

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 1:00 P.M. on Wednesday, April 16 to sign up for virtual public comments.*

3. Health Sciences Building Naming

President Yoshiko Harden

4. Student Fees

Vice President Jacob Jackson

5. Building D Tour

VP Jackson

### II. Meetings

Information

1. Regular Board Meeting – April 16, 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. March 14, 2025 – Special Session

Action

- B. March 19, 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, April 16 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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| <ul style="list-style-type: none"> <li>4. Action Items           <ul style="list-style-type: none"> <li>A. Health Sciences Building Naming</li> <li>B. Student Fees</li> </ul> </li> <br/> <li>5. Discussion/Reports           <ul style="list-style-type: none"> <li>A. President's Report</li> <li>B. Financial/Budget Status</li> </ul> </li> <br/> <li>6. Board of Trustees           <ul style="list-style-type: none"> <li>A. Foundation Liaison Report</li> <li>B. Legislative Action Liaison Report</li> <li>C. Community Advisory Committee Liaison Report</li> </ul> </li> <br/> <li>7. Meetings           <ul style="list-style-type: none"> <li>A. Special and Regular Board Meeting – May 21, 2025</li> </ul> </li> <br/> <li>8. Adjournment</li> </ul> | <ul style="list-style-type: none"> <li>Action           <ul style="list-style-type: none"> <li>President Harden</li> <li>VP Jackson</li> </ul> </li> <br/> <li>Information           <ul style="list-style-type: none"> <li>President Harden</li> <li>VP Jackson</li> </ul> </li> <br/> <li>Trustee Frieda Takamura           <ul style="list-style-type: none"> <li>Trustee Bob Zappone</li> <li>Chair Norouzi</li> </ul> </li> <br/> <li>Action</li> </ul> |
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Renton Technical College  
Board of Trustees Meeting  
**April 16, 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  
**April 16, 2025**

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

**SUBJECT:**

**BACKGROUND:**

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

- A. March 14, 2025 Special Meeting
- B. March 19, 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 9:12 A.M. and noted a quorum.

### 2. Public Comments

There were two submitted public comments, both of which were read aloud. Wahaj Ol Obid, a current RTC student voiced their strong support for the BAS programs, specifically the Computer Networking Engineering (CNE). These programs provide invaluable opportunities for students to advance careers, meet industry demands, and contribute to the community's workforce. Wahaj urged the Board to prioritize the continuation and growth of BAS programs. The second public comment came from Tyler Sabin, a current RTC student who shared their experiences in the CNE Program. Tyler returned to RTC after being advised by Labor and Industries that CNE is a growing field. The instructors at RTC have helped Tyler learn, and Tyler has received A's in every class and four scholarships. Tyler expressed appreciation for hybrid, remote, and evening classes

### 3. Update on the Budget

President Yoshiko Harden greeted the group and thanked the students who shared their stories. Today's study session is on the budget. Vice President Stephanie Delaney will speak to specific programs, and Vice President Jacob Jackson will brief the group on the budget.

VP Jackson thanked the Board for having him to present. There was an Office of Financial Management (OFM) budget error that is leading to an \$800k claw back that will likely take place next year. The accounting correction will occur this next biennium. On July 1, the base will be reset, resulting in a budget deficit if nothing is done.

VP Jackson walked the group through the college reserves. There is currently \$15.5M, and the Board Reserve policy is to keep \$14M to cover Financial Aid, two months' worth of operating expenses, and two weeks' worth of cash expenses. If the Board decides to take no action, there is not enough in variance to cover projected costs. Additional potential revenue from outside sources could change projections.

Currently, RTC is not filling vacant positions. The I-732 COLA will not be provided for non-legislatively mandated positions. RTC is examining annualized contracts, which include "soft-funded" positions and positions that were designed to be temporary.

VP Jackson walked the group through the possible instructional program reductions. So far, there has been one faculty resignation in Accounting, and six faculty who took advantage of the early retirement notification. There are currently five vacant faculty positions. Two of these positions were reassigned to Welding, which allows the college to run a full afternoon Welding cohort.

VP Jackson walked the group through BAS Application Developer full-time enrollment (FTE) numbers when compared to the RTC FTE enrollments. Enrollment has been declining steadily since 2020.

Computer Science is a 2-year degree. There has been a significant decline in Computer Science enrollment since 2019. There was extra allocation to increase enrollment, resulting in hiring an additional instructor to offer evening classes. Engineering Design enrollment declined and leveled off. This went from a two-instructor program to a one-instructor program after an instructor resigned during COVID.

Machining had a significant decline during COVID which has leveled off in recent years. This program has two full-time faculty as well as an additional faculty who supports the machining math courses. Machining has significant equipment costs. Other programs have salaries as the primary expense.

Some of enrollment limitations are space limitations, sequencing impacts how many instructors and FTEs are in each program, and external regulations on instructor-to-student ratios. RTC is obligated to teach out current students. Up to 100 students will be impacted. However, impacted programs will not enroll new students. RTC would put programs on hiatus and the programs could be taken off hiatus in the future.

Trustee Bob Zappone asked about industry partners. VP Delaney has met with each of the advisory committees to discuss potential solutions, but so far this has not resulted in increased enrollments. Chair Norouzi asked about program recovery time considering COVID. VP Delaney stated that COVID impacted enrollment, however the OFM error does not allow for more recovery time. Chair Norouzi commented that she knows that Executive Cabinet has made careful considerations, and that her questions were from a place of learning what decisions were being made. There are bright areas, such as Welding, General Education, Nursing, Automotive, Early Childhood Education, Commercial Engineering, Legal Assistant, Medical Office Assistant, and others are seeing substantial growth over the last couple of years. Trustee Takamura noted that this is what the community is saying is needed. Chair Norouzi started that this is a time to be intentional about what we're offering. Vice Chair Tim Cooper asked about the cost to provide education and loss

of FTEs. There is about a \$2M net in cost-savings to the college for FY24 if the Board acts on possible program reductions. FY27 is when the savings will be realized.

Trustee Debra Entenman asked how RTC will answer when students ask about how we are making these decisions when students need training for the future. VP Delaney responded that RTC has offered aid and outreach, and enrollment is still down. Trustee Entenman stated that it's important that we all know that we have discussed options and made the best student-focused decisions with the information that we have.

President Harden stated that this is why this is so tough. Many of these programs were under review in 2019, and so this is also a historical process. One of the factors Executive Cabinet looked at is whether a degree or certificate is necessary for employment in the field, as well as wages. Re-investment in programs that require certification and allow for higher wages may be the better way to go. There are several colleges that are impacted by the OFM error and are looking at reductions. President Harden noted that currently, students report that they pick programs based on proximity, specific program, and reputation. Trustee Takamura asked about looking at future students and their needs. VP Jackson stated that Executive Cabinet has been talking about growing programs like commercial refrigeration. He briefed the group on conversations with deans on new programming. President Harden stated that the college is always working on strategic enrollment management.

The group discussed whether there are similar programs nearby, and this may be a time to strategically build RTC's reputation. Trustee Zappone noted that he recently visited campus and was impressed with what the college is doing. President Harden noted that, overall, enrollment has improved and the group is working to make decisions that will continue to increase enrollment. VP Delaney reminded the group that we are still in program viability and programs are having conversations about how to continue to build enrollments, program revisions, and data. Chair Norouzi stated that messaging to partners should include this information. These are very difficult decisions.

Vice Chair Cooper stated that the burden of leadership is to carry moral injuries from making difficult decisions. He fully trusts the decisions Executive Cabinet is making, and these conversations build trust because the details and facts are there.

Trustee Entenman stated that this has been a challenging legislative session. Legislature has been involved in difficult conversations about program cuts and raising taxes to protect services to vulnerable populations.

President Harden thanked everyone who showed up to this meeting and helps get the word out.

4. Meetings

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

The next regular Board meeting is scheduled for March 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 10:44 A.M. Vice Chair Tim Cooper seconded, and the motion carried.

## I. STUDY SESSION

### 1. Call to Order

Chair Jessica Norouzi called the meeting to order at 9:07 A.M. and noted a quorum.

### 2. Public Comments

There were no public comments.

## II. EXECUTIVE SESSION

1. An Executive Session was called to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30). The executive session was called for one hour and forty-three minutes.

At 10:50 A.M., the executive session was extended for five minutes until 10:55 A.M.

At 10:55 A.M., the executive session was extended for two minutes until 10:57 A.M.

At 10:57 A.M., the executive session was extended for two minutes until 10:59 A.M.

At 10:59 A.M., the executive session was extended for one minute until 11:00 A.M.

The executive session concluded at 11:00 A.M. The Board returned to open session for a break.

2. An Executive Session was called to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30). The executive session was called for one hour and forty minutes.

At 12:45 P.M., the executive session was extended for five minutes until 12:50 P.M.

The executive session concluded at 12:50 P.M. The Board returned to open session for a break.

3. An Executive Session was called to review the performance of a public employee for purposes of Tenure, in accordance with the Open Public Meetings Act (RCW 42.30). The executive session was called for one hour and fifteen minutes.

At 2:40 P.M., the executive session was extended for five minutes until 2:45 P.M.

The executive session concluded at 2:45 P.M. The Board returned to open session.

4. Meetings

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

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

5. Adjournment

There being no further business, Trustee Bob Zappone motioned to adjourn the Board of Trustees meeting at 2:46 P.M. Trustee Frieda Takamura seconded, and the motion carried.

### III. REGULAR BOARD MEETING

1. Call to Order

Chair Jessica Norouzi called the meeting to order at 3:02 P.M. and noted a quorum.

2. Adoption of Minutes

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

Trustee Takamura introduced a motion to approve the minutes for the special and regular meeting held on February 19, 2025. Trustee Zappone seconded, and the motion carried

3. Action Item

A. Tenure Advancements

Chair Norouzi thanked the committees for their due diligence and support of tenure candidates along the way. The service of tenure committees helps the Board ensure that each candidate has been prepared for this process. Trustee Frieda Takamura expressed how happy and proud she is as a trustee that so many people are doing so much work to make RTC a success. The tenure candidates and committees all are a model to Trustee Takamura. Trustee Zappone congratulated everyone who has made this advancement in their careers.

i. Advancements from First to Second Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Chair Norouzi moved that Kristin Ferguson be promoted from first year to second year status. Vice Chair Cooper seconded, and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that Danielle Perkins be promoted from first year to second year status. Trustee Takamura seconded, and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that Jingxia (“Selinda”) Shi be*

*promoted from first year to second year status. Vice Chair Tim Cooper seconded, and the motion carried.*

ii. Advancements from Second to Third Year Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Cooper moved that Olla Ibrahim be promoted from second year to third year status. Trustee Zappone seconded, and the motion carried.*

iii. Advancements from Third Year to Tenure Status:

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Cooper moved that Lance Arnold be awarded tenure. Trustee Takamura seconded, and the motion carried. Chair Norouzi stated that she has been proud to watch Lance grow and get to this point and expressed appreciation for Lance's work.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that Bao Dao be denied tenure. Chair Norouzi seconded, and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that Jackie ("JR") Hudspeth be awarded tenure. Trustee Zappone seconded, and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Chair Norouzi moved that Fatih Killi be awarded tenure. Vice Chair Cooper seconded, and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Cooper moved that Priscilla Manickam-Seng be awarded tenure. Trustee Takamura seconded, and the motion carried. Vice Chair Cooper commented that he loves seeing where the Medical Assistant program is going.*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Zappone moved that Adela Saenz be awarded tenure. Chair Norouzi seconded, and the motion carried.*

*After considering the recommendation of the tenure review committee and all other recommendations, Vice Chair Cooper moved that Wheeler Trinh be awarded tenure. Trustee Takamura seconded, and the motion carried. Chair Norouzi noted that the Automotive Technology program has grown so much over the years—kudos for growing this program!*

*After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that David Zou be awarded tenure. Vice Chair Cooper seconded, and the motion carried.*

4. Communications

A. General Information/Introductions

There were no introductions.

B. Correspondence

Trustee Takamura noted that the parking lot gates are now being closed and asked if Wi-Fi is available in the parking lots. Executive Director John Henry Whatley stated that there has been a wireless upgrade to internal buildings, but there are no repeaters that reach parking lots. Trustee Takamura stated that she wants to ensure that there is access to Wi-Fi. President Yoshiko Harden stated that the institution is open access during business hours, and she is willing to discuss meeting community need. However, her priority is keeping students and employees safe. Vice Chair Cooper stated that there is also a concern about internet security. The group agreed that students need access to Wi-Fi.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

Brian Moffett from marketing and communications reported on RTC's first annual Tech Fair with CITL, CTS, Career Services, Computer Science, and Robotics. Leo Ragual, ASG treasurer, will attend the Student of Color Conference at Green River College which offers students the chance to build their network, enhance their leadership skills, and develop professionally and personally. Chair Norouzi stated that she is excited to hear Leo's impressions. 12 students from each college are able to attend. ASG is planning an AAPI Month with a luau, as well as a grad fair in May. Graduation is set for June 24 at ShoWare. There is a new graduation and commencement page. Marketing will go out with QR codes for more information.

E. Renton Federation of Teachers

Donna Maher, President of RFT, congratulated all newly tenured faculty and stated that it is exciting for all faculty advancing. RFT is committed to providing support for faculty and prioritizes the needs of faculty and communicating with faculty. Together, we can continue to move forward.

i. Faculty Presentations

Mike Biell, faculty from the Engineering Technology program, shared numbers that the FTEs and headcount for this program are on an upward swing. Mike polled students on the average cost of the program and a certificate program. The numbers were calculated based on current students. He also shared changes to the program that were already made. Looking at the state report, the program on the right path to target jobs. Program faculty meet with the advising committee regularly. As of last week, the call for recruiting has gone up, including Boeing. Mike is part of the non-traditional recruitment committee and is conducting a lot of outreach. The program set people on an affordable path to help them move out of their parents' home. Chair Norouzi thanked Mike for putting this information together.

Naser Chowdhury greeted the group and stated that he is a data person who appreciates that Vice President Stephanie Delaney shared a spreadsheet with costs of programs. The BAS Application Development program is working on FTE enrollment and is proposing one entry point and minimizing the adjunct faculty and costs of the program. For student recruitment, Naser visits high school programs and markets the program to students. He also brainstorms on how to attract students and how to integrate cutting edge technologies into the curriculum. Recently, the program was reviewed. Naser encourages career development, especially in high demand fields. Naser volunteers to help students to increase access to education. In his tenure portfolio, Naser mentioned that he needs time, until at least 2027, to generate revenue. Many students don't have resources to attend other universities.

Bao Dao, faculty from Machine Technologies, stated that the program has undergone revisions over the past two years. It's harder these days for students to invest in schooling while continuing to work or support their families. Machine Technologies faculty trimmed the fat that focuses on core classes. Fall 2024 was the biggest class at 12 students. A reduction in the program will make it hard to support current and future students, which will reduce the amount of machinists. Machining is a high demand field, and there are many companies that reach out looking for graduates. Machining continues to trend upwards in enrollment with demand.

Dimpy Gil thanked everyone for allowing her to speak. She understands the college is going through a financial crisis and the computer science

department is struggling with low enrollment. This started with COVID and computer science began spending Fridays brainstorming around AI and other new technologies. Dimpy believes that generic curriculum (only teaching four programming languages), the rapid expansion of AI, all contribute to low enrollment. New students may look for buzzwords, like data analytics or AI before signing up for classes. Students may be unsure if AI will replace them. Computer Science will evolve with core principles being the same. Rather than eliminating the program, a pause may allow the program to look at the market for new trends. Dimpy requests to temporarily put faculty in cybersecurity. Once the market is stable and the market has improved, we can get back to regular teaching.

Chair Norouzi stated that program reduction is to put the program in hiatus. She asked for clarity. President Harden stated that she heard Dimpy asking for faculty to be reallocated to Cybersecurity. VP Delaney stated that it is helpful to have full-time faculty on staff to be able to bring the program back should RTC want to bring the program back. An example of this is Nursing. She clarified that Dimpy was asking for faculty to be reallocated to a different department. Answering a question from the Board, Dean Warren Takata stated that adjuncts teach up to 15 credits per quarter. Vice Chair Cooper asked how many credits faculty would need to teach to be full-time. Dean Takata stated that 15 credits each quarter (minimum 45 total) is a full-time. Vice Chair Cooper stated he is concerned that we are reducing full-time faculty and there is no plan to ensure there will faculty for other programs. Vice President Lesley Hogan stated that Article 14 contains specific language that reductions in force are program specific. Faculty are tenured in a specific program, and so it is not feasible to transfer tenure to a different program. Vice Chair Cooper stated that he is very aware of the importance of honoring the contract and must trust that this is part of the process. Assistant Attorney General Michael Hemker stated that RTC cannot deviate from the contract without a breach of contract. The Board cannot take an alternative action to the CBA without reopening the CBA.

David Schoenmakers stated that he is here to defend machining. David has been here for 7 years, and both the headcount and FTE have increased each year in spite of rebounding from significant program revision. David cited different numbers from other sources. Machining is now recognized as a high demand industry. Industry manufacturing is diversifying and increased as a whole. HB 1170 is aiming for doubling manufacturing technology. Reduction to one faculty member will decrease enrollment and cause a

collapse of the program. Director Lia Homeister walked the group through Institutional Research's data protocols. Dean Shannon Matson stated that a portion of machining time is supporting other programs for cost-savings. She stated that Institutional Research program accounting is correct. It is also correct that faculty experience this in their workload. Reduction of machining faculty will result in a program restructure. The data is both correct and nuanced. There are sections of Mechatronics supported by Machining, and we would need to come up with a different plan. Chair Norouzi thanked Dave for sharing and putting this presentation together.

President Harden stated that Machining is needed in the community, but the program is underenrolled, which is why the program is up for discussion now. She stated that there will be a ripple effect that impacts people and their jobs as well as programs. This is a challenging decision because there is no 100% correct decision. Trustee Takamura asked if President Harden is confident in the data. President Harden stated that, while she is not happy about the decision, she is confident in it. She would not have brought the recommendations forward if she was not confident in the process. Chair Norouzi mentioned that the Board takes this decision very seriously and she and the Board have been engaged in these conversations .

Trustee Zappone stated that he has been through tough economic times. When you have to make these decisions, it is very difficult. There are no snap decisions. With regards to this process, it has been as transparent as it can get. Personally, Trustee Zappone was a little bothered by someone saying they have another idea at the last minute. When making a decision like this, the Board needs time to be thoughtful before making a decision. President Harden stated that the timing has not been ideal in many ways. We are all going through a grieving process. Chair Norouzi stated that she wants to hear all the ideas and that she wants people to speak up. Even if the Board cannot take the recommendation, conversation does help.

F. Written (and video) Communication Reports

The Board received written and video communication reports.

5. Action Item

A. Program Reduction

President Harden stated that the board and college have been talking about this since September and VP Jackson and his team and have been presenting various

budget scenarios. VP Delaney and her team have been going through program viability. Given that, President Harden is recommending a reduction in force. Vice Chair Cooper stated that he brings this recommendation forward with a heavy heart. These decisions impact people, families, this community, and we have been talking about this for quite some time knowing that these decisions have broader impacts and are not to be taken lightly. These are dramatic and difficult times that require action to ensure that RTC is here for the community in the long run and is set up for the future and what may come.

*After considering the recommendations presented to the Board, Vice Chair Cooper moved to reduce the BAS Application Development Program by one full-time tenured faculty, the Computer Science Program by two full-time tenured faculty, the Engineering Design Program by one full-time tenured faculty, and the Precision Machining Program by one full-time tenured faculty. Chair Norouzi seconded, and the motion carried.*

Chair Norouzi thanked everyone. This is not easy for anyone. Thank you to the incredible instructors who spoke today and shared their stories.

## 6. Discussion/Reports

### A. President's Report

President Harden greeted the group noting that today has been a tough day. There were tenure meetings. Becoming newly tenured is one of the best days, and making these decisions is one of the worst days. She noted that it feels strange to go into her standing report given what has gone on.

Given the national rhetoric, DEI hosted a webinar on immigrants' rights, continuing the goal to educate. Thanks to Doris Martinez, The Be the Place SEP Implementation team continues to meet and has been finalizing strategic indicators.

It's been a busy month for partnerships. President Harden attended a tour of Skills Inc. which does manufacturing airplane parts for Boeing. That same week, the roundtable held an aerospace meeting that educators attended to hear about industry needs. There are many misconceptions about aerospace. Washington state is a leader in STEM positions, but engineering and manufacturing anticipates a worker shortage. Vice President Jessica Gilmore English, Representative Steve Bergquist, and President Harden presented to the Renton City Council who have invested \$130K in Renton Promise this calendar year. Renton draws a diverse business and has a strong tax base. There was a Renton Reporter story about Renton Promise. Career Launch Family night is a partnership with Renton School District. There were about 80 people in

attendance. The Renton Chamber Economic Forecast event included how the economic forecast may impact Washington state.

Enrollment continues to grow and is up 6% for spring and there should be continued increases. Enrollment is up 11% overall and up 20% for tuition-paying. President Harden commented that many of the Board reports discussed retention. The Unity Center is completed. Most of the furniture has been delivered. I-214 has been mostly completed. The next project will be a combined space between the bookstore and student services. OFM will not likely do a mid-year claw back, but there is still support for a re-basing in Fiscal Year 2026. President Harden will visit Olympia in April for more advocacy. The Chamber Board Retreat will be held at RTC.

#### **IV. EXECUTIVE SESSION**

1. An Executive Session was called to discuss matters relating to agency enforcement action with legal counsel, in accordance with the Open Public Meetings Act (RCW 42.30.110(1)(i)). The executive session was called for thirteen minutes.

The executive session concluded at 4:45 P.M. The Board returned to open session.

#### **V. REGULAR BOARD MEETING**

1. Amendment to Program Reduction Action Item

The original intention was to reduce the computer science program by three full-time tenured faculty. For clarity, the Board will amend the program reduction action item.

*After considering the recommendations presented to the Board, Vice Chair Cooper moved to reduce the BAS Application Development Program by one full-time tenured faculty, the Computer Science Program by three full-time tenured faculty, the Engineering Design Program by one full-time tenured faculty, and the Precision Machining Program by one full-time tenured faculty. Trustee Takamura seconded, and the motion carried.*

- A. Financial/Budget Status

VP Jackson updated the Board on financials. RTC is at about 72% allocation collection, tuition is up which is evident in tuition collection. Fees collected are at 88.2%. Running Start and high school completion collection is 76%. \$19.7M is expended in expenditures. Goods and Services will likely increase for the May meeting for purchasing cut off. Travel is about 40%, which will be increased after NCORE. Financial Aid is low due to an error in awarding, but Financial Aid Director Rahel Weldu is confident in spending down funds. Construction on the charging station replacements is started.

2. Board of Trustees

A. Foundation Liaison Report

The Scholarship Committee has awarded 204 scholarships which is a 12% increase. The annual scholar and donor reception is on Thursday April 24 from 5:00-7:00 P.M. The Fund-A-Dream Campaign allows funds to be matched by the MacKenzie Scott Foundation. The financial health of the Foundation is strong with three times return on investments. 91% of students who were eligible to receive a scholarship did.

B. Legislative Action Liaison Report

This report was included in the President's Report.

C. Community Advisory Committee Liaison Report

A partnership meeting is in the works. Thank you to deans and industry partners for contributing to great work. Trustee Takamura remarked on the tenure candidates' robust industry ties.

3. Meetings

A. Special and Regular Board Meeting – April 16, 2025

The next regular Board meeting is scheduled for April 16, 2025 at 3:00 P.M.

4. Adjournment

There being no further business, Trustee Zappone motioned to adjourn the Board of Trustees meeting at 5:22 P.M. Vice Chair Cooper seconded, and the motion carried.

Renton Technical College  
Board of Trustees Meeting  
**April 16, 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

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

None.



**Administration and Finance Report**  
**Renton Technical College Board of Trustees**  
**April 16, 2025**

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## **Financial Report**

For month ending March, we are about 75 percent through the year. Revenue collection is about 85 percent. Revenues are up about \$7.8M this year compared to last year. This is due to state allocation and tuition and fees. Tuition and fees are up by \$3.5M from March 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 \$3.3M from last year. We have drawn down \$26M this year compared to \$22.2M in state allocation last year. Interest income is \$483k this year compared to only \$121k last year at this time.

Expenses are about 71 percent. Expenses are about \$48.62M through March compared to this time last year of \$39.5M last year. Salary and benefits are about \$3.5M higher than last year at this time. Goods and Other Services is also about \$3.2M higher for month ending September compared to last year.

Our ending cash and investment balances are about \$19.9M.

## **Business Office**

- No updates this month.

## **Food Services & Rentals**

- March 2025 Total Revenue: \$40,061.83
- March 2024 Total Revenue: \$61,956.96
- Year-over-Year Comparison (March):
  - Decrease in Revenue: \$21,895.13
  - Percentage Decrease: -35.33%
- Year-to-Date Comparison (July 1 – March 31):
  - Fiscal Year 2023-24 YTD Revenue: \$506,423.46
  - Fiscal Year 2024-25 YTD Revenue: \$532,410.29
  - Increase in YTD Revenue: \$25,986.83
  - Percentage Increase: 5.13%

## Program Performance Breakdown

Department	Program	2024 Revenue	2025 Revenue	Change	Percent Change
60000	Bakery	\$7,123.55	\$6,765.42	\$(358.13)	-5.03%
60000	Culinaire Room	\$3,424.60	\$3,120.45	\$(304.15)	-8.88%
60000	Food Services	\$8,569.61	\$11,824.12	\$3,254.51	37.98%
60001	Catering	\$42,839.20	\$18,351.84	\$(24,487.36)	-57.16%

### Context and Analysis

#### March 2025 Performance

March revenue dropped **35.33%** from the prior year, reflecting a decrease of **\$21,895.13**. The most significant drop occurred in **Catering**, which fell by **\$24,487.36 (57.16%)**, contributing heavily to the overall decline. Smaller decreases in **Bakery (-5.03%)** and **Culinaire Room (-8.88%)** further compounded the trend. The one area of growth was **Food Services**, with a **37.98% increase (\$3,254.51)**, helping to soften the overall downturn.

#### Year-to-Date Perspective

Despite the steep drop in March, **Fiscal Year 2025 still shows a modest lead** over FY 2024 with a **5.13% increase in total revenue (\$25,986.83)**. This continued margin suggests strong prior performance has kept the year on track, though **March's sharp decline may indicate emerging headwinds**—likely tied to broader decreases in consumer spending.

### Facilities & Grounds

- Resignations
  - Brian Canady – Custodian 1
  - Adrian Martinez – Custodian 1
- Promotions
  - Steven Philpot – Custodial Supervisor effective
- Open positions
  - There are three Custodian 1 positions
- Maintenance is working on removing whiteboards in Building J and installing glass.

## Capital

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

- **2025-240 – Building J Second and Third Floor Remodel Study (SWL Architects)**
  - Request for Quotation is pending.
  - There is a walk through with potential architects on April 8.
- **2024-980 - Elevator upgrade for Bldg. I**
  - Anticipated start date is April 14.
- **2024-981 – Building B Restroom Upgrades**
  - Work is expected to begin on April 7, with a substantial completion date of April 28.

Other Projects

- **2025-045 - Replace and Expand Colleges Vehicle Charging Stations (EVCS)**
  - Anticipating a completion date by the beginning of April due to a delay in shipping of the charging heads.
- **2024-718 - Room 214A Building I – Remodeling**
  - We received substantial completion on March 28.
  - Carpet was installed on April 1.
  - The new furniture will be installed the week of April 7.
- **CBPS – SBCTC Utility submeters for Clean Buildings Act 40000878**
  - The equipment has been delayed. The project should commence sometime in May.



## **College Technology Services**

### **Spring Quarter**

There has been more time in between Winter and Spring terms this year compared to previous. Much work has taken place and CTS has taken advantage of the additional time to help ready the campus for the new quarter.

CTS holds an active role in New Student Orientation account activation and week 1 of the quarter with IT support staff in the Student Success Center I-218.

The first floor of DeMoss (J) building is ready for Spring instruction. Classrooms have been set up with PCs, workstations and the Internet Café is live.

The Learning Resource & Career Center computers have all been refreshed and ready for the new term.

The Mechatronics lab in J-207 has new PCs and is ready for the new quarter.

### **Technology News & Updates**

In addition to the DeMoss (J) building new technology resources, the Unity Center technology installation starts April 7, 2025. The estimated timeline will be two weeks.

In partnership with the Communications and Marketing team, CTS has new signage in the DeMoss (J) building to assist with wayfinding IT support.

### **Technology Improvements**

CTS has configured a new tool to support email security; Barracuda is a replacement that includes more features and lower costs than the previous tool.

### **Upcoming**

Unity Center technology set up

A24 computer lab set up

N Building Instructor technology set up

H Building PC replacements (120)

## **ENROLLMENT MARKETING**

Multi-platform marketing campaigns and CRM communication contributed to the 20 percent enrollment increase for Spring Quarter. Importantly, CRM data shows that 25 percent of prospective students whose first interaction was a form submission from a campaign applied to the college (325 for Spring Quarter). More than 1,300 forms have been submitted since the new CRM launched in February. This demonstrates that our high-performing and well-targeted advertising is reaching the right audiences.

We have begun implementing events/registration into the CRM and are already seeing success in RSVPs from prospective students who have submitted inquiries.

Executive Director Katherine Hedland Hansen is interviewing vendors for the upcoming academic year to ensure the best ROI for the college.

## **PROFESSIONAL DEVELOPMENT**

Creative Services Director Eyson Beasley and Executive Director Katherine Hedland Hansen presented a session at the national NCMPR (National Council of Marketing and Public Relations) conference in March. Their presentation focused on how our small team successfully launched a new website using in-house design.

## **COMMUNICATIONS and MESSAGING**

Katherine has collaborated with Cabinet and other college leaders to share messaging with employees and students about the potential impacts of program reductions and to keep the community informed about the budget process, executive orders, and other topics that could impact the college.

## **PROJECTS**

Several projects are underway to promote Renton Promise, Commencement, Outreach efforts, the Foundation, and Instruction, including a Renton Promise postcard and collateral and CRM event communications for the Spring Open House and Fall Counselors Breakfast. We are designing new tablecloths, table runners, T-shirts, and more using Bergquist funding.

## **WEB and NEWS**

[RTC offers extended hours for students](#)

[Apply for Graduation. Celebrate your success](#)



**Diversity, Equity and Inclusion**  
**Renton Technical College Board of Trustees**  
**April 16, 2025**

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

The Diversity, Equity & Inclusion Council (DEIC) meetings are scheduled for the second Monday of each month via Zoom —from 2:30 to 4PM.

Below are the remaining 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 Campus Climate Data Equity Committee will be launching promotion and registration for the annual listening sessions beginning the week of April 7. 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.

The Listening Sessions ground RTC's DEI priorities and initiatives in current and transparent data, shed light on the existing state of the college, and reveal equity gaps.

Facilitated by Be Culture, each Listening Session will be hosted on Zoom from 3:00 – 4:30 p.m. on the following days:

- Monday, April 28<sup>th</sup>—Students
- Thursday, May 1<sup>st</sup>—Faculty
- Monday, May 5<sup>th</sup>—Staff
- Thursday, May 8<sup>th</sup>—All Campus

*Professional Development & Training Committee*

The Professional Development & Training Committee hosted RTC's inaugural Equity Symposium on Wednesday, March 26, 2025. The Symposium featured a keynote address by educator and author, Erin Jones that centered this year's theme, *Equity in Action*. Additionally, the Symposium featured three concurrent sessions with presentations from RTC faculty, staff and local DEI educators. Faculty and staff were able to self-select their sessions, which were 90 minutes in length.

**Session 1:**

Elavie Ndura: *Engaging in Difficult Conversations in Times of Conflict: The Promise of Mindful Communication*

Kenton Westerfield: *Being an Accomplice to Queer & Trans Liberation*

Nizar Ali + Yun Moh: *Equity in online classes with specific focus on AI tools*

Michelle Strange: *Fostering Trust, Healing, & Accountability through Restorative Practices*

Dr. Stephanie Delaney: *(D)ominance, (I)nfluence, (S)teadiness and (C)onscientiousness Assessment*

### **Session 2:**

Roderick Morisson: *Navigating a Multigenerational Workplace*

Chelsea Paulsen +Chelsea Good: *White Accountability in Creating Inclusive Teams and Classrooms*

Kenton Westerfield: *Being an Accomplice to Queer & Trans Liberation*

Dr. Stephanie Delaney: *Crucial Conversations*

### **Closing/Wellness Session:**

Eugene Shen + Warren Takata: *Self Care through Meaningful Connections*

Christina Solis - *Crafting Workshop*

Tory Trujillo - *Liberation & Rest Sound Bath*

The Equity Symposium is in alignment with [RCW 28B.10.145: Diversity, equity, inclusion, and antiracism—Professional development](#). Evaluations have been sent to all participants and are due Friday, April 11<sup>th</sup>.

Much gratitude and appreciation to the 2025 DEIC Professional Development & Training Committee:

Nizar Ali, Jada Cloy, Le’Onna Lee, Dr. Christopher Carter, Warren Takata, Dr. Stephanie Delaney, Mercedes Ramirez, Maritza Ogarro, Wade Parrott III, Priscilla Vicktory, Raquel Andre, Lea Hoffman and Doris Martinez

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

### **Spring Quarter New Student Orientation**

On Thursday, March 27, Renton Technical College welcomed over 130 new students to our continually evolving New Student Orientation (NSO), held in the RTC Cafeteria from 10 a.m. to 2 p.m.

The event offered students a comprehensive introduction to college life and the resources available to support their success. Highlights of the orientation included:

- A warm welcome and complimentary lunch
- Opportunities to connect and build community with fellow students through a fun and engaging bingo activity

- An overview of key student services, including advising, funding options, and account access support
- Classroom visits where students met their faculty and received valuable insights into their programs
- Hands-on assistance in setting up student email accounts and accessing Canvas, RTC's online learning platform
- A final campus tour and Student ID distribution to ensure students were fully prepared to start the quarter strong

The event created a welcoming and supportive environment, helping students build connections, gain confidence, and start their RTC journey with clarity and excitement.

### **2025 Students of Color Conference**

Renton Technical College supported eight students in attending the 35th Annual Students of Color Conference (SOCC), hosted in person this year at Green River College, April 9-11, 2025. Mica Hunter, Director of Student Life, serves on the SOCC planning committee. The committee plans the statewide conference in a 9-month period.

Hosted by the Multicultural Student Services Directors' Council (MSSDC), this three-day conference is a powerful experience designed to empower students from Washington State's community and technical colleges to take ownership of their education, expand their perspectives, and become agents of change in their communities. We're proud to support our students' participation in this transformative opportunity for leadership development, identity exploration, and connection across institutions and cultures.



## Foundation

### Renton Technical College Board of Trustees

April 16, 2025

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## Scholarships and Events

### Book & Equipment Support Grant

As of the start of spring quarter, \$134,500 has been awarded which is almost double the total for the 2023-2024 grant. This was the first year Cascade Philanthropy provided a \$100,000 grant to support BES – doubling their gift from the previous year. All 100 (\$1,000 per student) Cascade grants have been awarded to students in high-cost programs such as welding, IT, and automotive. There are 34 general BES grants available for spring quarter at \$500 per student.

### Spring 2025 Scholarship Cycle

Of the 174 eligible applicants, 91% were awarded at least one scholarship. Compared to spring 2024 there were 177 eligible applicants and an 88% award rate. Since 2023, there has been an 163% increase in the amount of scholarship funds awarded during spring quarter. The ongoing support of major donors has driven this increase. This year marked the largest amount at \$323,200 representing 206 scholarships. Top areas of study for spring included healthcare (about 1/3 of total awarded), IT, followed by advanced manufacturing, transportation technology, and business.

### McCarthy Bridge Grant

The grant has closed for the 2024-2025 academic year with 63 grants awarded – up from 54 in 2023-2024 and the largest number ever awarded. Healthcare remains the top area of study representing over half of all grants (34). Business Management is second at 10 grants. Student demographics include 79% female, and 87% of recipients are students of color.

### Annual Scholar & Donor Reception

Planning and marketing continues for the event with the goal of 100 attendees. Current rsvp's are half of that goal. The Foundation Board selected longtime partner Rottler Manufacturing as the 2025 Partnership Generosity Awardee. President Andy Rottler is an RTC alumnus and will speak at the event. Mark your calendars for Thursday, April 24<sup>th</sup>, 5 – 7 p.m. Roberts Campus Center.

### Development & Community Engagement:

- **New Board member.** Sheryl Friesz was appointed in March to the Board of Directors and will serve on the Development/Events Committee. Sheryl brings a wealth of experience in HR, recruitment practices, and industry connections in

construction and technology sectors. She has volunteered in RTC's Career Center to mentor students and is a Renton resident involved in quality-of-life issues impacting city residents. Sheryl began her education journey at a community college and deeply values the open access and support community and technical colleges provide.

- After a campus tour and discussion, **Concrete Technologies** plans to support students through the Book & Equipment Support grant.
- **Biella Foundation** has renewed its \$11,000 annual donation to support the emergency grant.
- The Board created a new memorial scholarship in honor of longtime community member **Kim Unti**, wife of former RTC Trustee Kirby Unti. The scholarship honors students with a commitment to community service.
- **Partnership Development:** A Congressional directed spending request was submitted on behalf of RTC, Green River College, and the Kent Valley Air & Space Manufacturing Roundtable. The proposal focuses on expanding mechatronics education, equipment and facilities modernization at the colleges, and career exploration and outreach within the Kent, Renton, and Auburn school districts. This is the first time the RTC Foundation has collaborated with another college and entity to create a Congressional proposal.

An inventory of campuswide partnerships is near completion and a new dashboard is being develop. The dashboard is designed to encourage more collaboration and coordination between departments and to prioritize staff time and resources around the development of partnerships.

- The Foundation provided community sponsorships for the upcoming Renton Schools Foundation luncheon, Renton Regional Community Foundation, and desserts for the Multi-Service Center gala in June. Staff and Board members plan to attend these events.



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

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

<b>AFT</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<b>-Separations</b>			
Jimmy Mullins	3/7/2025	Maintenance Mechanic III	Facilities
Brian Canady	3/17/2025	Custodian I / Swing Shift	Custodial
<b>WFSE</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<b>-Separations</b>			
Ariana Aranda	3/12/2025	Student Financials Specialist – Cashier	Business Office
<b>Prof Tech</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<b>Exempt</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<b>RFT</b>	<b>Effective Date</b>	<b>Position</b>	<b>Department</b>
<b>-Hires</b>			
Kara Crum	3/17/2025	Adjunct – Early Childhood	Allied Health
Hongtou Hongvilay	3/20/2025	Adjunct – Accounting	Accounting
Kelli Barkov	3/20/2025	Adjunct – Accounting	Accounting
Savinay Dangi	3/27/2025	Adjunct – Accounting	Accounting
Derrick Garcia	3/31/2025	Adjunct – CBE	Commercial Building Engineer
<b>-Separations</b>			
Leslie Lehnhoff	3/27/2025	Adjunct Faculty	Nursing
Kwabena Amo Mensah	3/27/2025	Full-Time Faculty – Accounting	Accounting

	<b>Monthly Total Hires</b>	<b>% of Diverse Hires YTD</b>
<b>Full-Time</b>	0	62%
<b>Part-Time</b>	5	50%



## **Institutional Planning and Effectiveness**

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

- The SEP strategic indicators continue to be communicated to the campus community via shared governance presentations. The updated webpage is in progress.
- Progress on strategic projects is being tracked and supported by members of the SEP Implementation Task Force. Currently, 20 out of 73 tasks have been completed.

### Unit/Budget Planning

- FY26 budget requests are being reviewed by Cabinet.

### 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. Be Culture will be facilitating the sessions this year.

## **Student Learning and Assessment**

### Learning Outcomes Assessment

- Faculty have completed the second quarter program learning outcomes assessments in Canvas. The Assessment Committee has established its target for year 1 success and is beginning plans for spring reflections.

## **Data and Reporting**

### Federal Reporting

- Spring IPEDS reporting has been completed.

### Institutional Reporting

- Data elements and visualizations for the new SEP strategic indicators are being developed with an anticipated due date of April 30<sup>th</sup>.
- Data collection for a centralized partnership inventory has been collected. A dashboard is in progress to be completed in Spring 2025.
- Two data sharing agreements are in progress to strengthen partnerships and student success—GEAR UP Achievers (University of Washington) and Renton School District.

## Surveys

- Data analysis and summary of the Washington Student Experience Survey is in progress.
- Data analysis and summary of the Evening Services Survey is in progress.
- Winter course evaluations concluded with a 60% response rate overall.

## 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 adjunct faculty contracts 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.
- A new Student Financial Responsibility Agreement functionality in ctcLink is being tested and implemented across the system that will impact some enrollment processes. RTC is reviewing its internal enrollment processes across all student populations to better serve students with this new compliance measure.

## Other

### Projects

- IR&E staff continue to work on EAB Navigate configurations and EAB CRM implementation.
- SchoolLinks integration for RTC's technical high school program has been kicked off with OSPI. It is set to launch in Fall 2025.
- Ad hoc projects this month included grant application data pulls, ctcLink queries/reports, and new student orientation lists.



RENTON  
TECHNICAL  
COLLEGE®

## Instruction

Renton Technical College Board of Trustees

April 16, 2025

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## April Board Report for Instruction

[Nursing Update from Dean Teri Trillo](#) – This will be the last individual Board report that you receive from Dean Teri Trillo. She is retiring, for a second time, in June. We are so incredibly fortunate that Teri came out of retirement after her dean role at Highline College to support us when former dean Dr. Yasmin Ali had to return to faculty to help get us on solid curricular footing.

Thanks to the work of Dean Trillo, Dr. Ali and faculty member Sam Woldemariam, our nursing program was recently allowed to take students in Fall. We are one step closer to finally having a state approved nursing program. In other good nursing news, we recently hired a new nursing dean who will start in May. The future looks bright for nursing at RTC.

<https://youtu.be/WjNh6TTpB3A>

[Program Viability Update and the Future of New Programs](#) – Associate Dean of Instruction Andrea Samuels updates you on our Program Viability Process. She also updates you on the process that Instruction is using to explore new programs.

<https://youtu.be/rSwZUU6d4Z8>



## **Student Services**

### **Renton Technical College Board of Trustees**

**April 16, 2025**

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## **Spring Quarter New Student Orientation**

The spring New Student Orientation (NSO) was held on March 27. Nearly 200 new students attended. Staff and program faculty welcomed students, helping them to get oriented to services and the classroom. Students had lunch and participated in a Bingo activity as an icebreaker. Students then had the chance to visit their classrooms, visit the LRCC for their student ID card, and practice logging onto Canvas. Staff followed up with students who were unable to attend, ensuring they received critical information. As we continue to develop our NSO programming, staff are working on a Canvas page as an additional resource for students to turn to.

## **Level Up Family Night**

On April 14, the Outreach & Recruitment (O&R) department is facilitating a second Level Up Family Night (the first was offered in February). This event is designed as an opportunity for high school students, along with their parents/guardians, to attend an engaging evening exploring what RTC has to offer. The program includes interactive displays from instructional programs that may include demonstrations, simulations/models, or a showcase of student work. Programs may also offer engaging activities like quick skills challenges, trivia, or quizzes. This event is new this year and seeks to share with our community the opportunities available through Running Start, CTE Dual Credit, and other high school completion options, helping students understand the ways they can transition from high school to college.

## **Enrollment Services and Financial Aid back-office remodel**

In alignment with the College's Facilities Master Plan, we are seeking to maximize space in the I Building for Student Services operations. The RTC campus is unique in that it does not have a Student Union Building, and as such, services are spread across four different buildings on our campus. The remodel in the I Building will provide the opportunity for more staff to have workspace on campus, where many have been cubicle sharing, with the addition of 12 cubicles. Additionally, this remodel included removing old file storage shelving. During the basement level J building remodel, a new fireproof and secure file storage room was constructed. In accordance with records retention policies, our files will be safely stored and secured.

**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. Student Fees

The fee revenue committee met six times as an entire group with several subcommittees also meeting during Winter quarter to review course fees, the comprehensive, technology, security fees, and eLearning fees. This committee included representation from all our representative groups including faculty, and exempt staff, and representation from ASG. As a committee, we reviewed our fees compared to other colleges in our greater service area. After reviewing our internal data and comparing fees from other schools, it was determined that RTC should increase its fees over three fiscal years for the comprehensive fee, which moving forward will be call the mandatory fee, the technology fee, and the security fee. Program deans also reviewed and updated their course fees.

This request is coming to the Board now so that if approved the fees can be updated within ctLink prior to students registering for Summer/Fall classes.

**RECOMMENDATION:**

Approve as requested.

Renton Technical College  
Board of Trustees Meeting  
**April 16, 2025**

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

**SUBJECT:**

**BACKGROUND:**

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



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

	March 2025 - Actual	Year to Date - March 2025 - Actual	Prior Year to Date - March 2024 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	8,574,214	9,427,232	19,248,178	(9,820,946)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	1,080,302	10,733,066	8,212,396	2,520,671
Grants and Contracts	738,680	4,949,373	3,909,893	1,039,481
Donation Received	-	-	-	-
Student Government	96,029	881,377	605,380	275,997
Bookstore	21,329	111,504	15,443	96,061
Security/Parking	23,799	240,062	82,138	157,924
Culinary Arts - Food Services	52,598	625,355	525,266	100,089
Housing	-	-	32,196	(32,196)
Interest Income	50,842	483,841	121,343	362,499
Rental Income - Excluding 569	34,323	215,596	177,022	38,574
Scholarship and Student Loan Funds Received	285,720	8,700,416	5,395,992	3,304,423
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	<b>2,383,623</b>	<b>26,940,590</b>	<b>19,077,068</b>	<b>7,863,522</b>
Add - State Allocation				
State Allocation - VPA Expenses	1,815,818	26,069,812	20,884,924	5,184,888
Capital Allocation Fund 057	(418,010)	546,773	1,134,704	(587,931)
Capital Allocation Fund 060	-	20,336	224,798	(204,462)
Capital Allocation Fund 26C	37,528	37,528	-	37,528
Total State Funding	<b>1,435,336</b>	<b>26,674,449</b>	<b>22,244,426</b>	<b>4,430,023</b>
Total Revenues	<b>3,818,958</b>	<b>53,615,039</b>	<b>41,321,494</b>	<b>12,293,545</b>
Less - Expenses:				
Salaries	1,382,021	22,037,805	19,376,085	2,661,721
Benefits	614,447	7,105,297	6,330,015	775,282
Contracts	-	-	-	-
Goods and Other Services	1,661,756	9,080,435	5,836,356	3,244,079
Cost of Goods Sold	19,182	213,911	123,468	90,443
Travel	7,755	115,334	96,259	19,074
Equipment	5,593	60,395	63,701	(3,306)
Computer Equipment	-	-	-	-
Financial Aid	138,054	9,898,862	7,662,039	2,236,822
Debt Service	-	129,806	45,340	84,467
Bad Debt	-	-	-	-
Total Expenses	<b>3,828,809</b>	<b>48,641,844</b>	<b>39,533,263</b>	<b>9,108,581</b>
Net Operating Surplus (Deficit)	<b>(9,850)</b>	<b>4,973,195</b>	<b>1,788,231</b>	<b>3,184,964</b>
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	386,281.96	(4,400,135)	(1,762,677)	(2,637,459)
Decrease/ (Increase) in Investments & Bond Amortization	(2,046,134)	(2,403,160)	(8,334,900)	5,931,740
Payment of Bldg, Innovation Fee, and VPA Advance to State	(34,947)	(727,568)	(705,312)	(22,256)
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	<b>(1,694,799)</b>	<b>(7,530,863)</b>	<b>(10,802,889)</b>	<b>3,272,026</b>
Adjustments to Cash	-	-	-	-
Ending Cash Balance	<b>6,869,564</b>	<b>6,869,564</b>	<b>10,233,521</b>	<b>(3,363,957)</b>
Add College Reserves:				
Local Government Investment Pool (LGIP)	10,316,541	10,316,541	9,342,738	973,804
Investment Bonds held in trust by US Bank	2,698,552	2,698,552	2,622,764	75,788
Total Reserves	<b>13,015,093</b>	<b>13,015,093</b>	<b>11,965,502</b>	<b>1,049,592</b>
Total Cash and College Reserves	<b>19,884,657</b>	<b>19,884,657</b>	<b>22,199,023</b>	<b>(2,314,365)</b>
	<b>Actual %</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>	<b>Variance</b>
Total Current State Allocation	100%	34,415,596	28,997,513	5,418,083
Allocation Used - Year to Date	76%	26,069,812	22,244,426	3,825,386
Remaining State Allocation	24%	8,345,784	6,753,087	1,592,697

Renton Technical College  
Board of Trustees Meeting  
**April 16, 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  
**April 16, 2025**

**AGENDA ITEM: 7. MEETINGS**

**SUBJECT:**

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

**BACKGROUND:**

- A. The next regularly scheduled meeting of the Board of Trustees will be May 21, 2025.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**April 16, 2025**

**AGENDA ITEM: 8. ADJOURNMENT**

**SUBJECT:**

**BACKGROUND:**

**BOARD CONSIDERATION**

Information

**X Action**

**RECOMMENDATION:**

Motion required.