

Hybrid Special Meeting: Building I Boardroom

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Hybrid Regular Meeting: Culinaire Room (I-108)

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## Agenda Items

### Information/Action/Presenter

#### I. STUDY SESSION

1:00 P.M.

1. Call to Order

Chair Jessica Norouzi

2. Public Comments

*Public comments are limited to three (3) minutes. Public comments sent to [president@rtc.edu](mailto:president@rtc.edu) will be forwarded to the Board. Please e-mail [president@rtc.edu](mailto:president@rtc.edu) before 3:00 P.M. on Wednesday, February 19 to sign up for virtual public comments.*

3. Health Sciences Building Naming

4. Update on Budget

Vice President Jacob Jackson

#### II. Meetings

Information

1. Regular Board Meeting – February 19, 2025 at 3:00 P.M.

2. Adjournment

Action

#### III. REGULAR BOARD MEETING

3:00 P.M.

1. Call to Order

Chair Norouzi

- A. Notation of Quorum

2. Adoption of Minutes

- A. January 15, 2025 – Special Session and Regular Meeting

Action

3. Communications

Information

- A. General Information/Introductions

- B. Correspondence

- C. Public Comments from the Audience

*Public comments are limited to three (3) minutes. Public comments sent to [president@rtc.edu](mailto:president@rtc.edu) will be forwarded to the Board. Please e-mail [president@rtc.edu](mailto:president@rtc.edu) before 3:00 P.M. on Wednesday, February 19 to sign up for virtual public comments.*

- D. Student Leadership

- E. Renton Federation of Teachers

- F. Written (and video) Communication Reports

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|---|--|
| 4. Action Items                                       | Action                                     |
| A. Health Sciences Building Naming                    | President Yoshiko Harden                   |
| B. RFT MOU  | Vice President Lesley Hogan                |
| 5. Discussion/Reports                                 | Information                                |
| A. President's Report                                 | President Harden                           |
| B. Mid-Year Financial/Budget Status                   | VP Jackson                                 |
| 6. Board of Trustees                                  |  |
| A. Foundation Liaison Report                          | Trustee Frieda Takamura                    |
| B. Legislative Action Liaison Report                  | Trustee Debra Entenman/Trustee Bob Zappone |
| C. Community Advisory Committee Liaison Report        | Chair Norouzi                              |
| 7. Meetings   |  |
| A. Special and Regular Board Meeting – March 19, 2025 |  |
| 8. Adjournment  | Action                                     |

Renton Technical College  
Board of Trustees Meeting  
**February 19, 2025**

**AGENDA ITEM:**      **1. CALL TO ORDER**

**SUBJECT:**

**BACKGROUND:**

<p><b>BOARD CONSIDERATION</b></p>
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<p><input checked="" type="checkbox"/> Information</p>
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<p><input type="checkbox"/> Action</p>
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Board Chair Norouzi will carry out the Notation of Quorum and call the meeting to order.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**February 19, 2025**

**AGENDA ITEM: 2. ADOPTION OF MINUTES**

**SUBJECT:**

**BACKGROUND:**

The following meeting minutes are attached for approval by the Board of Trustees.

- A. January 15, 2025 Special and Regular Meetings

<b>BOARD CONSIDERATION</b>	
	Information
<b>X</b>	<b>Action</b>

**RECOMMENDATION:**

Approval as presented.

## I. STUDY SESSION

### 1. Call to Order

Chair Jessica Norouzi called the meeting to order at 1:01 P.M. and noted a quorum.

### 2. Public Comments

There were no public comments.

### 3. Band Instrument Repair Class Visit

### 4. Lower Building J Tour

### 5. Building J Improvements

President Yoshiko Harden thanked Vice President Jacob Jackson for his work with faculty and designing the first floor of Building J. VP Jackson stated that there were already 3 faculty listening sessions, which would inform the suggested improvements to Building J. The current structure of Building J underutilizes space. The proposed improvements include more standardized classroom sizes, more windows, and better entrance and egress. Each classroom is 990 square feet, with room for 32 desks in each classroom. Right now, classroom size varies. Proposed improvements also include a faculty office suite with 20-24 offices total, a part-time faculty office space, and a faculty lounge including a copier. Right now, there are no real student spaces in Building J. The proposed improvements include a student lounge as well as a dedicated HR conference room and training location.

Remodel of classroom is projected at \$7M, which includes contingency, the architect fee, and other construction expenses. Re-painting the building with the remodel would be \$600k. "Skinning" the building (getting rid of the stucco) would be \$4M. A combination of re-painting and "skinning" the building would be about \$2.5M. Vice Chair Tim Cooper asked about leasing out land that RTC owns. VP Jackson stated that long-term, the plan is to convert the land into an events space.

VP Jackson stated that payments will start July 2026. RTC will not need to repay monies not used. The Office of Financial Management (OFM) predicts that construction costs will rise about 19% next year. There is \$550K per year of generated rental revenue and \$300K per year of rental income, both of which are unbudgeted. In 2027, about \$30K will fall off of debt services with further a \$40K anticipated fall off the following year.

If approved, VP Jackson will continue work with the architect and will schedule faculty listening session. If the Board approves the resolution, it will go to the State Board who will review for approval. The only way for colleges to fund construction is through debt or local dollars. It is a duty of the college to provide modern learning spaces. The Governor's budget includes a reduction. Construction can be funded using unbudgeted dollars. Donna Maher asked why unbudgeted dollars can't be used for staffing. VP Jackson stated that Certificate of Participation (COP) dollars have a possibility to reduce with a new bond, whereas staffing costs are guaranteed to increase each year. Chair Norouzi asked if the urgency of this action item now is due to cost escalation or if it was a need for spaces. VP Jackson stated that after Building H is remodeled, there will no longer be enough space for a centralized campus. After the Building H remodel, if Building J is not remodeled, it would cut into rental spaces, necessitate construction for new office creation, and split departments around campus. The college has been re-investing interest. Building H is funded through the state and is next on the list for next biennium. There is not the same deficit in the capital budget as there is in the operating and transportation budgets.

Trustee Frieda Takamura expressed a concern about funding considering the OFM debacle. Vice Chair Cooper stated that every organization he's been a part of has experienced constriction as related to capital, and, while it's been painful, the organization must not be so short-sighted as to not plan for the next move. Building J is antiquated. The hoods are not functioning, the labs are not attractive to students, and the space may well impact enrollment. He stated that if the project inflation holds, he would be hesitant to approve construction in the future. Vice Chair Cooper asked about selling property currently not in use. As soon as the land is paid off, it can be leased. The Board discussed capital fundraising. COPs distribute funds to ELGIB funds, which accrue interest. If the Board declines acting at this time, it will increase the costs. RTC can withdraw from the OFM bond sale.

## **II. MEETINGS**

### **1. Regular Board Meeting – January 15, 2025, at 3:00 P.M.**

The next regular Board meeting is scheduled for January 15, 2025, at 3:00 P.M.

### **2. Adjournment**

There being no further business, Vice Chair Cooper motioned to adjourn the Board of Trustees meeting at 2:48 P.M. Trustee Takamura seconded, and the motion carried.

## **III. REGULAR BOARD MEETING**

### **1. Call to Order**

Chair Jessica Norouzi called the meeting to order at 3:17 P.M. and noted a quorum.

## 2. Adoption of Minutes

### A. December 9, 2024 – Special Session

Vice Chair Cooper introduced a motion to approve the minutes for the special meeting held on December 9, 2024. Trustee Takamura seconded, and the motion carried.

### B. December 11, 2024 – Special Session and Regular Meeting

i. Vice Chair Cooper introduced a motion to approve the minutes for the special meeting held on December 11, 2024. Trustee Takamura seconded, and the motion carried.

## 3. Communications

### A. General Information/Introductions

Mark Daniels introduced Randy Alop, Sophie Gambino, Jimmy Mullins, and Jayvee Villamar. Tim O'Donnell introduced Gary Fowler the new Culinary Instructor. Gary is looking forward to good times and welcomes all kinds of feedback. Gary stated that he taught at a Jesuit institution, had his own catering business, and then received degrees in pastry and culinary. He's spent time in many countries studying various cuisines, has staged in various restaurants and casinos. Cooking is easy for Gary because he loves giving people what they love, and his power comes from serving.

### B. Correspondence

There was no correspondence.

### C. Public Comments from the Audience

There were no public comments.

### D. Student Leadership

Mica Hunter, Director of Student Life gave an update. Student Leadership is having their first meeting tomorrow. January 29 is Lunar New Year in the Cafeteria from 11 A.M. - 1 P.M. which will include a wish tree, bingo, and more! On February 8, ASG is partnering with the Renton King County Justice Alliance with a keynote for Black History month including a keynote, an interactive fishbowl panel with ASG, performances, food, and more. This will be a family event to build community.

### E. Renton Federation of Teachers (RFT)

Donna Maher, President of RFT, gave an update. The Executive Board met on the list of eight programs looking at possible reductions. That discussion took up the entire meeting and generated the below questions and concerns:

What is the data behind suggestions? RFT knows some of the data and would like updates on the data.

What are the programs and classes being considered for reduction?  
Teach-outs are required for sunset programs. What will happen to these instructors?

What is the enrollment status of these programs? What is the effect on FTEs?  
Is there a hiring freeze for the college? Is this only for administrators? RFT wants to know what is happening with staff.

RFT wants a current seniority list. RFT would like to know the updated budget and what the selected program reduction does to the budget.

#### F. Written (and video) Communication Reports

#### 4. Action Items

##### A. Building J Remodel

President Harden noted that the Building J was completed in 1988 and was not remodeled since. The HVAC unit was replaced 10 years ago. The second and third floors are under consideration for remodel to better utilize space, provide student spaces, and create better classroom and office spaces. 20-24 faculty offices, rotating adjunct faculty office space, 18 classrooms, a student lounge, a dedicated HR training area and conference room, and more ASG space are all part of the proposed remodel. There have already been three faculty listening sessions on this building. More listening sessions would be scheduled if this is approved. If approved the first payment would be due June 2026.

Chair Norouzi commented that what the Board is voting on today is whether RTC will move forward with asking for funds from the legislature. Chair Norouzi stated that there was a lengthy discussion on this action item. This is a challenging time to put this motion forward. It was not easy for anyone on the Board to decide on this. Ultimately the Board considered what the near-term and long-term impacts of this motion.

There will be more listening sessions forthcoming. There are different types of funding for staffing and capital projects. Part of the Strategic Equity Plan (SEP) is to Be The Place by modernizing student spaces. President Harden stated that we will need to hold space for two different conversations.

Trustee Takamura stated that she will object to this motion strictly due to the timing. This is not the same as the financial emergency that was declared. This issue is a separate issue about looking ahead. However, because the two issues came out at the same time, she is voting no.

Chair Norouzi stated that she shares concerns about timing, however the estimated 19% increase might prevent this from moving forward in the future, and for that reason, she is voting for this motion.



Vice Chair Cooper stated that this was one of the most robust board conversations the group has had. Hearing Trustee Takamura's concerns about timing, it became clear to that this is a time we need to invest in people. When we saw a facility that has not been improved since 1998 except for the HVAC and roof, it became clear that we need to find a way to create a space that we need and that will help the college continue to grow. This is a difficult decision that every Board member was weighing.

Trustee Bob Zappone commented that he is mindful of what this appears to be, but it is important to keep in mind that the Board is approving seeking funding, but this does not commit us to the project. The state has a complicated process with long time frames for approval. If circumstances change so that it doesn't make sense to move forward, RTC can stop this process. This project won't begin for another year if approved. Having a place where students and faculty can comfortably learn and teach is important. The Office of Financial Management (OFM) debacle will take all of us to find solutions.

*After considering the information presented to the Board, Vice Chair Tim Cooper move to approve Board Resolution Number 25-01-29, seeking financing authority for a Certificate of Participation to remodel the second and third floors of Building J. I will read the resolution out loud for the benefit of our audience. Trustee Bob Zappone seconded; Trustee Takamura opposed. The motion carried.*

## 5. Discussion/Reports

### A. President's Report

President Harden welcomed the group to week two of winter quarter and expressed her gratitude for what everyone does to make the college function.

Dean Shannon Matson and Dr. Huma Mohibullah joined for updates from Instruction. In terms of modernizing programs, thinking about clean energy standards that are changing, things that are changing in the environment such as the electrification of Seattle. Instruction has been working with Jack Schultz on finding grants funding. Dr. Mohibullah stated that there has been a grant to integrate climate justice into curricula. Demand for these climate justice workshops was high among faculty, and a further grant to continue this work was obtained. The eventual goal is to create real, meaningful policy change at RTC. The call for faculty to join future workshops will go out next week.

Trustee Takamura stated that this is great and timely work. She asked how the group will adapt to national changes. Dr. Mohibullah responded that she will work with what she can control alongside her DEI colleagues. Dean Matson stated that the cool thing about RTC is that it is a community with shared

governance and shared values. We are honoring collective values. Dr. Mohibullah stated that many students have a personal stake in

### Be The Place Strategic Equity Plan (BTP SEP) Implementation

The series of meetings and group is set.

### Partnerships

President Harden serves on several local advocacy Workforce groups. The Renton Chamber Board has been holding meetings around supporting local business. Renton is interesting because there is such a diversity of businesses. President Harden is the president liaison to the tribal government-to-government Board. This group is looking at advocacy for scholarship and funding opportunities for indigenous youth and elders.

The Renton Promise Partnership meeting's design team met. The city of Renton approved \$130K to Renton Promise financial aid. Thank you to Vice President Jessica Gilmore English and Director Rahel Weldu for their work keeping the Renton Promise going.

### Community

President Harden attended the Kent Chamber breakfast. President Harden and Chair Norouzi have been meeting around the Community Advisory Committee. Mayor Pavone has agreed to serve on this committee.

### Enrollment

Enrollment is 8% up for tuition-paying enrollment. Enrollment is not meeting our district education allocation base for enrollment. There will be two sets of enrollment target numbers, one for budgeting purposes and another for long-term sustainability.

The Unity Center is waiting for its final fire inspection. Executive Director Katherine Hansen completed the Legislative page. Governor Inslee did include the OFM claw back and rebase as well as a general 1% cut for community and technical colleges. Governor Ferguson does not want to cut beyond the rebase. Legislative hearings have already started. Thank you to VP Jackson for testifying in a hearing on the health sciences building.

## B. Financial/Budget Status

VP Jackson gave an update on the budget. The budget is at about 44.5% for revenue collection. There is a sign of increased enrollments for winter quarter. RTC has collected \$1M more than this time last year. VP Jackson stated that enterprise is trailing but there is expected to be a jump in December's numbers.

Expenditures are a little behind when compared to last year. Food costs are up due to inflation. Debt Service payments are due in spring and so are zero until June.

There has been a decrease in cash balance that will see an upswing once the COP factors in.

Enrollment is up from fall except for apprenticeships. NW Carpenters moved offsite and consolidated with SW Carpenters, which accounts for the enrollment decrease. Winter quarter enrollment looks robust. This is the first quarter since covid that we have a comma in non-IBEST enrollment. Great job, Outreach and Student Services.

In construction, the storm line replacement has been completed. The Unity Center Inspection has passed. The HVAC unit in Building D has been completed. Facilities is looking at a deep clean for ducting in Building D. The Building I remodel is planned to start at the end of the month. There will be a visual change to Building I that will bring in more natural light. RTC received a grant about a year ago to add charging stations. This project is scheduled to start in February. The conduit will need to be expanded. There will be four charging stations, one of which will be ADA-compliant. These stations will be open and free to the public.

Governor Inslee's budget was announced. If RTC does not take any actions, there will be deficits through the next three years.

## 6. Board of Trustees

### A. Foundation Liaison Report

Trustee Takamura stated that the Foundation Board meeting is tomorrow. Executive Director Carrie Shaw has highlighted phenomenal successes that help support students. Spring Quarter scholarship applications are open.

### B. Legislative Action Liaison Report

Trustee Zappone will be in Olympia for the Hill Climb on January 30. Trustee Zappone also noted that our own Trustee Debra Entenman was on the front page of the Seattle Times.

### C. Community Advisory Committee Liaison Report

Chair Norouzi stated that this group is still forming. Chair Norouzi and President Harden met last month to discuss the purpose of the committee, the composition of the community, and how this body will intersect and interact with the Foundation Board TAFs and the community.

7. Meetings

A. Special and Regular Board Meeting – February 19, 2025

The next regular Board meeting is February 19, 2025, at 3:00 P.M.

Trustee Takamura thanked President Harden and VP Jackson for their work today and expressed appreciation for the Board's discussion.

8. Adjournment

There being no further business, Vice Chair Cooper motioned to adjourn the Board of Trustees meeting at 4:40 P.M. Trustee Takamura seconded, and the motion carried.

Renton Technical College  
Board of Trustees Meeting  
**February 19, 2025**

**AGENDA ITEM: 3. COMMUNICATIONS**

**SUBJECT:**

**BACKGROUND:**

- A. General Information/Introductions
- B. Correspondence
- C. Public Comments from the Audience
- D. Associated Student Government
- E. Renton Federation of Teachers
- F. Written (and video) Communication Reports

**BOARD CONSIDERATION**

Information

Action

**RECOMMENDATION:**

None.



**Administration and Finance Report**  
**Renton Technical College Board of Trustees**  
**February 19, 2025**

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## **Financial Report**

For month ending December, we are about 50 percent through the year. Revenue collection is about 57 percent. Revenues are up about \$3M this year compared to last year. This is due to state allocation and tuition and fees. Tuition and fees are up by \$3M from December 2024. It should be noted that tuition and fee collection is still well below our enrollment/tuition/fees prior to the pandemic 19-20 and enrollment is still well below our District Enrollment Allocation Base. We have drawn down \$17.6M this year compared to \$12.6M in state allocation last year. Interest income is \$46k this year compared to only \$9k last year at this time.

Expenses are about 47 percent. Expenses are about \$31.2M through December compared to this time last year of \$24.3M last year. Salary and benefits are about \$5.2M higher than last year at this time. Goods and Other Services is also about \$3M higher for month ending September compared to last year.

Our ending cash and investment balances are about \$20.3M.

### **Business Office**

- SAO performance audit ongoing.
- Majdi Alhurimy, Accounting Manager, resigned effective 2/3/25

### **Food Services & Rentals**

- **January 2025 Total Revenue: \$81,699**
- **January 2024 Total Revenue: \$43,923**
- **Year-over-Year Comparison (January):**
  - Increase in Revenue: \$37,776
  - Percentage Increase: 86%
- **Year-to-Date Comparison (July 1 – January 31):**
  - Fiscal Year 2023-24 YTD Revenue: \$360,491
  - Fiscal Year 2024-25 YTD Revenue: \$440,573
  - Increase in YTD Revenue: \$80,082
  - Percentage Increase: 22.21%

## **Context and Analysis**

## January 2025 Performance

After a slow December, where revenue declined to **\$24,788**, January rebounded significantly with **\$81,699** in total revenue, reflecting an **86% increase (\$37,776)** compared to January 2024. This sharp recovery suggests that seasonal fluctuations impacted December more than expected, but strong event bookings and catering demand helped drive a strong start to the new year.

## Year-to-Date Perspective

Despite December's downturn, **Fiscal Year 2025 remains ahead of the previous year**, with a **\$80,082 (22.21%)** increase in total revenue compared to Fiscal Year 2024. This continued growth highlights the effectiveness of operational strategies and increased client engagement. While challenges remain, the overall trajectory remains positive, signaling strong momentum moving forward.

## Facilities & Grounds

### Capital

Minor Capital Program Projects for Current Biennium (2023-2025):

- **2025-240 – Building J Second and Third Floor Remodel Study (SWL Architects)**
  - Working with Department of Enterprise Services to select an architect for the project.

Minor Repair Program Projects for Current Biennium (2023-2025):

- **2024-047 - Roof Top Unit replacement in Bldg. D (Rolluda Architects)**
  - Waiting on Computer Technology Services to provide an IP address.
- **2024-551 - Transformer Replacement project**
  - APS conducted the second half of their site-walk for utility locating services on 1/31; they located an additional vault along the fence line and were able to trace all of the utility paths to the correct buildings. Our original one-line drawing was incorrect, and they will be providing us with an updated one-line. (2/3)
  - The utility locating service was conducted on 1/20. They will be coming back out on 1/31, as there is a portion of fence that we need to remove for them to access a vault.
- **2024-980 - Elevator upgrade for Bldg. I**
  - Received permit on January 24
  -

## Other Projects

- **2025-045 - Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
  - Anticipating an early-mid February start date.
  
- **2024-718 - Room 214A Bldg I - Remodeling**
  - Started demolition of the shelving
  
- **CBPS - SBCTC Utility submeters for Clean Buildings Act 40000878**
  - We have submitted the documentation to request additional funding for future compliance, and the grant awardees will be announced February/March 2025.





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**College Technology Services**  
**Renton Technical College Board of Trustees**  
**February 19, 2025**

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## **College Technology Services (CTS)**

### **Winter Quarter**

Winter Quarter week one support for new and returning students saw a reduction in service desk tickets at the same time IT security measures strengthened. Additionally, CTS launched a cyber security phishing exercise and shared feedback with the President's cabinet.

### **Technology News & Updates**

In partnership with the Technology Council, CTS began a pilot to test a piece of equipment with the LRCC for real-time language translation. More departments will be able to test the devices and the Technology Council Action Team will discuss the quality and effectiveness of the devices during the April Technology Council meeting.

### **Technology Improvements**

More and more employee and student computers have updated operating systems, as well as upgraded components to increase the lifespan of the devices.

Upcoming

J 1<sup>st</sup> floor computer deployment

J 1<sup>st</sup> floor TV installation and set up

Unity Center technology set up

## ENROLLMENT MARKETING

The switch to a new CRM is underway and will be utilized for the Spring Quarter enrollment push when registration opens and marketing campaigns begin running. Katherine Hedland Hansen has met with faculty members and deans to help determine marketing priorities and provide materials.

## COMMUNICATIONS and PROJECTS

College-wide messaging and related updates regarding important topics such as the budget, administrative orders, and the video posted about the college have taken precedence during much of Winter Quarter.

Projects include Outreach materials and promotion, Foundation event support, and program materials.

## WEB and NEWS

RTC's site was named one of the [Top Higher Education Websites](#) of 2024 by Modern Campus. Matt Stephen, Katherine Hedland Hansen and Marzena Sasin participated in a webinar attended by more than 300 people highlighting the top sites. Katherine and Evyson Beasley were selected to present on our design implementation at the National NCMPR Conference.

[This Week in Renton: Black History Month in Renton | City of Renton](#)

There is no social media report this month because of the anomalies created by the number of comments on unrelated posts resulting from the video.



**Diversity, Equity and Inclusion**  
**Renton Technical College Board of Trustees**  
**February 19, 2025**

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## **Diversity, Equity & Inclusion Council (DEIC)**

The Diversity, Equity & Inclusion Council (DEIC) resumed February 3<sup>rd</sup>, 2025. DEIC meetings are scheduled for the second Monday of each month via Zoom —from 2:30 to 4PM.

Below are the DEIC general meeting dates for the 2024-2025 academic year:

- April 14, 2025
- May 5, 2025

### Committee & Action Team Updates:

#### *Unity Center Action Team*

After two years, the DEIC Unity Center (formally Multicultural Center Action Team-MCAT) has concluded its tenure. Team members concluded their work by providing recommendations for the Unity Center Manager- a position currently in the screening process. The Unity Center will soft launch in Spring 2025.

We extend our gratitude to all MCAT members for their efforts in shaping the vision and foundation of the Unity Center.

MCAT Members: Priscilla Manickam-Seng, Sofia Lee, Nizar Ali, Jessica Gilmore-English, Di Zhang, Samantha Nelson, Dr. Huma Mohibullah, Evyson Beasley, Anna Gapon, Lea Hoffman, Eva Juarez, Yalda Naimzadeh, Chelsea Good, Gerald Bradford, Kellie Luther, Mark Daniels, Barry Baker, Matt Vielbig, Elizabeth Flanagan and Roy Carroll.

Immense gratitude to Raquel Andre, Wade Parrott III and Keyth Sokol who served as co-leads of the MCAT. Your leadership, innovation, dedication to student success and love for community is at the core of why the Unity Center exists.

#### *Professional Development & Training Committee*

The Professional Development & Training Committee is currently working on the inaugural Equity Symposium, a DEI focused professional development day for all faculty and staff, scheduled for Wednesday, March 26, 2025.

In aligning the institution's commitment to diversity, equity, and inclusion (DEI) as outlined in the Be the Place Strategic Equity Plan. The Equity Symposium is in alignment with RCW 28B.10.145: Diversity, equity, inclusion, and antiracism—Professional development.

This year's theme for the inaugural Equity Symposium is Equity in Action...

The Equity Symposium intends to fulfil the following objectives:

- Explore equity practices by exploring practical strategies for integrating equity into everyday teaching, administration, and leadership
- Build community and shared accountability
- Enhance and deepen understanding of DEI and anti-racist competencies

An official schedule of programs will be available to all faculty and staff early March 2025.

## **Diversity, Equity & Inclusion (DEI) – Unit Updates**

### Mayor's Inclusion Taskforce Meeting

Executive Director Doris Martinez accepted the Black History Month Proclamation at the City of Renton Council Meeting on Monday, February 6, 2025.

### Black History Month Community Forum: Echoes of Truth

RTC's Division of DEI and Associated Student Government celebrated Black History Month at the annual Black History Month Community Forum, hosted by the Renton King County Justice Alliance (RKJA).

**Date & Time:** Saturday, February 8, 2025 | 11 a.m. – 4 p.m.

**Location:** RTC Cafeteria (Building I, First Floor)

This year's theme, Echoes of Truth: Honoring Our Past, Understanding Our Present, and Shaping Our Future, provided an engaging, educational, and artistic space for the RTC community. The forum featured:

- A keynote address by Dr. Carl Mack, a renowned leader and advocate.
- Community panels, discussions, and interactive workshops on history, social justice, and advocacy.
- Performances, storytelling, spoken word, and music celebrating the role of art in driving social change.
- Local vendors and networking opportunities to foster community connections.

The Black History Month Community Forum serves as a transformative gathering for deep conversations, creative expression, and collaborative action toward a more inclusive future.

## 2025 Commencement Ceremony Progress

Preparations for RTC's 2025 Commencement Ceremony are ahead of schedule, ensuring a seamless experience for graduates this year. The Commencement Landing Page has been redesigned to include an updated Graduation Credentials Verification page, providing students with a more streamlined process to:

- Stay informed on key deadlines and requirements for graduation.
- Apply for graduation and receive their credentials.
- RSVP for the Commencement Ceremony.

**Commencement Date & Time:** Tuesday, June 24, 2025 | 6 p.m. – 9 p.m.

**Location:** ShoWare Center, Kent, WA

RTC is also exploring new regalia vendors to reduce costs for students and our institution given rising prices and budget constraints. This initiative aims to alleviate financial burdens while maintaining the quality of graduation regalia.

For details, visit:

[Graduation Information](#)

[Commencement Ceremony Details](#)



**Foundation**  
**Renton Technical College Board of Trustees**  
**February 19, 2025**

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## Scholarships and Events

### Spring 2025 Scholarship Cycle

Applications for spring quarter closed Monday, Feb. 10<sup>th</sup>. There were 201 completed applications the same number completed for winter quarter. Half of all applications came in during the last week prior to the deadline. Students are given four weeks to complete the application. Financial Aid will now review student eligibility prior to the Scholarship Committee's review and scoring of the applications.

A new member from the community has joined the Scholarship Committee and current members received additional training with the scoring rubric. We are grateful for the extensive amount of volunteer time that members of the Foundation Board and community provide.

### Book & Equipment Support (BES) Grants and other grants

To date, the Foundation has awarded 175 BES grants representing \$137,450 in direct support for student classroom materials. This is a 31% increase year-over-year in total funds awarded.

BES breakdown by area of study:

31% Healthcare

31% Information Technology

15% Automotive

16% Advanced Manufacturing

The BES grant for winter quarter was closed early due to high demand and more fundraising is needed to ensure students have access to grants spring quarter.

### Annual Scholar & Donor Reception

Set for Thursday, April 24<sup>th</sup>, 5 – 7 p.m. This is a cultivation and donor appreciation event. All scholarship recipients are invited. The Foundation team works to “match” student attendees to the funding organization or donor. The event builds social capital for students and provides the opportunity to connect to potential employers and job opportunities once they graduate. It is also an opportunity to identify those students who are about to graduate and to encourage alumni engagement.

## Development & Community Engagement:

- **Half-time** as of winter quarter, the Foundation has awarded \$782,700.00 in scholarships and grants to students. This represents a 10.5% increase over the previous year (2024).
- A \$650,000 gift came from the McLennaghan family. The funds are restricted for the Bonnie G. McLennaghan Memorial Scholarship and to support the Career Launch Scholarship for Renton School District CTE graduates. This recent gift brings the McLennaghan accumulative giving to \$1 million since 2020.
- Received \$126,000 bequest from the Fred Knack Trust. These funds will support the Career Launch Scholarship for CTE graduates from the Renton School District.
- The Board created a memorial scholarship to honor former RTC Trustee and longtime college advocate, Don Jacobson, who passed away in November. Over \$35,000 has been raised including a bequest from Don and his late wife, Pearl's, estate.
- The Phelps-Wenzel family has made a \$24,000 donation to the Benjamin Phelps Memorial Scholarship for Automotive Careers.
- The Foundation supported a three-college hosted reception Jan. 30th in Olympia for the Legislators in the three colleges' service districts. Highline, Green River, and RTC have done this education advocacy together for several years. The event was well attended and corresponded with the Trustees and Presidents' "visit to the Hill" day to talk about issues impacted the community and technical college system.
- **Grants:** A grant request to remodel the L Building was submitted to the PACCAR Foundation. The purpose of the grant is to grow capacity to serve more students in high demand trade programs and to launch a new diesel program. Reports for Boeing and Providence Swedish were submitted to ensure ongoing grant funding. Congressional grant requests have been prepared for spring quarter submissions.
- The Dahlby Family renewed their annual gif of \$10,000 to support the trades.
- Foundation staff are attending the Washington Advancement and Foundation Leadership conference hosted by the Seattle Colleges the week of Feb. 10<sup>th</sup>.
- Partnership Development: Deliverables through June 30<sup>th</sup> include the integration of the Partnership Outreach Plan (POP) into the college's implementation of the Strategic Equity Plan (SEP) and taking inventory of existing partnerships and the development of a dashboard, internal guidelines and protocols for usage, and a webpage. RTC is working to host manufacturing companies with a strong interest in mechatronics and conversations with Children's Hospital and Providence Swedish continue.

## Operations

### Annual Audit

The Foundation's independent audit for fiscal year 2023-2024 will be presented to the Foundation Board Feb. 20<sup>th</sup> by CPA Michael Gintz from Brantley Janson.

### Q4 Report

The Foundation's investment managers Badgley Phelps presented the Q4 report to the Finance Committee. Investments earned \$264,338 in calendar year 2024. Equity gains were the largest in Foundation history. Predictions are for slower growth in 2025 Q1. The Mackenzie Scott Fund remains on target with the 10% equity vs 90% bonds allocation. The net return was 10% for 2024.





**Human Resources  
Renton Technical College Board of Trustees  
January 2025 Report**

**The following personnel actions occurred during January 2025 and are presented for the Board of Trustees' information.**

<b>AFT</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<b>WFSE</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<u><b>-Hires</b></u>			
Sophie Gambino	1/6/2025	Administrative Assistant V – Facilities & Security	Facilities
<u><b>-Separations</b></u>			
Joanne Treffrey	1/2/2025	Enrollment Services Specialist	Enrollment Services
<b>Prof Tech</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<u><b>-Hires</b></u>			
Dewi Schierholz	1/6/2025	Youth High School Navigator	College & Career Pathways
<u><b>-Separations</b></u>			
Blake Smith	1/15/2025	Student Benefits Navigator	Workforce, Education & Grants
<b>Exempt</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<u><b>-Hires</b></u>			
Renee Jones	1/27/2025	Network & Security Engineer (rehire)	College Technology Services
<u><b>-Separations</b></u>			
Ranga Nandakumar	1/20/2025	Network & Security Engineer	College Technology Services
Alan Abdullah	1/31/2025	Technical Service Analyst	College Technology Services
<b>RFT</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<u><b>-Hires</b></u>			
Gary Fowler	1/3/2025	Temporary Full-Time Culinary Arts Instructor	Faculty
Emilee Wood	1/6/2025	Adjunct Dental Assistant	Faculty
Wishwa Kumar	1/16/2025	Adjunct Central Service Tech	Faculty
Jill Donnelly	1/27/2025	Adjunct – College & Career Pathways (position change)	Faculty

	<b>Monthly Total Hires</b>	<b>% of Diverse Hires YTD</b>
<b>Full-Time</b>	3	62%
<b>Part-Time</b>	3	48%



**Institutional Research and Effectiveness**  
**Renton Technical College Board of Trustees**  
**February 19, 2025**

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## **Institutional Planning and Effectiveness**

### Strategic Equity Plan (SEP) Implementation & Accreditation

- The SEP Implementation Task Force has divided work into three areas: communications, processes, and progress tracking. The communications team will focus on a communications plan to improve awareness and keep ongoing dialogue with the community. The process team will create a new process to have Cabinet assess and adjust the unit plans in their respective areas to ensure alignment. The progress tracking team will track the projects of the college that support the SEP.
- New SEP strategic indicators will be finalized this month.

### Unit/Budget Planning

- Unit Plans have been completed by deans and directors. Budget requests have been documented and prioritized by executive Cabinet. Next, budget requests will be reviewed by Resource & Planning Council for their recommendation during their February 25, 2025 and March 4, 2025 meetings.

### Strategic Plan Monitoring Report

- The 2023-24 Strategic Plan Monitoring Report has been reviewed by Resource and Planning Council. It will be reviewed by Cabinet this month. This report concludes the 2022-24 Strategic Bridge Plan and helps inform resource allocation decision-making for FY26.

## **Student Learning and Assessment**

### Learning Outcomes Assessment

- Faculty continue to assess students on at least one program learning outcome this quarter. The Assessment Committee is preparing logistics to pull data into a comprehensive report at the end of the year. The next meeting is February 21, 2025.

## **Data and Reporting**

### Federal Reporting

- Winter IPEDS reporting has been submitted.
- Carnegie Reclassification data will be submitted this month.

## **ctcLink**

### Process Alignment

- A cross-college and SBCTC task force on ctcLink process alignment for travel and expense is being led by RTC, with members from eight colleges and the SBCTC. The task force is meeting on a weekly basis to identify barriers and recommend best practices for colleges in ctcLink. This work is set to continue until Spring 2025.

## **Other**

### Projects

- Ad hoc projects this month included grant application data pulls, budget and fees data, dashboard updates, EAB Navigate configurations, and fraud applications queries.



## Instruction

### Renton Technical College Board of Trustees

February 19, 2025

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## Program Viability Updates

In 2024, the Board of Trustees approved spending some of our Innovation funds to support the hiring of three roles to support our Program Viability efforts. Those roles included

- a **Project Manager** to oversee the work and keep it moving forward through our tight two-year timeline
- Two **Faculty Curriculum Design Consultants** to assist faculty with the curriculum redesign needed to meet the needs up updating

Today, we have [a report from Haley Chang](#), our Project Manager, who started in October 2025.

We also have [a report from Yun Moh](#), our remaining Faculty Curriculum Design Consultant. We hired two, but one decided to return to her previous position and, due to the fiscal emergency, we have not refilled that position. Yun updates you on our exciting new Canvas Templates that will make it easier to have a uniformly excellent Canvas experience for all our students and will make course updates much easier for faculty.

## Construction Center of Excellence Update

[Construction Center of Excellence Update](#): I think you'll be excited to hear the amazing equity work going on at the Construction Center of Excellence hosted at RTC.



RENTON  
TECHNICAL  
COLLEGE®

## **Student Services**

**Renton Technical College Board of Trustees**

**February 19, 2025**

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### **EAB Navigate is supporting advising and enrollment efforts**

Linda Bui, Olla Ibrahim, and Dean Anthony Covington review how EAB Navigate has enhanced the work in new and current student Advising and Enrollment Services--reducing time to gather data for enrollment reports, tracking communication to students, and partnering with faculty to increase enrollment and connect students with resources to help keep them in school.

<https://rtc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9e212186-7ba0-4e1b-85b0-b27d014a14d6>

### **The Learning Resources and Career Center (LRCC) provide a mid-academic year report**

Lisa Sandoval, Director of the Learning Resource and Career Center, provides an overview of the LRCC's increased usage of the food pantry and Career Services in Fall and Winter Quarters from last academic year.

<https://rtc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=fed91285-175b-4e9f-867b-b27d016c5bf3>

Renton Technical College  
Board of Trustees Meeting  
**February 19, 2025**

**AGENDA ITEM: 4. ACTION**

**SUBJECT:**

<b>BOARD CONSIDERATION</b>	
	Information
<b>X</b>	<b>Action</b>

**BACKGROUND:**

- A. Health Sciences Building Naming  
President Yoshiko Harden will present proposed naming for the Health Sciences Building for vote on adoption.
  
- B. Memorandum of Understanding – RFT Retirement Notice Incentive.  
The Trustees will review the Memorandum of Understanding regarding the Renton Federation of Teachers Retirement Notice Incentive and vote on adoption.

**RECOMMENDATION:**

Approve as requested.

Renton Technical College  
Board of Trustees Meeting  
**February 19, 2025**

**AGENDA ITEM: 5. DISCUSSION/REPORTS**

**SUBJECT:**

**BACKGROUND:**

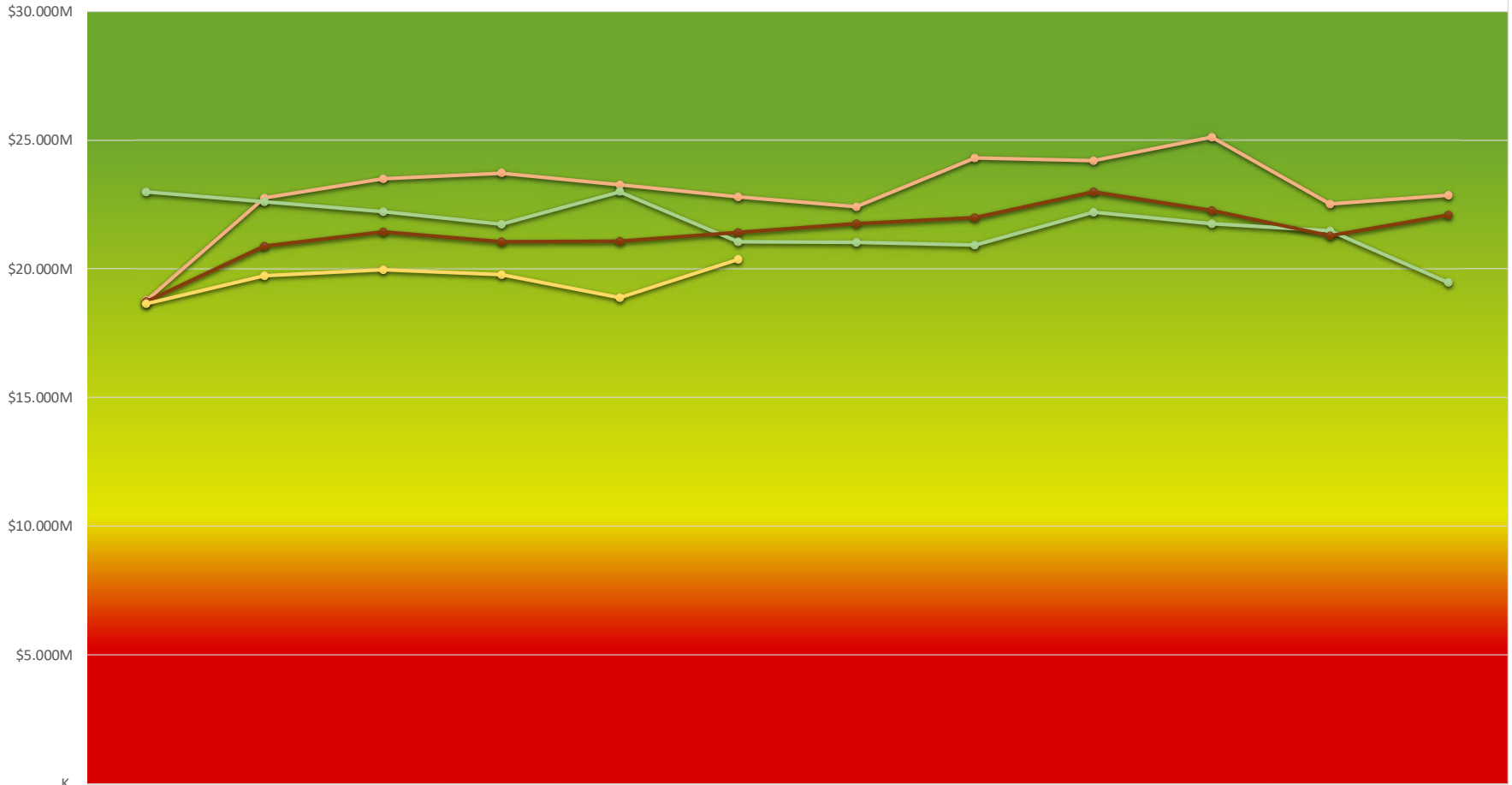
- A. President's Report  
Dr. Harden will provide a report subsequent to the January 15, 2025 Board meeting.
  
- B. Mid-Year Financial/Budget Status  
Vice President Jackson will provide a report of the budget.

<p><b>BOARD CONSIDERATION</b></p> <p><input checked="" type="checkbox"/> Information</p> <p><input type="checkbox"/> Action</p>
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**RECOMMENDATION:**

None.

RTC Month End Cash and Reserves Balances - FYR 2122 to 2425



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2021-2022	\$18.781M	\$22.747M	\$23.502M	\$23.724M	\$23.261M	\$22.798M	\$22.418M	\$24.309M	\$24.201M	\$25.120M	\$22.513M	\$22.868M
2022-2023	\$22.982M	\$22.615M	\$22.229M	\$21.727M	\$23.004M	\$21.048M	\$21.041M	\$20.925M	\$22.201M	\$21.748M	\$21.472M	\$19.475M
2023-2024	\$18.738M	\$20.880M	\$21.431M	\$21.061M	\$21.067M	\$21.406M	\$21.762M	\$21.989M	\$22.993M	\$22.264M	\$21.285M	\$22.085M
2024-2025	\$18.654M	\$19.727M	\$19.962M	\$19.767M	\$18.873M	\$20.381M						

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**RENTON TECHNICAL COLLEGE**  
**MONTHLY OPERATIONS REPORT**  
**FISCAL YEAR 2024-25**  
**For the Month of December 2024**

	December 2024 - Actual	Year to Date - December 2024 - Actual	Prior Year to Date - December 2023 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	5,978,413	9,427,232	9,407,669	19,563
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	435,100	7,495,447	4,462,463	3,032,985
Grants and Contracts	975,545	3,151,411	1,019,001	2,132,410
Donation Received	-	-	5,000,000	(5,000,000)
Student Government	35,788	603,325	366,786	236,539
Bookstore	5,252	59,577	34,240	25,337
Security/Parking	9,679	168,316	110,099	58,217
Culinary Arts - Food Services	61,239	435,778	175,277	260,501
Housing	-	-	21,474	(21,474)
Interest Income	46,423	333,478	9,176	324,303
Rental Income - Excluding 569	29,913	157,270	96,392	60,878
Scholarship and Student Loan Funds Received	123,002	4,582,288	3,328,189	1,254,099
CRRSA	-	-	7,333,023	(7,333,023)
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	<b>1,721,941</b>	<b>16,986,891</b>	<b>21,956,119</b>	<b>(4,969,228)</b>
Add - State Allocation				
State Allocation - VPA Expenses	4,511,998	17,688,174	12,013,653	5,674,522
Capital Allocation Fund 057	(467,615)	271,190	567,996	(296,806)
Capital Allocation Fund 060	-	17,112	237,416	(220,303)
Total State Funding	<b>4,044,383</b>	<b>17,976,476</b>	<b>12,819,064</b>	<b>5,157,412</b>
Total Revenues	<b>5,766,323</b>	<b>34,963,367</b>	<b>34,775,183</b>	<b>188,184</b>
Less - Expenses:				
Salaries	2,652,906	15,091,252	10,951,707	4,139,545
Benefits	828,891	4,775,227	3,437,688	1,337,538
Contracts	-	-	-	-
Goods and Other Services	528,307	5,521,806	2,437,160	3,084,645
Cost of Goods Sold	21,503	138,736	40,778	97,958
Travel	13,537	94,232	14,861	79,371
Equipment	9	23,889	636,776	(612,887)
Computer Equipment	-	-	-	-
Financial Aid	19,900	5,499,567	6,746,757	(1,247,190)
Debt Service	128,947	129,806	46,415	83,391
Bad Debt	-	-	3,226	(3,226)
Total Expenses	<b>4,194,001</b>	<b>31,274,514</b>	<b>24,315,369</b>	<b>6,959,145</b>
Net Operating Surplus (Deficit)	<b>1,572,323</b>	<b>3,688,853</b>	<b>10,459,815</b>	<b>(6,770,962)</b>
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(30,150.15)	(4,982,086)	118,615	(5,100,701)
Decrease/ (Increase) in Investments & Bond Amortization	(42,163)	(278,814)	9,597	(288,412)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(33,865)	(410,629)	(404,289)	(6,339)
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	<b>(106,178)</b>	<b>(5,671,529)</b>	<b>(276,077)</b>	<b>(5,395,452)</b>
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	<b>7,444,557</b>	<b>7,444,557</b>	<b>19,591,407</b>	<b>(12,146,851)</b>
Add College Reserves:				
Local Government Investment Pool (LGIP)	10,242,901	10,242,901	985,292	9,257,609
Investment Bonds held in trust by US Bank	2,693,981	2,693,981	2,221,659	472,322
Total Reserves	<b>12,936,882</b>	<b>12,936,882</b>	<b>3,206,951</b>	<b>9,729,931</b>
Total Cash and College Reserves	<b>20,381,439</b>	<b>20,381,439</b>	<b>22,798,359</b>	<b>(2,416,920)</b>
	<b>Actual %</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Variance</b>
Total Current State Allocation	100%	34,329,129	26,455,102	7,874,027
Allocation Used - Year to Date	52%	17,688,174	12,581,649	5,106,525
Remaining State Allocation	48%	16,640,955	13,873,453	2,767,502

Renton Technical College  
Board of Trustees Meeting  
**February 19, 2025**

**AGENDA ITEM: 6. BOARD OF TRUSTEES**

**SUBJECT: TRUSTEE REPORTS**

<b>BOARD CONSIDERATION</b>	
<input checked="" type="checkbox"/>	Information
<input type="checkbox"/>	Action

**BACKGROUND:**

- A. Foundation Liaison Report  
Foundation Liaison, Trustee Takamura, will provide an update from the Foundation Board.
  
- B. Legislative Action Liaison Report  
Legislative Action Liaisons, Trustees Entenman and Zappone, will provide an update on legislative action meetings and activity.
  
- C. Community Advisory Committee  
Community Advisory Committee Liaison, Chair Norouzi, will provide an update from the Community and Partnerships Council.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**February 19, 2025**

**AGENDA ITEM: 7. MEETINGS**

**SUBJECT:**

**BACKGROUND:**

- A. The next regularly scheduled meeting of the Board of Trustees will be March 19, 2025.

<b>BOARD CONSIDERATION</b>
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X Information
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Action
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**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**February 19, 2025**

**AGENDA ITEM: 8. ADJOURNMENT**

**SUBJECT:**

**BACKGROUND:**

**BOARD CONSIDERATION**

Information

**X Action**

**RECOMMENDATION:**

Motion required.