

**Board of Trustees – Regular Board Meeting  
Roberts Campus Center Culinaire Room (I-108)**

**May 15, 2019**

**REGULAR MEETING**

**A. CALL TO ORDER**

The meeting was called to order at 3:00 p.m. by Board Chair Entenman. A notation of quorum was made, and Trustee Page led the flag salute.

**2. ADOPTION OF MINUTES**

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

**April 17, 2019 Special meeting**

*Trustee Unti introduced a motion to approve the meeting minutes for the special meeting held April 17, 2019 as presented. Trustee Palmer seconded, and the **motion carried**.*

**3. COMMUNICATIONS**

**A. General Information/Introductions**

Dr. McCarthy introduced a few people from the audience: Chelsea Good, Academic Career Counselor, and Ali Cohen, CCP Open Doors Coordinator. Dr. McCarthy thanked Registrar Patrick Brown for his work at RTC as he prepares to move into his new role at Tacoma Community College as Dean of Enrollment and Student Services. On behalf of the Board, Trustee Unti thanked Mr. Brown for his service to RTC. Dr. McCarthy further recognized Michelle Iko, Student Leadership Program Manager for completing the Five Star Advisor Plan within the Phi Theta Kappa (PTK) organization. We are excited to announce that Dr. Yasmin Ali will be the new Interim Associate Dean of Nursing. This is great news for the short-term. Recognition also goes to College Relations and Marketing Director Katherine Hansen for receiving the NCMPR 2018 Silver Paragon award for Excellence in Writing Short Form. The story is included with this month's correspondence.

**B. Correspondence**

All correspondence and news stories were previously shared with Board members electronically. Trustee Unti commented on all the wonderful stories coming from the college.

**C. Public Comments from the Audience**

There were no public comments.

**D. Student Leadership**

There was no written report this month.

**E. Renton Federation of Teachers**

RFT President May-Farley thanked Board Chair Entenman for her work and support in the legislature. The faculty are excited about the COLAs and King County stipend, and are looking forward to new leadership in Instruction. We will miss Mr. Brown at the bargaining table, but welcome new members to the process. The delay in the contract opener is now more positive, understanding some of the new available funding. Board Chair Entenman noted that very few legislative representatives understand how CTC's are funded, and how faculty are paid. As members of the House College & Workforce Development Committee, she along with Mari Levitt and Dave Paul have helped to educate others on the committee. We look forward to more great things to come in the future.

- F. Written Communication Reports** Trustee Page asked about the graphic in the Communications & Marketing report. College Relations and Marketing Director Hansen informed the Board that this was a Google metric, showing the numbers of people that are coming here because we are directing them here.

#### 4. ACTION ITEMS

- A. Student Leadership Budget Approval** Director Supinski explained process for the development of the ASG Services and Activities fees budget. Student Leaders were present at the meeting to share their collective meaningful work over the year, and the proposal of the FY20 budget request on the table for approval.

Margarita Esquivas The RTC PTK Chapter was initiated in 2014. Students are working on creating better awareness for this. A service project this year was a pet food drive. Within the next two months, they are attempting to find partnership with Habitat for Humanity. Students attended the PTK Catalyst 2019 convention in Orlando, FL in April. This provides students networking opportunities with other members, and they learned ways to bring PTK awareness to campus. The PTK Summer Honors Institute will be held in San Diego, in June. The PTK Induction will be held May 30, honoring 160 members.

Meylin Rauda-Marquez Student leaders are heavily involved in event planning. This year there was a Day of the Dead celebration to honor and celebrate Mexican culture, a Lunar New Year celebration, and Black History Month that included Bomba Dancing. All students are encouraged to participate. The Spring Unity festival is planned for May 16.

Connor Moore This year Elijah's Food Pantry was expanded. After recognizing the logistic hurdles that come with this, the line item in the budget has been increased to serve students better. Students have learned how to properly store the food and feel proud that they are able to assist students on campus in less traditional ways. A second location (J-216) was added for lunch and snack items. Also increased in this budget proposal is ASG's commitment for the Men and Women of Merit, and to support each for \$10K in partnership with DEIC. The additional funding will provide them the autonomy to organize their meetings and events. Board Chair Entenman informed students to look into available funds from Food Lifeline and Food Pantry.

Jensine Ramirez The textbook access program (TAP), has an increased budget in the proposed budget; from \$5K to \$7K to be sure all students have access.

Katie Reynolds This year there were 25,000 visits to the LRCC. There have been over 1500 repairs in the CHIPS program, and there are hopes to be able to have tracking data next year for CHIPS. Students want to expand it to be more of a center for technology in general.

Isiah King Clubs on campus provide students the opportunity to do amazing things. The budget allocates \$15K to clubs. The BIRT Club traveled to the annual convention and brought back a full presentation, thanking ASG for the opportunity to travel. Many students also received job offers. The LGBTQ Club has scheduled an HIV event on May 29. They are able to meet and network with many people by providing space for people to connect. The HIV event will present health and social justice resources. UW Q-Center is planning to be here, and RTC students hope to obtain some outreach, and broaden the scope.

Trustee Palmer thanked students for the work they do and stepping up. Trustee Unti confessed that he couldn't imagine how ASG would work when we first began the conversation about student government. The students and leadership have done a fantastic job, and having a community to belong to is extremely positive and important. Trustee Takamura asked about the contingency fund. Connor Moore explained that 15 percent is required for new projects that occur during the year; this is commonly referred to as a short-term savings account. They estimate the revenue conservatively (\$590K base). This gives the opportunity to have a buffer for the account. Trustee Page stated that students on campus have exceeded the Board's expectations, and wants to make sure these benefits are extending to the entire student population.

*Trustee Unti introduced a motion to approve the proposed Student Leadership Budget for FY20 as presented. Trustee Takamura seconded, and the **motion carried**.*

- G. Approval to Expend from the Services & Activities Capital Equity Fund** Director Supinski and Connor Moore shared information relative to this request. The Capital Equity Fund is most often referred to as long-term savings. The Constitution states that any remaining funds at the end of the year roll into the Capital Equity Fund. These funds may only be used with approval by the Board of Trustees. To support the college in relation to the financial emergency, the student leadership FY20 budget will include covering 100 percent of the Student Leadership Special Projects Manager salary and benefits, and allocation of \$45,000 to co-fund the salary and benefits for the Director of Student Programs and Engagement via the long-term savings. Per statute these funds may be used for two things, decline in revenue, and opportunity to invest in capital projects (buildings). The proposal is aligned with the article. Dr. McCarthy thanked student leaders for reaching out to assist the college. He greatly appreciates the leadership of this group. Trustee Takamura asked student leaders if they would be discussing and reaching out to students on campus regarding participation and employment opportunities for the upcoming census.

*Trustee Page introduced a motion to approve the expenditure of funds from the S&A Capital Equity Account, to support a portion of salary and benefits for the Director of Student Engagement for FY20, as presented. Trustee Palmer seconded, and the **motion carried**.*

- H. Resolution for Temporary Waiver from High School Graduation Requirements** Registrar Brown and Ali Cohen informed the Board that the State Board of Education allows a temporary waiver of 20 credits versus 24 credits for high school graduation. This can impact many of our students, coupled with legislation for under 21. Renton School District has already approved such a resolution. We are asking the Board to approve the resolution for RTC.

*Trustee Palmer introduced a motion to approve the Temporary Waiver of High School Graduation Requirements, as presented. Trustee Takamura seconded, and the **motion carried**.*

## 5. DISCUSSION/REPORTS

- A. President** Dr. McCarthy thanked Mr. Brown for presenting the High School waiver. We will miss him as he leaves for his new role at TCC. The scope of his work on campus goes beyond the job of a registrar. He is valuable and assists Dr. McCarthy each month in his preparation for Board meetings. No one is indispensable, but some are inconvenient to replace. When we have a series of departures, that can be disruptive - but the majority of these individuals are leaving for

great opportunities, and at the same time it can provide great opportunities for new people to join the college.

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

**Equity** – Dr. McCarthy announced that Dean of Student Success Aaron Reader will be taking on the leadership of DEIC. He is also co-attending the Mayor's Inclusion Task Force with Dr. McCarthy. We are still focusing on retention with a DEI lens. DEIC has selected eight books for reading this summer, which will expand to the campus next year. The list will be sent to the Board. The council is working with administration to identify more resources. ASG's support for financial assistance of affinity groups in their FY20 budget proposal is greatly appreciated. DEIC has a great foundation which is now setting roots into the institution. We are looking to increase faculty involvement. We need to use data that is not threatening, but revealing and showing urgency. Two additional affinity groups developing from DEIC are the Lavender Network club forming to support the LGBTQ community, and Whites Against Racism (currently five women). Vice President Reyna shared a presentation about leadership with the Faculty and Staff of Color Network, regarding individual strengths, before he departed the college.

**Advocacy and Finance** – Dr. McCarthy noted that we have been focused mostly at the legislative level, and spoke of the work that Representative/Board Chair Entenman has done in her role in the legislature. At the May 8 All-College meeting we shared a presentation that covered the high points of the Workforce Investment Act, Guided Pathways funding, and Foundational support. We know these were tough bills to get passed, and are very appreciative of the outcome.

**Trust** – Dr. McCarthy informed the Board that during the month of April we held several growth forums. As he continues to say, we need to grow our way out of our financial emergency. Five forums were held - 54 faculty and staff attended. We then opened an on-line survey for a week and had 77 respondents. This can help in building morale, and hopefully a way to get people involved and productive to help. There was not enough time to do the analysis for the forums and survey, so we will continue to work on that. We will post this internally for people to view. We could use the September Board retreat to share this information further with the Board. On a high note – there is a base of students who move into classes from the CCP program. Our faculty need to pull students into their programs versus CCP pushing them out. Our best advertisement is word of mouth, but this can be two-edged. Students and colleagues will learn from every interaction so we need to strive for positive ones. The traditional cohort model can also be a barrier for some students. Marty Cooksey & Elizabeth Flanagan's Financial Algebra class has great promise, serving high school graduation fulfillment, AMATH course for many of our tech programs, and placement into college-level math. This is an area we could do more work. CTE at Renton School District (RSD) has been active in bringing students on campus in order to get credit for financial algebra and see our programs. Trustee Takamura suggested that we might think of some organized ways to have some meaningful education efforts. Board Chair Entenman learned that peoples' minds are not on CTC's in higher education. Universities don't know or care about transfer numbers. We all need to move this discussion forward, no matter what community platform you are in.

**Finance** – Dr. McCarthy advised that we are wrapping up the budget development for FY20. The budget book is expected to be complete by May 31. Public discussion and approval will be scheduled for the June 12 Board meeting. The WACTC OBC is meeting tomorrow for discussions, then WACTC conference call on Monday afternoon. We are hoping by the last 10 days of the month we will have the final numbers from SBCTC.

Dr. McCarthy informed the Board that the Tenure Portfolios are available for their review on Canvas. There are five candidates for advancements, and no tenure approvals.

**B. Administration/Finance**

- 1) **Monthly Finance Reports** Vice president Rodriguez reviewed the budget spreadsheets and graphs. At the end of March, our expenditures are on track with the budget. However, the budget is approximately \$1.2M higher than our revenue projection for the year due to lower enrollments and tuition, and higher salary expenditures. If we don't fully spend out our budgets, those savings will reduce the deficit amount. This year we are trending a little bit above last year in cash and investments, which is good considering that in previous years we were down each year. At the end of March, we had \$9.6M in cash and investments, which is slightly higher than the previous year when the land purchase cost is factored back in.

CCP Open Doors Coordinator Ali Cohen and Jodi Novotny are working to set up a Direct Funded High School, similar to Open Doors, which could provide additional revenue.

**6. BOARD OF TRUSTEES**

- A. Trustee Recruitment** Dr. McCarthy shared a reminder with the Board that Trustee Page's term will expire at the end of September. We need to focus now on interested parties to replace him. We certainly want to look at supplementing the strengths that we currently have on the Board. Dr. McCarthy has put feelers out within the community. Trustee Page has also been reaching out and wants to emphasize that the Board should represent the geographical population that we serve. We need to think about the assets that each trustee brings to the collective Board. We have greatly benefited from Trustee Page's work, both at the local and state level.
- B. September Board Retreat** Dr. McCarthy suggested laying out an agenda similar to last year's retreat, where we began with some professional development, then migrated into a regular meeting/retreat. Another suggestion was to include data from the Growth forums.
- C. Draft 2020 Board Meeting Calendar** The draft Board meeting calendar was shared and discussed. Trustees will have the month to review and compare to their personal calendars and be prepared to approve the calendar at the June 12, 2019 Board meeting.
- D. ACCT Conferences** Board Chair Entenman noted that the question is, do we have the funding for attending conferences, and is it necessary for Trustees to attend these National Conferences. Trustee Palmer is working on a presentation for the San Francisco conference. The general consensus was that if there is funding available, Trustee Palmer should attend that conference. Board Chair Entenman felt it was not necessary for college Trustees to attend the National Legislative Summit, in Washington, D.C. Further discussion can take place following the presentation of the FY20 budget.
  - 1) **Leadership Conference – October 16-19, 2019 San Francisco, CA (possibly Trustee Palmer)**
  - 2) **National Legislative Summit – February 9-12, 2020 Washington, DC (no one)**

**E. Board Liaison Reports**

- 1) RTC Foundation                      Dr. McCarthy shared the news from the Foundation's report at All-College meeting. Real Network Foundation is coming to visit May 16. At our Fall Kick-Off, the Exceptional Employee Awards will be awarded. We are working on scheduling visitors for potential philanthropic opportunities. Philanthropy has gotten very sophisticated, and needs a stronger board with deeper pockets. Ross Wolfe presented last month about Legacy and Planned Giving. Interviews for a new investment manager will occur at the end of the month.
- 2) RTC Advisory Board                      Trustee Takamura attended the RTC Advisory Board meeting held on April 3. The next meeting will be scheduled in the fall.

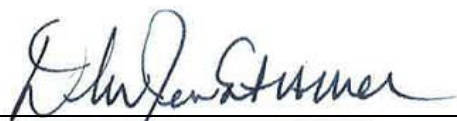
**7. MEETINGS**                      The next regular meeting of the Board of Trustees is scheduled for June 12, 2019. We will need the traditional executive session prior to the meeting, to review the five candidates eligible for tenure advancements. The Board agreed to begin the executive session at 1:45pm.

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

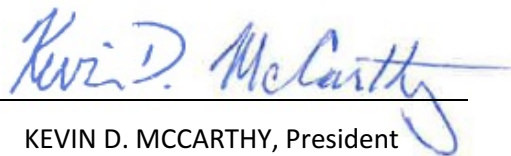
**9. EXECUTIVE SESSION ACTION**                      No action was taken.

**10. ADJOURNMENT**

There being no further business, *it was moved by Board Chair Entenman to adjourn the Board of Trustees' meeting at 5:24 pm. Motion carried.*



DEBRA ENTENMAN, Board Chair  
Board of Trustees



KEVIN D. MCCARTHY, President  
Renton Technical College