



Board of Trustees – Regular Board Meeting
Roberts Campus Center, Culinaire Room I-108

December 11, 2019
3:00 p.m.

MEETING MINUTES

SPECIAL MEETING

1. EXECUTIVE SESSION

At 2:15 p.m. Board Chair Takamura called for an executive session for forty (40) minutes, to review the performance of a public employee. The Board returned to open session at 2:55 p.m.

REGULAR MEETING

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. Trustee Palmer was absent from the meeting.

2. ADOPTION OF MINUTES

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

November 13, 2019 - Regular Meeting

Trustee Unti introduced a motion to approve the meeting minutes for the regular meeting held on November 13, 2019 as presented. Trustee Page seconded, and the motion carried.

3. ACTION ITEMS

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

B. Faculty Tenure Advancements

1) Faculty Advancements Second to Third Year

*After giving reasonable consideration to the recommendation of the tenure review committee and all other recommendations, Trustee Entenman moved that **Zachary Rubin and Jessica Koshi-Lum** be promoted from the second to the third year of candidate status. Trustee Unti seconded, and the **motion carried**.*

Trustees Unti and Page commented that they continue to be pleased with how the college is embracing the tenure process and the way it is being administered.

4. COMMUNICATIONS

A. General Information/Introductions Dr. McCarthy informed the Board that both Jessica Supinski and Mical DeGraaff are departing the college for new ventures. Director Supinski has accepted a position at Amazon, to begin in early January. She has done so much at the college with ASG, students, and publicly notably using her social capital to work with students and bring them to not only local but national recognitions. Director Supinski noted that she is honored, and is pleased to stay behind the scenes and assist where students need it, including budget,

commencement, etc. The Board members expressed their congratulations to Director Supinski, followed by much appreciation for the work she has done for the college. Student Engagement Special Projects Manager DeGraaff is moving onto Shoreline College. She has dedicated her work on campus to equity and diversity, DEIC, and maintaining the LRCC in an interim roll. We are thankful for their service and wish them both well. Dr. McCarthy noted that this brings opportunity for the campus to welcome new individuals, and hopeful new superstars to our campus. Board members noted that both Director Supinski and Special Projects Manager DeGraaff should be incredibly proud of the work they have done here, and for which we are especially thrilled. There has been a tremendous amount of high expectations and we thank them both personally. It has been a tremendous pleasure watching such wonderful work happen!

- B. Correspondence** A thank you card was shared from Mr. Rich Wagner to the Board thanking them for the dedication and naming of the *Andee Jorgensen Student Success Center*.
- C. Student Leadership** **Director Supinski noted that the written** report was robust this month, including a great turn-out for the Thanksgiving meal, and donations to the food bank. The Black Student Union was approved and started. A Black History program will take place in February, plus a school wide “Ball”, to bring everyone closer together. Dr. McCarthy noted that Student Leadership Program Manager Michelle Iko works well with students, so we expect the students and Michelle to continue that relationship while replacement hiring takes place.
- D. Renton Federation of Teachers** RFT President Sheila May-Farley was not present at the meeting. Dr. McCarthy noted that he meets every two weeks with RFT leadership and believes things are going well, based on their meeting this week. He is meeting with Rick Geist, and Sheila May-Farley regarding legislative work.
- E. Written Communication Reports** There were no comments or questions about the written reports.

5. DISCUSSION/REPORTS

- A. CtcLink Update** CIO Corigliano shared a presentation regarding the implementation of the ctcLink system, explaining the history, the project and the benefits to the system and students. Questions from Board members were related to the demands on time and resources needed. This is a huge project and will require much coordination. After Spokane and Tacoma went live, we moved to more of a grass roots approach, and a consultant was added. Canvas is not going away but every system we use today will be touched. Training modules are set up by SBCTC for staff training. This will be a lot of work for everyone. Trustee Unti made a reference to the transition that Valley Medical went through in implementing their electronic health records system. Many doctors were resistant, and the younger employees were the mentors. Trustee Page asked about local portals, and CIO Corigliano responded that other colleges can’t see each other’s data. As a system, we will be able to negotiate with vendors better. Dr. McCarthy commented that process change will be a lot of work, which makes people anxious. Adjustments are hard but SBCTC expects this to happen. There will be different roles people will need to fill. Board Chair Takamura stated that change is hard, and appreciates the human touch and phase work.

B. President

Dr. McCarthy reported that fall quarter ends tomorrow, noting how quickly it has flown by.

Collaborative Relationships – This past month, Dr. McCarthy attended an Open House at OneAmerica, and the WA STEM Summit. We are in our second year of Second-Monday potlucks, trying to bring people together on campus and infusing conversations about equity issues. In November, we used this opportunity to prepare for the Aspen application. We also offered an additional opportunity for feedback. There was lots of Aspen work done during the month, and a huge thank you to Director Hedland Hansen for her work to submit the application. At the December potluck we focused on what are our greatest equity challenges and strategies. The work with RFT continues to go well. Dr. McCarthy also attended the South Sound Chamber Legislative Coalition (SSCLC) Breakfast. Representative/Trustee Entenman was on the panel.

Equity – Another grassroots group has come together (UndocuAlly) to assist undocumented students. A workshop was held November 18. DEIC is revisiting membership, and added a new community partnership action team. A draft revision to the BIRT procedure was just received by cabinet today. We are exploring the development of a Multi-Cultural Center. We are interested, but want to make sure we have the resources to do this well.

Finance and Growth – Dr. McCarthy noted that Vice President Rodriguez would be reporting soon on the monthly finances. There are no surprises. We are looking for a very extensive report in February - mid-year budget evaluation like we started last year. The fluctuation in the Nursing program has eventually turned positive. The Nursing Commission visit was very good. We are taking on a new cohort in the winter. Dr. McCarthy visited the Nursing offices this afternoon. It was a great vibe and it was nice to see such positive energy. There will be more funding coming in from the legislature (Guided Pathways money and high-demand faculty salaries). The Business Affairs Commission (BAC) has been looking at the allocation of funding. We have been involved in GP for the last 5-years. We should be in good shape to take advantage of these funds. Salary increases are very important, but serving students' needs is also big. For a school that is lean there are a lot of very important questions to answer.

Accreditation – Dr. McCarthy informed the Board that we were able to confirm that our NWCCU comprehensive report is not due until winter of 2021. We have the opportunity to submit standard two early for feedback, so we are looking at Fall 2020.

In addition to Director Hedland Hansen's work to submit the Aspen application, Dean Wakefield and Dr. McIrvine put together an Aspen STEM award application.

Representative/Trustee Entenman sponsored a bill for food insecurities (HB 1893); and inquired if RTC had applied for the grant. Dr. McCarthy responded that we did apply and were rejected because we were using processes already established through the Foundation, so as not to create a parallel process. It was not obvious in the application that this was not permissible. Dr. McCarthy noted that he would investigate the application process and get back with her.

Trustee Page informed that during the ACT Fall LAC meeting there was good opportunity to talk with trustees from other East Side colleges, LakeWA Tech and Bellevue, and he inquired about the collaboration amongst the colleges. Dr. Weber, Dr. Goings, and Dr. McCarthy meet often. We partnered with BC for student housing for Band Instrument Repair Technology (BIRT) and Ford ASSET programs – both bring people in from a distance, and housing is expensive. There are only

two other BIRT programs in the country. We will also be meeting to see how we could collaborate on ctclink with LakeWA Tech and discussing further how we could create more collaboration in the form of a coalition. Dr. McCarthy also meets with Dr. Johnson of Green River and Dr. Mosby of Highline in the South Sound regarding similar situations. We get approximately six percent of Renton School District students, and maybe thirty percent go to Bellevue because they want to obtain a transfer degree. We also just received new “Career Launch” funding to the tune of \$160K (one of five schools) – we will use this to expand our apprenticeship (CITC), overflow from others. Vice President Gilmore English informed that we just enrolled 50 FTE from CITC. GP funding will be a nice help to us, but we still need the legislature to understand that this only begins to touch the drastic under-funding that has been the history at our college.

- C. Administration/Finance** Vice President Rodriguez reported the last two columns in the Monthly Operations Report have been changed and now contain the previous year’s actuals and the variance between the current and previous year. Revenues and expenditures were generally on track through October. There is a variance of <\$672,149> in revenues from last year, but that is mainly due to the amount of capital project funds that we had received earlier in the previous fiscal year. Last year was the second year in the biennium, and we had more projects underway. In expenditures there was a variance of \$238,098 less from the previous year. That was mainly due to lower goods and services expenditures in the current year. Our net operating surplus at the end of October was \$1,927,044. Our cash balance was \$5,634,448, only \$6,402 less than the previous year, but we did start out the year with \$434,806 more cash. Our total cash and investments was \$8,816,630, \$33,735 more than the previous year. Trustee Page inquired about enrollment versus target this year. Vice President Rodriguez responded that we are down a bit in terms of FTE but up in headcount, equating to a little higher revenue.

6. BOARD OF TRUSTEES

- A. Joint Board Meeting – RTC/Puget Sound ESD** Dr. McCarthy informed the Board that John Welch, ED Puget Sound ESD reached out and wants to have a joint Board meeting. We are still attempting to nail down the goal. The proposal would look at having our regular board meeting in May, ending a little early then joining in a dinner with them and meeting for another hour (like a study session). Dr. McCarthy is exploring the benefit of a joint meeting. A former CTC system employee is now their equity director. Dr. McCarthy works with them on College and Career Readiness, as well as the King County Promise. Their Board is district based (about 9 people). Board members noted there are likely some politics around it, but should engage in the spirit of collaboration, and crush the silos.

- B. Mid-Year Board Retreat** Availability was reviewed for scheduling a mid-year Board Retreat. We will double check the ACT Spring conference date, and tentatively scheduled for May 8, for a half-day, preferably in the morning. The alternate date would be April 24.

C. RTC Liaison Reports

RTC Advisory Council Executive Director Jackson advised that he believes the next meeting should be in February, 2020.

RTC Foundation Trustee Page noted that the Celebrity Chef Event is a high-priced event, and is sold-out. We have new members with fresh ideas coming onto the Foundation Board, and hope that will provide some assistance to the Foundation office.

7. MEETINGS

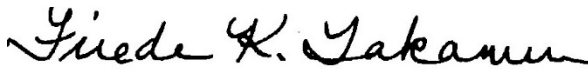
- A. The next regular meeting of the Board of Trustees is scheduled on January 15, 2020.

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

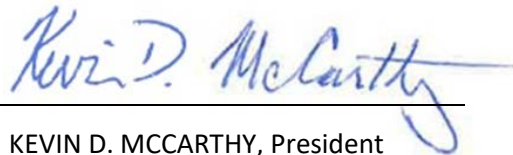
- 9. EXECUTIVE SESSION ACTION** No action was taken.

10. ADJOURNMENT

There being no further business, it was moved by Board Chair Takamura to adjourn the Board of Trustees' meeting at 4:47 pm. Motion carried.



FRIEDA TAKAMURA, Board Chair
Board of Trustees



KEVIN D. MCCARTHY, President
Renton Technical College