



**HIGHLINE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 9
Des Moines, WA**

MINUTES OF BOARD OF TRUSTEES' MEETING

July 9, 2009

STUDY SESSION

*The Study Session was called to order at 8:02 a.m.
Executive Session was announced at 8:03 a.m. to discuss the performance of a public
employee. Executive Session ended at 9:05 a.m.
The Study Session continued in discussion on the following topics:
Revision of the Board of Trustees' Meeting Dates for Fall Quarter
ACCT conference in San Francisco
The Governor's Budget
CCID Egyptian Fellows' Program
Action Items including: Student Activities (S & A) Budget Approval, Board Meeting Dates,
Approval of President's Contract, and Resolution 84-09 (Pertaining to Presidential Accrual of
Vacation Leave)
Strategic Initiative Highlights*

MEETING

Call to Order

The meeting was called to order at 10:09 a.m. by the Chair of the Board of Trustees for 2009-2010, Dan Altmayer.

Roll Call

Members Present: Dan Altmayer
Elizabeth Chen
Barbara Reid

Mike Regeimbal and Ed Davila were not present. Dan Altmayer requested the record to show that a quorum was present for action items on the agenda.

Attorney General Representative: Kristen Byrd

Approval of Minutes

A motion was made by Elizabeth Chen and seconded by Barbara Reid to approve the minutes for the regularly scheduled meeting of June 11, 2009. The motion passed.

Correspondence

Dr. Bermingham explained that as part of the State Department-funded Initiative of the Community Colleges for International Development, eight educators from Egypt were here at Highline to participate in intensive English studies and teacher training. Bevin Taylor, ESL Instructor, was asked to introduce the Egyptian Fellows who were present at the meeting. Dr. Bermingham mentioned that when Mike Regeimbal joined him last year for their trip to Egypt, there were discussions concerning the governance process at community colleges, and the Fellows were interested to attend a Board meeting to see the process in action.

Standing Reports

Associated Students of Highline Community College

Chris Pennington, President, Associated Students reported.

- Chris offered a brief introduction of his background as the new student body president. He is taking the summer off to work in the family business but will return to classes in the fall.
- Chris said he was looking forward to the new academic year and working on what he wanted to accomplish during his term as president.

Washington Public Employees Association

Jeff Grogan reported.

- Jeff gave an update on the WPEA contract negotiations. As of June 11, 2009, the ballots received resulted in a 90% approval of the WPEA contract which will be signed for a two-year period.

Highline College Education Association

Allan Walton reported.

- Allan explained that he was reporting for Ruth Windhover in her absence.
- Contract negotiations were reported to be going well. It has been five years since that last contract negotiations so there were many areas under discussion. Negotiations were expected to wrap up very soon.

Faculty Senate

The next Faculty Senate report will be presented in the Fall.

Action Items

a. Approval of the Student Services and Activities 2009-2010 Budget

It was moved and seconded that the 2009-2010 Student Services and Activities Budget be approved. The motion passed.

b. Approval of Changes to the 2009 Board of Trustees' Meeting Dates

It was moved and seconded that the currently scheduled 2009 Highline Community College Board of Trustees' meeting dates be changed to the following:

- **September 24** (formerly scheduled on September 10, 2009)
- No October meeting
- **November 5** (formerly scheduled on November 12, 2009)

Dan Altmayer requested a change in the remaining order of the Action Items. Action item "d" was placed before Action item "c."

d. Resolution No. 84-09

Pertaining to Presidential Accrual of Vacation Leave

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 84-09
(Pertaining to Presidential Accrual of Vacation Leave)**

WHEREAS, RCW 43.01.042 authorizes state institutions of higher learning to prescribe such rules and regulations governing vacation leave for professional personnel;

WHEREAS, the Board of Trustees recognizes that the College President may not be able to use many of his vacation days each year because of his College responsibilities;

WHEREAS, the Board of Trustees wishes to ensure that the College President receives the full benefits earned while serving as the College's Chief Executive Officer;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Highline Community College provides for the President to accrue vacation leave according to the terms outlined by his Contract.

PASSED BY THE BOARD OF TRUSTEES this 9th day of July, 2009.
COMMUNITY COLLEGE DISTRICT 9

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Dan Altmayer

Certification:

I, Jack Bermingham, Secretary to the Board of Trustees of Community College District 9 State of Washington, do hereby certify that the above is a true and accurate copy of Resolution No. 84-09 for the use and purpose intended.

Vice Chair Ed Davila

Member Elizabeth Chen

Member Barbara Reid

A motion was made and seconded to approve Resolution 84-09. The motion passed.

A copy of Resolution 84-09 *Pertaining to Presidential Accrual of Vacation Leave* is on file with the official minutes in the President's Office.

c. Approval of the President's 2009-2010 contract

It was moved and seconded to approve the President's 2009-2010 contract effective July 9, 2009. The motion passed.

Dan Altmayer asked that the meeting minutes record that despite the absence of two members of the Board of Trustees', the support and approval of the 2009-2010 President's contract was unanimous by all members of the Board.

Board Report

Financial Aid FUNdamentals

Toni Castro introduced Lorraine Odom, Director of Financial Aid who was recruited from Evergreen two years ago, and Kim Bobbitt, who came to Highline after working at Northwest Bible College. Toni expressed her appreciation to them both for their efforts toward more efficient and improved processes in the Financial Aid Division.

Ms. Odom noted the title of her presentation to reflect the FUN rather than fund! She distributed handouts on the process and explained that there are always changes to the financial aid process that require constant updates in distributing information to students and to parents. Ms. Odom and Ms. Bobbitt reviewed a number of acronyms for different steps in the financial aid application submission process. Some key informational items included:

- One application can be used for multiple sources of funding requests
- Some key in-depth informational items are required
- There is an expected family contribution (EFC)
- The first consideration is the actual cost of education for the student: a ballpark estimate for the 2009-2010 academic year is \$15,372
- Students can be awarded from a variety of funding sources such as the Federal Pell grant, Washington State grant, Work Study funding, and some students choose a direct student loan
- Academic progress must be maintained at 2.0 GPA or above

There has been a 29% increase in financial aid applications in 2008-2009 from 2007-2008, and over 1000 students had completed a financial aid form application by the June 1 deadline. The total amount awarded through the Financial Aid office in 2008-2009 was \$14.7 million.

Dan Altmayer asked if new information had been received on the GI bill. Ms. Odom noted that there were still questions on how the VA and Federal offices were going to handle those funds; however she explained that one change would be beneficial for veterans in that they would no longer have their VA benefit count against receiving other financial aid. Dr.

Birmingham noted that this was an excellent example of how difficult it can become to make sure all rules and information are current in the process.

Ms. Odom explained that timeliness is often a problem in the application process. Many students at Community Colleges do not make the decision to attend classes until very shortly before a quarter begins. This is very different experience than at 4-year institutions where students know of their acceptance to the institution many months prior to the beginning of their term.

AREA REPORTS

Institutional Advancement

Lisa Skari reported.

- Lisa announced several upcoming events, such as the one year anniversary of the Marine Science Technology Center, on July 9.
- On November 4, Junki Yoshida will be the keynote speaker at a fundraising breakfast on campus.
- Lisa announced the new “Make your Mark” branding campaign to be launched on bus ads during August. There will be a series of ads featuring alumni who have been successful in many different walks of life, such as music, non-profit agencies, and technology.
- Highline’s 50th anniversary will be in 2011 featuring a number of events throughout the year.

Instruction

Jeff Wagnitz reported.

- Jeff continued the theme of notable events in his report by announcing the Senior College event which will be held on July 13-17. He said this marks the 26th year of the event. 70 people have registered and the average age is 78.
- The Small Business Development Center has now served 119 clients. He thanked James Peyton for his efforts in making this Center so successful this year.
- Jeff discussed some of the outreach activities and programs which have been offered at a number of locations such as the airport, and YWCA business center.

General Administration

Larry Yok reported.

- Larry reported on the text buy-back program which estimated that \$575,000 was the ballpark figure coming through the text buy-back this year.
- He explained that a good part of the success of this program is in working with faculty who are willing to continue using the same text into the following year which allows a great deal of savings for students.

Student Services

Toni Castro reported.

- Toni acknowledged the work of Deana Rader of Women’s Programs, who negotiated an agreement with Green River Community College in providing several courses. Highline will develop curriculum and Green River will provide \$25,000 toward the program.
- \$487,000 was the amount of a block grant for Workfirst which is about a 50% reduction this year.

- Toni expressed her thanks to the counseling faculty for their efforts in supporting increased numbers of students and for conducting a number of workshops on various support levels.
- The Student Services Division will be holding their annual retreat on July 10 with a theme of “Revitalize, Restore, and Respond.” Dr. Pat Schwab will facilitate.
- The student success story of the month is Michael Sampson. He has been at Highline Community College for one year and is the new captain of the dance team. He has participated in a number of leadership groups and outreach activities for new students.

President’s Remarks

Dr. Bermingham spoke of the challenges that have faced the College this last year, most notably the financial issues. He acknowledged the work of his colleagues on Executive Staff for dealing with these issues while still going forward in making the campus a welcoming environment and maintaining its professionalism. He remarked on the success of the staff who serve in all capacities in continuing to go forward with the mission of the College to provide access to higher education for students.

Dr. Bermingham mentioned that the stimulus package did include funds for Worker Retraining, but this has not been distributed as yet. Highline has nine proposals within that submission category. He noted that SKCEDI continues to be an active group and StartZone is very active as well.

He wished to thank Dr. Chen for her support in accompanying him on the China trip in May. Meetings there resulted in added programs and partnerships which are extraordinarily important in these economic times and would not have been possible without Dr. Chen’s leadership.

Dr. Bermingham also thanked the Board for their support during the difficulties with financial challenges and in the efforts of everyone to be more visible in the community and with legislative affairs.

Dan Altmayer expressed his support of Dr. Bermingham’s leadership at the college and said that though it takes a team for this work, it also must have a strong leader. He thanked him for his work over the last year, and looked forward to working with him over the next academic year.

New Business

Dr. Chen expressed her pleasure at welcoming the Egyptian Fellows to Highline and hoped they have enjoyed their stay here. She noted that Highline learns as much from its visitors as they do about our community, and all become richer for the experience.

Adjournment

The meeting was adjourned at 11:10 am.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on September 24, 2009.

Dan Altmayer, Chair

Jack Bermingham, Secretary