

SPECIAL MEETING**1. CALL TO ORDER**

The meeting was called to order at 3:16 p.m. by Board Vice Chair Takamura. A notation of quorum was made, and Trustee Page led the flag salute.

Board Vice Chair Takamura noted that the Board had prepared a resolution to present to Vice President Reyna to thank him for his service to the college. Trustee Unti read the resolution and the Board shared their congratulations.

*Trustee Unti introduced a motion to approve Resolution number 14, honoring Vice President Reyna. Trustee Palmer seconded, and the **motion carried**. Vice President Reyna thanked the Board and added that the work accomplished during his tenure at the college was collective and thanked others for their collaborative efforts.*

2. ADOPTION OF MINUTES

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

**March 15, 2019 Special meeting and
March 20, 2019 Special and Regular meetings**

*Trustee Page introduced a motion to approve the meeting minutes for the special and regular meetings held March 15 and March 20, 2019 as presented. Trustee Palmer seconded, and the **motion carried**.*

3. COMMUNICATIONS

- A. General Information/Introductions** **Dr. McCarthy introduced** union representatives Karen Strickland and Ray Carrillo, from AFT Washington.
- B. Correspondence** All news stories and correspondence were previously shared with Board members electronically.
- C. Public Comments from the Audience** Present at the meeting were several faculty members and students regarding the action approved in March to reduce the Accounting Program by one full-time faculty. They offered positive comments in support of Instructor Martha Chamberlain, including her longevity and service to the college, talent, adaptability, sincerity, willingness to help students succeed, and being an amazing teacher. Concerns were raised regarding the process for dismissal via the Collective Bargaining Agreement (CBA) and RCW 28B.50.861 and 28B.50.863. Additional comments were shared about low morale on campus.
- D. Student Leadership** Director Supinski noted entries from the Student Leadership Board report, featuring the Women and Men of Merit programs. Social Sciences Instructor Huma Mohibullah shared information about the Women of Merit program which began last spring. Last year, there was a core group who loved showing up. This year there are twenty (20) plus people showing up regularly. This is great for the empowerment of women. Cynthia Burns, a second year construction management student joined RTC via the Boeing Trade Act program. She was excited when she first came to the college and saw the Men of Merit flyers, then was pleasantly surprised when she saw the implementation of the Women of Merit program. She thanked everyone for the

support of these programs. Academic Career Counselor Eugene Shen spoke about the work that Vice President Reyna supported through DEIC, and that it is fitting to recognize the foundation he is leaving. He proudly stated that the Men of Merit program has been in place for two to three years, with a network of people on campus that is wide-sweeping and in support of the college mission. Many have put a lot of heart and energy into it. Men and Women of Merit are strong and working well. Institutional racism has an impact on our students. We are sending thirteen (13) students to the Students of Color Conference in Yakima this month. A part of this work stems around economic development, and involves our community partners. There is great appreciation for the support of the Board. Trustee Takamura thanked Dr. Mohibullah and Mr. Shen for their support of these organizations. Isiah King of the Student Leadership Executive team, and the Accounting program shared information about organization by students. Several students attended the Phi Theta Kappa (PTK) convention in Orlando earlier this month. Student Government is making a strong push for students to join PTK. This organization offers a wide-variety of opportunities to students, and bringing that awareness is important on campus. The Career Fair will be held May 1. There is a lot of excitement about this on campus; over 80 employers are already committed to participate. The Spring Unity Festival will be held May 16. This is an opportunity for people to come together and have fun. The HIV Testing event will also be held in May. The Greater Seattle Business Administration will have a table at the HIV Testing event to promote the scholarships that they offer for LGBTQA+ students. Trustee Unti heard that Director Supinski was engaged on stage at the PTK conference. Director Supinski shared with the Board that the CEO of PTK asked her to speak on stage at the convention. The topic was “How do we engage PTK in a variety of schools of a variety of sizes”. She was proud to represent RTC and speak on behalf of PTK.

- E. Renton Federation of Teachers** RFT President May-Farley thanked the Board for their commitment to the college. Many faculty members thanked Vice President Reyna for his support of the faculty over the years of his service at the college. The contract again comes to light. She noted that she continuously works in tandem with the Vice President of Instruction, Human Resources, and Dr. McCarthy. She will likely be working with Executive Vice President Gilmore English in the interim following Vice President Reyna’s departure. Implementation of the contract has had struggles. How this looks and how it will be implemented is yet to be determined. There is a lot of confidence that administration will continue to work with RFT to sort things out. Implementation with contract language is important. She deferred the rest of her time to AFT Washington president Karen Strickland. Ms. Strickland thanked the faculty and students in the room for their sincere compliments and support of Ms. Chamberlain, and thanked the Board for the opportunity to address RFT concerns. She agreed that it is clear that RTC is having financial struggles like so many other CTCs in the system. She appreciated Mr. Bradford’s comments about finding positive solutions. Reducing staff takes time, effort, and resources. She suggested that there are likely other courses on campus that Ms. Chamberlain is capable of teaching. She has extensive skills, history and knowledge. As AFT President, she urged the Board to find a creative way to deal with what is in front them. Ms. Strickland again thanked the Board for their time and attention.
- F. Written Communication Reports** The Board extended their appreciation for the work that goes into generating the monthly reports.

4. ACTION ITEMS

- A. **Appointment of Hearing Officer** Dr. McCarthy noted that in the Collective Bargaining Agreement (CBA) Appendix E, Section 7, provides the opportunity for a dismissal review hearing request, which the college has received a request. Dr. McCarthy informed the Board that authorization of the appointment of an impartial hearing officer requires Board action.

*Trustee Palmer introduced a motion to appoint the Washington Office of Administrative Hearings to preside over the dismissal review hearing, and the College will promptly request that the Office of Administrative Hearings assign an administrative law judge to that proceeding. Trustee Page seconded, and the **motion carried**.*

5. DISCUSSION/REPORTS

- A. **Guided Pathways** Instructor Camille Pomeroy and Academic Career Counselor Laura Knight are the coordinators for RTC's Guided Pathways (GP). They coordinated the GP Evaluator visit on campus in March. A copy of the completed evaluation report was included for the Board's review. They shared a presentation that included the framework, pillars, and phases of the GP work. RTC is included in cohort 2 of the College Spark grant. We were selected because of the good work we are already doing. There are 48 people actively engaged at the college in this effort. Our definition of GP includes a deliberate focus on equity and deliberately involves adjunct faculty. College and Career Pathways Instructor Elizabeth Demong shared information about the pilot and the vision for the developmental math sequence and the role of Financial Algebra. Financial Algebra will be dual credit for high school students, and will provide a great path for many students, including pre-nursing. Trustee Page questioned how they will measure outcomes. Ms. Demong stated that they are working on the common set of skills, where students will then chose the level that they want to achieve. The outcomes assessment will gauge the student's success, and we are tracking them as they move forward. This is asset driven, hopeful and refreshing. All RTC students have a path, from walking through the doors and the collective efforts to get them across the stage. There is a Guided Pathways Planning class in Canvas, and there are many ways for outreach. It is nice to see movement and momentum. The evaluators will return every year for the duration of the grant. The priority for spring 2019 is the implementation work. The work plan is due in mid-May.

B. **President**

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

Equity – Dr. McCarthy commented that groups on campus bring everyone together to find value. Some who were leaders may leave, yet leave opportunity for new participants and future leaders. The work in DEIC continues as the committee operationalizes the plan. Aaron Reader, Dean of Student Success will take over leadership of the DEIC. Mr. Reader has a great reputation around the state and within the system for his equity work. He will also attend the Mayor's Inclusion Task Force with Dr. McCarthy or attend when Dr. McCarthy has a conflict.

We continue to look at our hiring practices, and at hiring practices across the state, relative to race and ethnicity. To explore the state personnel data in great length, see <https://www.sbctc.edu/colleges-staff/collegeaccess/research-data/personnel-demographics-dashboard.aspx>. RTC continues to have the largest percentage of change in the system in

employees of color: 27-36 percent since 2015. Only Seattle Central has a higher total of 39 percent. Overall, system personnel diversity is 21 percent employees of color. RTC ranks first in percentage of part-time faculty of color (31 percent; up from 21 percent in 2015, but down from 33 percent in 2017). Full-time faculty of color lag at 26 percent (tied for fourth— North Seattle 35 percent, Highline 33 percent, Central 30 percent), but this is up from 18 percent in fall 2015 and the percentage increase is third best in the state (18->26 percent). Classified staff rank tied second highest in the system at 53 percent [Central 58 percent, South 53 percent], up from 39 percent in 2015 (the largest change in the system). The fall 2018 data ranks RTC's administrative/exempt personnel tied for second highest at 30 percent [South 32 percent, Central 30 percent], up from 19 percent in 2017, 21 percent in 2015. We have made good progress in intentional hiring practices with an eye toward equity. In the Human Resources' March 2019 Board report, the year-to-date hiring data was full-time positions at 53 percent people of color and part-time positions at 56 percent people of color. This growth has been a team effort with strong leadership from Executive Director Hogan and the other members of Cabinet. Trustee Takamura would like the word to get out; 56 percent people of color hired at RTC. This includes an impetus for the whole CTC system. This is how change can be made.

Advocacy and Finance – We continue to push for better funding. The legislative session is getting down to the wire. One of the main financial requests is to have continued Guided Pathways funding (HB 2158). In support of that, last week Dr. McCarthy wrote the finance and appropriations committee members to support HB 2158. On April 1, Dr. McCarthy testified in front of Senate Ways and Means Committee, along with Dr. Luke Robins, of Peninsula College, and Dr. Marty Cavaluzzi of Pierce College, Puyallup. Dr. Robins and Dr. McCarthy spoke about the financial concerns at their respective colleges, while Dr. Cavaluzzi talked about Guided Pathways. The next day the Senate amended the bill to add \$9M in one-time funds for foundational backfill. We are still working to educate legislative members. The PSTAA funding (SB 5851) did pass the House and is onto the Governor. Important revisions allows use of the funds for early learning center construction and endowing the funds for a Promise-like program.

Today we had a great tour on campus with a tech person that is beginning to look at his philanthropy. We spent time in several programs; Automotive with Warren Takata, Computer Network Technology with Colleen Day, Welding with Rick Geist and Michael Stokes, and Medical Assisting with Lea Hoffman. This was a great showcase opportunity for us, and great accolades to the faculty involved. Our visitors were fascinated by our completion rates, our job placement, and asked a lot of great questions.

Trust – Dr. McCarthy noted that clearly we heard about low morale in today's meeting. This is difficult and the financial strains make it so. Last week we held five (5) one-hour long forums regarding strategic growth. Overall there were about 54 people who attended. Dr. McCarthy shared the focus of the questions used. The discussions were good, and we are still sorting the input. Institutional Research is working on a survey to share with those who didn't attend. We will share this at all-college meeting May 8. Some of the feedback provided included: we take pride in better serving students, but sometimes we fall short; we want to understand better what others do so we can better direct students; would desire cross-training to fill in for people who are out. Because of the large cohorts of CCP students, how do we use their skills and talents to transition into programs, providing better integration? Trustee Unti added that we need to view our situation with a wider-lens, as this is happening across the country. Trustee Unti referenced John Kotter, an expert on Leadership and Change, and examples where organizations take on new initiatives with

no additional resources; all work is voluntary with no additional compensation and they are seeing some amazing results. We are hearing a lot of criticism, which is valuable, but at the same time we don't want to get lost in the low morale.

Dr. McCarthy shared that in the last two days the Nursing Commission was on campus for a visit. They are looking at our NCLEX pass rates, yet they have concerns about the finances of the college, and should we have a nursing program. Cohorts have been reduced to align with the departures of nursing faculty. We see the nursing program as a part of our mission, and never thought otherwise. The Board members added their agreement with this statement as well.

Finance –Administration/Finance Last month the Board saw a projected budget. We are now in the midst of preparing the FY20 budget for approval at the June meeting. We are currently working with projections and best guesses on enrollments and legislative funding.

C. Monthly Finance Report

- 1) Monthly Finance Reports Vice President Rodriguez noted that this year our cash balance, which includes all funds, is approximately \$192,000 higher than last year. This is good, considering that for many years the balance has been down every year at the end of February by 2 to 3 million. Most of the additional cash balance is a result of higher balances in our grants and contracts, and enterprise accounts.

In order to break even with our budget this year, we will need \$4,969,089 in revenue from March through June. However, last year we only collected \$4,402,337 during that same period. We also have \$11,766,302 left in our budget to completely spend it out. Last year we spent \$11,939,458 during the same period. This year we have a higher rate of expenditures due to COLAs and contracts. Our reduced revenue, along with the higher rate of expenditures will put us in a deficit situation as expected.

Vice President Rodriguez also noted that we will do a preliminary review of the FY20 budget next week. We will receive our revenue and expenditure forecasts and will have some balancing for submission and approval in June. We will send an expenditure cut-off date notice for May 1. All expenditures will incur one more level of approval after this date. We want to avoid the spending spree at the end of the year. Anything purchased has to be delivered by end of June. The ASG program has full exemption of this cut-off deadline.

6. BOARD OF TRUSTEES

A. Board Liaison Reports

- 1) RTC Foundation Trustee Page reported that the RTCF Board is behind the efforts of the RTC Administration. The Board is looking for a new financial investor manager. It is normal to revisit portfolio management. They will be electing a new president in May. Executive Director Shaw is doing a lot towards development. There is some concern that she is maxed out and can't do all of the donor building that she wants to do so we can grow. The events planning is a large burden. Perhaps shifting event planning to contractors, may allow her more time to work toward more charitable giving
- 2) RTC Advisory Board Trustee Takamura attended the RTC Advisory Board meeting held on April 3. She extended a shout-out to Director Kim for his Dashboard 101 presentation.

He did an excellent job. The Perkins Grant budget was approved. There was good discussion about rekindling the interest for attendance at the meeting; possibly moving some of the meetings to industry locations, vs. always at RTC. Industry updates were shared. Appreciated the opportunity to attend the meeting. We want to appeal to people and what makes the meeting relevant for others.

7. **MEETINGS** The next regular meeting of the Board of Trustees will be scheduled on May 15, 2019.

8. **EXECUTIVE SESSION** No executive session was held.

9. **EXECUTIVE SESSION ACTION** No action was taken.

10. **ADJOURNMENT**

Trustee Page mentioned that he appreciated attending the Audit Exit meeting on behalf of the Board, and the clean audits. Fellow Board members thanked him for representing the entire Board.

There being no further business, *it was moved by Board Vice Chair Takamura to adjourn the Board of Trustees' meeting at 5:45 pm. **Motion carried.***

FRIEDA TAKAMURA, Board Vice Chair
Board of Trustees

KEVIN D. MCCARTHY, President
Renton Technical College