



*Renton Technical College*

**Board of Trustees  
Regular Meeting  
Roberts Campus Center Board Room, 202  
April 12, 2011 - 4:00 p.m.**

**Minutes**

**1. CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Board Chair, Trustee Tyler Page. A quorum was established. Trustee Page led the flag salute.

**2. ADOPTION OF MINUTES**

**A.** Trustee Page asked for corrections and/or additions to the March 8, 2011 minutes. Trustee Little requested a correction to the ACCT National Legislative Summit Report, to reflect the change from home to D.C. districts. The change was noted. Trustee Little moved to approve the amended minutes, and Trustee Unti seconded to approve the March 8, 2011 regular meeting minutes as modified. Motion carried.

**3. COMMUNICATIONS**

**A.** *Correspondence* There was no correspondence for public reading.

**B.** *General Information* An announcement was made by Kristen Byrd that she has resigned her position, and that this would be the last meeting that she will attend at RTC. A new Assistant Attorney General will be assigned to RTC. The Trustees thanked Kristen for her guidance and service and wished her well.

President Hanson introduced Susanna Williams, the new College Relations/Foundation Director. Susanna holds an M.S. in Early Childhood/Elementary Education and a B.A. in Politics. She has worked as a director of giving programs, a conference planner, a political campaign manager, and an elementary teacher. In 2009, she received the Washington State Governor's Volunteer Service Award. We are excited to welcome Susanna to RTC.

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

4. **TRUSTEES**

A. *TACTC President Board Visit* Trustee Page welcomed Mauri Moore, TACTC President and Erin Brown, TACTC Administrator. We are honored to have Mauri and Erin in attendance at this afternoon's meeting. Ms. Moore shared that she has been in office for almost a year, and is looking for feedback about the TACTC organization before she leaves office. President-elect, Tom Moore will assume the position of TACTC President in July.

- TACTC offers three annual conferences. Trustees are encouraged to attend and participate.
- TACTC is interested in making sure that the voice of trustees is strengthened, as one voice.
- 2010-11 TACTC objectives are:
  - To facilitate communication among community and technical colleges of the State of Washington;
  - To coordinate development and maintenance of a state-wide community college education program;
  - To maintain liaison with the Washington State Board for Community and Technical Colleges, and other duly constituted community college-related organizations and agencies;
  - To review and/or initiate legislation affecting community colleges and to make appropriate recommendations to the Congress of the United States, the Washington State Legislature and to all appropriate committees thereof, and
  - To provide educational programs and information for Trustees in order to improve awareness of their roles and responsibilities.

There are 150 trustees in the organization. The job of TACTC is to make sure that trustees are prepared with relevant information to perform their duties as trustees. Many opportunities exist for involvement by joining one of the many available committees, or attending the conferences. These opportunities provide the promise to meet fabulous people at both the local and national levels through TACTC and ACCT. A list was provided, that included standing TACTC committees, ACCT representatives, and system committees. Additionally, an on-line forum is being developed for trustees use.

The trustees asked questions and shared their experiences through the TACTC organization. Many very favorable comments were made about both TACTC and ACCT. Ms. Moore recognized the extended service by Trustee Little and thanked her for her involvement at both the local and national levels. Trustee Page commented that as

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Treasurer on the TACTC Board of Directors, that is has been an honor to serve with Ms. Moore and thanked her for her attendance at the RTC Board of Trustees meeting.

- B.** *President's Evaluation Process* Trustee Page discussed the need to establish a viable evaluation process for the college President. The need to adopt both a planned schedule and evaluation tool is appropriate. Trustee Page is grateful for the information available from TACTC, and shared materials from TACTC (*Hiring and Evaluating a President*), the adopted Board Policy (*BPR-5*) and article from Trustee Quarterly (*Conducting a Presidential Evaluation Can Benefit the Board, the CEO and the College*).

The evaluation needs to be worthwhile for the Board and the President. Suggestions were made to form a committee to develop an evaluating instrument. Trustees McAbee and Sen Gupta agreed to work together and report back to the trustees at the May meeting, with the goal to formalize the instrument and process at the June meeting. The evaluation would then be a part of the August retreat. The standard process would be to evaluate the President in May, and extend the contract in June, if appropriate. President Hanson agreed to the extended timeline.

- C.** *SEIU Healthcare 1199 Northwest Training Fund Contract* This contract is a partnership with SEIU Healthcare to provide training for Group Health staff, to prepare staff to move from medical assistants to LPN's. The contract was not received in time to provide information to the trustees for approval. It will be presented on the May agenda for approval.

**5. PRESIDENT'S REPORT**

- A.** *Legislative Update* President Hanson shared an overview of legislative activity with the trustees. The House passed the operating budget bill on April 9<sup>th</sup>. The Senate Ways and Means Committee is expected to release its budget proposal on April 12<sup>th</sup>. By April 13<sup>th</sup>, Denise Graham should have an analysis completed regarding the Senate budget. The outline of reports shared by President Hanson were:

- Change in State Funding
- General Budget Reduction
- Tuition Increases
- Net Change in Funding
- Enrollment Targets
- Student Achievement Initiative
- Worker Retraining and Opportunity Grant
- Life Transitions Program
- Bellevue College
- Pre-College Reform Plan
- Facilities-Related Funding
- Compensation Provisions

The legislative bill to add a student to the board is dead at this time.

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- B.** *WACTC Report* President Hanson shared a report regarding changes in the reorganization of WACTC's committee structure. The WACTC Executive Committee conducted an examination of WACTC's communication and decision-making processes, which resulted in a proposed reorganization to enhance strategic planning, communication and decision making. The Presidents have a long-range plan to be more strategic than reactive. The committees were approved at the March WACTC meeting:
- Capital Budget
  - Critical Issues
  - Legislative
  - Operating Budget
  - Strategic Planning (new)
  - Educational Service
  - Technology
  - Corrections

The Human Resources Committee will be discontinued and replaced by an advisory team of three presidents.

Authorization of Western Governors University as a Baccalaureate Granting Institution in Washington State is likely to pass and will provide more opportunities for students in our state, by allowing them to utilize state need grant dollars.

Clinical Affiliation Agreements – many colleges are experiencing difficulties executing clinical affiliation agreements with medical facilities due to general liability issues. Our tort liability doesn't cover students. President Hanson thanked Ms. Byrd for her tremendous support helping the system arrive at an agreement that will provide low-cost insurance for students who participate in clinical placements. Language will be added to the Model Clinical Affiliation Agreement template to include provisions for general liability insurance for students, as well as medical malpractice insurance.

GISS and the Student Achievement Initiative – the State Board staff will refine the integration of the broad GISS measures with the Student Achievement Initiative measures. State Board staff will provide an update at the April WACTC meeting. A presentation to the trustees will follow in May.

All USA Academic Team Awards Ceremony – The awards ceremony was held on March 24<sup>th</sup> in Olympia, in conjunction with the WACTC meeting. The event was wonderful, and our students were both glowing. TACTC was able to provide an extra scholarship this year, by eliminating giveaways at conferences and meetings.

- C.** *Community College Tuition Schedule* Effective 2009, technical colleges may offer transfer degrees that prepare students for bachelor's degrees in professional fields, subject to rules adopted by the State Board. The rules include a proviso that colleges offering transfer degrees must use credit hours and charge state community college tuition rates as adopted by the State Board. In order to offer transfer degrees, the college would need to implement the state-wide community college tuition rates, effective Fall quarter, 2011. Discussion provided information that fees were rolled into the tuition when the college moved from clock to credit hours. The intent would be that fees would off-set

the costs. Vice President Merrell is working with Peggy Moe, Dean of Business Education and Technology to establish fee categories. We are looking at Lake Washington's schedules. Currently, RTC does not charge student fees.

A motion was made by Trustee McAbee and seconded by Trustee Unti to adopt the Community College Tuition Schedule. Motion carried.

- D.** *Diversity and Equity Committee Report* Co-chair, Jenna Pollock presented information to the trustees on the membership, purpose, mission and action plan of the Diversity and Equity Committee. The purpose and charge of the committee includes:

- Assisting in the development of a long-range diversity and equity plan for the college, and
- Provide coordination of the college's diversity and equity activities.

The action plan of the committee is tied to the college's strategic plan and institutional priorities. Beginning this month, training will begin for committee members, deans and supervisors across the campus. Caprice Hollins of Cross Cultural Connections will facilitate the training. Trustee Sen Gupta shared concerns, and offered to provide further input to the committee.

- E.** *CommUNITY Spring Festival* This year's festival will highlight *Hands on RTC* to highlight the many programs we have on campus! Liz Falconer, event coordinator was present to share information about the upcoming festival on June 9, 2011. This year's festival will have guests actively involved in activities. The hope is to bridge students from Basic Studies to credited classes and build a feeling of community on campus. The theme will be the traditional "Americana" theme; with hot dogs, lemonade, square dancing, and other participatory activities. Pre-festival activities will include origami crane-folding and challenges to departments to create a "found objects" art display. The cranes will be hung in a special "Crane Alcove" in the RTC Library from specially-made hangers designed by students in the welding program, led by Dave Parker.

## 6. INSTRUCTION

- A.** *Grants Update* Grant Writer, Bonnie Berry introduced herself to the trustees and shared information about grant activity at RTC over the last 90-days. RTC has joined partnerships in application for the following grants:

Dept. of Labor (DOL) Trade Adjustment Assistance (TAA) Community College Training Grant (C3T):

- *Strengthening Technical Education for the Workforce: The Consortium for Success in Workforce Technical Education* partnering with Ivy Tech as the lead applicant. The focus of this grant is to improve student retention and completion in professional technical programs. RTC request - \$2ml.

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- *Air Washington*, partnering with Spokane Community College as the lead applicant. The focus of this grant is to build capacity in aerospace training in Washington State, improving completion in aerospace training programs. RTC request - \$1.9ml.
- *InnovaTe Washington*, partnering with Bellevue College as the lead applicant. The focus of this grant is to increase capacity, increase online offerings, and integrate industry specific curriculum in IT programs in Washington. RTC request - \$808K.

DOL Career Pathways Innovation Fund, partnering with Lake Washington Technical College as the lead applicant. *Innovation in Nursing Career Pathways and Technical Education*. The focus is to strengthen and improve career pathways and success strategies for students to nursing from pre-college to Baccalaureate degree. RTC request - \$588K.

7. **RENTON FEDERATION OF TEACHERS**

- A. *Faculty Activities* Rick Geist, president of the Renton Federation of Teachers told the trustees that the faculty is busy. Students are still on waiting lists. RFT is waiting on information regarding the House and Senate budgets. President Hanson has been good about communication. Negotiations are going well. CTC's get very good play with legislators, but many don't understand the impacts of budget cuts on the CTC's. We seem to be a shining example.

8. **STUDENT SERVICES**

- A. *Enrollment Report* Vice President Pozega provided an updated enrollment report dated April 12, 2011. Winter quarter finished with 3535 FTEs. This was 50 FTEs less than winter quarter last year. To date we are at 2,873 for Spring quarter and this number will increase weekly through the end of the quarter. Our annual allocation target for the year is 3,978FTEs and we are at 3,880 to date. It looks like we should not only meet our annual FTEs but should exceed that number by at least 200 FTEs.

Occupational Prep is down some as a result of the loss of two cohorts not starting spring quarter. Because of a retirement in the Faculty we did not start a Computer Networking cohort that usually begins each spring. Secondly in our move to an RN program we did not start a spring quarter LPN cohort. These two no-starts will lower our spring quarter numbers significantly.

We are currently in week two of Spring quarter. Spring quarter orientation went well. There was a large group in Allied Health and Culinary, and smaller groups in Manufacturing and the Major Appliance program.

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A second meeting was held for the proposed Associated Student Government. At this meeting, student delegates from Lake Washington and Clover Park were present to inform RTC students of the advantages of a student government on campus. They did an excellent job. The next steps will include student forums and a vote in the first week of May. The hope is to have the student government in place for Fall quarter.

- B.** *Safety and Security* Information was provided in the board materials regarding recent activities within the Public Safety Department.

Vice President Pozega provided information to the trustees about the new smoking policy adopted by the college, effective with spring quarter. As a result of a campus formed committee that worked diligently to represent groups across campus, this policy was adopted. Six designated smoking areas have been established around the campus, and new signage was posted. Information was shared with students in their orientation, and in their classes by their instructors.

- C.** *Public Information* Information was provided in the board materials on recent press releases, media releases, advertising, marketing, publications and community relations.

9. **ADMINISTRATION/FINANCE**

- A.** *Source and Use of Funds* As a regular report to the Board of Trustees, Vice President Merrell provided information on the revenues and expenditures for the period ending February 28, 2011. Changes were made to the monthly Source/Use of Funds report which required some restatements to the historical figures. Via PowerPoint presentation, Vice President Merrell reviewed those changes and their impact to the Source/Use of Funds report. Vice President Merrell also informed the Board that she would provide an alternate format for presenting the financial data at the next meeting and the Board could then decide which report they prefer.

10. **HUMAN RESOURCE DEVELOPMENT**

- A.** *Administrative Report* Director of Human Resource Development, Glenda Mullowney reviewed with trustees the personnel activity for the period ending March 31, 2011.

11. **EXECUTIVE SESSION**

A college matter has been brought to the attention of the Board of Trustees. At 6:30 p.m. Trustee Page moved for a 15 minute executive session to discuss the performance of a public employee. At 6:45 p.m. the trustees reconvened their regular session.

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12. **MEETINGS**

The next regular Board of Trustees Meeting is scheduled for May 10, 2011.

13. **ADJOURNMENT**

It was moved by Trustee Page to adjourn the Board of Trustees' meeting at 6:48 p.m. Motion carried.

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TYLER PAGE, Chair  
Board of Trustees

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STEVEN J. HANSON, President  
Board of Trustees