



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

January 15, 2020  
3:00 p.m.

## MEETING MINUTES

### 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 Entenman was absent from the meeting.

#### 2. ADOPTION OF MINUTES

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

##### **December 11, 2019 – Special and Regular Meetings**

***Trustee Unti introduced a motion to approve the meeting minutes for the special and regular meetings held on December 11, 2019 as presented. Trustee Page seconded, and the motion carried. Trustee Palmer abstained from the vote, as she was not present at the December meeting.***

#### 3. COMMUNICATIONS

##### **A. General Information/Introductions**

Vice President Gilmore English introduced our new Director of Enrollment Services/Registrar, Morineka Jacobs. Director Jacobs comes to RTC from Bates where she served as their Registrar. Prior to that, she was the Associate Director of International Programs at Seattle Central College, and the Associate Dean of Enrollment Services at Bellevue College, as well as the Registrar at Le Cordon Bleu. Director Jacobs brings a wealth of professional expertise to this role.

Dean Reader introduced one of two new Behavioral Health Counselors recently hired. Makinie Soverall, has seven years of experience working in Mental Health Services. She comes to RTC most recently from the Department of Social and Health Services doing Vocational Counseling with the Division of Vocational Rehabilitation, and SSI Facilitation with the Economic Services Division. Prior to that, she held a Case Management position with the Community Psychiatric Clinic, and Senior Counselor position with Youth Villages.

CIO Corigliano introduced our new Database and Applications Administrator, Sanjana Gaddam. Ms. Gaddam holds a Bachelor's of Engineering in Electronics and Communications from Sir M.V.I.T., Bangalore University, is a Certified Project Management Professional (PMP) and brings a wealth of experience to RTC. Dr. McCarthy is pleased to welcome these new individuals and their talents to the college.

Dr. McCarthy shared the sad news of the passing of Denise Yochum, long-time president of Pierce College/Ft. Steilacoom. Services have yet to be announced.

##### **B. Correspondence**

The monthly news clips and correspondence were sent

electronically.

**C. Comments from the Audience**                      There were no comments from the audience.

**D. Student Leadership**                      Michelle Iko, Student Leadership Program Manager informed the Board that this month students would be sharing information on Clubs. Josh Emery from the Computer Science program and president of the Coding Challenge Club shared his hope for this club to find solutions to the anxiety of the job search. The goal is to get experience working through complex algorithms in public and networking for the interview. They are using a book, ***Cracking the Coding Interview*** and working with LinkedIn professionals. EL'ona Kearney represents the Veterans Club. During Black History month there is a scheduled scavenger hunt, and a Black History program on February 22. They present a One Unity movement – we rise together as “one,” as many people helped in the movement to get to where we are today. Isiah King reported that the LGBTQ Club plans to build on last year’s National Coming Out day. Good things are being planned for this year; HIV testing and a club fair next Wednesday so people can come through the cafeteria to see club offerings. There are a total of seventeen (17) clubs on campus, which are all student run, but do have faculty advisors. Trustee Page noted that this is a great way to engage students to help make the most of the college experience.

**E. Renton Federation of Teachers**                      RFT President Sheila May-Farley welcomed everyone back to a New Year, and talked about the scurry of the new quarter. Several Tenure Committees were changed. The process was interesting, and the faculty that were on one committee were less than pleased with the way this went. Non-negotiable items were included, which cannot be grieved so should not be in the contract. Along the way there were some very strong emotions. The Tenure Steering Committee document outlines the processes. This is faculty driven, and they want it to be positive. She also shared concerns for students who travel from many distant areas, and were already in route when the weather related notice was received about the college closure on Tuesday. The 5:00 a.m. call of the closure was not early enough for many.

**F. Written Communication Reports**                      There were no comments or questions.

**4. ACTION ITEMS**    There were no action items.

**5. DISCUSSION/REPORTS**

**A. Marketing Presentation**                      Executive Director Hedland Hansen shared a presentation from Communications and Marketing on college marketing efforts, telling success stories, and public relations. RTC’s social media has grown greatly. Trustee Page shared his curiosity about marketing growth of other colleges compared to ours. Executive Director Hedland Hanson responded positively that colleges share best practices with each other at commission meetings and often monitor social media of others. Welding Instructor, Rick Geist complimented the services of the Communications and Marketing Team – student enrollments in Welding have grown because of collaborative efforts. Trustee Palmer complimented the talents of the Communications and Marketing group. Trustee Unti believes other staff and faculty are taking advantage of all the services offered from Communications and Marketing, to grow their programs.

- B. Early Childhood Education and Legal Assistant Program** Dean Doug Medbury shared a presentation on Early Childhood Education. The program offers both on-line and hybrid models. Certificates are stackable, with rotating course work to build on each certificate. Highlights included a program outline of certificates, information on course options, and financial support options. An Advisory Board member stays abreast on the Early Achievers (EA) Grant from both the college and employer perspectives. Trustee Page inquired about practicums. Dean Medbury noted that we are very flexible with practicum opportunities.

**Legal Assistant Program** – Dean Medbury continued, by sharing information on the Legal Assistant Program. The program is a hybrid model, and is near capacity. Students work in legal offices. The Advisory Board informs us that legal assistants are the most needed field in the industry. Students attend class two nights per week, with assessments on campus every other Saturday. The certificate leads them to an AAS degree. The program is 78 credits; 14 courses, over 5 quarters. Trustee Takamura noted that this was very enlightening.

- C. Legislative Advocacy** Dr. McCarthy informed Board members that we are collaborating with RFT in our advocacy in Olympia. Sheila May-Farley, Rick Geist and Dr. McCarthy exchanged conversation regarding our approach. It is a short session this year, but we will want to set up for the next biennium.

Welding Instructor, and RFT Legislative representative Rick Geist informed the Board that Carolyn Brotherton is AFT's new chief lobbyist. HB 2158 high demand funding is one of the items carrying forward from last year. The Freedom Foundation is asking for a lot of personal information via public records requests. RFT is planning a lobby day on February 17. Mr. Geist noted they will be pushing capital budgets for the next session. He intends to meet with his Senator and Legislative Representatives this session. Ms. May-Farley noted her appreciation of the collaboration with administration, and informed the Board that all faculty union presidents meet regularly with AFT Washington. Students are encouraged to join them on their visits to Olympia. They work well with WEA, and the WA State Labor Council. Trustee Unti affirmed the importance of student voice in Olympia.

Dr. McCarthy is looking forward to visits in Olympia. He will identify date(s) and encouraged Board members that are available to join him. He would like for legislators to be annoyed that we are there so often. As mentioned by Mr. Geist, there is new high demand funding coming out, which still needs some clarification. Guided Pathways work and funding will be enhanced and accelerated this year. We want to thank legislators for HB 2158 votes last year, highlighting successes with nursing salaries and Guided Pathways work. We want to push for assistance in apprenticeships costs and capital funding. We need to get through a huge backlog of capital projects, including RTC's, which won't be done until 2035 as things are going. Colleges are deeply concerned about a proposal from OSPI - a universal solution for Running Start (RS) students that would require us to collectively spend \$15-17M each year on books and fees for all RS students. This is against the principle behind the new WA College Grant which targets aid to families who need it the most, and not free college for all. Dr. McCarthy wrote to Steve Bergquist this morning to oppose this. Vice President Gilmore English added that we already waive most fees for students on free and reduced-price lunch and tuition is waived in the summer for any RS student in a prof-tech program who otherwise would be thrown off their cohort. Board Chair Takamura noted that K12 or OSPI do not appear to be working with

higher ed. Ms. May-Farley commented that there is a true disconnect between K12 and higher ed, and a complete disservice to parents and students. Trustee Unti thanked Dr. McCarthy and RFT leadership for their continued leadership in Olympia and the collaborative approach. He thanked Dr. McCarthy for his developed and valued relationship in Olympia which is much appreciated on behalf of the college and within the state. Trustee Palmer asked about the Emergency Food Grant application that we were denied. Dr. McCarthy stated that he will be having a phone call with SBCTC next week.

**D. President**

**Collaborative Relationships** – Dr. McCarthy noted we have discussed this a lot today, and now find out about some rough spots. The Tenure Committee has made tremendous advancements, and the fore mentioned information appears to be an outlier. We continue to work on this. Financial Aid and the Business office are working well together. Our 19-20 academic year is leading by far (timeline, number of records, and amount requested), and we still have another disbursement on January 30. All is processed quickly and the staff is on the ball. Vice President Gilmore English set-up “Ask Me” locations for students the first two days of the quarter. It was a helpful addition. The hiring of two-behavioral health counselors was very much a collaborative effort. Communications and Marketing is a great model of collaboration.

**Equity** – We have looked at the BIRT policy, and it has been further discussed at DEIC. Dr. McCarthy will be revisiting the policy this next month with the DEIC team. The Multi-cultural center is under discussion, and will receive further study.

**Finance and Growth** – We are looking at about \$80K more in tuition this year. Some areas of concern include gen ed enrollments that are generally flat or down, most significantly in Math. Computer Science, Precision Machining, Legal Assistant, Automotive, and Registered Nursing are also down.

**Accreditation** – We continue the work on Accreditation, with the scheduled visit in April 2021. The best thing that can come out of accreditation is the process of improvement. It all must have intrinsic value, all in our own interest.

- E. Administration/Finance** Vice President Rodriguez reported that we are scheduled to begin our financial statement audit around the first week of February. We will be looking for a Board member to participate, and will send an invitation as that draws closer. We will also be conducting a mid-year budget analysis and presenting it at the February Board meeting.

Revenues and expenditures this year appear to be on track through November. If we generate the same amount of revenue between the end of November and the end of the fiscal year as last year, we will exceed the revenue forecast by approximately \$100,000. That is contingent on winter, spring, and summer enrollments being at about the same level as last year. Expenditures are about one percent lower than they were last year through the end of November. That is good, considering that we have a larger budget this year.

**6. BOARD OF TRUSTEES**

**A. RTC Liaison Reports**

**RTC Advisory Council** No information was available on the next scheduled meeting date. There were questions about the success of this Council. Trustee Page noted that he believes that statutorily this Council is required.

**RTC Foundation** Trustee Page noted that there were still four (4) tickets left for the Butcher & Beast Celebrity Chef dinner and several for the Bash/reception. Trustee Page will be out of town for the next Foundation Board meeting, and asked Trustee Palmer to report from the Foundation meeting at the February meeting on his behalf. Trustee Page noted he had completed reading Dr. McCarthy’s loaned book ***Originals – How Non-Conformists Move the World***, by Adam Grant. He very much enjoyed the book and further recommended this to all other board members.

**7. MEETINGS**

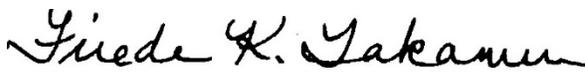
**A.** The next regular meeting of the Board of Trustees is scheduled on February 19, 2020.

**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 4:53 pm. Motion carried.*



FRIEDA TAKAMURA, Board Chair  
Board of Trustees



KEVIN D. MCCARTHY, President  
Renton Technical College