



**Board of Trustees Regular Meeting
Board Room I-202**

**April 16, 2013
7:30 a.m.**

Minutes

1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by Board Chair, Trustee Kirby Unti. A quorum was established. Trustee Unti led the flag salute.

2. ADOPTION OF MINUTES

A. Trustee Unti asked for corrections and/or additions to following minutes:

March 19, 2013 Regular Meeting

Trustee Page introduced a motion to approve the March 19, 2013 meeting minutes as presented. Trustee SenGupta seconded, and the motion carried.

March 20, 2013 Special Joint Meeting

Trustee SenGupta introduced a motion to approve the March 20, 2013 meeting minutes as presented. Trustee Page seconded, and the motion carried.

3. ACTION ITEMS

A. *There were no action items to approve.*

4. COMMUNICATIONS

A. *Introductions*

President Hanson introduced Mary Kate Richardson. Ms. Richardson will serve as the interim Director of Institutional Planning and Effectiveness. This position will take the place of the Director of Research and Development that was held by Chris Johnson, with the added oversight of Institutional Planning and the Management of the Title III Grant. Ms. Richardson affirmed that the dual role makes sense for the college, and added her enthusiasm for her new role.

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- B. *Correspondence* Trustee Unti made note of several news articles that had been published, featuring RTC, and RTC staff.
- C. *General Information* Trustee Unti noted the information included in trustee materials for the Open Door Festival on May 16, 2013. This is a campus-wide event, very rich in diversity.
- D. *Comments from the Audience* There were no comments from the audience.
- E. *College Relations Report* Board Chair Unti noted the written report.
- F. *Human Resource Development Report* The written report included personnel activity for the month of March, 2013. There were no questions.

5. **DISCUSSION/REPORTS**

- A. *Associated Student Government* President of the Associated Student Government, Danny Copeland informed the Trustees about ASG Sponsored Campus Events for the month of April: Assisting with the promotion of programs for the Open Door Festival, Celebration of National Library week, National Poetry month, job fair promotion, National Day of Silence, Earth Day activities, Women’s Self-Defense workshop and the Students of Color Conference (SOCC). Students who attended the SOCC were enlightened and gained awareness for unity, returning to campus with a commitment to share what they learned with students in their classes and an understanding that they have a responsibility to act as agents of change. Mr. Copeland welcomed fellow students Mr. Phuc Pham and Ms. Natasha Ramirez, to share their thoughts from the conference. The trustees thanked the students for their empowerment, taking the time to attend the conference, and sharing their experiences.
- B. *Trustees*
Foundation Liaison Report Trustee Palmer reported that the Foundation Scholarship Dinner and Silent Auction on Friday evening had an initial report of earning approximately \$30,000. It was nice to see staff, and student volunteers. Trustee Palmer commended the student speaker, Shavonee Kennedy; building upon the heritage of her family and need for a modest scholarship from the Foundation. Her mother and grandmother were also in attendance.
- C. *Renton Federation of Teachers* President of the Renton Federation of Teachers, De Etta Burrell informed the trustees about the plans to visit Olympia over concerns for PT faculty health plans, salary increases, and tuition increases. There are a lot of bills before the legislature related to RFT concerns.

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- D. *President's Report* President Hanson reported that RTC will be included in the second wave in the implementation of ctcLink. The overall implementation will occur very quickly; with the plan for RTC to go live in February 2016.

President Hanson shared the SBCTC Watch List of bills in motion to the Governor and Legislature. There are many STEM related bills receiving a lot of support. The bills headed to the Governor were highlighted; HB 1109 - requiring colleges to allow early registration for eligible veterans, HSB 1686 - related to GED equivalency certificates, SB 5712 – encouraging colleges to inform students of multiple measures in precollege courses, and SSB 5774 – creates a special permit to allow tasting of alcohol by individuals who are at least 18 and enrolled in a culinary or spirituous technology-related degree program.

President Hanson shared proposed budget comparisons by the Governor, the Senate and the House. All include no cuts to higher education, and restore funding restrictions. RTC did not implement the three percent salary reduction, even though the funding was taken from our budget. The highest percentage increase is in the Senate proposal. The Governor and House budgets both include funding for Aerospace and STEM; linking the two. There will be a lot of creative proposals on funding. All three proposed budgets include the Aerospace Training Center in Renton, for \$5M. Since the original request was for \$10M, Boeing will continue to push for the additional funding.

- E. *Instruction* Curriculum and Technology Specialist Liz Falconer provided an overview of the technology applications available to faculty and staff at RTC. Included in her presentation were; Tegrity Lecture-capture software, document cameras, simulators, smartboards, and shared teaching tips at <https://www.youtube.com/watch?v=qYKg6Y7btg>. We are migrating from our current Learning Management system (Angel) to Canvas, a cloud based system, in the fall. Washington is a leader in the Open Course Library, which includes Open Educational Resources (OER) for instructors, and students. <http://www.youtube.com/watch?v=wLQsirKvexU&feature=youtu.be&t=6m6s> Open Educational Resource materials are quickly becoming a new way to access textbooks. Students can use an iPad or Kindle application. We are in a revolution of shifting gears.

- F. *Student Services* Vice President Pelkey shared an Enrollment Report dated April 15, 2013 which is trending just below 90 percent. We know that some additional increased enrollments will allow us to end the quarter down 12 percent. We will go into recovery mode, which will give us one year to recover the enrollment base. We need to offer a high quality education in a different model. Perhaps a Bachelor's degree and key program mix. We need to look at innovative ways to recover; the Academic Plan may inform some of this. We need to listen to our students, and address needs in a proactive fashion. We need to get the word out through a variety of sources, including media. Summer quarter is the beginning of the rebase. The best advertisement for the college is from students departing from current courses; leaving with the best experience possible, acting as our best ambassadors. We are working aggressively on the Advising model. We are heavily using our new reader board, Facebook, and social media for advertisement. This situation is not unique to RTC; it is happening across the system as a reality of times.

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We are getting our team on board and facing the critical steps.

- G. *Administration/Finance Report* 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, 2013.

6. **STUDENT SUCCESS** Vice President Pelkey shared information relative to the *SENSE* Survey (Survey of Entering Student Engagement) results, and the baseline data for *SENSE* benchmarks. *SENSE* helps community and technical colleges understand the experience of entering students and engage these students in the earliest weeks of their college experience. The six *SENSE* benchmarks are: Early Connections, High Expectations and Aspirations, Clear Academic Plan and Pathway, Effective Track to College Readiness, Engaged Learning, and Academic and Social Support Network. Ms. Mary Kate Richardson, Title III Project Director shared information regarding the overall benchmark scores, and RTC results in comparison to the performance of the 2012 cohort national average, and to the top performing college. We showed strength in engaged learning, and weakness in clear academic pathway and early connections; both activities that take place outside the classroom. The reason for participation in both *SENSE* and *CSSEE* (Community College Survey of Student Engagement) was to encourage growth. Results from both surveys have provided us with the same clear message. When we wrote the Title III grant, we did not have the results of these surveys. Our work within Title III affords us the opportunity and budget to address these needs. Mr. Scott Latiolais, Director of Counseling and Advising shared information about measuring students persisting through 45 credits. Students will now have specific connections at entry, progress and completion. They are required to meet with an academic advisor prior to registering for a Direct Transfer degree or program. A new four easy step student entry process has been established; Apply, Assess, Connect and Register. Once we convert to ctcLink we will be able to use a system-wide application. Mr. Latiolais walked through the weekly steps of the academic advising model. Title III in general is the data/record keeper to see if we are truly moving the needle.

Vice President Pelkey added that he hoped to see a combined effort with instruction to develop a pathway program, to include the conversion of the college catalog to a pathway developed piece. This may encourage a student to think differently; taking an additional quarter to complete an AAS Degree or AAS-T Degree. There is hope to pilot a college success class by fall 2013. Dr. Pelkey commended Mr. Latiolais for the work he has done in a short period of time. He also recognized that the college is fortunate to have Ms. Richardson to keep us on track with Title III. The *SENSE* survey has both an academic and social component, to which we hope to move more toward a high-touch institution serving the needs of a high-touch context society.

7. **MEETINGS**

The next regular Board of Trustees meeting is scheduled for May 21, 2013.

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8. **EXECUTIVE SESSION**

At 10:07 a.m. the trustees entered into executive session for 15 minutes to consider the selection of a site or the acquisition of real estate by lease or purchase. At 10:22 a.m. the executive session was extended for 5 minutes.

Trustees returned to regular session at 10:27a.m.

9. **ACTION**

As a result of the executive session, a special meeting was scheduled to take place on April 26, 2013 at 1:00 p.m. The Board of Trustees will meet in executive session to consider the selection of a site or the acquisition of real estate by lease or purchase.

10. **ADJOURNMENT**

It was moved by Trustee Unti to adjourn the Board of Trustees' meeting at 10:28 a.m. Motion carried.

KIRBY UNTI, Chair
Board of Trustees

STEVEN J. HANSON, President
Board of Trustees