



Board of Trustees – Regular Board Meeting
Roberts Campus Center, Board Room I-202

October 16, 2019
3:00 P.M.

MEETING MINUTES

1. CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Board Chair Frieda Takamura. A notation of quorum was made, and Trustee Page led the flag salute. Trustees Palmer and Unti were absent from the meeting.

2. ADOPTION OF MINUTES

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

September 18, 2019 - Regular Meeting/Board Retreat

Trustee Page introduced a motion to approve the meeting minutes for the regular meeting/Board retreat held on September 18, 2019 as presented. Trustee Entenman seconded, and the motion carried.

3. COMMUNICATIONS

- A. General Information/Introductions** Dr. McCarthy introduced Dr. Yasmin Ali as our new Dean of Nursing. Dr. Ali has come through faculty into this role. She has the long-term interest of the students and the program, and we are pleased to welcome her to this position.
- B. Correspondence** Correspondence was shared electronically with the Board prior to the meeting.
- C. Public Comments from the Audience** There were no public comments shared.
- D. Student Leadership** Director Supinski noted that written reports will be shared beginning next month. Student leaders introduced themselves: Connor Moore, Computer Science B.A.S., Ty Young, Medical Assistant, Margarita Esquivias, Medical Assistant, Meylin Marquez, Medical Assistant, Anna White Computer Networking, B.A.S., Isiah King, Accounting, Cheryl Lowe, Pharmacy Tech, and El Kearney, Contemporary Business Administration. Board Chair Takamura informed the students that they are welcome at every meeting. Dr. McCarthy thanked Anna White for being the time keeper at the Mayoral Forum. The turnout was great.
- E. Renton Federation of Teachers** RFT President Sheila May-Farley is happy to report that things are really going smoothly. RTC hosted a dinner for Advisory Committees members earlier this week. It was a nice event. Huge Kudos to Ty Somerville in the LRCC. He has been well received, and also relieves faculty tensions as they know students are in good hands. We have five new FT faculty this quarter.
- F. Written Communication Reports** There were no comments or questions about the written reports.

4. ACTION

A. ACT Transforming Lives – Student Award Selection

Five student applications were sent to the Board for consideration for the ACT Transforming Lives Scholarship. Trustees Palmer and Unti reviewed and submitted for Board consideration, essay number five (5) for consideration.

Trustee Page introduced a motion to advance essay number five (5) from the five applications received onto the ACT Transforming Lives committee for competing at the state level, for the Transforming Lives Scholarship. Trustee Entenman seconded and the motion carried. Application Essay number five (5) is from Alan Abdullah.

B. 2019 SBCTC System Vision Statement

Dr. McCarthy explained that the State Board is a nine (9) member Governor-appointed Board for the system. The Board members, and a system-wide Equity Vision Work Group developed this new vision statement. It has been voted on and is now an approved statement. This will be a topic of discussion at ACT Fall Conference. For the record, Dr. McCarthy read the vision statement. ***“Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.”*** This speaks to removing institutional barriers. It recognizes that our colleges transform lives. Dr. McCarthy believes that it is the students who are the subjects and it’s the students who transform their lives with our assistance. Trustee Takamura noted that it is our responsibility as an institution and rather than use the term Achievement Gap to discuss discrepancies in individual success, we are using Opportunity Gap to emphasize the broader systemic barriers to success. Trustee Page noted that students are part of the college, and we transform lives collectively. He is cautious about the reason we are capable of these endeavors; this is what we bring to the entire process. Trustee Entenman noted that these are wonderful statements, and knows we have wonderful leaders and instructors. One of the largest obstacles to institutional racism, she stated, is our educational system. It is important to have this goal, but if everyone doesn’t also have the same mission it will be impossible to achieve. We need to spread this mission across the system. We also need to understand that we need to change our educational system. As she looks at education policy Trustee Entenman sees very large obstacles to that. Dr. McCarthy added that our charge is to affect those we cross paths with. These statements are politically charged, and seen differently across the state.

Trustee Entenman introduced a motion to affirm the 2019 SBCTC System Vision Statement by the RTC Board of Trustees. Trustee Page seconded, and the motion carried.

5. DISCUSSION/REPORTS

A. Program Area of Study Presentation: Business Management

Dean Sarah Wakefield presented the Business Management area of study. Accounting Instructor John Newcome spoke about the Accounting program. This is a day program on campus. There was discussions about Direct Transfer Agreements (DTA’s) and how they work. He added that he has offered a free income tax service (in partnership with the IRS) to the community on campus for sixteen (16) years. Clients are mostly from the community. Construction Management is an

evening program. Instructor Jeff Pulliam was unable to attend. This program offers multiple (quarterly) entry points for students. Contemporary Business Instructor Steven McKinnon spoke about the program, which is also an evening program, running at 56 total students this quarter. Re-Entry Manager/DOC, Gerald Bradford shared kudos for Mr. McKinnon for assisting a student and providing resource support to that student. He works to be a positive role model and assist students, in a non-traditional way. Legal Assistant Instructor Corrine Hawkins was unavailable for the meeting, as this is also an evening program. This program offers multiple entry points, fall, winter or spring. Job placement is at eighty (80) percent upon graduation. Office Assistant Instructor Mitzi Philpott was not present. This class provides foundational training in math, writing and computer use, preparing students for other programs.

B. Veterans Services Presentation

Mr. Wade Parrott, Manager Veterans Services shared information from the Veterans Services area of the college. In his short tenure at the college he has seen four veteran students graduate. The Veteran's Services office is a unit of two. There is great collaboration between Enrollment Services and Veterans Services. Mr. Parrott also supervises and manages work study students, and provides opportunity for professional development. He is the coordinator for outreach events and the Veterans Day ceremony, which will be held on November 13 this year. Quarterly veteran lunches are held to help students understand upcoming deadlines. Attention to financial aid deadlines are a priority. Staff member Margo Izutzu assists in certifying VA benefits. King County Veterans have been an instrumental partner. Mr. Parrott recently attended a suicide prevention workshop, and hopes to have the speaker come to campus. They look to have on-campus workshops to provide best-practices when working with veterans, and how assist veterans find better ways to approach experiences and de-escalation strategies. Many don't know where to begin. Our veteran students are primarily males. Females are primarily spouses or children of vets. An intensive interview experience in the beginning takes away any surprises in the future. They also try pairing them with a student, another veteran if possible. Together they look at jobs, and what will make them successful in the job market. Veterans are encouraged to get to know their instructors. There are 147 veteran students enrolled at this time. Mr. Parrott has been invited to participate in discharge orientations at Joint Base Lewis McCord (JBLM). There has been a significant increase in the housing allowance (\$2,600) for King County, which benefits us for enrollment. About 20 to 25 new veterans enroll each quarter. Check-in times are set up for veteran students at the beginning, mid-quarter and before finals. All instructors at RTC are great at contacting Mr. Parrott if there are any concerns. Trustee Page noted that all things mentioned by Mr. Parrott cannot only benefit veterans, but all students generally. If our veteran population grows, we may be able to look at opportunities for Federal grants (TRIO).

C. President

Dr. McCarthy agreed that this has been a pleasant and great start to the year. When Dr. Ali was introduced, he neglected to say that we have also been hiring new nurses. RFT and the college worked well together to determine allocation of the new nursing funds. RFT leadership, Sheila May-Farley and Michele Lesmeister meet once or twice monthly with Dr. McCarthy and they also meet with Dr. Delaney. Our Fall Kick-off was held just after the September Board Retreat, which included a very active game of Bingo to meet new people, and collaborative Guided Pathways

(GP) work. As you may recall, Guided Pathways presented to the Board late last spring. This collaborative work continues. The Industry Connections dinner was held last night and was a great opportunity to honor our Advisory Board members. We look to continue this collaborative work within the community.

Equity – We have some new physical spaces on campus. A lactation room was created, with many thanks to our facilities team, and reflection space in the library. These are being well received. DEIC will start-up their meetings again next week. They will focus on revisiting the DEIC Strategic Plan, the make-up of council members, reengaging faculty participation, summer reading, and their goals. They further intend to revisit the BIRT (Bias Incident Response Team) draft.

Dr. Delaney and several deans attended a TILT (Transparency in Learning & Teaching) Conference at Everett Community College. This TILT project aims to improve higher education teaching and learning experiences for faculty and students through creating clear assignment descriptions and expectations. Dr. Delaney shared how we plan to use it on campus. Several studies show that students are more likely to complete and succeed with assignments that use the transparent assignment template, where faculty make small tweaks to clarify three areas: purpose, task, and criteria for success. The hope is that this will bubble up and trickle down. If this works for instruction, we see using it as we review policies, hoping this approach will be helpful. Board Chair Takamura asked Dr. Delaney to share the check-list with the Board.

Affinity groups are meeting. We have ten participants in the Faculty of Color Mentoring program. We have 19 participants attending the Annual Faculty and Staff of Color Conference at the end of October. Board Chair Takamura inquired if white faculty and staff were sensitive about the various affinity groups on campus. Dr. McCarthy noted that we are aware of varying opinions and that we look forward to further conversations.

Finance and Growth – We are rebranding the Strategic Enrollment Management (SEM) to Strategic Success Management (SSM). We observed the need to mix-up silos, and reimagine ways to better serve students, develop partnerships, and truly focus on the future. We look to present recommendations for a SSM plan by May 2020. We are meeting in large and small groups, in teams made up of different areas, and working on collaboration across campus. The idea is to give time for different work groups to sit with the problem for a while before we get creative about solutions. This will be helpful for our growth. Board Chair Takamura noted that it is nice to see people give props to others on campus. SSM people are working to figure out the better use of data. Together, the Business office, IR, Dean Jackson and cabinet are working to determine the crucial data points to help explain (transparency) and be illuminating. We will have a mid-year budget review that will include trends and projections. Example: there are good increases in prof-tech enrollment, yet FTE is down a bit. Several programs under scrutiny last year have seen great increases this year. We are getting younger students in classes (collaboration of outreach and retention). Nursing has been under review (currently only one cohort), so those numbers are down. Computer Science has had difficulty finding qualified instructors. We also reduced the number of credits in many programs to right-size them, as it is the ethical thing to do. This will also take some toll on FTE. We are down on revenue as well. We can reverse these things with some mid-year retention and a collaborative approach. Some of this is positive but some cause financial fragility. Our goal is to increase our reserves throughout this process. We would like a minimum of three (3) months expenditure throughout the year; ideally, \$9M would equal about

three months of reserves, and we would ultimately like to see an additional \$5M for cashflow.

Accreditation – We have a work group focusing on this. We worked with CIO Corigliano, and Webmaster and Online Services Administrator, Marzena Sasin for a SharePoint site. Dr. Delaney is working to become the Accreditation Liaison Officer (ALO) for the college. She will be networking with others across the state system. Instruction is the natural place for the ALO with the emphasis on student learning.

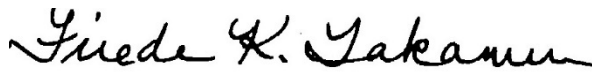
D. Administration/Finance

9. EXECUTIVE SESSION ACTION

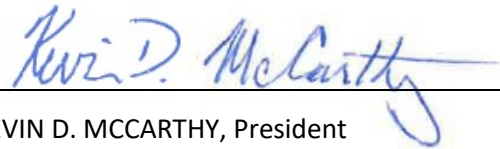
No action was taken.

10. ADJOURNMENT

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



FRIEDA TAKAMURA, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College