

Agenda Items

Information/Action/Presenter

I. SPECIAL MEETING

1:30 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 will be read aloud at the meeting. Please e-mail president@rtc.edu before 1:00 P.M. on Wednesday, December 17 to sign up for virtual public comments.

II. EXECUTIVE SESSION

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

III. SPECIAL MEETING

1. Meetings
A. Regular Board Meeting – December 17, 2025
2. Adjournment
Action

IV. REGULAR BOARD MEETING

Information/Action/Presenter

1. Call to Order
A. Notation of Quorum
3:00 P.M.
2. Adoption of Minutes
A. November 19, 2025 – Special and Regular Meeting
Action
3. Action Item
A. Tenure Advancement
Action
4. Communications
A. General Information/Introductions
Information

- B. Correspondence
- C. Public Comments from the Audience
Public comments are limited to three (3) minutes. Written public comments sent to president@rtc.edu will be read aloud at the meeting. Please e-mail president@rtc.edu before 3:00 P.M. on Wednesday, December 17, to sign up for virtual public comments.
- D. Student Leadership
- E. Renton Federation of Teachers
- F. Written Communication Reports

5. Action Item

- A. Board Reserve Action

6. Discussion/Reports Information

- A. President's Report President Harden
- B. Financial/Budget Status VP Jackson

7. Board of Trustees Information

- A. Foundation Liaison Report Vacant
- B. Legislative Action Liaison Report Vice Chair Bob Zappone
- C. Community Advisory Committee Liaison Report Trustee Jessica Norouzi

8. Meetings

- A. Regular Board Meeting – January 21, 2026

9. Adjournment

Action

Renton Technical College
Board of Trustees Meeting
December 17, 2025

AGENDA ITEM: 1. CALL TO ORDER

SUBJECT:

BACKGROUND:

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

BOARD CONSIDERATION
X Information
Action

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
December 17, 2025

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BACKGROUND:

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

- A. November 19, 2025 – Special and Regular Meetings
- B. December 8, 2025 – Special Meeting

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Approval as presented.

I. SPECIAL MEETING

1. Call to Order

Board Chair Tim Cooper called the meeting to order at 1:07 P.M. and noted a quorum. Chair Cooper welcomed guests and commented that it's wonderful to see so many people in attendance.

2. Public Comments

There were no public comments.

3. Capital Projects Update

Vice President Jacob Jackson briefed the group on capital projects updates. The pipeline for the entire state contains over 30 projects totaling over \$1.2B. Some projects have been on the list since 2018. The top projects are construction that have received design funding. RTC is the fourth on this list, and still has not received construction dollars. Two years ago, the state Presidents issues a directive to cut down on this timeline. The recommendation to the Presidents was that intermediate projects be introduced, and this recommendation was adopted.

The revised pipeline includes minor projects, intermediate projects, and major projects. Minor projects include emergency needs, such as elevator repair. Major projects include items like construction of the Funding Hub. The State Board committed to funding major projects awarded construction funds prior to funding intermediate projects. Intermediate projects will take precedence over minor projects in future bienniums. Minor projects are predicted to increase by 10% due to inflation and other rising costs and take over capital funds that the state receives. The last major project that will be funded at current funding levels will be Highline at \$61M. No other major projects will be funded. Colleges can opt in to intermediate projects so long as they remove themselves from major projects.

Building L is currently being remodeled. RTC currently does not have a need for major projects funding, and VP Jackson advises that RTC should remove itself from the major projects list in order to receive \$15M in funds for the intermediate project of renovations to Building A. There are two interior load-bearing walls. The proposal is to remove one of the load-bearing walls and replace it with a wall providing more visibility as well as build a common faculty suite and classrooms so that Building A can become the Welding and Machining Building. The roof and bones of the building are still solid. Trustee Debra Entenman asked about maintaining Clean Air standards. Welding already occupies the space, and the ventilation in Welding was updated in 2019.

The State Board is working on budget requests and colleges will need to let the State know if they'd like to opt in to intermediate projects by December 15. If funding is received, construction likely wouldn't start until the 2029-2031 biennium. The \$15M does include some accounting for inflation. The trade off for not opting in to intermediate projects is an unlikelihood to receive any funding. RTC would lose dollars earmarked to demolish Buildings A, B, and E if its major project is not funded. With the intermediate dollars, Welding and Machining could continue to operate during construction.

At this point, this item is informational only. The State Board does not anticipate that the Board would need to take action on this. Chair Cooper asked about other projects that might also need funding. Buildings L and J are being remodeled. Buildings H and C are in the works to be remodeled. Building B will be remodeled. Building A is the only building that will need to be planned to be remodeled. The original reason for the demolition of Buildings A, B, and E was that the Trades Building would have replaced all of Buildings A and B with one two-story building. Building E was reasoned for demolition because it is the least secure building on campus. Programs already in Building E are scheduled to be moved after remodel. Chair Cooper stated that he supports this decision because it is the right thing to do. President Harden agreed.

4. Budget Planning

In September's Board meeting, the Board asked VP Jackson to review the budget and add more buffer. Items four through seven of the Board Reserve Policy require that RTC have reserve cash of at least one payroll cycle, two months of expenditures, two weeks of emergency reserves for operating expenses, and two weeks of Innovation Fund reserves. The total dollar amount is about \$14M, but this adjusts annually with operating and payroll costs.

Trustee Entenman requested itemized breakdown. ELGB is the local government investment pool that is a high-yield savings account tied to the federal serve rate. Currently, there is about \$11M in ELGB and \$4M in bonds. Some bonds are locked in at 4% for long-term, which is higher than ELGB. There is less than \$1M in funds that are required to be held for student financial aid. There is \$3.8M in grants and contracts with requirements designated by the grant or contract.

At the moment, there is about \$855k above the Board reserve policy as cushion. Vice Chair Zappone asked for a historical context. VP Jackson stated that in 2018-2019, there was a financial crisis that necessitated selling almost all of the bonds (previously, cash investments totaled over \$6M) to make payroll. That event precipitated this Board policy. Because of COVID, the federal government gave higher education Higher Education Emergency Relief Fund (HEERF) dollars three times to offset lost tuition and keep full-time employees employed. RTC was able to

collect funds for lost revenue. The Board then identified Board policies to cushion the college and protect funds so that RTC would be protected from not making payroll.

Fiscal year 2027 (FY27) is the first year of the new State Allocation Model. RTC anticipates receiving about \$32M and an additional \$393k. Rolling over expenses and factoring in the cost-of-living adjustment (COLA) and COLA split creates about a \$250k budget deficit for next year. There is more volatility in the new allocation model. How dollars move from safe harbor to the new allocation model will lower the DEEB for all colleges. Keeping these projects in mind, fiscal year 2028 is looking at a \$900k deficit due to increasing expenses despite a slight increase in revenue. Chair Cooper asked about enrollment growth. This factors in enrollment growth as well as growth allowed by the state legislature, increased fees from ASG, and increased tuition amounts.

Chair Cooper asked if there is risk of the state allocation dropping further. VP Jackson responded that there is risk that the State Allocation will decrease. The new allocation model includes no target and adjusts each year. It will be based on both headcount and FTE for a four-year rolling average. Priority enrollments are 50/50 weighted between skills gap (employment gap calculations by King County), BETA (called College and Career Pathway at RTC). These numbers will be recalculated every year. This will change how projects are done because RTC will need to anticipate how other colleges are projected to perform.

HR 1 is another factor which introduced items that can impact enrollment, such as short-term program Pell eligibility (which impacts student funding for programs like CNA and Phlebotomy) and a mechanism that looks at wages of graduates versus wages of high school graduates with work experience. If graduate wages are not better than high school graduate wages, the program can lose Pell eligibility (EEC and BIRT are two examples of program graduates that do not currently attain wages higher than high school graduates with some experience). The Western states are anticipating about 15% fewer high school graduates by 2041 that will continue for the next 16 years before leveling out. This will mean fewer students. RTC's average student age is 31 years old, so the impact of the enrollment cliff will come after other colleges see an enrollment decrease. Higher education enrollment has been declining for the last 15 years, and RTC has only begun to see this decrease in the last couple years.

The current Board policy allows the Board to direct the President to increase a category as well as create a new item in the Board policy to create a reserve. VP Jackson recommends planning for increasing reserves. There is a 6-year rollout for the new state allocation model. Washington state will lose funds to Human and Healthcare Services under HR 1. The Governor has stated that he intends to backfill

funds for Human and Healthcare Services, but there is not a plan for this. RTC needs to be more proactive and intentional in putting aside dollars. Chair Cooper stated that having such a small amount of wiggle room is concerning and there is a need for the Board to do what it can to grow the reserve. Historically, RTC has not budgeted interest income. Chair Cooper asked that motion language be crafted to present to the Board in December.

5. State of Emergency Discussion

President Harden stated that this study session item is a response to a question about lifting the financial state of emergency that came up at previous Board meeting. Trustee Entenman asked about the criteria for declaring a state of financial emergency. RTC is continuing to show a budget deficit for upcoming years. College reserves are less than \$900k. The legislature has provided a 3.5% general wage increase, which is fully funded for classified staff and faculty, but was not fully funded for other employee categories. There is generally a fund split for wage increases, which the college needs to account for. The legislative session is scheduled to be short, and so more information is forthcoming. Vice Chair Zappone stated that criteria that would necessitate a financial state of emergency is still being met. Chair Cooper stated that this item should be revisited every couple months (next in March) to determine if projects allow for a change of circumstances.

6. Meetings

A. Regular Board Meeting – November 19, 2025

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

7. Adjournment

There being no further business, Vice Chair Zappone motioned to adjourn the Board of Trustees meeting 2:10 P.M. Trustee Entenman seconded, and the motion carried.

II. REGULAR BOARD MEETING

1. Call to Order

Board Chair Cooper called the meeting to order at 3:04 P.M. and noted a quorum.

2. Adoption of Minutes

A. October 15, 2025 – Special and Regular Meeting

Vice Chair Zappone introduced a motion to approve the minutes for the special and regular meeting held on October 15, 2025. Trustee Entenman seconded, and the motion carried.

3. Communications

A. General Information/Introductions

Christina Solis, Financial Services Director, introduced Accounting Manager Chad Norris. Chad is happy to be here as someone who came up through the community college system.

B. Correspondence

There was no correspondence.

C. Public Comments from the Audience

There were no public comments.

D. Student Leadership

The Halloween Event went well last month. Over 200 people showed up. There is a student campuswide survey out that is asking students whether they are being pointed in the right direction and whether they are receiving the help they need. There are QR codes around campus and in the Cafeteria. The survey will be open until November 25.

There is a Friendsgiving event November 25 from 12:30 P.M. – 4:00 P.M. with food, games, and giving. This event is open to the public. If you'd like to donate, please donate to the Learning Resource and Career Center (LRCC).

E. Renton Federation of Teachers

Dr. Huma Mohibullah, President of the Renton Federation of Teachers (RFT), gave an update from RFT. Last month, RFT stated that they heard that the college was hiring a third-party efficiency company. This is a LEAN training provided by the state. RFT's priority is to end the financial state of emergency. The state of emergency was discussed in the study session. The NWCCU commended instruction and critiqued the strategic plan. RFT is advocating for high demand pay, a full-time counselor position, and a better understanding of trustee appointment. RFT is working on an MOU for mandated trainings.

F. Written Communication Reports

Thank you all for submitting your written and video reports. The Board appreciates hearing from the college.

4. Action Items

A. President's Contract Addendum

After considering the recommendation presented to the Board, Trustee Entenman moved to approve the President's Contract Addendum as presented. Vice Chair Zappone seconded, and the motion carried.

5. Discussion/Reports

A. President's Report

College Technology Services (CTS) was awarded a \$105k grant through the State and Local Cybersecurity Grant Program to help shore up Cybersecurity on campus. Thank you to John Henry Whatley, Michelle O'Connor, Jack Schultz, and others for your work on this. The November 5 All-College meeting was well attended. Thank you to Jack Schultz for his presentation on TRIO. Thank you to the campus for participating. The ad hoc accreditation visit was this month. Reported metrics aligned with internal measurements of progress. The official report has not come out. Kudos to those who attended a great Disability Justice event.

Dr. Tomas Ybarra, the college's Guided Pathways Coach, has been working on campus data fluency. One goal of the Strategic Equity Plan (SEP) Task Force is to increase fluency on data and metrics. There are legitimate concerns regarding the college's budget, the state's role, and the need for states to backfill federal losses. There is a prediction that there will be further system cuts. President Harden's goal is to prevent budget reductions.

Enrollment continues to remain strong. As of now, General Education is up 27% when compared to last year. Professional Technical is up 13% over last year. The new allocation model that starts next fiscal year will require a focus on retaining students and adjusting class sizes.

President Harden and Trustee Jessica Norouzi attended the Association of Community College Trustees (ACCT) Leadership Congress last month. Notably, there were no sessions on diversity, equity, or inclusion. Sessions were on workforce and artificial intelligence. Nationally, there are college trends that focus on non-credit trainings.

President Harden also met with James Alberson, a Renton Councilmember, who is in support of Renton Promise. She and Wade Parrott III, Executive Director of Innovation and Strategic Partnerships, met with Derek Sciba, Executive Director of Vision House, which supports families that are faced with housing insecurity. Some of their clients come to RTC for English language learning. The Foundation pop-up dinner event that unveiled the gratitude wall was provided by 15

volunteer student chefs. Thank you to the student chefs as well as Chefs Gary Fowler and Robert Holland and Dean Warren Takata. President Harden attended Association of College Trustees Fall Conference with Vice Chair Zappone. There was a great session on tribal affairs. ED Parrot, Dean Takata, and President Harden attended the City of Renton planning meeting for a culinary partnership proposal to Nishiwaki. Megan Allen, Chief Products Officer at Zip Recruiter, presented to Executive Cabinet on labor trends. There is both low unemployment and low hiring rates. The number one driver for job growth over the next decade will be healthcare. There is no reporting that artificial intelligence is actually replacing jobs at the rates being reported.

Director Lia Homeister and Executive Director Doris Martinez are working on the SEP Task Force and have been assigning priorities to work groups. The statewide priorities are being solidified, which include no COLA funding split, budget for inflation, and no cuts. The legislative session starts on January 12. The food and warm clothing drive is going on in the LRCC. Our community has been generous. Condiments, spices, cooking oils and other seasonings, as well as pasta sauces and noodle kits are all in demand. As Trustee Entenman says, "no hungry students." We need to keep sight on the students and that we all rely on one another as we serve our students.

B. Financial/Budget Status

VP Jackson presented financials for month end in October. The general fund state allocation is 34% collected, which is on track. \$4.3M has been collected for tuition. By the time the college gets to February, finances should be at 67% because of the way that tuition is collected. The current collection is promising. Thank you to ASG for their help with student fees. Some fees are waived, making the fee collection not quite aligned with tuition. Fall Quarter Running Start and high school completion billing is not finished yet. Enterprise (which is Catering and S&A fees) has increased since last year due to fees. Catering is down from last year.

Salary and wages are on target and down from last year. Benefits are down from last year, but not by much. Goods and Services are about the same as last year. Costs of goods sold have increased from last year due to inflation. Travel is slightly up compared to last year. Equipment is up this year because CTS has been replacing both student and faculty machines. Student Aid (local) accounts for the opportunity grant, emergency grant, and worker retraining, is slightly under compared to last year due to additional healthcare dollars that were removed last legislative session.

Regarding debt services, RTC had anticipated going out to bid earlier than it turns out was possible. The Office of Financial Management estimated that there would be an increased bond payment. There is not an extra bond payment as had been planned. Expenditures are slightly behind when compared to last year.

Facilities updates that created more workspaces have also necessitated sound masking. Sound masking will begin in December on the second floor of Building I. Building L is planned for remodel so that the space can be updated.

C. State of Emergency Update

Chair Cooper stated that there has been a lot of conversation about what should be done with the state of emergency and RTC's current state and finances. The resolution covers multiple academic years and provides guidelines. There is still significant uncertainty at the state level with a \$1.4B gap in the state funds. The Board recognizes that this does put the college in a state of uncertainty. The Board does not take this lightly and recognizes that we all experience this uncertainty, including the Board. However, the Board is charged with fiscal management. The Board will keep the financial state of emergency in place with a commitment to continue reviewing the situation.

One thing that we hold true is that our mission is to education students. Layoffs have a deep impact on everyone. We have a Board Reserve Policy to keep fiscal solvency and a duty to ensure that this institution is here to serve students in 50 years. The Board is working planning to shore up reserves to protect salary coverage and ensure that operations can continue in the event of emergency.

Trustee Entenman stated that fiduciary responsibility includes thinking about how the college will remain in the community. Sometimes these decisions are very hard, and Trustee Entenman has been learning quickly why there aren't more trustees who are part of legislature. It is not easy, but please know that trustees are being thoughtful and care about the RTC community in this building and outside of this building. We want a place for community members to come and learn.

Vice Chair Zappone has spent his life in Washington. He's worked a variety of jobs in different sectors and has lived through four recessions. What we're going through right now is another economy slowdown with fewer people being hired and a lot of churn. The way Vice Chair Zappone could get through it was to try to take things as they come and not speculate. Speculation leads to winding oneself

up. This is all exacerbated by the mindset at the federal level, which is really different than how things were before. We get through these things by sticking together, by working together, and by giving the people in our community the benefit of the doubt. There is no malice in the Board. We can come through this if we stick together. Vice Chair Zappone wants to find solutions together.

Trustee Norouzi stated appreciation for the Board's comments. This situation is really hard. It might sound frustrating or empty to hear that when the Board does not experience the day to day. The trustees are taking their responsibility to ensure that the college is fiscally healthy for the long term to heart.

6. Board of Trustees

Vice Chair Zappone stated that the legislative session begins January 12 and ends March 12. The revenue forecast is dismal, so we will have to see what happens. Please contact your representatives. RTC will schedule a legislative visit. It's best to have an ongoing conversation with legislators.

Vice Chair Zappone gave an overview of ACT Fall Conference highlights, which included a keynote about equity. Equity is something we believe in as a board and community.

7. Meetings

A. Special Board Meeting – December 8, 2025

B. Regular Board Meeting – December 17, 2025

The Board is scheduled for its annual retreat in a special session on December 8, 2025. The next regular Board meeting is scheduled for 3:00 P.M. on December 17, 2025.

8. Adjournment

There being no further business, Vice Chair Zappone moved to adjourn the Board of Trustees meeting 4:02 P.M. Trustee Entenman seconded, and the motion carried.

I. SPECIAL MEETING

1. Call to Order

Chair Tim Cooper called the meeting to order at 8:28am

2. Public Comments

There were no public comments

3. Board Policy Review

Vice President Lesley Hogan provided an overview and updates on Board policies, noting that they are organized into four sections: Introduction, Executive Limitations, Governance Process, and the Board-President Relationship. She outlined a proposed method for reviewing these policies and offered general observations, including a reminder of the distinction between policy governance and college operations. Additionally, she noted that the Board will conduct a required review in January of the updated Vision/Mission Policy.

4. Strategic Equity Plan

Director Lia Homeister provided a review of the Strategic Equity Plan (SEP), outlining the roles and responsibilities for implementation at the strategic, tactical, and operational levels. She emphasized that the Year 2 focus will center on Goal 1: Student Success, supported by five priority activities designed to advance equity outcomes. Discussion also highlighted the importance of aligning unit and budget planning with SEP priorities. While budget alignment has been partially met, processes are currently in place to spend down recent fee changes. The Board of Trustees continues to review course fees every other year, and questions remain regarding the criteria used to determine which programs should be considered in this process. Finally, Director Homeister clarified the role of the Board of Trustees in supporting and overseeing SEP implementation, ensuring accountability and alignment with institutional goals.

5. Accreditation Update

Vice President Stephanie Delaney provided an update on accreditation, including a report on the recent NWCCU Ad Hoc Visit. The visit resulted in two key recommendations: the need to strengthen strategic indicators and

resources, and to enhance assessment practices with a focus on continuous improvement. She emphasized that the institution has strong foundations, including a deep commitment to equity, inclusive and collaborative planning processes, and resource allocation that is aligned with the college's mission. At the same time, several areas for improvement were identified. Strategic metrics remain underdeveloped, goal setting has often followed a reactive timeline, and approximately 30% of programs lacked assessment data. These findings highlight the importance of continued focus on building robust systems to support accreditation standards and institutional effectiveness.

6. Federal and State Policy Updates/SBCTC Legislative Priorities

Legislative Director Arlen Harris provided an update on federal and state policy developments and SBCTC priorities. He noted that student presence on campus is at its highest since 2018 and commended the college for the condition of its grounds. At the federal level, Congress reconvened following the recent shutdown, passing three of twelve appropriations bills while continuing nine under resolution. There remains a high risk of additional shutdowns in February and March. SBCTC has been actively advocating with delegations throughout the summer and fall, closely monitoring issues such as the Workforce Pell Grant. Other updates included SNAP benefits expected to return online soon, NOAA's green energy bill reintroduced, and ongoing guidance from DSHS. At the state level, Director Harris emphasized that every college now has a food pantry on campus, but significant support is still needed for short-term programs given a \$1 billion shortfall. Cost-of-living adjustments (COLAs) have been funded up to 79%, leaving colleges to identify ways to cover the remaining 21%. He stressed that tuition and fee policies remain underfunded and are not keeping pace with inflation. Rising utility costs are also a concern, with SBCTC advocating for full funding of compensation and offsets to address these increases. Positive developments include an increase in transfer rates from community and technical colleges to four-year institutions. Two policy proposals are currently under consideration: accreditation for nursing programs through the Washington Board of Nursing (WABON) and expanded connections to the Washington College Grant. Director Harris also noted that colleges are being asked to bring presidents, trustees, and students to Olympia to meet directly with legislators, beyond the regular Hill visits, to strengthen advocacy efforts.

7. RTC Foundation Board

Executive Director Carrie Shaw provided an update on the RTC Foundation Board, beginning with introductions led by Dr. Harden and emphasizing the importance of face-to-face connections between the Foundation and the Board. She highlighted how the Foundation's work aligns with the Strategic Equity Plan (SEP), noting its priority to help students mitigate financial struggles while continuing to pursue opportunities such as the Renton Promise initiative. The Foundation awarded over \$240,000 in scholarships per quarter and received \$1 million in direct support, underscoring its impact. A key long-term goal is to reduce dependence on state dollars. E.D. Shaw also previewed the upcoming 2024–2025 Impact Report and shared the RTC Foundation Strategic Plan, which is reviewed monthly and designed to align with the SEP. The plan focuses on four goals: increasing fundraising capacity; strengthening Board effectiveness through engagement, influence, and accountability; expanding student support with an equity-centered approach; and deepening industry and community partnerships. She concluded by raising the question of how the Foundation and Board can further increase communication and support one another in advocacy efforts.

8. Meetings

A. Regular Board Meeting – December 17, 2025

The next regular Board meeting is scheduled for December 17, 2025, at 3:00 P.M.

9. Adjournment

There being no further business, Chair Cooper motioned to adjourn the Board of Trustees meeting at 3:44 P.M. Trustee Norouzi seconded, and the motion carried.

Renton Technical College
Board of Trustees Meeting
December 17, 2025

AGENDA ITEM: 3. ACTION

SUBJECT:

BACKGROUND:

- A. Tenure Advancements
 - a. Advancing from second to third
 - i. Filisha Jackson Medical Assistant

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Approve as requested.

Renton Technical College
Board of Trustees Meeting
December 17, 2025

AGENDA ITEM: 4. 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.



Administration and Finance Report
Renton Technical College Board of Trustees
December 17, 2025

Financial Report

For month ending November, we are about 42 percent through the year. Revenue collection is about 50 percent. Tuition and fees are up about \$1.2M from November 2025. Scholarship and Student Loan Received is up \$640k from last year. We have drawn down \$14.2M this year compared to \$13.9M in state allocation last year.

Expenses are about 38 percent. Expenses are about \$18.3M through November compared to this time last year of \$19M 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

- General Ledger Accountant – Grants has been posted and we are preparing to schedule interviews for the week of December 19th
- SFRA
 - 2,913 students have completed the SFRA
 - 3373 students have SFA holds.

Food Services & Rentals

November Financial Summary

	2024 Revenue	2025 Revenue	Change	Percentage
Bakery	8,645.25	8,642.25	\$-3	0.03% decrease
Culinary	4,785.50	4,592.35	\$-193.15	4.04% decrease
Food service	14,231.73	13,506.90	\$-724.83	5.09% decrease
Catering	36,044.85	38,629.28	2,584.43	7.2% increase

Bakery Profit Report

The bakery experienced a very slight decline in profits compared to the previous year. Financial records show that profits decreased by 0.03%, indicating that performance remained almost unchanged. This minimal shift suggests that overall business operations were stable, with only a marginal reduction in earnings.

Despite the small decrease, the results demonstrate consistency in revenue generation. Continued attention to cost management and sales strategies may help convert this slight downturn into growth in the coming year.

Culinary Department Profit Report

The Culinary department experienced a decrease in profits compared to the previous year. Earnings declined from \$4,785.50 to \$4,592.35, representing an overall loss of \$193.15. This change reflects a 4.04% decrease in profit.

Despite the downturn, the reduction remains manageable. Continued evaluation of ingredient costs, pricing, and operational efficiency may help reverse this trend and support future improvement.

Food Service Profit Report

The Food Service department recorded a decline in profits compared to the previous year. Revenue decreased from \$14,231.73 to \$13,506.90, resulting in a total reduction of \$724.83. This represents a 5.09% decrease in profit.

The decline is notable and may indicate rising operational costs or shifts in customer demand. A review of pricing strategies.

Catering Profit Report

The Catering department showed a notable increase in profits compared to the previous year. Earnings rose from \$36,044.85 to \$38,629.28, resulting in a total gain of \$2,584.43. This reflects a 7.2% increase in profit. This growth suggests improved sales performance and effective cost management.

Facilities & Grounds

○ Maintenance

- Replacing ceiling tiles and lighting and painting in classrooms in Building C
- Removing the wall between C109 and C110
- Replacing ceiling tiles in building I #214

○ Custodial

- 1 vacant position
- Team is starting cross training in other building to assist when we are short staffed

○ Grounds

- Clearing ground drains and downspouts
- Cleared out all irrigation lines in preparation for winterization

Capital

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

- **2025-555 - Building L Conversion**
 - RHD has accepted the project. Work should commence at the beginning of January and last for about 4 weeks.
 - Total Electric is working with faculty to determine electrical needs.
 - Our staff have started to clean and paint the space
- **2024-551 - Transformer Replacement project**
 - A pre-construction meeting occurred on December 3.
- **2025-551 - Bookstore Conversion**
 - We received the maximum allowable construction cost of \$659k.
 - The bid date is being pushed out due to comments from the city on the permit plans.
- **Building B Inclined Platform Lift**
 - Installation is now expected to be at the beginning of January.
- **2026-255 - Building A Feasibility Study**
 - Received the cost estimate of about \$10M for the remodel.



College Technology Services

Fall Quarter

CTS is actively analyzing the 27 technology-related responses from the 2025/2026 Instructional Program Review process. To ensure transparency and accountability, CTS has created Service Desk tickets for each item, enabling progress tracking and direct communication with faculty, instructional deans, and CTS. This approach allows CTS to prioritize needs, provide solutions where possible, and document actions taken. In addition to addressing immediate concerns, CTS is collaborating with survey participants to identify practical technology solutions and align them with institutional goals. This feedback loop not only resolves current issues but also informs strategic planning for accessibility, classroom technology, and digital equity initiatives. By leveraging structured tracking and open communication, CTS is committed to improving the technology experience across campus.

Technology News & Updates

CTS has partnered with the LRCC and eLearning to deploy Tutor.com tutoring services at RTC. The subscription provides expands one-on-one tutoring services for more than 250 subjects as well as test preparation. Many of these subjects are also offered in Spanish language. There are Student Success/Study & Life Skills, Parent Coaching and Career Services categories as well.

Technology Improvements

CTS made updates to the Service Desk ticketing system to streamline processes for printer toner requests, new hardware and software requests, new SharePoint sites and international travel. There were previously separate platforms and are now centralized.

Upcoming

Annex and downtown Burnett location network upgrades

C Building technology upgrades in west wing classrooms C107, C108, C109, C110, and C111

SharePoint Relaunch – Based on Campus Climate Listening Sessions

Accessible Audio and Video (A/V) upgrades in the Cafeteria multi-use space

Communications and Marketing Report
Renton Technical College Board of Trustees
Dec. 17, 2025

ENROLLMENT MARKETING

Marketing campaigns running across several platforms generated nearly 400 inquiries between Nov. 1 and Dec. 3 and will continue running throughout December to promote Winter Quarter registration. Among the successes were filling the Phlebotomy Class through a combination of an email campaign and collaboration with Student Services and Outreach.

COMMUNICATIONS and PROJECTS

Team members collaborated with the RTC Foundation to create its first-ever digital [Annual Report](#). Creative Services Director Evyson Beasley designed the web report, and C&M and Foundation staff all contributed to its execution.

The team created new Outreach materials and other projects, including handouts to help CCP students navigate ctcLink and Foundation event publicity.

NEWS and Web

New content included:

[New poetry book features VPI's work](#)

[Innovation and Strategic Partnerships](#)

Social Media Highlights

1. Positive audience growth in both Facebook and LinkedIn.
2. LinkedIn leads engagement with a 26% increase.
3. Video views are up 11% year over year.
4. The most popular post was the Facebook post re the holiday buffet, with more than 1,366 total engagements

Diversity, Equity, and Inclusion Report
Renton Technical College Board of Trustees
December 17, 2025

Diversity, Equity & Inclusion Council (DEIC)

DEIC meetings will resume on January 12, 2026. General meetings are held on the 2nd Monday of each month in FLEX format on Zoom and C-111 from 2:30-4pm. All DEIC committees host an additional one-hour meeting per month, for a committee commitment of 2.5 hours per month. January's meeting will focus on the DEIC priorities.

Diversity, Equity & Inclusion (DEI) – Division Updates

Rev. Dr. Martin Luther King, Jr. Commemoration Week: January 20-23, 2026

RTC's 4th Annual MLK Commemoration, ***Beacon of Hope: Engage. Educate. Activate.***, is scheduled Tuesday, January 20 to Friday, January 23, 2026. Sponsored by the Division of Diversity, Equity and Inclusion, MLK Commemoration is a programming series that *honors and examines the enduring legacy of Rev. Dr. Martin Luther King, Jr. Held the week of the federal MLK Day holiday, our program aims to engage our community in a deep examination of Rev. Dr. King Jr.'s teachings centered in justice, equity, and social change.*

All events are open to students, faculty, staff and the greater community. Schedule of events will be shared in the first week of January 2026.

TRIO Student Support Services Coming to RTC- Winter 2026

[Renton Technical College was awarded the TRiO Student Support Services \(SSS\)](#) Grant in September 2025. The Federally-funded U.S. Department of Education program is designed to increase college success for first-generation, low-income, and students with disabilities. The program provides national network supporting academic achievement and postsecondary completion. The goal of SSS is to increase the college retention and graduation rates of its participants.

The TRiO SSS Grant Will Serve:

- 140 students will be enrolled into the TRiO Program
- Enrollment must occur 6 months into program
- 75% must be recruited during first year of the program
- 67% must be first generation & low income or have a disability
- Of all students with a disability, 34% must also be low income

The Division of DEI is hiring two positions to operationalize the TRiO SSS program: Program Director and Navigator.

- The Program Director position is currently live, with a priority deadline of December 12.

- The Navigator position is anticipated to post during the week of December 15.

Together, these roles will provide holistic academic support and guidance to all 140 students enrolled in the program, ensuring they have the resources and mentorship needed to succeed.

Unity Center

- The Peer Navigators hosted the inaugural Friendsgiving at the Unity Center on Tuesday, November 25th at 12:30pm. The event featured delicious food, community-building activities, and meaningful conversations that highlighted the impacts of the government shutdown. It also showcased the important work the LRCC is doing to support our community during these uncertain times, including providing non-perishable items for the food pantry and collecting donations for the annual toy drive.

Student Leadership

- The Division of DEI welcomed Le'Onna Lee as the Interim Director of Student Life on December 1. Le'Onna brings years of student leadership and programming experience and previously served as the Community Outreach and Recruitment Manager at RTC. As Interim Director, Le'Onna will oversee the Office of Student Leadership & Programs which includes all student clubs & organizations, Associated Student Government (ASG), campus programming and Commencement.
- As of December, there are six active student clubs supported by the Office of Student Leadership & Programs. All student clubs have received training by the ASG Vice President and Office Administrative Specialist. Additionally, all clubs are members of the ASG senate and must attend a minimum of 2 senate meetings per quarter to keep their club standing.

Active Student Clubs

AI Club
BodyMind Alliance
CyberSecurity Club
Nurse Club
Transfer Club
Welding Club



RTC Foundation Report Renton Technical College Board of Trustees December 17, 2025

Scholarships and Events

Winter 2026 Scholarship Cycle

The Scholarship Committee awarded 145 students \$195,500 in scholarship funds for winter quarter. The number of students awarded represents a 37% increase from the previous year (winter quarter 2025). The total amount of funds has dropped by 10% PY due to a reduction in an annual gift from a major scholarship funder. All applicants will be notified Dec. 8th before Fall quarter ends.

Thanksgiving Pie Project

A yummy success – with 124 pies sold exceeding the goal of 115 pies. The event raised a net profit of \$3,543 for emergency funds and the campus food bank. The amount include company matching funds from Microsoft employees.

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, \$48,500 has been confirmed toward the goal with more sponsorships in the pipeline. Top sponsors include Invitation Homes, Amazon, Boeing, Microsoft, Urban Renaissance Group, King County Housing Authority, and IAM District 751. The events committee has started procuring auction items. Ticket and table sales have opened on the Foundation webpage.

Development & Community Engagement

- Boeing has pledged \$250,000 toward the Renton Promise and will gift this through the RTC Foundation. A formal announcement will be organized in the new year.
- Renton Concrete Recyclers has provided \$20,000 toward scholarships and the May Family Memorial Scholarship funders have increased their annual gift to \$30,000.
- Payroll Projections: Based on current participation levels, there will be a 9% increase from previous year with employee payroll giving. The Foundation projects over \$45,000 for FY25-26. There has been a 5% increase in the average PY donation, and folks responded during the Fall Kick-Off campaign appeal in September.
- Staff attended the Renton City Blue Ribbon Panel which focused on the 2026 World Cup opportunities and hosting of soccer teams in Renton. Discussion around how RTC can partner with the city during the World Cup. Also attended the Marine Corps Support Group luncheon to honor the 250th birthday of the U.S. Marine Corps. The MCSG provides over \$7,000 in grants to Marine veterans at RTC.
- Promotion of the new digital **2024-25 Foundation Impact Report** has launched. You can access the report on the Foundation website. Highlights from the year include over \$2.5 Million in

revenue raised, (a 112% increase over previous year) and over \$1.2 Million in direct support to students provided – the highest level in Foundation history. Impact stories include scholarship recipients of the Connell, IAM District 751, and Career Launch Scholarships.

Student outcomes for recipients include:

93% persistence rate

83% Retention rate

91% of all donations go to direct services!

OPERATIONS

FY24-25 Audit and bookkeeper transition

The Foundation has contracted with Brantley Janson to conduct the annual independent audit. This is the sixth year Brantley Janson has performed this service. Review work has begun with a goal to finalize the audit by January and to present it at the February Board meeting. The transition of bookkeeping and certain accounting duties continues, and the QuickBooks platform will be updated along with a cost-saving purchase of the portal through TechSoup. Hats off to the CLA team for providing this cost-saving opportunity.



Human Resources
Renton Technical College Board of Trustees
November 2025 Report

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

AFT	Effective Date	Position	Department
-Hires			
Edward Harris	11/16/2025	Storeroom Clerk	Food Services
WFSE	Effective Date	Position	Department
-Hires			
Sarah Pasillas	11/1/2025	Enrollment Services Specialist (<i>position change</i>)	Enrollment Services
Prof Tech	Effective Date	Position	Department
-Separations			
Susan Rather	11/3/2025	Grants & Contract Accountant	Business Office
Exempt	Effective Date	Position	Department
-Hires			
Chad Norris	11/10/2025	Accounting Manager	Business Office
RFT	Effective Date	Position	Department
-Hires			
Heidi Chaffee	11/20/2025	Adjunct Faculty (<i>rehire</i>)	College & Career Pathways
Danielle Smith	11/20/2025	Adjunct Faculty (<i>rehire</i>)	College & Career Pathways
Joseph (JJ) Stark	11/24/2025	Adjunct Faculty	Advanced Manufacturing
Megan Allister	11/25/2025	Adjunct Faculty	College & Career Pathways

	Monthly Total Hires	% of Diverse Hires YTD
Full-Time	2	75%
Part-Time	2	57%



Innovation and Strategic Partnerships Report
Renton Technical College Board of Trustees
December 17, 2025

Overview

The Office of Innovation and Strategic Partnerships (OISP) aims to build and sustain community-centered partnerships that expand access to education and strengthen workforce pathways. Our approach is intentional and focused on collaborating with organizations that serve populations aligned with RTC's mission. These partnerships help address basic needs, increase community engagement, and create clear entry points into Continuing Education and academic programs. The office also convenes the President's Community Advisory Committee, bringing together regional leaders who provide insight on workforce trends and opportunities that support RTC's Strategic Equity Plan. We're working on launching the Office of Innovation and Strategic Partnerships webpage on the RTC website in January, which will highlight our initiatives, partnerships, and opportunities for community engagement.

Community Partnerships

1. 828 Flow & Good Vibes Barbershop

To engage and partner with the local community surrounding RTC's campus, we have begun collaborating with 828 Flow, a community-centered organization operating out of Good Vibes, a barbershop located just two blocks from campus and widely recognized as a trusted gathering space for local residents. 828 Flow focuses on fostering dialogue, literacy engagement, and community connection, particularly around sensitive issues such as policing, neighborhood safety, economic insecurity, and pathways to upward mobility. Through facilitated conversations, mentorship, and relationship-building, 828 Flow serves as a grassroots anchor for community voice and empowerment. Their mission aligns closely with RTC's commitment to expanding access to education and strengthening pathways into workforce development, making them an ideal partner for culturally responsive outreach and student engagement initiatives.

Key partnership focus areas include:

- Increasing community awareness of RTC programs and services.
- Creating pathways for residents to access career and technical education.
- Supporting local workforce development efforts connected to community needs.
- Co-hosting community dialogues and engagement events centered on equity, opportunity, and empowerment.

This partnership strengthens RTC's ability to meet the community where they are, leveraging trusted neighborhood spaces to build authentic relationships and increase access to education and training.

2. Vision House

In early November, Dr. Harden and I met with Executive Director Derek Sciba of Vision House, a nonprofit providing transitional housing, case management, early childhood support, and wrap-around services for families experiencing homelessness or housing instability. Their mission aligns closely with RTC's commitment to expanding education and workforce opportunities for underserved populations.

Following this meeting—and as referenced by Dr. Harden during the November BOT update—OISP, in collaboration with RTC Outreach staff, will engage directly with Vision House residents through their Family Program.

Key partnership activities include:

- Participating in the December 9 Tuesday evening Family Program session to share information on ELL, short-term training, and workforce pathways.
- Providing accessible, actionable information for families—most of whom are low-income, seeking education-to-employment opportunities.
- Exploring future collaboration in workforce training, Continuing Education programs, and short-term credentials.
- Coordinating potential catering opportunities with RTC Culinary Arts, as requested by Vision House.
- Establishing future conversations with Vision House's staff team about CE program alignment and career pathways for residents.

This partnership represents a high-impact opportunity to support families seeking stability, economic mobility, and accessible pathways into higher education.

3. Highlands Community Church

OISP is actively exploring a potential partnership with Highlands Community Church, located just north of the main campus, to strengthen basic-needs support for students and expand access points into education and workforce training for individuals and families in our immediate community. In November, I met with Executive Pastor Mark Heilman to discuss how the College and the church might align efforts to better serve overlapping populations.

Highlands Community Church offers a broad range of community services, including food assistance, family support programs, care ministries, recovery groups, and other community outreach efforts that complement the support systems RTC provides. Pastor Heilman expressed strong interest in coordinating with RTC to bolster our existing food pantry operation located in the Learning Resource and Career Center in Building C, and to explore additional services that could enhance student wellbeing and persistence.

Potential areas of collaboration with Highlands Community Church include:

- Aligning food security efforts by integrating RTC's food pantry with Highlands' distribution systems, volunteers, and donation networks.

- Connecting students and community members to applicable family support programs and community care services.
- Creating referral pathways for individuals seeking stability resources, recovery support, or short-term care services.
- Leveraging proximity to engage new learners, particularly community members accessing Highlands' services who may be interested in Continuing Education, short-term training, or academic pathways.
- Collaborating on community events that enhance belonging, increase visibility, and connect residents to RTC's educational and workforce opportunities.

This partnership, along with RTC's work with Vision House and 828 Flow/Good Vibes, reflects a highly intentional and coordinated approach to engaging organizations that serve our surrounding neighborhoods. By aligning efforts and leveraging each partner's proximity, resources, and trusted relationships, RTC is helping to develop intentionally coordinated basic-needs distribution hubs that support both current students and potential learners. These partnerships strengthen access to education, address barriers to persistence, and expand pathways into workforce development for individuals and families in our immediate community.

Continuing Education (CE)

The Continuing Education department is strengthening its community presence and engagement efforts to increase awareness of current offerings while gathering feedback on the types of programs community members would like to see in the future. This intentional outreach is helping us gauge demand, identify emerging training needs, and inform the development of new CE offerings that reflect regional workforce trends and support career pathways.

For Winter Quarter, CE will continue offering its high-demand Boiler Operator courses, which remain the most recognized and sought-after programs in our portfolio. Interest continues to grow among individuals entering the industry, those preparing for certification exams, and experienced operators needing refresher training. CE is also launching new and updated offerings this Winter and Spring, including the Private Pilot Ground School in partnership with BEFA, a redesigned mid-Winter Self-Defense course, and the development of a new AI course focused on workforce and career development.

The following summarizes key Continuing Education updates:

Strengthening Community Engagement

CE is expanding outreach efforts to promote current offerings and gather community feedback on future training needs. This work supports program development and ensures alignment with local workforce demand.

- **Boiler Operator Courses**
CE will continue offering both the entry-level and advanced Boiler Operator courses. Given the sustained demand, we are exploring adding additional sections to

accommodate newcomers to the industry, those preparing for certification exams, and operators seeking refresher training to maintain credentials.

- **Private Pilot Ground School (Winter Offering – BEFA Partnership)**

CE is continuing its partnership with the Winter Private Pilot Ground School delivered in collaboration with the Boeing Employees Flying Association (BEFA). Improvements to enrollment processes and marketing strategies are expected to significantly increase participation. CE also plans to highlight program graduates to demonstrate program value and is exploring the creation of an **RTC–BEFA Pilot Alumni Association** to support ongoing engagement.

- **Self-Defense Course Relaunch (Mid-Winter Launch)**

CE is relaunching the Self-Defense course in mid-Winter with a more comprehensive and practical focus on real-world personal safety techniques, moving beyond the jiu-jitsu-centered approach used previously.

- **AI for Career and Workforce Development (Spring Launch)**

CE is developing a new course in Artificial Intelligence for Career and Workforce Development, offering accessible, high-quality instruction in a rapidly evolving field that is already reshaping multiple sectors.

President’s Community Advisory Committee (CAC)

The goals, structure, and membership framework for the President’s Community Advisory Committee (CAC) have been finalized. The CAC is designed to bring together regional leaders from education, industry, philanthropy, workforce development, economic development, and public policy to provide strategic insight into emerging trends and partnership opportunities that support RTC’s Strategic Equity Plan.

Invitations have been extended to several key local and regional leaders whose work spans economic development, public policy, workforce innovation, education, and community advancement. This group will serve as a strategic advisory resource to RTC leadership, offering insight into regional trends, emerging opportunities, and challenges that may impact the College and the communities we serve. Their collective expertise will help RTC anticipate what is coming across the economic and policy landscape, strengthen its role in regional workforce development, and guide the College in shaping responsive programs, partnerships, and basic-needs supports that position students and employers for long-term success.

The inaugural CAC meeting is scheduled for Monday, January 5, 2026, at 2:00 PM via Zoom.

This first meeting will focus on confirming the committee’s goals, reviewing draft focus areas, establishing meeting cadence and modality preferences, and identifying early opportunities for collaboration.

The CAC will serve as an external advisory body to the President and will play an important role in informing RTC’s approach to innovation, community engagement, economic mobility, and regional workforce development.

Institutional Research and Effectiveness
Renton Technical College Board of Trustees
December 17, 2025

Strategic Planning & Accreditation

- Cabinet has identified five **strategic priority activities** for the year, each with defined key tasks. Priorities include Guided Pathways communications, development of new RTC program offerings, enhancements to New Student Orientation and Entry Advising, digital literacy initiatives, and strengthening the College's data culture. These priorities were informed by recommendations from the SEP Implementation Task Force, Guided Pathways leadership, and campus-wide leaders.
- The **Strategic Indicator Scorecard** has been updated with Year 1 data and is now available on the [SEP webpage](#). Institutional Research & Effectiveness (IR&E) is developing the remaining years' strategic indicator targets in alignment with NWCCU feedback. These targets will be reviewed and approved by Cabinet prior to publication.
- Members of the Accreditation Team attended the **annual NWCCU conference** to engage in sessions on emerging best practices, accreditation standards, and continuous improvement processes.

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 aligned with the Strategic Enrollment Plan (SEP), which will inform **resource allocation** decisions. Units have been meeting individually with the Vice President of Administration and the Director of Financial Services for support during the budget planning process.
- This year's **Academic Program Review** and **Non-Academic Unit Assessment** results have been presented to the **Resource & Planning Council** and will inform their budget recommendations later this year.

Student Learning & Assessment

- The **Assessment Committee** is preparing faculty training on updating **program learning outcomes** in alignment with recent program review findings.

Data & Reporting

- The **FVT/GE Completers Report** remains on hold due to the impacts of the federal government shutdown.

ctcLink & Process Improvements

- Institutional Research & Effectiveness (IR&E) is supporting the new **Student Financial Responsibility Agreement (SFRA)** process by providing recurring student lists and supporting help sessions.
- RTC submitted eight **enhancement requests** for the travel & expense module in ctcLink to support system-wide process alignment. Voting on these enhancements is scheduled for this month.
- RTC Human Resources is participating in a **new process alignment workgroup** focused on employee onboarding and offboarding.

Ongoing Projects

- RTC continues to work with **EAB** on software configurations.
- In November, IR&E completed nine **ad hoc requests**.

Instruction Report
Renton Technical College Board of Trustees
December 17, 2025

Instruction Update

This month we have updates on two of our marquee programs – Nursing and Welding.

Nursing: Dean Irada Dadashova gives you a detailed update on Nursing enrollments and progress towards permanent approval status. [Nursing Update for Fall 2025](https://youtu.be/ElzjxTdlcHs) - <https://youtu.be/ElzjxTdlcHs>

Welding: Dean Shannon Matson gives you a detailed update on Welding enrollments including job placement and new programs. [Welding Update for Fall 2025](https://youtu.be/fNn2br6eeUY) - <https://youtu.be/fNn2br6eeUY>

Accreditation

RTC had an Ad Hoc accreditation visit on October 21. In early November, we received the final peer evaluation report. In that report, our visitors found that we've made progress addressing the two recommendations from our prior visits.

Regarding the 2021 recommendation—which focused on fully utilizing strategic indicators to inform resource allocation—the good news is that our visitors found that RTC has built a **strong foundation for inclusive, data-informed planning**. They found that the Strategic Equity Plan (SEP) is successfully embedded in unit plans, and the Resource and Planning Council uses them to prioritize budget requests.

However, the report determined that the **SEP's Strategic Indicators and Annual Targets remain underdeveloped**. They noticed that many indicators for the 2024–25 year were listed as incomplete or unspecified ("TBD"). They felt that this delay in goal-setting will limit our ability to proactively monitor progress and align resources effectively.

Moving to the 2024 recommendation about reinstating an effective assessment system, visitors found that the college is in the **early phases of implementation**. We relaunched program review and Program Learning Outcome (PLO) assessment

during the 2024–2025 academic year. The visitors found that our new process is achieving a high level of initial buy-in, with 85% of programs submitting forms.

The Peer Evaluation will next go to the full NWCCU board in January for review.



Student Services

Renton Technical College Board of Trustees

December 17th, 2025

Fall Quarter updates from across Student Services

- **Advising**
 - We welcomed Dr. Osure Brown to our team and successfully redistributed advising caseloads, giving academic advisors new program areas to support.
 - Enrollment continued to climb, and we onboarded a high number of students while guiding them to essential on- and off-campus resources during these challenging times, including the recent government shutdown.
 - Additionally, we worked closely with students on teach-out plans to ensure completion of credentials for programs being sunset as part of ongoing program updates.
- **Campus Security**
 - Expanded access control, adding four new doors into the current system with a total of 75 doors across 19 buildings.
 - Updating outdated legacy security cameras to cloud cameras with video data analytics.
 - Key control project to reduce risk to the campus is nearing completion.
- **Disability Resource Services**
 - Hired new Accommodation & Retention Specialist, Kaia Rodriguez.
 - Celebrated Disability Justice Week by hosting a keynote speaker and a film screening.
 - Provided accommodations to 135 students with disabilities.
- **Entry Services**
 - Fall quarter new student orientation (NSO) was a success! We welcomed approximately 350 new students to campus on September 18th.
 - During Week 1 of Fall Quarter 2025, we served 534 students (in-person and on Zoom) in the Student Success Center. That's up from 490 students served during Week 1 of Fall Quarter 2024.
 - In the CCP entry world, we have created more structured new student orientation options for our ELA students. We are working on more structured orientation for our new HS/GED students, as well as exploring mandatory NSO for all new students.
- **Learning Resource & Career Center**
 - Tutoring: Between in person and eTutoring, there were a total of 185 sessions, largely around Math, Computer Science, and help with Writing – whether for English or for Psychology and other Gen Ed programs.

- Career Services: There were 110 appointments for help with mock interviews, resume/cover letter help, navigating Handshake, and other job search activities.
- Food Pantry: We distributed 48,915 lbs. of food from Food Lifeline. This does not include food purchased from Costco or donated food for the food drive. There were 4,348 check-ins on EAB for food/snacks
- In partnership with ASG, the LRCC hosted a food, warm coat & toy drive. Around 50 students came through to grab something warm or toys for the holidays.
- Outreach & Recruitment
 - We hosted our very first Saturday Open House in October, which was a tremendous success.
 - We attended over 63 Outreach events around the area and toured over 20 different groups varying from middle school to high school students.
 - We were part of the Aerospace * Space Manufacturing Student Expo at Kent's ShoWare Center, which brought over 700 high school students from all over the state of Washington. RTC was proud to be part of the committee that helped coordinate the event as well as sponsor.
 - We will continue to attend events in December and look forward to welcoming new RTC students for Winter quarter.

Renton Technical College
Board of Trustees Meeting
December 17, 2025

AGENDA ITEM: 5. ACTION

SUBJECT:

BACKGROUND:

A. Board Reserve

VP Jackson will present a proposed recommendation to increase the Board Reserve buffer at the Board's request.

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Approve as requested.

Renton Technical College
Board of Trustees Meeting
December 17, 2025

AGENDA ITEM: 6. DISCUSSION/REPORTS

SUBJECT:

BACKGROUND:

A. President's Report

Dr. Harden will provide a report subsequent to the November 19, 2025 Board meeting.

B. Financial/Budget Status

Vice President Jackson will provide a report of the budget.

BOARD CONSIDERATION

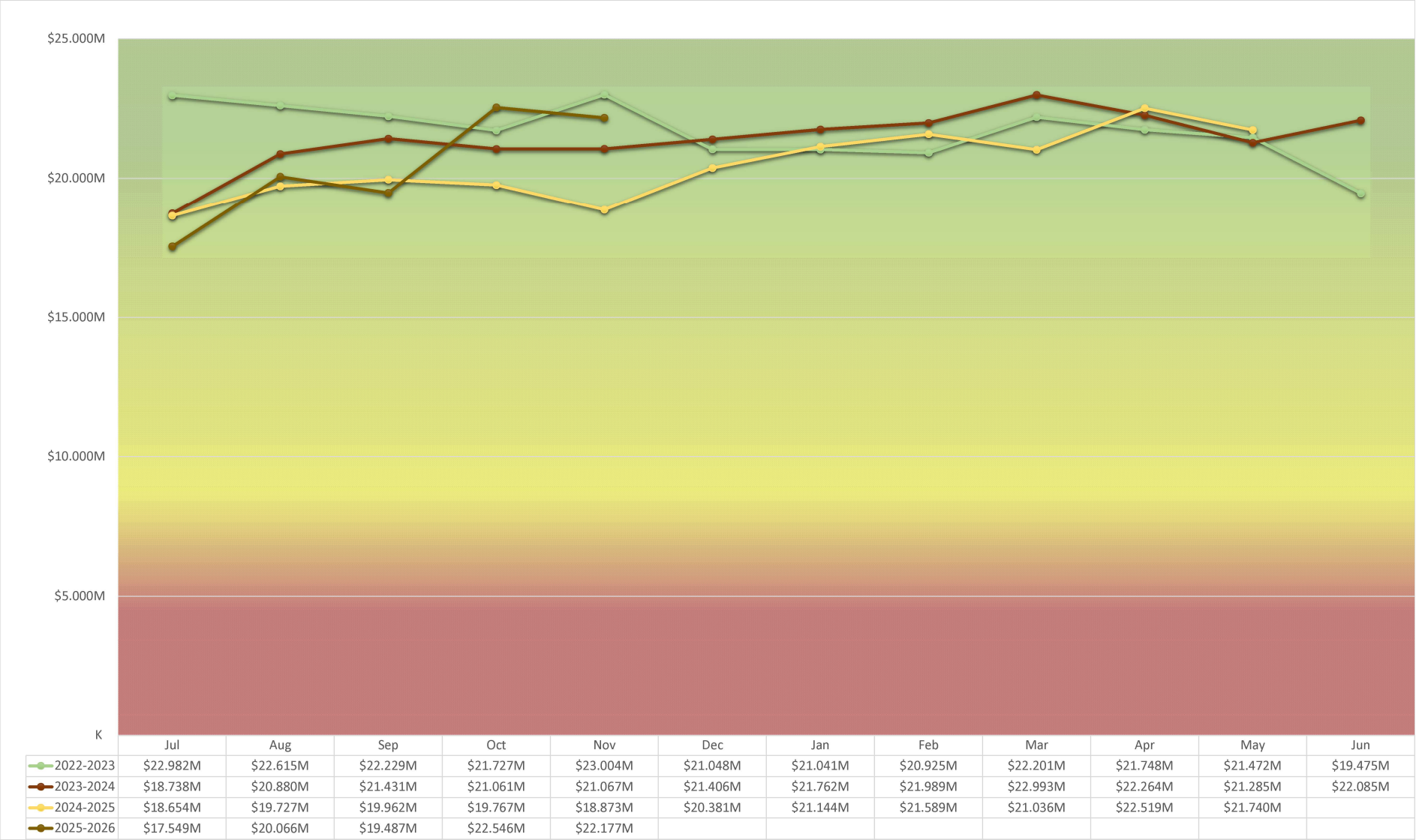
☒ Information

☐ 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 November 2025

	November 2025 - Actual	Year to Date - November 2025 - Actual	Prior Year to Date - November 2024 - Actual	Variance Increase (Decrease)
Beginning Cash Balance	6,661,824	3,533,343	9,427,232	(5,893,889)
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	1,875,145	8,396,689	7,060,347	1,336,342
Grants and Contracts	166,064	2,262,653	2,175,866	86,787
Donation Received	-	-	-	-
Student Government	151,335	686,545	567,538	119,007
Bookstore	33,258	64,709	54,325	10,384
Security/Parking	52,911	242,194	158,637	83,557
Culinary Arts - Food Services	76,331	303,932	374,539	(70,607)
Housing	-	-	-	-
Interest Income	53,142	245,862	287,056	(41,194)
Rental Income - Excluding 569	19,964	158,783	127,358	31,425
Scholarship and Student Loan Funds Received	462,843	5,382,515	4,459,286	923,228
CRRSA	-	-	-	-
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	2,890,993	17,743,880	15,264,950	2,478,930
Add - State Allocation				
State Allocation - VPA Expenses	3,041,742	14,209,791	13,176,176	1,033,615
Capital Allocation Fund 057	-	180,824	738,805	(557,981)
Capital Allocation Fund 060	7,163	11,813	17,112	(5,299)
Capital Allocation Fund 26C	-	155,762	-	155,762
Total State Funding	3,048,905	14,558,190	13,932,093	626,096
Total Revenues	5,939,897	32,302,070	29,197,044	3,105,026
Less - Expenses:				
Salaries	2,722,043	12,051,071	12,438,345	(387,275)
Benefits	783,200	3,853,020	3,946,335	(93,315)
Contracts	-	-	-	-
Goods and Other Services	792,102	3,619,277	4,993,498	(1,374,221)
Cost of Goods Sold	26,909	114,403	117,233	(2,829)
Travel	24,570	65,152	80,695	(15,543)
Equipment	38	127,011	23,880	103,130
Computer Equipment	-	-	-	-
Financial Aid	192,462	6,211,700	5,479,667	732,033
Debt Service	-	7,253	859	6,393
Bad Debt	-	-	-	-
Total Expenses	4,541,324	26,048,886	27,080,513	(1,031,627)
Net Operating Surplus (Deficit)	1,398,573	6,253,184	2,116,531	4,136,653
Other Sources (Applications) of Cash:				
Changes in Petty Cash; AR & AP; Inventory	(1,735,067)	(2,872,508)	(4,951,936)	2,079,428
Decrease/ (Increase) in Investments & Bond Amortization	(43,355)	(236,696)	(236,651)	(45)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(34,610)	(429,957)	(376,764)	(53,193)
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	(1,813,032)	(3,539,161)	(5,565,350)	2,026,189
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	6,247,366	6,247,366	5,978,413	268,953
Add College Reserves:				
Local Government Investment Pool (LGIP)	11,688,302	11,688,302	10,203,023	1,485,279
Investment Bonds held in trust by US Bank	4,241,457	4,241,457	2,691,696	1,549,761
Total Reserves	15,929,759	15,929,759	12,894,719	3,035,040
Total Cash and College Reserves	22,177,124	22,177,124	18,873,131	3,303,993
	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	32,510,521	31,560,828	949,693
Allocation Used - Year to Date	44%	14,209,791	13,151,896	1,057,895
Remaining State Allocation	56%	18,300,730	18,408,932	(108,202)

Renton Technical College
Board of Trustees Meeting
December 17, 2025

AGENDA ITEM: 7. 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
December 17, 2025

AGENDA ITEM: 8. MEETINGS

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

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

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
December 17, 2025

AGENDA ITEM: 9. ADJOURNMENT

SUBJECT:

BACKGROUND:

BOARD CONSIDERATION

Information

X Action

RECOMMENDATION:

Motion required.