



**RC-2020, INC.
FALL 2016 BUSINESS MEETING
OCTOBER 15, 2016
GEORGE BROWN COMMUNITY COLLEGE, TORONTO
MINUTES**

CEOs Attending:

Marie-Therese McGivern, Antonio Perez, Anne Sado, John Morton, Jerry Steward, Curtis Ivery, Rob Wallen.

WELCOME, CONFLICTS OF INTEREST

MT McGivern called the meeting to order at 9.30am.

MT noted the apologies received to this meeting and in particular asked that best wishes are sent to Dr. Bioteau and the team at FSCJ as they deal with the impact of Hurricane Matthew. In Dr. Bioteau's absence, MT McGivern as Vice President assumed the Chair.

MT McGivern welcomed members to the meeting and reflected on the shared learning and collegiality which members had experienced. The richness of the sharing and debate was discussed and Anne Sado's presentation can be found [here](#).

MT McGivern formally thanked Anne Sado and the team at George Brown for the truly inspirational program which they had delivered.

Members asked for formal recognition through the minutes of the valued contribution, wealth of knowledge and experience which Emeritus Member Dr. Paul Elsner and Joyce Elsner had made through their attendance at the Fall 2016 meeting.

CLOSED SESSION - MEMBERSHIP NOMINATION

Rob Wallen, NESC left the meeting.

MT McGivern updated CEOs of a membership application from North East Scotland Community Colleges.

ACTION: A motion was made by Jerry Steward, and seconded by Anne Sado to appoint NESC to RC-2020. Motion approved.

Rob Wallen returned to the meeting and was formally welcomed. Rob thanked members for their nomination and acceptance.

AGENDA ITEM 1: MINUTES OF THE RC-2020 SPRING 2016 MEETING [Spring 2016 Minutes](#)

MT McGivern referred to the minutes of the Spring 2016 meeting and asked if they were an accurate record of the meeting.

ACTION: A motion was made by John Morton, and seconded by Anne Sado, to approve the Spring 2016 meeting minutes. Motion approved.

AGENDA ITEM 2: TREASURER'S REPORT – DR. JOHN MORTON

Dr. Morton presented 2 reports: 2016 Full Year Budget and Year End Forecast and, 2017 Draft Budget.

The financial position remains positive with over \$270,000 in deposit accounts. Dr. Morton highlighted key points from both papers:

2016 FULL YEAR BUDGET AND YEAR END FORECAST [Financial Report](#)

1. Expenses are positive of budget but revenue is negative.
 - Membership dues are lower than budget due to resignations from 2 members and agreement (Spring 2016 Business Meeting) to waive member dues for 3 members.
 - Target to recruit 2 new members hasn't realised. North East Scotland in attendance at the Toronto meeting which will generate \$4,000 before year end but LACC have not engaged.
 - In addition, sponsorship is behind budget for 2016. The lower than predicated attendance level at the Fall 2016 meeting has resulted in potential sponsors deferring their sponsorship from Fall 2016 meeting to the Spring 2017 meeting.
 - The reduced income has been offset by a reduction in meeting expenses.
2. Full year budget forecast is \$9000 surplus.

2017 BUDGET [Budget](#)

Dr. Morton presented the draft budget for 2017 which reflected:

1. Reduction in expenses in line with 2016 trends.
2. Membership target:
 - Retain 24 members at \$88,000.
 - Recruit 2 new members – LACC and Seattle.
3. Sponsorship target:
 - Continue with the breakeven strategy; to deliver cost neutral meetings. The current approach targets relevant sponsoring partners each paying a minimum of \$10,000 for a 30 minute engagement.

- Target to recruit 4 sponsors and this will be dependent on increased participation by members.

4. Delivering within this budget will realise a full year surplus of \$13,000.

ACTION: A motion was made by Anne Sado and seconded by Curtis Ivery to note the 2016 actual, 2016 year end forecast and to approve the 2017 budget. Motion approved.

MT McGivern thanked Dr. Morton for his reports.

AGENDA ITEM 3: MEMBERSHIP REPORT [Membership Report](#)

In Dr. King's absence, Gillian summarized Dr. King's written membership report noting the number of current College and Emeriti members. Member dues for the full year were budgeted at \$128,000, were reforecast downward in Spring 2016 to \$100,000 and the full year reforecast is 24 members generating \$96,000.

ACTIONS:

Approval was granted in Spring 2016 to waive fees for 3 Colleges. Members discussed our approach to reengage these members and agreed to the following actions:

- Cornwall College – MT McGivern updated that there have been changes in leadership and the College has confirmed that it will not be in a position to reconsider RC-2020 membership in the short term.
- Trident Community College – Jerry Steward agreed to reach out to Dr. Mary Thornley.
- Valencia Community College – Tony Perez agreed to reach out to Sandy Shugart.

Discussion followed regarding meeting attendance. As a result of pressing business matters, several of RC-2020's most active members, were not able to attend the Fall 2016 meeting. Furthermore it was agreed that CEOs should make contact with those CEOs who have not attended recent meetings to encourage their attendance and valued participation.

ACTIONS:

Members provided updates and agreed to the following actions:

- British Columbia Institute of Technology in Vancouver – Anne Sado to reach out.
- Central New Mexico Community Colleges – MT McGivern and Dr. Bioteau to reach out.
- City and Islington College – MT McGivern discussed the changes of leadership and agreed to reach out.
- CC Philadelphia – Dr. Perez to reach out.
- Cuyahoga Community College – Dr. Shannon to reach out.
- Dallas Community College – Dr. Perez confirmed that in recent communications with Dr. May, Dallas Community College is committed to the RC-2020 network. Dr. Perez to maintain dialogue and reach out.
- Houston Community College – Dr. Maldonado had confirmed attendance at the Fall 2016 meeting however another engagement resulted in cancelling. Dr. Bioteau to reach out.
- Maricopa Community Colleges – Dr. Perez confirmed that Maricopa Community Colleges will maintain membership and will reach out to Dr. Maria Harper-Marinick with details on the Spring 2017 meeting.
- Miami Dade Community College – Dr. Padron has agreed to host the Spring 2018 meeting. Dr. Bioteau to reach out.

- Roxbury Community College – Dr. Perez to reach out.
- San Francisco Community College – Dr. Morton to reach out.
- SAIT Community College – Anne Sado to reach out.
- Sydney TAFE – Anne Sado to reach out.
- Tulsa CC – Dr. Steward has engaged recently with Dr. Goodman who hopes to join the meeting in Spring 2017.
- Dr. Perez to identify potential membership from Iowa.
- Dr. Pittman to investigate membership from Kansas City and Minneapolis.
- Dr. Leslie to investigate membership from Colorado.

Discussion took place regarding potential new members. Gillian updated members on a change of leadership at Seattle Colleges. Dr. Shouan Pan, President of Seattle Colleges was keen to reignite the lapsed membership however, due to a prior commitment was not able to attend this meeting.

In addition, Gillian reminded members of an application for membership from LA Community College which had been approved at the Fall 2015 meeting. LACC were not present at either of the 2016 meetings due to pressing business matters however members were keen to ensure proactive engagement with LACC.

ACTIONS:

Members asked that Dr. King reach out to both Seattle and LACC with details of future meetings and articulating the benefits of membership.

MT McGivern asked that thanks be extended to Dr. King for his report and thanked members for an engaging discussion.

AGENDA ITEM 4: REVIEW OF RC-2020 BYLAWS [Bylaws](#)

At the Spring 2016 meeting a review of the Bylaws was agreed. This revision aimed to facilitate a process to table membership applications electronically with all members in advance of the upcoming meeting. This revision would shorten the membership application process and allow potential members to be invited to the upcoming meeting (the current Bylaws may result in up to 12 month delay between receiving the application from the interested party and them attending a meeting for membership ratification).

The Executive Director tabled a draft amendment to the Bylaws to facilitate this change. The revision is as follows:

Article 2, Section 3. Selection of Members.

The CEO of a college or district may apply for membership by contacting a current member or the Executive Director and/or a member CEO may recommend a potential member to the membership. The applicant will be invited to complete a Membership Expression of Interest Form.

The Membership Expression of Interest Form will be circulated electronically to the full members and will be reviewed and approved/rejected within 30 days.

On approval by 75% of the membership, the member CEO will be invited to the upcoming semi-annual meeting before an official membership is extended or approved by members. The institution being considered must be accepted by a two-thirds or greater vote by members present at the meeting where membership is considered.

ACTION: Executive Director to amend Bylaws to reflect this change.

AGENDA ITEM 5: OPERATIONS REPORT – EXECUTIVE DIRECTOR [Operations Report](#)

Gillian summarized her written report noting that particular focus had been given to:

- Planning and delivering the Fall meeting.
- Reaching out to new members and reviewing and updating the membership recruitment collateral.
- Continuing to develop the website, introducing the newsletter and the Big Idea concept.
- Filing tax returns and carrying out operational administration.

SPRING 2017 MEETING, SAN ANTONIO

Dr. Leslie at the Alamo Colleges will host the Spring 2017 meeting in San Antonio Texas.

Dr. Leslie supplied a tourism video showcasing the area which has been linked for information [Tourism Video](#).

Dr. Leslie suggested the conference theme *'Quality frameworks – challenges and opportunities and how have you responded to this'*.

Members welcomed this topic and asked for a planning discussion to take place in advance of the meeting. It was suggested that the Executive Director work with Dr. Leslie and his team to facilitate a video conference in January. The video conference/skype call would ensure that the topic is fully understood by members and that members have time for pre-learning and preparation.

ACTION: Executive Director to schedule a video conference in January 2017.

MT McGivern, on behalf of the membership extended her thanks in anticipation to Dr. Leslie and the team for a thought provoking conference in Spring 2017.

ANY OTHER BUSINESS:

Four items of Any Other Business were raised:

1. Inter meeting Communications

Discussion took place to give consideration to improving communication between meetings. Members acknowledged the new website, recently introduced newsletter and Big Idea and were keen to build on this.

In addition to sharing the inputs from the Roundtable Discussion and continuing to summarize the salient points through the Big Idea, MT McGivern raised the possibility of recording the Roundtable Presentations and distributing these via the website.

Curtis Ivery made reference to an approach which he has introduced. It is called Short Takes and examples have been appended for information [eNews Short Takes](#).

Anne Sado referenced the fact that she regularly comes across articles and information which would be of interest to members and asked for consideration to be given to the best way format for RC-2020 members to easily share insight.

ACTION: Executive Director to develop and test proposals in advance of the Spring 2017 meeting.

2. Office Nominations

It was agreed that office nominations would be deferred until the Spring 2017 meeting.

ACTION: Executive Director to add to Spring 2017 Business meeting agenda.

3. Thanks and Recognition

Gillian Magee asked for formal thanks and appreciation to be noted for the hard work and creativity of Dr. Adrienne Galway in planning and executing the Fall 2016 Meeting.

4. Future Meetings

The Spring 2017 Meeting will be hosted by Alamo Colleges, San Antonio: March 8-12.

The Fall 2017 Meeting will be hosted by Hawai'i Community College: October 11-15.

The Spring 2018 Meeting will be hosted by Miami Dade Community College: March 7-11.

The Fall 2018 Meeting will hosted by Chaffey Community College. October 17-21.

ADJOURNMENT:

The meeting adjourned at 11.45 am.