephanie Delaney, Vice President of Instruction. Further introductions included Tyrone Somerville, LRCC Director; Rahel Weldu, Financial Aid Director; Soha Qassis, Human Resources Benefits Manager; Dennis Chin, Deputy Chief Information Officer; Marzena Sasin, Website and Online Services Administrator; Mark Daniels, Director of Facilities and Grounds Services; Taqwo Mohamoud, ABAWD Navigator; and Sofia Marshak, Associate Dean of College and Career Pathways. The Board and members of the president's cabinet also took the opportunity to introduce themselves to those present at the meeting.

**B. Correspondence** Summer correspondence and the WA Monthly Press release were shared electronically with the Board prior to the meeting.

**C. Public Comments from the Audience** There were no public comments shared.

**D. Renton Federation of Teachers** RFT President Sheila May-Farley noted that this time of year and Fall Kick-Off is inspiring, and having Dr. Delaney here has really brought a new excitement and inclusiveness to the campus. New Student Orientations began yesterday; most programs had a 100 percent turn-out, which is unprecedented. Orientations will continue tomorrow. There was a lot of activity over the summer. Faculty on campus during the summer did some exciting things, which included some bumps in the road due to the way summer contracts are compensated. We will learn as we grow and look for mitigation in the future. The Welding shop got some new equipment, Culinary Arts is getting a new kitchen, and there are new faculty in Automotive, and Nursing. She thanked the administration and the board for their support.

**Board of Trustees –Regular Board Meeting and Board Retreat  
September 18, 2019**

- E. Written Communication Reports** Trustees noted their thanks for the written reports, and specifically called out the Marketing outreach, growing enrollments, and congratulations to Evyson Beasley for receiving the Exemplary Staff Award from Staff Training for Technical and Community Colleges (STTACC). Additionally, the YouTube link for instruction report was enjoyable and unique to see visual reporting from Culinary Arts and the BIRT programs.

**4. ACTION**

- A. Revision of November, 2019 Board Meeting Date** Dr. McCarthy requested that due to a scheduling conflict, he would like to revise the November Board meeting from November 20 to November 13 (one week earlier). Board members had previously been polled for their availability.

*Trustee Palmer introduced a motion to approve the modification of the November 2019 monthly meeting date from November 20 to November 13, 2019. Trustee Page seconded, and the motion carried.*

- B. AFT Classified Contract Renewal** Vice President Hogan informed the Board that this bargaining team finished bargaining in mid-June, just one day following the June Board meeting. The contract was bargained expediently thanks to these two very committed teams. Vice President Hogan thanked the group of people who participated. From AFT, Justin Monteith, Nona May, Vincent Garcia, Robert Coggin, Sy Cross, and Ray Carrillo from AFT Washington. RTC leadership participation included Sally Allen, Lindsay Tanzi, Mark Daniels, Eduardo Rodriguez, and Lesley Hogan. Thanks to Jamie McGinnis, the document is now fully accessible. The summary of changes was reviewed. Mr. Carrillo agreed that the contract was expeditiously bargained, and was pleased with the alignments of other agreements and changes in the law. Trustee Palmer added that the inclusion of a Union Management Communication committee goes a long way in relationship building. On behalf of the Board, Trustee Unti thanked everyone for their spirit and trust to accomplish this work.

*Trustee Palmer introduced a motion to approve the RTC/AFT Classified contract as presented for July 1, 2019 through June 30, 2022. Trustee Entenman seconded, and the motion carried.*

- C. Transforming Lives Committee Selection** Trustees Unti and Palmer volunteered to comprise the application review committee for this year's student applications. The application deadline will be October 9, and will be forwarded to the selection committee by October 11. The selection committee will provide recommendations to the Board for action at the October 16 Board meeting.

*Trustee Page introduced a motion to approve the selection committee of Trustees Unti and Palmer for the ACT Transforming Lives Scholarship award from RTC, and the RTC Board Scholarship. Trustee Entenman seconded, and the motion carried.*

- D. Approval of 2020 Board Meeting Calendar**

*Trustee Unti introduced a motion to approve the 2020 Board Meeting Calendar as presented. Trustee Palmer seconded, and the motion carried.*

## 5. DISCUSSION/REPORTS

**A. President** Dr. McCarthy noted his enthusiasm for Dr. Delaney's arrival at the college. She received her BS degree from Georgetown University School of Foreign Service, JD from the University of San Diego, Master's in Environmental Law at Vermont Law School, and her Ph. D. in Higher Ed Administration and Distance Learning from the University of Nebraska-Lincoln. She has worked in the system at Highline, Cascadia, Seattle Central and South Seattle. We are pleased to have Dr. Delaney at RTC! Dr. McCarthy added his thanks to Vice President Gilmore-English for her role as a Super VP during the absence of an active VPI. This was not just in maintenance, but she kept us moving forward, dealing with many complex instructional matters. Executive Director Katherine Hansen has now been added to the cabinet table. Her role as the campus PIO provides another great perspective for this team. Dr. McCarthy's favorite times of the year are fall, as we welcome students to a fresh new beginning, and Commencement, as we see them achieve their goals and walk (or dance) across the stage. It was great to learn of the WA Monthly College Rankings [2019 College Guide and Rankings](#); RTC was named the best two-year college in the country for adult learners. We have tried to get the editor to campus, since his son is starting at Evergreen State this month, so far no response but we'll keep trying! Part of opening week is the faculty in-service which was held on Monday. Dr. McCarthy asked Dr. Liz Falconer to share what "Teaching with Intent" looked like this year. Dr. Falconer informed the Board that this year's theme is Shoshin: Beginner's Mind ~ Embrace Learning. Shoshin is a concept in Zen Buddhism meaning "beginner's mind", referring to having an attitude of openness, eagerness, and lack of preconceptions. Beginner's mind embodies the highest emotional qualities such as enthusiasm, creativity, zeal and optimism. The in-service focused in part on accreditation which will be an important part of faculty work this year. A Canvas shell with program data, outcomes, etc. is readily available for everyone, which includes how assessments work for learning. Dr. Falconer also shared about the "on my path" project which includes a fill-in template for writing a poem. This was an artful feel for the end of the day. Comments were positive, and feedback included great thanks for assistance in Canvas and the accreditation work, as well as time with the dean. Trustee Page was thrilled with the spiritual aspect of team building and bringing in all parts of the campus to the in-service is wonderful. Dr. McCarthy added that he thought the pacing was very good, and gave good focus. Regarding the poetry project, he felt the risk to take something new is an attitude for all of us to keep fresh, as we expect it from our students. Dr. McCarthy thanked Dr. Falconer for this inspiration.

Dr. McCarthy briefly wrapped up on his goals from last year.

**Equity:** The Cross Institutional Faculty of Color Mentoring (FOCM) continues and RTC has eleven participants. We also have one participant in the Administrators of Color (AOC) Leadership program. The leadership of this program has transitioned to Aaron Reader, RTC Dean of Student Success, and Dr. Sachi Horback, VPI at Clark College. Jamie McGinnis has remained an important contact for this group, since its inception under VPI Angel Reyna. We also have a participant in the Social Justice Leadership Institution (SJLI) for the third straight year. RTC is a leader in diversifying its employee base, and analyzing opportunity gaps. We look forward to more thoroughly monitoring this going forward. Eliminating opportunity gaps is a comprehensive goal to unify all of our activities at the college.

**Board of Trustees –Regular Board Meeting and Board Retreat  
September 18, 2019**

**Advocacy:** As we are all aware, last year was a banner year for higher education in the state legislature. Dr. McCarthy thanked Representative (Trustee) Debra Entenman of the 47<sup>th</sup> legislative district. Included were significant compensation increases for our faculty and staff, especially the King County premium. Looking forward we are excited about the more discretionary Guided Pathways funding which will be coming in during the second year of the biennium. Over the summer, the Puget Sound Taxpayers' Accountability Account (PSTAA) saw combined efforts pushing for a portion of those funds going to a joint K-12 and higher education proposal for college completion. The King County Promise will ultimately see \$112M of the PSTAA funds, which is especially good for South County families. Dr. McCarthy noted his enjoyment of working with King County Council members through his participation in this process. Dr. McCarthy has a meeting set with Mary Jean Ryan, Executive Director of Community Center for Education Results (CCER) to discuss next steps – implementation will be tricky. Our commitment to working with non-profits for student success is crucial. The trick is to align the resources.

**Financial Stewardship:** As Vice President Rodriguez will share shortly, we ended the year in the black for the first time since 2011/12! We are proud of the across the board collaboration it took to achieve this. It was a rewarding result for what was a very difficult year for all at RTC. That said, we are entering another fragile year. Revenue is crucial, with a key component being student retention, while developing growth opportunities. We are seeing some better enrollments at this point (some program enrollments have really improved), but keeping students and assisting in their success is crucial, morally and practically. We could see as much as a \$1.5M swing in revenues relative to retention. The two week period bracketing the first day of classes can include a lot of drops. We are working on growth opportunities, yet need to focus on the students that are here.

**Trust:** A key area of our collaborative work is Guided Pathways. The Summer Cohort retreat held this summer was vibrant, and tomorrow you'll be able to see those who are already involved wearing some special bling at the breakfast. There are good vibes here, with collaboration and ending silos. Everyone is in it together and the attitude is right. We are excited about this collaborative work. We've mentioned turnover in past meetings, and as great people leave for great opportunities for themselves, we see fresh motivated people come in, and we are excited about that.

A focus of the upcoming year is Accreditation. We were recently notified by NWCCU about a change to accreditation standards (from five to two), and an accelerated timeline (the first part now due March 15, 2020, and the final report in the spring of 2021). In the past year, accreditation has fallen to the charge of the College Council, co-led by Librarian Cheyenne Roduin and Institutional Research Director Dr. Jichul Kim. We will be migrating the Accreditation Liaison Officer (ALO) to Dr. Delaney. Dr. Stefanie McIrvine is now assuming the role of Associate Dean of Information Technology Programs, which frees up Dean Sarah Wakefield to be a lead writer for accreditation. Dr. McCarthy noted that accreditation is often used as an external motivator. But they are testing you against what you say you are going to do, and so the work is truly intrinsic. He also believes the new standards highlight what we already do. The standards really are student focused – is a student better off by attending the college? We have lots of work to do, but are more ahead of the game than many other colleges with our disaggregated data and strong completion. Reports are to be on-point, and identified

**Board of Trustees –Regular Board Meeting and Board Retreat  
September 18, 2019**

in much fewer pages.

**B. Budget Update**

Vice President Rodriguez reported on the FY19 Final Report. We closed the year with \$484,869 more cash in the bank that we started with. This was the first time we've seen an increase in cash since fiscal year 2012. On our operating funds (including the State allocation, tuition, fees, Running Start, and enterprise accounts) we closed the year with a net surplus of \$157,282.

Vice President Rodriguez also reported on the FY20 July Report. Revenues in July were lower than they were last year in July. This is partially due to lower enrollment numbers and also due to additional revenues that we received last year through a one-time donation and Mechatronics program tuition. In July we are showing a net operating deficit, but this is typical for July due to the timing of enrollments. We will have a better picture of this year compared to previous years after the 10-day enrollment numbers for fall quarter are calculated.

**II. BOARD RETREAT – 10:45am**

**1. BOARD GOVERNANCE**

Dr. McCarthy welcomed Facilitator Emily Yim, Executive Director of the Washington Alliance for Better Schools, Board Chair Edmonds Community College, and Board member and former Chair, ACCT. We are pleased that Ms. Yim was able to join us to lead Board members through a development session on Board Governance.

Ms. Yim shared a presentation and included information relative to equity across the state and nation wide (ACCT Equity Action Agenda <https://www.acct.org/equity-action-agenda>) and SBCTC's Equity/Inclusion Statement. She also engaged the Board in working as a highly effective board: representing the common good, acting as a unit, setting policy direction, hiring and evaluation of the CEO, educating and advocating for the college, roles and responsibilities, and relationships with Boards and presidents. Dr. McCarthy and the Board thanked Ms. Yim for her time and valuable presentation.

**2. 2018-19 BOARD SELF-EVALUATION**

The Board reviewed and identified areas within their self-evaluation that need to be refined.

**3. 2019-20 BOARD GOALS**

**A. Activities/Priorities/Study Sessions**      The Board established the following goals for 2019-20:

1. Use an equity lens to review policies
2. Develop an orientation program for onboarding new trustees, and
3. Campus awareness - being more informed and having courageous conversations.

Dr. McCarthy suggested having Board monitoring reports as recommendations are developed by

**Board of Trustees –Regular Board Meeting and Board Retreat  
September 18, 2019**

Tenure Steering committee rather than continuing Tenure as a Board goal. It may be good to develop a Standard Operating Procedure (SOP) sub-committee to develop parameters and best practices of structure for board meetings. Trustees Takamura and Unti agreed to work together on this. Trustees Entenman and Page agreed to work on development of orientation plan for new board members. These committees should plan to complete this work during the first quarter of the academic year. Di Beers will share a draft Trustee Orientation outline, and be happy to assist. It was also suggested that a report out be added to the end of each board meeting, on progress of the meetings outcomes toward established board goals.

**4. BOARD MEETING FORMAT DISCUSSION**

Dr. McCarthy explained that this is to ensure that the format of the board meeting supports Board goals. The Board agreed that they would like to continue study sessions at least once per quarter.

- 5. PRESIDENT'S FY20 DRAFT GOALS** This item was moved to be included with the president's annual review, in executive session. Dr. McCarthy's established goals are: Collaborative Relationships, Equity, Finance and Growth, and Accreditation.

**6. EXECUTIVE SESSION**

At 3:02pm, Board Chair Takamura called for an Executive Session for twenty (20) minutes, to review the performance of a public employee. At 3:22pm, the Executive Session was extended for twenty (20) minutes. At 3:42pm, the Executive Session was further extended fifteen (15) minutes. The Board returned to regular session at 3:57pm.

**7. EXECUTIVE SESSION ACTION**

Following the return to regular session, the Board took the following action:

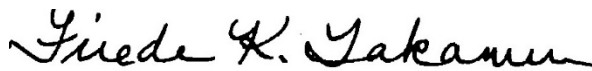
***Trustee Page introduced a motion to approve the contract addendum to President McCarthy's contract, extending the term through June 30, 2022. Trustee Palmer seconded, and the motion carried.***

**8. MEETINGS**

The next regular meeting is scheduled October 16, 2019. Trustee Unti indicated that he is unable to attend that meeting.

**9. ADJOURNMENT**

***There being no further business, it was moved by Board Chair Takamura to adjourn the Board of Trustees' meeting and retreat at 4:03 pm. Motion carried.***



FRIEDA TAKAMURA, Board Chair  
Board of Trustees



KEVIN D. MCCARTHY, President  
Renton Technical College