

## Agenda Items

## Information/Action/Presenter

### I. SPECIAL MEETING

**1:00 P.M.**

1. Call to Order Board Chair Tim Cooper
2. Public Comments  
*Public comments are limited to three (3) minutes. Written public comments sent to [president@rtc.edu](mailto:president@rtc.edu) will be read aloud at the meeting. Please e-mail [president@rtc.edu](mailto:president@rtc.edu) before 1:00 P.M. on Wednesday, November 19 to sign up for virtual public comments.*
3. Capital Projects Update Vice President Jacob Jackson
4. Budget Planning VP Jackson
5. State of Emergency Discussion Assistant Attorney General Michael Hemker
6. Meetings  
A. Regular Board Meeting – November 19, 2025
7. Adjournment Action

### II. REGULAR BOARD MEETING

## Information/Action/Presenter

1. Call to Order 3:00 P.M.  
A. Notation of Quorum
2. Adoption of Minutes  
A. October 15, 2025 – Special 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. Written public comments sent to [president@rtc.edu](mailto:president@rtc.edu) will be read aloud at the meeting. Please e-mail [president@rtc.edu](mailto:president@rtc.edu) before 3:00 P.M. on Wednesday, November 19, to sign up for virtual public comments.*  
D. Student Leadership

- E. Renton Federation of Teachers
- F. Written Communication Reports

4. Action Items

- A. President's Contract Addendum

President Yoshiko Harden

5. Discussion/Reports

- A. President's Report
- B. Financial/Budget Status
- C. State of Emergency Update

Information  
President Harden  
VP Jackson  
AAG Hemker

6. Board of Trustees

7. Meetings

- A. Special Board Meeting – December 8, 2025
- B. Regular Board Meeting – December 17, 2025

8. Adjournment

Action

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

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

**SUBJECT:**

**BACKGROUND:**

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

Board Chair Cooper will carry out the Notation of Quorum and call the meeting to order.

**RECOMMENDATION:**

None.

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

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

**SUBJECT:**

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

**BACKGROUND:**

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

- A. October 15, 2025 – Special and Regular Meetings

**RECOMMENDATION:**

Approval as presented.

## **I. SPECIAL MEETING**

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

Board Chair Tim Cooper called the meeting to order at 1:06 P.M. and noted a quorum.

### **2. Public Comments**

There were no public comments.

## **II. EXECUTIVE SESSION**

1. At 1:07 P.M., an Executive Session was called for forty-five (45) minutes to review the performance of a public employee (RCW 42.30.110) in accordance with the Open Public Meetings Act. At 1:47 P.M., the Board extended the Executive Session for fifteen (15) minutes. At 2:02 P.M., the Board extended the Executive Session for fifteen (15) minutes. At 2:17 P.M., the Board extended the Executive Session for ten (10) minutes.

2. The Executive Session concluded at 2:27 P.M.

3. Return to Open Session.

## **III. SPECIAL MEETING**

### **1. 2025-2026 Board Goals**

#### **A. President's Draft Goals**

President Yoshiko Harden provided the trustees with a draft of her goals.

#### **B. Establish Board Goals**

The Board agreed to revisit the Board goals and President draft goals in an upcoming meeting.

### **2. 2025-2026 Board Budget**

The Board agreed to a \$23,000 budget for 2025-2026.

## **III. MEETINGS**

### **A. Regular Board Meeting – October 15, 2025**

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

#### **IV. ADJOURNMENT**

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

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

1. Call to Order

The start of the meeting was delayed due to technical issues. Board Chair Tim Cooper called the meeting to order at 3:32 P.M. and noted a quorum.

2. Adoption of Minutes

A. September 17, 2025 – Special and Regular Meeting

B. October 9, 2025 – Special Meeting

*Trustee Zappone introduced a motion to approve the minutes for the special and regular meetings held on September 17, 2025 and October 9, 2025. Trustee Norouzi seconded, and the motion carried.*

3. Communications

A. General Information/Introductions

- i. Vice President Jacob Jackson introduced Nick Zier, Facilities and Grounds Service Manager. Nick is from the city of Renton and stated that he is grateful to be at RTC.

B. Correspondence

The Unity Center had its grand opening yesterday. Congratulations to RTC for receiving the TRIO grant.

C. Public Comments from the Audience

Elisa Westcrook gave a public comment on the Welding Program.

D. Student Leadership

The Associated Student Government (ASG) gave an update. The group expressed that their role is to advocate for students and the social climate on campus. ASG is connecting with staff and faculty on event participation and is seeking funds and support for students. The Halloween Event is upcoming, and the group is working to reach all students, which is difficult when students are far from campus. ASG is working hard on outreach and ensuring accessibility for student attendance at campus events. Please volunteer or donate by contacting Executive Director Doris Martinez. A volunteer form was sent to staff, faculty,

and students. There are many activities planned for this event, such as games, activities, a fashion show, and kid-friendly activities. The Halloween event will be in the Cafeteria on October 29. Thank you to Dr. Mica Hunter for planting a seed and giving the ASG a good foundation to build on.

E. Renton Federation of Teachers

Dr. Huma Mohibullah, President of the Renton Federation of Teachers (RFT), outlined the union's emerging philosophy and practice, which is restorative. The RFT Executive Board (E-Board) is planning to be active. The union welcomes communication with the trustees. RFT stated that their top priority is ending the financial emergency.

Trustee Zappone stated that he appreciated the opportunity to start this relationship in a positive and forthright way and he believes in working folks getting their due. He believes that labor-management is important because it is the start of something promising.

F. Written Communication Reports

4. Action Items

A. President's Contract Addendum

This was deferred until the next Board meeting.

B. Annual Board Meeting Schedule 2025—Draft

*Trustee Zappone moved to approve the 2026 meeting calendar. Trustee Norouzi seconded, and the motion carried.*

C. Student Conduct Permanent Rule Renewal

Vice President Jessica Gilmore English introduced this item. Student Services had a public hearing since the last Board meeting. The Student Conduct Code must be revised per federal regulations.

*Trustee Norouzi moved that the Renton Technical College Board of Trustees approve the permanent rule change, as presented in the Board materials, to the Student Conduct Code and Hearing Procedures in Chapter 495E-110 WAC, and that these rules shall become effective on November 15, 2025, because the rule's adoption is necessary to comply with federal Title IX law and related regulations. Trustee Zappone seconded, and the motion carried.*

## 5. Discussion/Reports

### A. President's Report

President Harden greeted the group. New trustees have yet to be appointed by the Governor's Office. The Governor did not make appointments and did not provide a timeline for when appointments will be made. The Governor's Office has allowed Trustees Debra Entenman and Frieda Takamura to stay on. Next week is the Northwest Commission on Colleges and Universities (NWCCU) ad hoc accreditation visit which is a follow up on to recommendations made during the last visit. Accreditors want to know that RTC can demonstrate progress. The Communications and Marketing Department attended the National Council of Marketing and Public Relations (NCMPR) for District 7 Medallion Awards and won:

Broze - Postcard (Renton Promise) (single or series) Poster (single or series)  
Social Media Post or Story-Video Original Photography (Manipulated)  
Campaign Wildcard  
Silver - Campaign (Be The Place SEP Launch)  
Silver - Poster (MLK)  
Gold - Social Media Post or Story (Maui cleanup)  
Silver - Photography (Manipulated) (Annual Report cover)  
Bronze - Postcard (Renton Promise)

Diversity, Equity and Inclusion: The TRIO grant was awarded to RTC with a perfect application score. TRIO provides wraparound supports. Thank you to Director Jack Schultz, Executive Director Wade Parrott III, and Executive Director Doris Martinez.

Partnerships: Last month, President Harden went to Nishiwaki with the City of Renton delegation. Nishiwaki is the sister city of Renton, and the cities exchange middle school students each year. The group met with a local chef who represented a local culinary group. The purpose of this trip was to provide a foundation for furthering the partnership between Renton and Nishiwaki. Thank you to Trustee Debra Entenman and Vice Chair Bob Zappone for attending the Unity Center opening. ASG also held a Pizza with the President event that was well attended.

Strategic Equity Plan (SEP) Launch Phase 2: Thank you to ED Martinez and Director Lia Homeister for presenting on the SEP at the recent all-college day. President Harden attended the first implementation meeting of the year.



Financial Stewardship: The revenue forecast is down, and the state must fund union retroactive funds. The state must also fund health and human services. RTC is monitoring the federal shutdown, including the system-wide Washington Association of Community and Technical Colleges (WACTC) Wednesday standing meetings.

Enrollment: General Education, Professional Technical, College and Career Pathways are all up in enrollment. TRIO will be an institutional retention strategy. The House Committee on Postsecondary Education and Workforce (PEW) was hosted at the end of their day-long tour recently. PEW focuses on issues related to technical and post-secondary training, as well as some credentialing. PEW wanted to highlight nontraditional students in their program tour, however, many of our students are non-traditional. Deans Shannon Matson, Warren Takata, and Zefire Skoczen all presented alongside faculty on RTC's programs and students. President Harden recently met with partners on building pathways to medical school from community and technical colleges. The purpose of this initiative is to let students know that medical school is an option.

Thank you to Chair Zappone for attending and Director Eva Juarez for planning the Fall Open House. The President's Community Advisory Committee is being revived to help strengthen and expand partnerships that will help the school stay on top of workforce trends to help students need.

Facilities: Listening sessions for the remodel of Building J are continuing.

Legislative: The State Board is finalizing the state's legislative priorities.

B. Financial/Budget Status

VP Jackson walked the group through operating revenue. State allocation is on a reimbursement cycle. There was a system cut last year, which is represented by fewer dollars to RTC. Tuition is up about \$4,000 compared to last year. Running Start and Enterprise are both up. Enterprise is comprised of ASG and Catering. Catering is down slightly, and ASG collection is up. The Innovation Fund is being drawn down due to staffing as well as the Scott Foundation.

Expenses: Salary and wages are at \$6.3M for expenses, which is down from projections. Benefit expenses are up. Costs of goods sold is down due to catering being down. Travel is slightly up by about \$4,000. Executive Director John Henry Whatley is developing a replacement cycle for equipment. Student

***Students succeed at RTC***

aid is local aid given out and is about half of what it was last year due to loss of state funds because of budget cuts. Debt services payments were just made and will appear next month.

Cash balance: From July to August there was an increase due to realizations from summer school, followed by a slight dip. There is about \$19M in cash and investments. RTC has been purchasing additional bonds to shift investments due to yield rates, while ensuring that there is enough cash for liquid use.

Facilities: Building C spaces will be updated, including the Learning Resource and Career Center (LRCC). This Building has no updates since 2004. Fluorescent lights will be replaced by LEDs, which are required by 2028. Install of sound masking systems will begin around the college. One item identified in surveys and listening sessions was lighting. Parking lot lighting will be replaced with dual- or quad-headed lighting so that the campus is brighter by winter.

#### 6. Board of Trustees

Vice Chair Zappone went to the Fall Open House. Tabeing was great. The energy in the room was terrific. It was fun to see the parents pushing their kids to continue engaging. He was at the Unity Center celebration yesterday. It was great energy and there are fabulous paintings from Eva Juarez's dad. As the Legislative liaison, Vice Chair Zappone has been attending Association of College Trustees (ACT) monthly legislative meetings. One thing Vice Chair Zappone is asking is, if you have relationships with elected officials, please let the Board know. This is a tough time and the best thing we can do is stay together. If you have a problem with something, don't keep it to yourself. We have a great community. We need to have continuous, ongoing conversation.

Executive Director Carrie Shaw stated that the Foundation has new Board members, which is one of its goals. This includes two faculty members and two student representatives. It's exciting to see community support. The Foundation just received a large donation and is in its winter scholarship cycle. This is the largest number of applications the Foundaton has received thanks for promotion from faculty, navigators, and other community partners.

Chair Cooper noted that there will be an update on the financial status at the next Board meeting.

7. Meetings

A. Regular Board Meeting – November 19, 2025

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

8. Adjournment

*There being no further business, Trustee Zappone moved to adjourn the Board of Trustees meeting 4:31 P.M. Trustee Norouzi seconded, and the motion carried.*

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

**AGENDA ITEM:      3. COMMUNICATIONS**

**SUBJECT:**

**BACKGROUND:**

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

**BOARD CONSIDERATION**

**X**    Information

Action

**RECOMMENDATION:**

None.

## **Financial Report**

For month ending October, we are about 33% through the year. Revenue collection is about 40%. Tuition and fees are up about \$1M from October 2025. Scholarship and Student Loan Received is up \$640k from last year. We have drawn down \$11.2M this year compared to \$10.7M in state allocation last year. The increase is due to the SBCTC automatically doing the drawdowns on our behalf.

Expenses are about 30%. Expenses are about \$14.6M through October compared to this time last year of \$14.9M last year. Salary and benefits are about \$11.9M, which is about \$200K less than this time last year.

Our ending cash and investment balances are about \$22.5M.

## **Business Office**

- Chad Norris has started as our new Accounting Manager.
- Susie Rather, our long-time grants accountant, has retired.
- SFRA
  - 2,913 students have completed the SFRA
  - 3373 students have SFA holds.

## **Food Services & Rentals**

- **Food Service** - Food Service achieved a profit increase of \$527.17, representing a 4.08% growth over October of the previous year.
- **Catering** - profit declined by \$7,139.84, representing an 11.2% decrease compared to the previous period. The reduction was mainly driven by rising inflation and the removal of the outreach department's budget allocation.
- **Culinary Room** - The Culinary Room experienced a \$461 decline in revenue, representing a 9.1% decrease from October of the previous year.
- **Bakery** - The Bakery reported a loss of \$700.25 in revenue, reflecting a 6.9% decrease from October of the previous year.

## October Financial Summary

| Department    | Variance (\$) | % Change | Summary / Key Drivers                                                  |
|---------------|---------------|----------|------------------------------------------------------------------------|
| Catering      | -\$7,139.84   | -11.2%   | Profit decreased due to inflation and loss of outreach program budget. |
| Food Service  | +\$527.17     | +4.08%   | Profit increased compared to last October, driven by improved sales.   |
| Culinary Room | -\$461.00     | -9.1%    | Revenue declined from last year's October results.                     |
| Bakery        | -\$700.25     | -6.9%    | Revenue loss is attributed to reduced sales activity.                  |

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## Overall Summary

October results show mixed performance across departments. While Food Service achieved a modest gain of 4.08%, Catering, Culinary Room, and Bakery experienced revenue declines largely due to inflation, budget reductions, and lower customer activity in select areas.

## Facilities & Grounds

### ○ Maintenance

- Replacing ceiling tiles in the presidential suite
- Replacing ceiling tiles in building I #214
- Installing cove base in building L between

### ○ Custodial

- 1 vacant position
- Stripping and waxing the floor in building J #116

### ○ Grounds

- Creating a plan to clean floors drains outside of buildings L and K on a yearly basis
- Creating a plan with grounds and maintenance to create a yearly roof gutter cleaning schedule

## Capital

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

### ○ 2025-555 - Building L Conversion

- The electrical for the ADA opener in the hallway has been run, and the mechanism is mounted. The door installer had to take the door back to the shop for alterations. The exterior doors are scheduled to be installed on December 9<sup>th</sup>.
- Flooring has been ordered for the study area

- **2024-551 - Transformer Replacement project**
  - The Notice to Proceed (NTP) was issued for 11/10/2025, with a substantial completion date of 01/10/27.
- **2025-551 - Bookstore Conversion**
  - We have passed the initial screening for our permit with the City of Renton. We are now going into plan review. Krazan will be conducting the hazardous material survey.
- **Building B Inclined Platform Lift**
  - Installation is now expected to be at the beginning of January.
- **2026-255 - Building A Feasibility Study**
  - The fee proposal from Rolluda came in at \$24,826.00. The PWR will be revised.
  - We had the site-walk with the structural engineer and a company that scans the spaces on 10/16. The scanner should have a proposal for us this week.

## College Technology Services

### Fall Quarter

The Title II Accessibility Task Force kicked off and project framework has been completed to ensure RTC meets the April 2026 timeline for digital content accessibility.

CTS, along with other departments, is supporting the Student Financial Responsibility Agreement (SFRA) initiatives on campus to help students complete the required agreement for registration.

### Technology News & Updates

CTS completed a campus wide, employee phishing campaign as a part of October's Cyber Security Awareness month activities.

A heartfelt thank you to Jack S., Miriam C., and Michelle O. for their teamwork and support in securing a \$105,859 cybersecurity grant for RTC. This funding, awarded through the State and Local Cybersecurity Grant Program (SLCGP), will significantly enhance our institution's cyber security efforts.

### Technology Improvements

The Student Success Center (I-218) has new computers installed. Current and prospective student can use the PCs for admissions, registration and financial aid.

CTS is collaborating with CCP to facilitate off-site testing. By deploying laptops to designated locations, students will be able to complete supervised assessments without needing to be physically on campus.

### Upcoming

Annex and downtown Burnett location network upgrades

SharePoint Relaunch



## ENROLLMENT MARKETING

Marketing campaigns are running on several platforms promoting Winter Quarter enrollment, including a new campaign that uses data from the new OSPI sharing agreement to serve ads to households in the area. Email marketing campaigns have successfully targeted interested students, resulting in applications and registrations.

## COMMUNICATIONS and PROJECTS

Team members attended the National Council for Marketing and Public Relations District 7 conference in Salem. The department won five Medallion awards, including a gold for social media and a silver for the Be The Place SEP campaign. Katherine Hedland Hansen presented, "When the Camera Comes for You," to help colleges prepare for visits by auditors.

## NEWS and Web

New content included:

[College informs students of new requirements](#)

[Disability Justice Week](#)

[Unity Center opens on campus](#)

RTC in the news included follow-up coverage of the arrests of protesters who appeared at the August Town Hall meeting at the college.

## SOCIAL MEDIA

- Impressions jumped big, and it's translating to real engagement and clicks instead of vanity views
- Video and event posts are winning; they lifted both views and engagement
- Clicks are up, so the content isn't just being liked; people are following through.

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

DEIC meetings are held the 2<sup>nd</sup> Monday of each month in FLEX format on Zoom and C-111 from 2:30-4pm. All DEIC committees listed below must host an additional one-hour meeting per month, for a committee commitment of 2.5 hours per month. All DEIC committees began individual meeting in the month of October. As of October 2025, there are 36 faculty and staff members that comprise DEIC.

### 2025-2026 DEIC Meeting Schedule

- Monday, October 13, 2025
- Monday, November 10, 2025
- Monday, January 12, 2026
- Monday, February 2, 2026
- Monday, April 13, 2026
- Monday, May 4, 2026

### 2025-26 DEIC Committees

- **Accessibility Advisory Committee** (co-led by Jake Swanke)
- **Campus Climate & Data Equity** (co-led by Lia Homeister)
- **Professional Development & Training** (co-led by Doris Martinez)
- **Empowering Indigenous Voices** (co-led by Teresa Woods and Jean Munro)

### DEIC Priorities

In alignment with the [Campus Climate Listening Sessions Report](#), each governance group is charged with overseeing selected recommendations outlined in the report. This academic year, DEIC will be responsible for the oversight of recommendations #3 and #6. This strategic approach ensures that all recommendations are systematically tracked and addressed at the institutional level.

### **3. Create clear, differentiated processes for handling interpersonal conflict vs. conduct vs. complaints at RTC that are easy-to-follow. This may entail investment in:**

- a. User-friendly systems or processes where individuals may confidentially report their concerns with information securely stored.
- b. Training to objectively handle conflict.
- c. Promotion and broad communication of the processes.
- d. Tracking mechanism to ensure resolution.

**6. Conduct events or workshops to promote cross-collaboration and relationship building to break down siloes and communication barriers at work. This may include things like:**

- a. Leadership workshops
- b. Peer-to-peer mentoring
- c. Onboarding buddies/cohorts
- d. Affinity groups

**Diversity, Equity & Inclusion (DEI) – Division Updates**

**Faculty & Staff of Color Conference (FSOCC)**

In partnership with Workforce Education and Guided Pathways, the Division of DEI provided funding for 15 RTC staff and faculty to attend the 2025 Faculty & Staff of Color Conference (FSOCC) as part of their professional development. The 30th Annual FSOCC was hosted at the Hilton Vancouver in Vancouver, WA, October 29-31, 2025. All attendees were selected through an application process that was open to all RTC faculty and staff. Additionally, all attendees are required to participate in both pre- and post-conference meetings, facilitated by the Executive Director of DEI. The post-conference meeting held November 4<sup>th</sup> was insightful as attendees are eager to follow up on actionable items on campus with the Division of DEI which include wellness, addressing microaggressions and cultivating affinity group spaces.

**Unity Center**

- **Unity Center Grand Opening:** After nearly 2.5 years of planning, designing and community input, the Division of DEI hosted the Unity Center Grand Opening on Tuesday, October 14 from 2-5pm. The event was attended by over 100 students, staff, faculty, fellow CTC colleagues and community partners as we commemorated an exciting new chapter at RTC. The Grand Opening also featured remarks by President Dr. Yoshiko Harden, Trustees Debra Entenmann and Bob Zappone along with ASG President Odessa Paule, Unity Center Manager Amaury Avalos and Executive Director of DEI Doris Martinez.
- Events that we hosted at the Unity Center this past month include:
  - Film Screening during Disability Justice Week on Thursday, Oct. 23<sup>rd</sup>.
  - Dia de los Muertos Ofrendas began on Mon., Oct. 27<sup>th</sup> through Tues., Nov. 4<sup>th</sup>. This weeklong celebration invited the RTC community to celebrate in honoring their dead and culminated in a reflection activity on the 4<sup>th</sup>.
  - On Monday, Oct. 27<sup>th</sup>, in partnership with the Library, we hosted a Media Literacy event with reporters from the Renton Reporter.
  - Kati Ortiz from Ortiz Law Office was on-campus on Oct. 28<sup>th</sup> to discuss current immigration law and answer general questions.
- Peer Navigators have begun event planning for the remainder of the Fall Quarter and into the Winter Quarter. Events will provide opportunities for students to

connect and engage with each other and the center and create opportunities for identity development.

### **Student Leadership**

- Associated Student Government hosted their 3<sup>rd</sup> annual Halloween event, **Wicked Wednesday (Annual Halloween Event)** on October 29th, 2025, from 5:00 PM – 8:00 PM in RTC Cafeteria. With 223 attendees, the event has become a local family favorite complete with a vibrant Halloween fashion show/ costume contest for kids and adults, pumpkin, and face painting, along with a variety of games. Much gratitude to our volunteers, catering and student leaders for creating a memorable event.

## **Scholarships and Events**

### **Winter 2026 Scholarship Cycle**

Applications closed Oct. 27<sup>th</sup> and there were 172 eligible scholarship applicants. This represents a 15% increase from previous year numbers for winter quarter 2025. The main reasons for an applicant being removed from consideration are lack of financial need, incomplete application (missing recommendation) or not meeting minimum GPA or enrollment requirements. Programs with the most applicants included automotive, early childhood education, and pre-nursing transfer. The Scholarship Committee now reviews and scores the applications and will meet to make final awards on Dec. 4<sup>th</sup>. All applicants will be notified Dec. 8<sup>th</sup> before Fall quarter ends.

### **Fall 2025 Book & Equipment Support Grants (BES)**

There were 105 BES grants awarded Fall quarter representing a 28% increase from previous year Fall 2024. The reason for this is the increase of the larger \$1,000 which doubled over FY24-25 with an increase in donations. Top programs represented by students accessing BES include healthcare (31%), Information Technology (29%), and Business Management (16%) and Automotive (10%).

### **Nov. 6<sup>th</sup> Major Donor Dinner**

The evening was a resounding success with 38 major donors enjoying a five-course meal and wine pairing by RTC's Executive Chef Tony Parker and Chef Gary Fowler. Foundation Board members served guests and 15 students volunteered to hone their professional skills to cook the dinner. Donors enjoyed viewing the new "Gratitude Wall" on the second floor of the atrium. This student professional development opportunity was sponsored by longtime donors Robert and Mary Cugini.

### **2026 Student Success Gala sponsorships**

Marketing, planning, and sponsorship outreach continue with a goal of raising \$80,000 in sponsorship funds for the March 7, 2026, gala. To date, \$40,500 has been confirmed toward the goal with more sponsorships in the pipeline. The events committee has started procuring auction items and working on a post-event survey. The event landing page is now live on the website.

### **Thanksgiving Pie Project**

To date over 100 pies have been sold and the goal to sell 115 is expected to be achieved. This is the sixth year doing the pie project. Proceeds from pie sales go to support emergency grants and the campus food pantry.

## Development & Community Engagement

- A \$200,000 gift was received to support new equipment for RTC's healthcare programs, and to help fund 2026 Career Launch Scholarships for Renton school district high school CTE graduates. Additional large gifts in Oct. included \$10,000 for Career Launch and \$5,000 for the Thresa Benjamin Smart Memorial Endowment.
- Lapsed Donor Project. Board members are reaching out to individual donors who have not made a gift (\$100 above) since 2023. This represents 105 donors and \$198,484 in total lifetime giving to the Foundation. This is the second time the Board has done a lapsed donor outreach effort. In 2020 the Board reached out to 106 donors with an immediate 13% reengagement (gift) rate.
- The family who funds the Benjamin Phelps Memorial Endowment toured the automotive complex and met with their four Fall quarter scholars. The Phelps-Wenzel family created the endowment in 2021 to honor their late son who was a graduate of RTC's automotive program.
- Donor Display Wall – The new "Gratitude Wall" was installed on the second floor of the atrium in the Roberts Campus Center as a permanent display that can be updated on a regular basis.  
The display was created by Partners In Recognition (PIR) and funded with private donations.
- The Quarterly Foundation newsletter was emailed to 2100 recipients. Student success stories featured; the first recipients of the Career Launch scholarship and the IAM – District 751 joint Boeing tour of advanced manufacturing programs with recipients of the union's scholarship for machining students.
- The 2024-2025 Annual Report will be solely digital and shorter. The reason for this change from a printed magazine style is to save money. Funds were shifted to support the new donor wall display in the I Building atrium.
- The Air & Space Manufacturing Roundtable hosted a career expo at ShoWare Center with 40 companies and about 800 high school students. The Foundation is a member of the Roundtable and helped to sponsor the event with RTC's Outreach team.
- Members of Cabinet and the Foundation Board Foundation attended the Renton Rotary Gala Oct. 18<sup>th</sup> and auction. The Foundation provided desserts and a table sponsorship.

## OPERATIONS

### Finance Committee Q3 review

The committee met Oct. 14<sup>th</sup> with investment managers from Badgley Phelps to review the Foundation's investment portfolio performance from June through September 2025. The report was presented at the October Board meeting. The Foundation's portfolio has seen a 9.9% year-to-date growth in net returns which has benefitted endowments and special accounts to fund scholarships.

### Staff Professional Development and Campus Engagement

Two staff members attended the Faculty & Staff of Color Conference. This was the 30<sup>th</sup> year anniversary of the conference and included guest speakers and numerous workshops. Staff participated in the DEI Counsel meeting around Indigenous Peoples Day.

Human Resources  
Renton Technical College Board of Trustees  
October 2025 Report

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

| AFT              | Effective Date | Position                                                                   | Department                     |
|------------------|----------------|----------------------------------------------------------------------------|--------------------------------|
|                  |                |                                                                            |                                |
| WFSE             | Effective Date | Position                                                                   | Department                     |
| -Separations     |                |                                                                            |                                |
| Colleen Arndt    | 10/3/2025      | Administrative Assistant III                                               | College & Career Pathways      |
| Prof Tech        | Effective Date | Position                                                                   | Department                     |
|                  |                |                                                                            |                                |
| Exempt           | Effective Date | Position                                                                   | Department                     |
| -Hires           |                |                                                                            |                                |
| Nick Zier        | 10/8/2025      | Facilities & Grounds Services Manager                                      | Facilities                     |
| Yalda Naimzadeh  | 10/16/2025     | Executive Assistant – Executive Director of DEI ( <i>position change</i> ) | Diversity, Equity, & Inclusion |
| Kaia Rodriguez   | 10/27/2025     | Accommodation & Retention Specialist                                       | Disability Resource Services   |
| -Separations     |                |                                                                            |                                |
| Mica Hunter      | 10/3/2025      | Director of Student Life                                                   | Diversity, Equity, & Inclusion |
| RFT              | Effective Date | Position                                                                   | Department                     |
| -Hires           |                |                                                                            |                                |
| Isaiah Rennes    | 10/1/2025      | Adjunct Faculty                                                            | Construction Management        |
| Brittany Ho      | 10/1/2025      | Adjunct Faculty                                                            | Nursing                        |
| Vinay Gogna      | 10/15/2025     | Adjunct Faculty                                                            | Nursing                        |
| Gwendolyn Denton | 10/23/2025     | Adjunct Faculty                                                            | Massage Therapy                |
| Taylor Briggs    | 10/28/2025     | Adjunct Faculty                                                            | Massage Therapy                |

|           | Monthly Total Hires | % of Diverse Hires YTD |
|-----------|---------------------|------------------------|
| Full-Time | 2                   | 80%                    |
| Part-Time | 5                   | 67%                    |



## **Progress to Date**

The Office of Innovation and Strategic Partnerships has continued building strong momentum this month through expanded outreach, program development, and new collaborative initiatives. We remain focused on our three key areas — Community Partnerships, Continuing Education (CE), and the President's Community Advisory Committee (CAC). Since the last report, we have participated in multiple on-campus and off-campus outreach events that have broadened our visibility and engagement. Numerous potential partnerships are currently in discussion, and several new Continuing Education course offerings are in active planning to launch in the coming months. These efforts reflect our continued commitment to aligning community and institutional priorities through strategic, innovative collaboration.

## **I. Community Partnerships**

### **Alliance for Education**

I, along with members of RTC's cabinet, attended the *Alliance for Education's Convening Seattle Community Luncheon* at the Hyatt Regency Seattle. This year's theme, "*Staying the Course: Creating Change Through Steadfast Commitment*," emphasized the power of sustained collaboration between funders, educators, and community leaders to advance equitable educational outcomes. The event provided meaningful dialogue with regional education partners, Seattle Public Schools leaders, and philanthropic stakeholders, strengthening connections that will inform future community-based initiatives and continuing education efforts.

### **Southeast Seattle Education Coalition (SESEC)**

I have been meeting with leadership from the *Southeast Seattle Education Coalition (SESEC)* to strengthen our existing partnership and explore opportunities to further support our dual credit initiatives in K-12. These discussions are focused on developing aligned pathways that expand access and success for historically underserved students through joint planning, program alignment, and shared community engagement strategies.

## **II. Continuing Education (CE)**

### **1. Fall Open House**

The Office of Innovation and Strategic Partnerships participated in the recent *Renton Technical College (RTC) Fall Open House*, in collaboration with the outstanding RTC Outreach team. We connected with community members and strengthened awareness of our current CE opportunities. Community feedback at the event generated several creative and relevant ideas for future CE offerings, including:

- Specialized cooking classes for community members seeking new skills and hobbies
- Spanish for English Language Learners, supporting inclusive communication and language development
- Consumer protection courses, such as “*Understanding Automotive Repair*,” focused on helping individuals avoid unfair repair practices and make informed decisions
- Expanded personal enrichment courses in areas related to everyday financial literacy and consumer empowerment
- Exploring new CE program areas, including potential offerings in cosmetology/barbering and self-defense in the upcoming Winter Quarter

### **2. Annual Continuing Education Council (CEC) Conference**

I recently attended the *Annual Continuing Education Council (CEC) Conference* at Clark College, where CE directors from community and technical colleges across the state convened to discuss best practices, collaborative strategies, and legislative updates affecting continuing education. A major takeaway from this year’s conference was the confirmation that state community and technical college CE course offerings will not be subject to the B&O tax — a significant development that supports program growth and long-term sustainability.

These outreach, engagement, and professional development efforts continue to strengthen our CE programs and ensure they remain responsive to community needs, aligned with system-wide priorities, and positioned for continued success.

## **III. President’s Community Advisory Committee (CAC)**

The Office of Innovation and Strategic Partnerships has continued to advance planning for the *President’s Community Advisory Committee (CAC)*, an initiative designed to strengthen collaboration between Renton Technical College (RTC) and regional leaders in workforce development, education, and community advancement.

Working closely with the President's Office, we have developed the invitation letter, proposed agenda, and tentative meeting schedule for the CAC's inaugural session. The first meeting is planned for early January 2026, pending member availability.

The inaugural meeting will be held virtually via Zoom and will include:

- **Welcome and Opening Remarks** – Dr. Yoshiko Harden, President
- **Review of CAC Purpose and Membership** – Facilitated by Wade Parrott III, Executive Director of Strategic Partnerships and Innovation
- **Strategic Priorities and Key Initiatives** – Overview of RTC's Strategic Equity Plan, institutional innovation efforts, and remarks from Carrie Shaw, Executive Director of College Advancement, on philanthropy and community partnerships
- **Discussion: Emerging Workforce Needs and Collaborative Opportunities** – All Members
- **Next Steps and Scheduling of Future Meetings** – Quarterly rotation and focus areas

## Strategic Planning & Accreditation

- Leadership and the SEP Implementation Task Force have identified potential themes for this year's **strategic priorities**. Final decisions will be made by Cabinet and shared with the campus community to guide collective focus for the year.
- The first cycle of **Non-Academic Unit Assessments** has been completed, with one-third of college units formally evaluating their outcomes this fall to monitor progress toward team goals. Of the outcomes assessed, **64.29%** met the targets established last year, demonstrating progress toward Strategic Indicator 4.2: Unit Outcomes.
- The **NWCCU Ad Hoc Visit** was completed on October 21, 2025. Feedback has been received from the peer evaluators, and official action from NWCCU is expected around March 2026.

## Unit/Budget Planning

- The annual **Unit and Budget Planning process** launched on October 22, 2025. Department leads have until December 31 to complete operational plans that align with the Strategic Enrollment Plan (SEP) and inform the college's resource allocation. The NWCCU commended the college for its progress in strengthening this process, supporting Strategic Indicator 4.3: Budget Alignment.
- The Institutional Research & Effectiveness team successfully achieved both unit outcome targets assessed this fall:
  - Using the RTC Data Competency Assessment (DCA) questionnaire, leaders and the IR team were evaluated on data competency following ten months of Deans & Data monthly meetings focused on student success metrics. The assessment resulted in an 82% score, exceeding the target of 80%.
  - The team developed six new Standard Operating Procedures (SOPs) and accompanying documentation, surpassing the goal of five SOPs and further strengthening office processes.

## Equity & Campus Climate

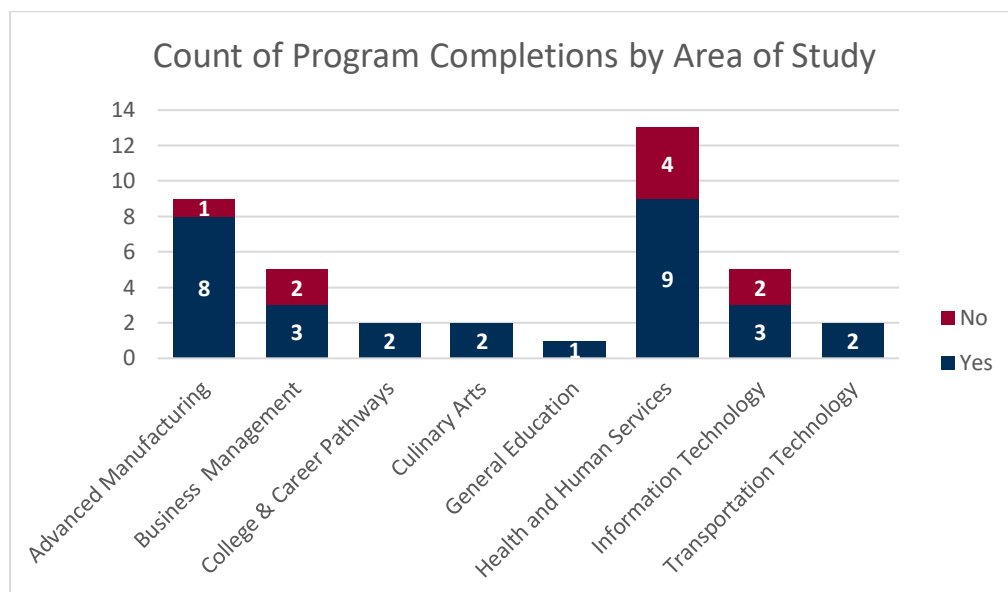
- The Campus Climate and Data Equity Committee convened last week to begin planning the logistics for this year's **Campus Climate Survey**.

- The [Campus Climate Listening Sessions over the past two years generated eight recommendations](#) for improvement. Each recommendation has been assigned to a designated group responsible for implementing action plans. All eight recommendations are currently in progress, supporting Strategic Indicator 2.1: Campus Climate.

| Recommendation Number | Governance Authority | Progress |
|-----------------------|----------------------|----------|
| Recommendation 1      | Facilities Council   | Started  |
| Recommendation 2      | Learning Council     | Started  |
| Recommendation 3      | DEIC & HR            | Started  |
| Recommendation 4      | Task Force           | Started  |
| Recommendation 5      | Technology Council   | Started  |
| Recommendation 6      | DEIC                 | Started  |
| Recommendation 7      | Learning Council     | Started  |
| Recommendation 8      | Cabinet              | Started  |

## Student Learning & Assessment

- Student Learning Outcomes Assessments** are continuing this fall. Last year, over **70%** of full-time faculty adopted Canvas outcomes, marking significant progress recognized by the NWCCU Ad Hoc visit. Work will continue as planned, supporting Strategic Indicator 1.3: Student Learning Outcomes.
- As of November 5, **32 of 39 programs** have submitted their annual **Academic Program Reviews**. The Program Review Committee and instructional deans are currently analyzing the results. Most programs that have not submitted are in teach-out status.



## Data & Reporting

- **FVT/GE federal reports** have been submitted, with the exception of the Completers Report, which is currently on hold due to the federal government shutdown.
- An initial internal **OBBBA** analysis (“Gainful Employment for All”) has been completed to forecast potential program impacts and inform future planning.

## ctcLink & Process Improvements

- The college has implemented the new **Student Financial Responsibility Agreement (SFRA)** functionality in ctcLink, designed to inform students of their financial obligations. To support a smooth transition, new processes and help sessions are being developed to assist students in navigating this change.

## Ongoing Projects

- Institutional Research & Effectiveness (IR&E) continues its collaboration with the **Renton School District** and **GEAR UP** (University of Washington) to strengthen college transition support for students, supporting Strategic Indicator 3.2: Partnership Strength.
- New data-sharing agreements are being established with **King County Promise** partners and the **Kent School District** to expand interagency collaboration and data-driven planning.
- In October, IR&E completed six **ad hoc requests**, including one custom reporting tool and five data reports.

### **Instruction Update**

This month, we are featuring two department updates. You'll hear from Dr. Sarah Wakefield with an update about general education, whose enrollments are booming.

I'd like to take this opportunity to give a shout out to doctor Wakefield. She was the main author of our [Ad Hoc Visit Report](#) and our accreditation visitors remarked on more than one occasion about the quality of that report. Bravo, Dr. Sarah!

[General Education Update on YouTube – 4 minutes](#)

(<https://youtu.be/jo6UEMcEPXU>)

You'll also hear from Dean Warren Takata updating you on the Culinary programs. I'd also like to commend Dean Takata, who has very smoothly taken on these 2 completely new departments. Nice work, Dean Takata!

[Culinary and Baking Update on You Tube – 2 minutes](#)

(<https://youtube.com/shorts/yvENTksR0wc>)

### **Accreditation Visit Update**

RTC had its Ad Hoc accreditation visit on October 21. The visit went smoothly, with good participation from faculty and staff. The report is not yet available to share, but the visitors noted the strength of our Strategic Equity Plan noting that its clarity and inclusiveness make it a powerful framework for guiding decisions and aligning resources.

### **Enrollment Services Highlights**

Morenika Jacobs, Associate Dean of Enrollment Services / College Registrar, and Joyce Nicholas, Enrollment Services Technology Specialist, share some updates for this academic year in [this short video](#) on how Enrollment Services is reducing student barriers and promoting student success.



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

**AGENDA ITEM: 4. ACTION**

**SUBJECT:**

**BOARD CONSIDERATION**

Information

**X Action**

**BACKGROUND:**

A. President's Contract Addendum

President's contract addendum or other action items that may be necessary to be taken as a result of matters considered in the Executive Session.

**RECOMMENDATION:**

Approve as requested.

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

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

**SUBJECT:**

**BACKGROUND:**

A. President's Report

Dr. Harden will provide a report subsequent to the October 15, 2025 Board meeting.

B. Financial/Budget Status

Vice President Jackson will provide a report of the budget.

C. State of Emergency Update

Assistant Attorney General Michael Hemker will provide an update on the financial state of emergency at the college.

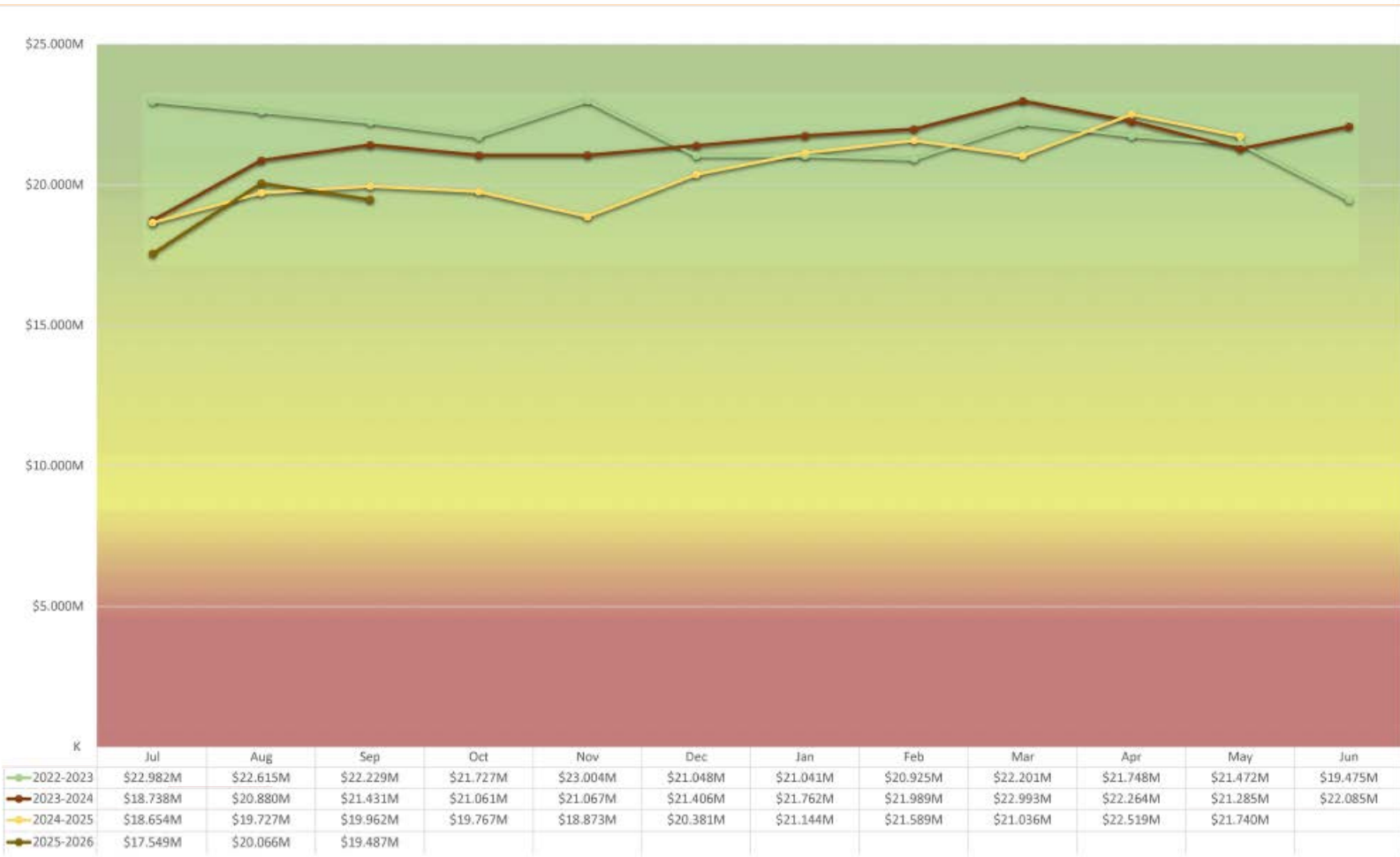
**BOARD CONSIDERATION**

**X** Information

Action

**RECOMMENDATION:**

None.

**RTC Month End Cash and Reserves Balances - FYR 2223 to 2526**

**RENTON TECHNICAL COLLEGE**  
**MONTHLY OPERATIONS REPORT**  
**FISCAL YEAR 2025-26**  
**For the Month of October 2025**

|                                                                      | October 2025 - Actual | Year to Date - October 2025 - Actual | Prior Year to Date -<br>October 2024 - Actual | Variance - Increase<br>(Decrease) |
|----------------------------------------------------------------------|-----------------------|--------------------------------------|-----------------------------------------------|-----------------------------------|
| Beginning Cash Balance                                               | 6,032,294             | 3,533,343                            | 9,427,232                                     | (5,893,889)                       |
| Add - Revenues:                                                      |                       |                                      |                                               |                                   |
| Tuition & Fees - Funds 060 148 149 561                               | 1,592,822             | 6,519,556                            | 5,321,541                                     | 1,198,015                         |
| Grants and Contracts                                                 | 178,717               | 2,096,589                            | 1,803,898                                     | 292,691                           |
| Donation Received                                                    | -                     | -                                    | -                                             | -                                 |
| Student Government                                                   | 128,068               | 535,210                              | 432,834                                       | 102,376                           |
| Bookstore                                                            | 28,045                | 31,451                               | 40,087                                        | (8,637)                           |
| Security/Parking                                                     | 46,390                | 189,283                              | 120,506                                       | 68,777                            |
| Culinary Arts - Food Services                                        | 54,571                | 221,467                              | 302,833                                       | (81,367)                          |
| Housing                                                              | -                     | -                                    | -                                             | -                                 |
| Interest Income                                                      | 50,468                | 192,720                              | 227,647                                       | (34,927)                          |
| Rental Income - Excluding 569                                        | 27,712                | 138,819                              | 106,384                                       | 32,435                            |
| Scholarship and Student Loan Funds Received                          | 674,994               | 4,919,672                            | 4,220,518                                     | 699,154                           |
| CRRSA                                                                | -                     | -                                    | -                                             | -                                 |
| CARES Deferred FY20                                                  | -                     | -                                    | -                                             | -                                 |
| Net Operating Revenues                                               | <b>2,781,787</b>      | <b>14,844,766</b>                    | <b>12,576,248</b>                             | <b>2,268,518</b>                  |
| Add - State Allocation                                               |                       |                                      |                                               |                                   |
| State Allocation - VPA Expenses                                      | 3,576,755             | 11,168,049                           | 10,006,092                                    | 1,161,957                         |
| Capital Allocation Fund 057                                          | -                     | 180,824                              | 738,082                                       | (557,258)                         |
| Capital Allocation Fund 060                                          | -                     | 4,650                                | 8,517                                         | (3,867)                           |
| Total State Funding                                                  | <b>3,576,755</b>      | <b>11,353,523</b>                    | <b>10,752,691</b>                             | <b>600,832</b>                    |
| Total Revenues                                                       | <b>6,358,542</b>      | <b>26,198,289</b>                    | <b>23,328,939</b>                             | <b>2,869,350</b>                  |
| Less - Expenses:                                                     |                       |                                      |                                               |                                   |
| Salaries                                                             | 2,772,306             | 9,329,028                            | 9,650,407                                     | (321,379)                         |
| Benefits                                                             | 827,797               | 3,069,821                            | 3,067,133                                     | 2,688                             |
| Contracts                                                            | -                     | -                                    | -                                             | -                                 |
| Goods and Other Services                                             | 851,920               | 2,831,237                            | 4,174,569                                     | (1,343,332)                       |
| Cost of Goods Sold                                                   | 23,388                | 76,666                               | 88,264                                        | (11,597)                          |
| Travel                                                               | 24,101                | 40,582                               | 48,626                                        | (8,044)                           |
| Equipment                                                            | 4                     | 126,973                              | 18,462                                        | 108,511                           |
| Computer Equipment                                                   | -                     | -                                    | -                                             | -                                 |
| Financial Aid                                                        | 617,054               | 6,019,238                            | 5,255,026                                     | 764,212                           |
| Debt Service                                                         | 7,253                 | 7,253                                | 859                                           | 6,393                             |
| Bad Debt                                                             | -                     | -                                    | -                                             | -                                 |
| Total Expenses                                                       | <b>5,123,823</b>      | <b>21,500,797</b>                    | <b>22,303,345</b>                             | <b>(802,548)</b>                  |
| Net Operating Surplus (Deficit)                                      | <b>1,234,720</b>      | <b>4,697,492</b>                     | <b>1,025,594</b>                              | <b>3,671,898</b>                  |
| Other Sources (Applications) of Cash:                                |                       |                                      |                                               |                                   |
| Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory | 238,217.73            | (1,138,226)                          | (2,987,984)                                   | 1,849,757                         |
| Decrease/ (Increase) in Investments & Bond Amortization              | (642,513)             | (191,353)                            | (194,893)                                     | 3,540                             |
| Payment of Bldg, Innovation Fee, and VPA Advance to State            | (201,048)             | (395,347)                            | (353,269)                                     | (42,078)                          |
| Land Purchase                                                        | -                     | -                                    | -                                             | -                                 |
| Total Other Sources (Applications) of Cash                           | <b>(605,343)</b>      | <b>(1,724,926)</b>                   | <b>(3,536,146)</b>                            | <b>1,811,220</b>                  |
| Adjustments to Cash                                                  | -                     | -                                    |                                               |                                   |
| Ending Cash Balance                                                  | <b>6,661,671</b>      | <b>6,505,909</b>                     | <b>6,916,681</b>                              | <b>(410,772)</b>                  |
| Add College Reserves:                                                |                       |                                      |                                               |                                   |
| Local Government Investment Pool (LGIP)                              | 11,649,900            | 11,649,900                           | 10,163,551                                    | 1,486,349                         |
| Investment Bonds held in trust by US Bank                            | 4,234,516             | 4,234,516                            | 2,689,410                                     | 1,545,106                         |
| Total Reserves                                                       | <b>15,884,416</b>     | <b>15,884,416</b>                    | <b>12,852,961</b>                             | <b>3,031,454</b>                  |
| Total Cash and College Reserves                                      | <b>22,546,087</b>     | <b>22,390,325</b>                    | <b>19,769,642</b>                             | <b>2,620,683</b>                  |
|                                                                      |                       |                                      |                                               |                                   |
|                                                                      | Actual %              | Year to Date                         | Prior Year to Date                            | Variance                          |
| Total Current State Allocation                                       | 100%                  | 32,432,996                           | 28,926,488                                    | 3,506,508                         |
| Allocation Used - Year to Date                                       | 34%                   | 11,168,049                           | 9,199,273                                     | 1,968,776                         |
| Remaining State Allocation                                           | 66%                   | 21,264,947                           | 19,727,215                                    | 1,537,732                         |

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

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

**SUBJECT: TRUSTEE REPORTS**

**BOARD CONSIDERATION**

X Information

Action

**BACKGROUND:**

A. Foundation Liaison Report

The Foundation Liaison position is currently vacant.

B. Legislative Action Liaison Report

Legislative Action Liaisons, Vice Chair Zappone, will provide an update on legislative action meetings and activity.

C. Community Advisory Committee

Community Advisory Committee Liaison, Trustee Norouzi, will provide an update from the Community Advisory Council.

**RECOMMENDATION:**

None.

Renton Technical College  
Board of Trustees Meeting  
**November 19, 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 December 17, 2025.

**RECOMMENDATION:**

None.

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

**AGENDA ITEM:      8. ADJOURNMENT**

**SUBJECT:**

**BACKGROUND:**

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

**RECOMMENDATION:**

Motion required.