

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

9:00 A.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 will be read aloud at the Board meeting or forwarded to the Board at the submitter's request. Please e-mail president@rtc.edu before 9:00 A.M. on Wednesday, March 19, 2025 to sign up for virtual public comments.

II. EXECUTIVE SESSION

9:00 A.M.

1. An Executive Session will be called to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30).

2. Announcement of time Executive Session will conclude.

3. Return to Open Session

4. Meetings

Information

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

5. 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. February 19, 2025 – Special Session and Regular Meeting

Action

3. Action Item

Action

- A. Tenure Advancements

4. 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 will be read aloud at the Board meeting or forwarded to the Board at the submitter's request. Please e-mail president@rtc.edu before 3:00 P.M. on Wednesday, March 19, 2025 to sign up for virtual public comments.

- D. Student Leadership
 - E. Renton Federation of Teachers
 - F. Faculty Presentations
 - G. Written (and video) Communication Reports
-
- 5. Action Item Action
 - A. Program Reduction

 - 6. Discussion/Reports Information
 - A. President's Report President Yoshiko Harden
 - B. Financial/Budget Status Vice President Jacob Jackson

 - 7. Board of Trustees
 - A. Foundation Liaison Report Trustee Frieda Takamura
 - B. Legislative Action Liaison Report Trustee Bob Zappone
 - C. Community Advisory Committee Liaison Report Chair Norouzi

 - 8. Meetings
 - A. Special and Regular Board Meeting – March 16, 2025

 - 9. Adjournment Action

Renton Technical College
Board of Trustees Meeting
March 19, 2025

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

Action

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
March 19, 2025

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BACKGROUND:

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

- A. February 19, 2025 Special and Regular Meetings

BOARD CONSIDERATION	
	Information
X	Action

RECOMMENDATION:

Approval as presented.

I. STUDY SESSION

1. Call to Order

Chair Jessica Norouzi called the meeting to order at 1:00 P.M. and noted a quorum.

2. Public Comments

There were no public comments.

3. Update on Budget

Vice President Jacob Jackson briefed the group on the budget and Office of Financial Management (OFM) claw back. The OFM claw back will likely not occur this year. The I-732 wage increases are fully funded by the legislature. The Board allocation will likely decrease by \$28.6M for fiscal year 2025. If RTC rolled over the budget without any Board action, the budget would be operating in a deficit of \$4.8M for FY26, \$2.2M for FY27, and \$717K for FY28. However, the State Board is adopting a new allocation model starting in FY26. The result is that there will likely be differences in FY27 and FY28 budget predictions. The current model has been frozen since 2016 with one exception, which was based on FTE. The proposed new model will be based on headcount and FTE which will impact the District Allocation Education Base.

RTC has left some positions vacant, has not refilled other non-faculty positions, slowed down recruitment, offered the faculty retirement incentive, is staying the I-732 COLA for non-represented exempt staff this year, and is taking other measures to save costs and increase revenue. The 3% COLAs are fully funded for exempt employees, but some employee positions are not legislatively funded. RTC needs to find funds for wages for not legislatively provided. About 67% of RTC's revenue is from the state. Annualized employee contracts, student and programs fee, organizational structure, and programs are being reviewed.

Program viability includes employment placement rates, Advisory Committee engagement, entry-level wages for graduates, yearly estimated tuition and fees for students, program revenue, industry standards, employment opportunities, and typical level of education for the industry. The Deans looked at the data and spoke with faculty. Data was run again in fall, which surfaced some instructional programs for conversations. Instruction has been having conversations about programs for further review.

Vice President Stephanie Delaney shared the conversations Instruction has been having. This includes engaging faculty with conversations around data to ensure a

comprehensive look at program enrollment and revenue. Early Childhood Education, Medical Office, and Property Maintenance are the only programs on campus that do not run at a deficit. There are several programs with historically low enrollment with few or no tenured faculty. The contract allows notification of faculty that precipitates Advisory Committee conversations. The Advisory Committee conversations inform the employment opportunity predictions. President Harden commented that there is the possibility for new programs and Executive Director Carrie Shaw has been working on partnerships moving forward.

VP Jackson reviewed the timeline with the group. The campus messaging about the OFM error was sent at the end of September. Faculty will need to be notified by February 28. The Board will vote on an action at the March meeting. Exempt and classified staff need to be notified around the end of April. The deferment of the OFM claw back only delays these conversations. To grow programs to meet future needs, there needs to be resources for growth. There are currently no resources for growth. The Board discussed previously declaring a financial emergency. The OFM error still exists and is valid.

4. Meetings

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

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

5. Adjournment

There being no further business, Trustee Frieda Takamura motioned to adjourn the Board of Trustees meeting at 2:38 P.M. Vice Chair Tim Cooper seconded, and the motion carried.

II. REGULAR BOARD MEETING

1. Call to Order

A. Chair Norouzi called the meeting to order at 3:03 P.M. and noted a quorum.

2. Adoption of Minutes

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

i. Vice Chair Cooper introduced a motion to approve the minutes for the special and regular meetings held on January 15, 2025. Trustee Takamura seconded, and the motion carried.

3. Communications

Terri Trillo introduced Danielle Perkins, a new Nursing instructor, who is looking forward to teaching students. Selinda Shi has been teaching at RTC since 2020 and has joined as full-time faculty. She is an RTC alum and loves the environment. She appreciates the team

A. Correspondence

There was no correspondence.

B. Public Comments from the Audience

There were several public comments. Naser Chowdhury voiced his support of the BAS application program. David Schoenmakers shared some facts about and advocated for the Machining program. Matthew Vargas, Be-Asia McKerracher, William Cram, Celine Watcharaapakom, Bashar Abduljaleel, and Van Vuong all spoke about how much their previous experience as Computer Science students at RTC meant to them and stated support for the Computer Science Program. Comments were also received and forwarded to the Board from Amanda Dalessandro and Marnie Ferrer.

C. Student Leadership

Leo Ragual, Associated Student Government (ASG) Treasurer, gave an update. ASG hosted the Lunar New Year event last month. There were various activities including origami. ASG co-hosted a Black History Month event with King County Justice Alliance. This included engaging activities. Tomorrow there will be a keynote speaker for Black History Month.

D. Renton Federation of Teachers (RFT)

Donna Maher, President of RFT, gave a report. Things are changing fast with the current administration, including a recent Dear Colleague letter. This letter was very unsettling and did not state what specific actions need to be stopped. RFT wants to work with RTC leadership on what is best for faculty and students. Some students won't come to campus because of a fear of Immigration and Customs Enforcement (ICE). The stress, confusion, and fear are over the top. OFM is not taking the claw back, which is good news. AFT and RFT went to Olympia last week. It was a very busy day with good conversations.

Chair Norouzi mentioned that the Association for Community College Trustees (ACCT) encouraged the trustees to reach out to Republican legislators. Vice Chair Cooper asked about a policy on law enforcement on campus. President Yoshiko Harden stated that a number of communications went out. Communications is working on printing Know Your Rights cards. Executive Director Doris Martinez is also working on scheduling a Know Your Rights training. Trustee Takamura stated that she appreciated the way that staff and faculty discussed concerns around ICE at the last All-College Meetings. Assistant Attorney General (AAG) Michael Hemker noted that anywhere a general member of the public needs to be invited into are considered private spaces.

E. Written (and video) Communication Reports

Chair Norouzi thanked the group for their written and video reports.

4. Action Items

A. RFT MOU

Vice President Lesley Hogan noted that last December, the Board approved an increase incentive for early retirement for the MOU. The request is for a vote to extend once more a one-time incentive for faculty who may choose to notify the college their intention to retire early.

After considering the recommendation presented to the Board, Trustee Takamura moved to approve the Memorandum of Understanding with the Renton Federation of Teachers regarding the Early Retirement Notification Incentive for this current academic year. Vice Chair Cooper seconded. The motion carried.

5. Discussion/Reports

A. President's Report

John Clark, RTC's former AAG, introduced Michael Hemker, RTC's new AAG. Michael has been with the AAG's Office since 2012 and brings a lot of valuable experience with him.

President Harden spoke about the Dear Colleague Letter. Executive Cabinet has been attending webinars about the possible impacts of the letter to college business. Please look for clarifying communications.

President Harden noted that there have been a variety of campus events. She expressed gratitude for the community's involvement. The Accreditation Team has come up with Strategic Indicators. The Be The Place Implementation Team has been meeting twice monthly. Thank you all for your attendance at the All-College Meeting. The Board requested Budget Listening Sessions. Trustee Takamura stated that she is proud to be part of RTC and be a part of productive meetings. Trustee Zappone commented that solidarity will get us through this. President Harden noted that there were ideas around automation, intentional thinking around program development, efficiencies, and more.

Overall, winter enrollment is up 13% and 21% for the whole year. Enrollment continues to move in the right direction. There is still work to do around retention and enrollment. Next up are meetings with instructional deans on enrollment targets.

The Unity Center is completed and furniture delivery is scheduled. In Enrollment Services, construction has started and will be completed in April. This will create more office space.

There have been many legislative updates. There will still be a budget reduction moving forward. Trustee Takamura stated that there were some legislators who were unaware of the OFM budget debacle. The House budget is scheduled to come out and there is an anticipated deficit. There was a House Bill about online community colleges that has a high fiscal note. HB5523 on a student trustee died in the house and is scheduled to be on the Senate floor. The January Hill Climb was last month with Rick Geist, VP Jackson, Leo Ragual, and Trustee Zappone. Last week, President Harden and Chair Norouzi attended ACCT National Legislative Conference (NLS) where they met with various legislators. Priorities include securing Pell and ending taxation on Pell. Trustee Takamura asked about the general tenor at the ACCT NLS. Chair Norouzi responded that the atmosphere was somber, legislators had empathy and support for the community and technical colleges, and asked for people to contact counterparts across the aisle. President Harden noted that there is bipartisan support for workforce.

Chair Norouzi asked if there is a formal partnership with PACCAR. Dean Andrea Samuels stated that PACCAR is not a formal partner at RTC.

B. Mid-Year Financial/Budget Status

VP Jackson gave a mid-year fiscal update. The state allocation revenue is anticipated at about \$700K more. Throughout the year, RTC receives specific funds. Tuition is exceeding what is budgeted so far. The projects are based on last year's data. \$2.5M was budgeted for fees, but fees will likely be \$3.2M. Running start is projected at \$290K. Enterprise funds should be self-sustaining but are at negative \$652K. Most of the surplus in the allocation is for a specific purpose. Looking at the revised revenue, we're ahead of where it should be. Tuition collection is up. Fees are on target. Running start and high school completion revenue tends to come in at the end of the year.

Expenditures trend towards the end of the year. Expenditures do not roll over. Food prices are up which impacts the cost of goods sold. Revenue is projected at about \$400k more than anticipated. Vice Chair Cooper asked about putting the \$300K back to the Board reserves, which were previously tapped. The Board reserve funds are performing well.

6. Board of Trustees

A. Foundation Liaison Report

Trustee Frieda Takamura stated that the good news is that the Foundation is awarding many students. The annual scholar donor event is April 24. To date, the Foundation has provided \$782K of scholarships and grants to students.

B. Legislative Action Liaison Report

There was no Legislative Action Report.

C. Community Advisory Committee Liaison Report

The Community Advisory Committee Report was provided in the President's Report.

7. Meetings

A. Special Board Meeting – March 14, 2025 at 9:00 A.M.

A special Board meeting is scheduled for March 14, 2025 at 9:00 A.M.

B. Special and Regular Board Meeting – March 19, 2025

A special Board meeting is scheduled for 9:00 A.M. to proceed the regular Board meeting on March 19, 2025 at 3:00 P.M.

8. Adjournment

Trustee Cooper expressed gratitude for the individuals who made a public comment, noting that it's not easy to speak publicly. There being no further business, Vice Chair Cooper motioned to adjourn the Board of Trustees meeting at 4:35 P.M. Trustee Takamura seconded, and the motion carried.

Renton Technical College
Board of Trustees Meeting
March 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. Faculty Presentations
- G. Written (and video) Communication Reports

BOARD CONSIDERATION

Information

Action

RECOMMENDATION:

None.



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

Financial Report

For month ending February, we are about 67 % through the year. Revenue collection is about 77 %. Revenues are up about \$9.6M this year compared to last year. This is due to state allocation and tuition and fees. Tuition and fees are up by \$4.2M from February 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. Scholarship and Student Loan Received is up \$3.8M from last year. We have drawn down \$25.2M this year compared to \$19.4M in state allocation last year. Interest income is \$424k this year compared to only \$83k last year at this time.

Expenses are about 47 %. 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 is wrapping up.

Food Services & Rentals

- February 2025 Total Revenue: \$51,775
- February 2024 Total Revenue: \$55,439
- Year-over-Year Comparison (February):
 - Decrease in Revenue: \$3,664
 - Percentage Decrease: -6.61 %
- Year-to-Date Comparison (July 1 – February 28):
 - Fiscal Year 2023-24 YTD Revenue: \$415,930
 - Fiscal Year 2024-25 YTD Revenue: \$492,348
 - Increase in YTD Revenue: \$76,418
 - Percentage Increase: 18.38 %

Program Performance Breakdown

Department	Program	2024 Revenue	2025 Revenue	Change	Percent Change
60000	Bakery	\$9,536.95	\$7,666.98	\$(1,869.97)	-19.61 %
60000	Culinaire Room	\$6,459.95	\$3,294.50	\$(3,165.45)	-49.00 %
60000	Food Services	\$11,804.91	\$12,025.70	\$220.79	1.87 %
60001	Catering	\$27,638.00	\$28,787.91	\$1,149.91	4.16 %

Context and Analysis

February 2025 Performance

February 2025 saw a 6.61 % decline (\$3,664) in total revenue compared to February 2024. The most significant contributor to this decline was the Culinaire Room, which saw a 49 % decrease (\$3,165.45) in revenue, followed by the Bakery's 19.61 % drop (\$1,869.97). These declines were partially offset by the 4.16% increase in Catering revenue (\$1,149.91) and a modest 1.87 % growth in Food Services revenue (\$220.79). The decline in overall revenue aligns with broader decreases in consumer spending, which likely impacted demand across multiple areas.

Year-to-Date Perspective

Despite the dip in February, Fiscal Year 2025 remains ahead of Fiscal Year 2024, with a \$76,418 (18.38%) increase in total revenue. While February's decline is worth monitoring, the overall trend remains positive, with Catering and Food Services helping sustain growth. Continued focus on high-performing areas will be key in maintaining momentum.

Facilities & Grounds

- Building J boiler is offline. Two faulty parts were discovered and ordered.
- Building G chiller is offline. The part has been ordered but has a several week lead time.
- Conducting second interviews for the Custodial Supervisor position.

Capital

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

- **2025-240 - Bldg. J Second and Third Floor Remodel Study (SWL Architects)**
 - Community forum was held on February 25. About 40 people attended.

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

- **2024-980 - Elevator upgrade for Bldg. I**
 - Preconstruction meeting is scheduled for March 26.

Other Projects

- **2025-045 - Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
 - Anticipating a completion date by the end of March.
- **2024-718 - Room 214A Bldg. I - Remodeling**
 - An issue was discovered in the fabrication of one of the structural steel beams; it is too short. They are looking into an in-field solution.
 - The exterior wall was discovered to contain 2" x 4" metal studs, instead of the anticipated 2" x 6" studs. The wall will have to be reframed, and a change order proposal for \$15,983.41 was issued today.
 - The stacks have been removed and the interior side of the exterior wall has been taken down to the studs. The steel framer will need to adjust his framing to meet a stepped down portion below the floor on the Southeast side of the space. The electrician will be running the conduit throughout the main spaces.
- **CBPS - SBCTC Utility submeters for Clean Buildings Act 40000878**
 - Additional funding was awarded to RTC on February 27.



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College Technology Services
Renton Technical College Board of Trustees
March 19, 2025

College Technology Services

Winter Quarter

Winter quarter has been tough for CTS as the department is short staffed in the support team as well as the infrastructure services team. Unfortunately, that meant the reduction of service hours, temporarily, as recruitment efforts are underway. With the departure of the Director of Information Technology, who leads RTC's cybersecurity efforts, CTS has an immediate need to fill the cybersecurity responsibilities. Enterprise System Engineer, Michelle O'Connor, will be lead these efforts as the Interim Director of Information Technology. We thank Michelle for stepping up and embracing this opportunity. One of the first tasks for Michelle will be preparing for a cybersecurity tabletop exercise in April's RTC all leadership retreat.

Technology News & Updates

CTS has been reviewing service contracts for cost savings and renegotiation. So far multiple vendor contracts and services have been reduced year over year by either renegotiating or moving to alternate resources. Additionally, CTS continues to refresh PCs to improve performance and usability as the new fee structure develops to provide additional funding to maintain a feasible replacement schedule.

Technology Improvements

New computers are coming to the A building as well as J207 (Mechatronics). A big thanks to Dean Shannon Matson for partnering with CTS to identify resources and procuring technology to enhance the student experience. CTS also pushed our critical updates to RTC computers to ensure security, data protection as well as compliance.

Upcoming:

J 1st floor computer deployment

J 1st floor TV installation and set up

Unity Center technology set up

J207 computer set up

A24 computer set up



**Communications and Marketing Report
Renton Technical College Board of Trustees
March 19, 2025**

ENROLLMENT MARKETING

Spring marketing campaigns again outperform industry standards, contributing to application and enrollment growth. In addition to general “Enroll now” campaigns featuring students who found their place at RTC, campaigns are promoting short-term programs, and hands-on training, including manufacturing and health care.

Key statistics: (CTR is Click-through ratio: number of people who saw the ad and clicked on it)

Google: **CTR:** 7.53%

Meta: **CTR:** 2.13%

YouTube: **View Rate:** 92.23%

Snapchat: **CTR:** 94.32%

CRM MARKETING

Prospective students who click on an ad and fill out a form receive follow-up communications through the CRM. (The transition to EAB Recruitment Success began in January.)

Key stats:

Nearly 1,000 forms submitted from marketing campaigns, leading to 250 applications – 25 % yield. (Programming work continues to also include registration/enrollment data.)

Email open rates to prospective students (forms submitted via marketing) and applicants both average 50 % open rates.

The Marketing and CRM data shows measurable return on investment and illustrates that our campaigns resonate with targeted audiences.

WEB and NEWS

[Career Launch Scholarship offers opportunity](#)

[Startup and Small Business Coworking 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.



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

Diversity, Equity & Inclusion Council (DEIC)

The Diversity, Equity & Inclusion Council (DEIC) held a bonus meeting on Monday, March 10. DEIC meetings are scheduled for the second Monday of each month via Zoom—from 2:30 P.M. to 4 P.M.

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

- April 14, 2025
- May 5, 2025

Committee & Action Team Updates:

Campus Climate & Data Equity Committee

The CCDE is preparing for campus wide listening sessions, tentatively scheduled for the last two weeks of April 2025. In alignment with requirements from [RCW 28B.10.147](#), all Washington State Community & Technical Colleges are required to conduct campus climate assessments and listening sessions for students, faculty and staff.

Empowering Indigenous Voices Committee

In celebration of Women's History Month, the DEIC Empowering Indigenous Voices Committee hosted a film screening highlighting the life of activist Elizabeth Peratrovich on Thursday, March 6, 2025. The film tells the story of an extraordinary Alaskan woman who became an unforeseen hero in the fight for civil rights. Elizabeth Peratrovich, a young, unassuming Tlingit Indian mother of three, testified before the Alaska Territorial Senate in 1945, delivering a compelling speech that swayed the floor vote in favor of the Anti-Discrimination Act—the first civil rights bill passed in the United States since the Civil War.

Much gratitude to Teresa Woods, Jean Munro, Camille Pomeroy and Chelsea Paulsen for their leadership in organizing this exceptional event.

Professional Development & Training Committee

The Professional Development & Training Committee is finalizing details for RTC's inaugural Equity Symposium, a DEI focused professional development day for all faculty and staff, scheduled for Wednesday, March 26, 2025. The Symposium will feature a keynote address by educator and author, Erin Jones and concurrent sessions.

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.](#)

Unity Center

Though the Unity Center Action Team concluded in February 2025, the team will be invited to participate in the Unity Center Manager screening process. Finalists will proceed with 2nd round interviews at the end of March.

The Unity Center will soft launch in Spring 2025.

Diversity, Equity & Inclusion (DEI) – Unit Updates

Tuesday, February 20, 2025

Honoring Woodson: The Father of Black History Month

Dr. Daniel Johnson

12:30 P.M. – 2:00 P.M.

Blencoe Auditorium (C-Building) & Zoom

The Honoring Woodson: The Father of Black History Month event was very well attended both in person and via Zoom. Attendees engaged in a meaningful

discussion on Dr. Carter G. Woodson's contributions to historical preservation and Black scholarship. Keynote speaker Dr. Daniel Johnson delivered an insightful presentation, highlighting Woodson's impact on education and the ongoing importance of Black History Month. Guests also enjoyed catering from Altha's Louisiana Cajun and Deli.

2025 RTC Commencement Planning Update

Tuesday, June 24, 2025

6:00 P.M. – 9:00 P.M.

ShoWare Center

Planning for the 2025 Renton Technical College Commencement Ceremony is well underway. The event will take place on Tuesday, June 24, 2025, from 6:00 P.M. to 9:00 P.M. at the ShoWare Center.

Key Planning Updates:

- **Commencement Committee:** The committee is finalizing details to ensure a memorable and seamless experience for graduates, faculty, staff, and guests.
- **Graduate Applications:** Students planning to participate in the ceremony should apply for graduation through their ctcLink accounts. Meeting the application deadline is essential for inclusion in the program.
- **Regalia and Attire:** Information on ordering caps, gowns, and honor cords will be provided to graduates in the coming weeks.
- **Faculty and Staff Regalia:** A regalia survey for faculty and staff will be released in April to coordinate academic attire for the ceremony.



Foundation
Renton Technical College Board of Trustees
March 19, 2025

Scholarships and Events

Spring 2025 Scholarship Cycle

The Scholarship Committee has awarded 204 scholarships for spring quarter for a total of \$321,200. This is one of the largest amounts ever for a single quarter and represents a 12% increase from the previous year for spring quarter. Students will be notified of their scholarship offerings on Monday, March 17.

March 6th Career Launch family night

The new Career Launch Scholarship has opened for high school seniors from the Renton School District's CTE programs to attend RTC. Three major donors have provided \$150,000 to fund 25 \$6,000 scholarships. Students can still access the Renton Promise and must enroll in a skilled trade or professional-technical program with the goal of earning a certificate or degree. This is a collaborative effort between RSD and RTC's Outreach team and Foundation. Over 80 people attended including 21 students. Program booths included ASG, Mechatronics, Welding, Advances Manufacturing, Paying for College, Phlebotomy, Culinary, Medical Assistant. Applications are open until April 18.

Annual Scholar & Donor Reception

Production and planning continues with postcard invitations set to mail out to funders, alumni, and students the week of March 24. Mark your calendars for Thursday, April 24, 2025 from 5 P.M. – 7 P.M.

Development & Community Engagement:

- International Women's Day. Staff worked as members of the Empowering Indigenous Voices group to present to campus the documentary *For the Rights of All: Ending Jim Crow in Alaska* on March 6 with discussion time.
- **Fund-A-Dream campaign.** The Foundation launched its first email marketing campaign to connect with past donors from the Student Success event since 2022. The goal is to raise \$40,000 over the next six weeks for the McCarthy Bridge Grant. All donations are matched by the Mackenzie Scott gift. The campaign includes the success story of Rosa Ocegueda a Bridge grant recipient who was able to transition from College & Career Pathway classes to pursue her dream career in construction management.

- **Evergreen Concrete Cutting Inc.** has created a new scholarship to support students in the skilled trades. This is the first time Evergreen has partnered with the Foundation.
- **Partnership Development:** The Air & Space Manufacturing Roundtable sponsored a tour of the Kent-based Skills Inc. to discuss education and training partnerships. Over 60% of Skills Inc. employees have a disability and the company has set an example around supporting employees and see them thrive in a manufacturing career.

RTC campus tours and partnership discussions are planned with Boeing and Concrete Technology Corporation in March.

Operations

Annual Audit

The Foundation received a clean audit from the audit team at Brantley Janson for fiscal year 2023-2024. Net assets were up by over \$400,000. Top takeaways included:

- The College received a 3x return on investment (ROI) from the support provided through the Quid Pro Quo agreement. This includes covering salaries and benefits for the Foundation staff. This level of ROI as a government entity is a very positive story to tell.
- 90% of donations go to direct services. This is a powerful message to share with donors and backed by the independent audit.
- Fundraising costs were 13% (e.g., cost of doing an event). This is a very healthy number and a plus for donors.

Recommendations from the auditor: Need to provide accruals at the end of the fiscal year to account for pledges and obligations such as the McCarthy Bridge Grant. The Foundation will remain on a cash basis and do an annual accrual. This needs to be formalized through the Finance Committee to ensure consistency.



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

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

AFT	Effective Date	Position	Department
WFSE	Effective Date	Position	Department
Prof Tech	Effective Date	Position	Department
Exempt	Effective Date	Position	Department
-Separations			
Majdi Alhurimy	2/3/2025	Accounting Manager	Business Office
Bob Lange	2/7/2025	Director of IT	College Technology Services
RFT	Effective Date	Position	Department

	Monthly Total Hires	% of Diverse Hires YTD
Full-Time	0	62%
Part-Time	0	48%



Institutional Planning and Effectiveness

Strategic Equity Plan (SEP) Implementation & Accreditation

- The new SEP strategic indicators have been finalized and are being communicated to the campus community through department and governance meetings. We are also collaborating with the Marketing team to update relevant documents on our website.
- Progress on strategic projects is being tracked and supported by members of the SEP Implementation Task Force. Currently, 12 out of 73 tasks have been completed.

Unit/Budget Planning

- FY26 budget requests have been reviewed by Resource and Planning Council. A recommendation to Cabinet will be provided this month.

Campus Climate

- The Campus Climate & Data Equity Committee is preparing annual listening sessions in compliance with RCW 28B.10.147. They are tentatively planned for late-April.

Student Learning and Assessment

Learning Outcomes Assessment

- Faculty will assess students on at least one program learning outcome this quarter. Student Learning Outcomes serve as a key strategic indicator under Goal 1 of the SEP, and the Assessment Committee is dedicated to monitoring progress on this important measure.

Data and Reporting

Institutional Reporting

- Data elements and visualizations for the new SEP strategic indicators are being developed with an anticipated due date of April 30, 2025.
- IR&E staff are collaborating with FA staff on recurring Renton Promise reports.
- Data collection for a centralized partnership inventory is being collected.
- Two data sharing agreements are in progress to strengthen partnerships and student success.

ctcLink

State-Wide Process Alignment

- Progress is being made on the cross-college and SBCTC task force for ctcLink process alignment in travel and expense, led by RTC and involving members from eight colleges and the SBCTC. The task force is meeting weekly to identify barriers and develop best practices for colleges using ctcLink. This collaborative work is expected to continue through Spring 2025.

RTC Process Improvement

- A presidential task force on process improvement related to faculty workload at RTC has been launched and is planned to continue into Spring 2025.
- Position management in ctcLink is being implemented to optimize labor budget planning.

Other

Projects

- IR&E staff continue to work on EAB Navigate configurations and EAB CRM implementation.
- Ad hoc projects this month included grant application data pulls, budget and fees data, program viability data, ctcLink queries/reports, and dashboard requests.



Instruction Report
Renton Technical College Board of Trustees
March 19, 2025

Instruction's All Programs Update

The Instruction Team gathered together to share brief updates from each of their areas.
<https://youtu.be/4FJHAzNP6DI>



RENTON
TECHNICAL
COLLEGE®

Student Services

Renton Technical College Board of Trustees

March 19, 2025

Campus Safety & Security remains committed to supporting a safe learning and working environment

Matt Vielbig, Director of Campus Safety & Security, shares the variety of projects, trainings, and efforts of the department as they work to continuously improve campus safety. From a large-scale camera project to an enhanced Emergency Operations Center, listen as Director Vielbig tells you about how the department is keeping busy.

<https://rtc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=99c4ca70-2a02-414b-a4f2-b2990150df5a>

Renton Technical College
Board of Trustees Meeting
March 19, 2025

AGENDA ITEM: 4. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

- A. President's Report
Dr. Harden will provide a report subsequent to the February 19, 2025 Board meeting.

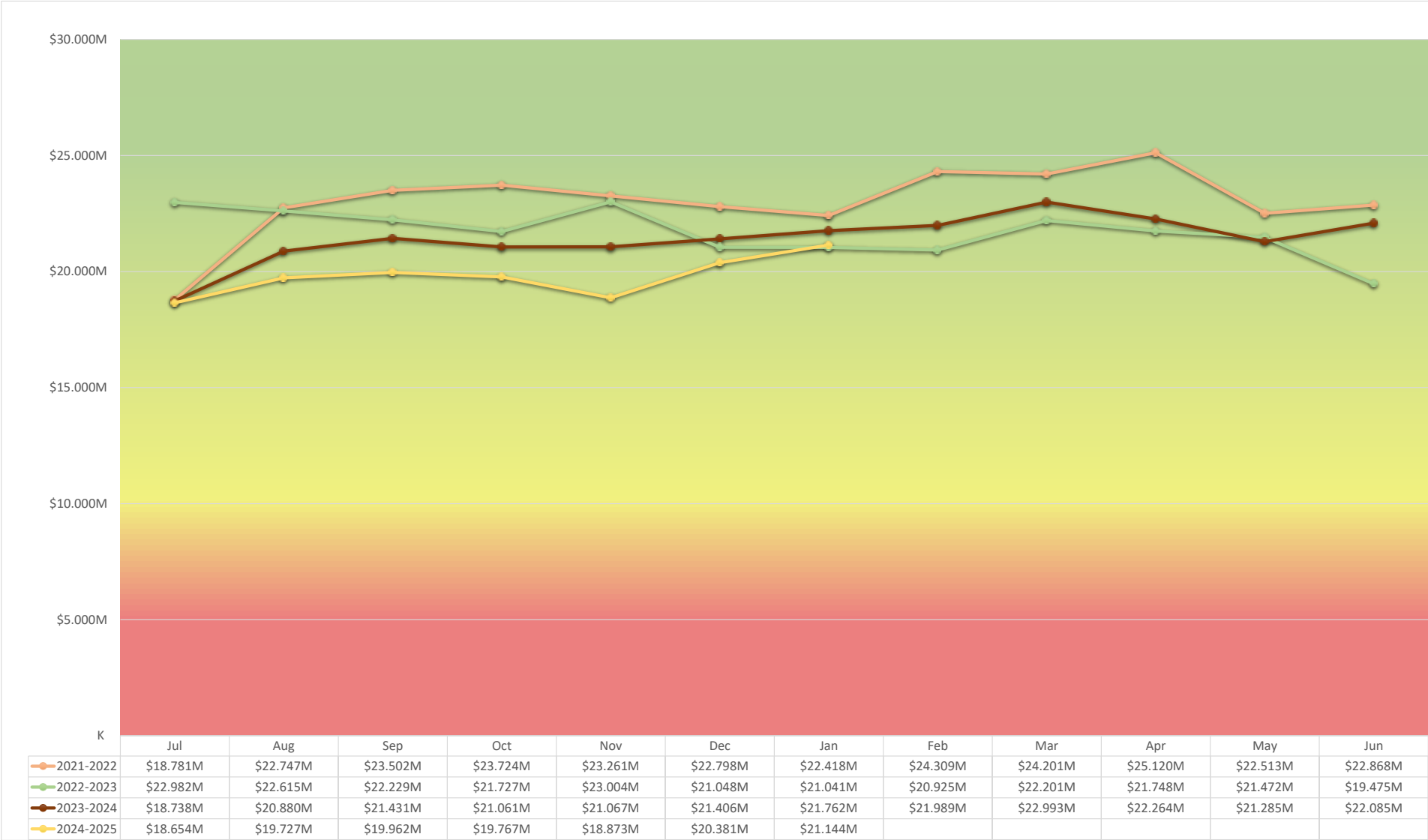
- B. Financial/Budget Status
Vice President Jackson will provide a report of the budget.

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

RECOMMENDATION:

None.

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



**RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL YEAR 2024-25
For the Month of February 2025**

	February 2025 - Actual	Year to Date - February 2025 - Actual	Prior Year to Date - February 2024 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	8,166,059	9,427,232	19,248,178	(9,820,946)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	2,123,736	9,651,717	5,396,509	4,255,208
Grants and Contracts	182,283	4,138,669	3,463,816	674,853
Donation Received	-	-	-	-
Student Government	176,133	785,348	476,534	308,814
Bookstore	27,747	90,175	12,168	78,007
Security/Parking	47,135	216,263	55,709	160,555
Culinary Arts - Food Services	54,270	564,286	445,940	118,346
Housing	-	-	32,196	(32,196)
Interest Income	45,704	424,886	82,912	341,974
Rental Income - Excluding 569	19,442	196,154	170,153	26,001
Scholarship and Student Loan Funds Received	527,048	8,414,695	4,628,839	3,785,856
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	3,203,498	24,482,193	14,764,776	9,717,418
Add - State Allocation				
State Allocation - VPA Expenses	3,500,046	24,253,994	18,131,080	6,122,915
Capital Allocation Fund 057	581,389	964,783	1,093,823	(129,040)
Capital Allocation Fund 060	-	20,336	194,270	(173,934)
Total State Funding	4,081,434	25,239,113	19,419,173	5,819,941
Total Revenues	7,284,933	49,721,307	34,183,948	15,537,358
Less - Expenses:				
Salaries	2,776,223	20,655,784	16,010,152	4,645,632
Benefits	880,744	6,490,849	5,431,782	1,059,068
Contracts	-	-	-	-
Goods and Other Services	801,006	7,407,513	4,956,175	2,451,339
Cost of Goods Sold	21,886	194,729	102,702	92,027
Travel	9,406	107,578	78,439	29,139
Equipment	30,911	54,802	56,893	(2,091)
Computer Equipment	-	-	-	-
Financial Aid	289,869	9,760,808	7,608,428	2,152,379
Debt Service	-	129,806	45,340	84,467
Bad Debt	-	-	-	-
Total Expenses	4,810,044	44,801,870	34,289,911	10,511,959
Net Operating Surplus (Deficit)	2,474,888	4,919,437	(105,962)	5,025,399
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	(1,805,448)	(4,713,642)	(1,153,377)	(3,560,265)
Decrease/ (Increase) in Investments & Bond Amortization	(2,286)	(322,103)	(8,294,322)	7,972,219
Payment of Bldg, Innovation Fee, and VPA Advance to State	(214,912)	(692,621)	(694,240)	1,619
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	(2,022,645)	(5,728,366)	(10,141,939)	4,413,573
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	8,618,303	8,618,303	9,000,277	(381,974)
Add College Reserves:				
Local Government Investment Pool (LGIP)	10,281,619	10,281,619	9,305,138	976,481
Investment Bonds held in trust by US Bank	2,696,267	2,696,267	2,619,786	76,481
Total Reserves	12,977,886	12,977,886	11,924,924	1,052,962
Total Cash and College Reserves	21,596,189	21,596,189	20,925,201	670,988
	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	31,694,493	28,993,073	2,701,420
Allocation Used - Year to Date	80%	25,239,113	19,419,173	5,819,941
Remaining State Allocation	20%	6,455,380	9,573,900	(3,118,521)

Renton Technical College
Board of Trustees Meeting
March 19, 2025

AGENDA ITEM: 5. BOARD OF TRUSTEES

SUBJECT: TRUSTEE REPORTS

BOARD CONSIDERATION	
X	Information
	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
March 19, 2025

AGENDA ITEM: 6. MEETINGS

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

X Information

Action

- A. The next regularly scheduled meeting of the Board of Trustees will be April 16, 2025.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
March 19, 2025

AGENDA ITEM: 7. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Motion required.