

BOARD OF TRUSTEES SPECIAL AND REGULAR MEETINGS | October 15, 2025 | 1:00 PM & 3:00 PM

Hybrid Special Meeting: Building I Boardroom

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/85955125679> / +1 253 215 8782 US (Tacoma) 859 5512 5679

Hybrid Regular Meeting: Culinaire Room (I-108)

Join by Zoom link or phone: <https://rtcedu.zoom.us/j/86866830371> / +1 253 215 8782 US (Tacoma) 868 6683 0371

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## 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.



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#### **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

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. Labeling 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 Foundation 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.*