



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

MINUTES OF BOARD OF TRUSTEES' MEETING

September 24, 2009

STUDY SESSION

*The Study Session was called to order at 8:07 a.m.
Executive Session was announced at 8:07 a.m. to discuss the performance of a public
employee. Executive Session continued at 8:50 am to discuss issues related to collective
bargaining. Executive Session ended at 9:30 a.m.
The Study Session continued in discussion on the following topics:
Highline Community College 2009-2010 Budget
Accreditation Update
Panel Presentation at the ACCT conference in San Francisco*

MEETING

Call to Order

The meeting was called to order at 10:15 a.m. by the Chair of the Board of Trustees,
Dan Altmayer.

Apologies were made for the late start due to a longer study session with an extensive
agenda.

Roll Call

Members Present: Dan Altmayer
Elizabeth Chen
Ed Davila
Mike Regeimbal

Barbara Reid attended the Study Session, and sent her regrets at being unable to attend the
Board meeting.

Attorney General Representative: Kristen Byrd

Approval of Minutes

A motion was made by Mike Regeimbal and seconded by Dr. Chen to approve the minutes
for the regularly scheduled meeting of July 9, 2009. The motion passed.

Correspondence

Dr. Bermingham announced that Highline was hosting a new visiting faculty member, Sui Li, who would be introduced by Arlene Garcia, who heads the HCC language program. Ms. Garcia offered a brief background of Sui Li, who holds a Master's degree in linguistics and a Bachelor's degree in foreign studies. Ms. Sui Li expressed her pleasure at joining the faculty this year as a visiting scholar at Highline.

Dr. Bermingham also wished to note that Teri Trillo, head of the nursing program, and Highline Community College, was recognized at an honorary luncheon as a Star Partner in the Partners for Life program, sponsored through the Puget Sound Blood Center. Highline was one of many institutions whose work in organizing blood drives has been very helpful to the Blood Center. Dr. Bermingham said that Ms. Trillo has been a great inspiration in her advisory role for the student nursing club and has assisted the students in organizing these important events. The next blood drive on campus is scheduled for October 14.

Additionally, Jonathan Brown, Associate Dean, Student Programs and Leadership, was recently recognized as the recipient of the 2009 Lori Rhett Professional Award. Dr. Bermingham noted that this was one of the highest honors bestowed to professionals in Student Programs. This award was given for innovation and for bringing new services or activities to a campus which can impact the entire state system. Jonathan Brown expressed his thanks and his pleasure at being selected for this award. He noted that many of his colleagues at other colleges do not seem to enjoy the support that he has been given at Highline to do the work that he feels is so rewarding. He felt grateful to be able to work in an environment that supports these activities. Dr. Bermingham said it was certainly no accident that Jonathan was presented with this award for the many contributions that he has made to Highline, and to the area of student programs.

Standing Reports

Associated Students of Highline Community College

Chris Pennington, President, Associated Students reported.

- Chris wished to underscore the congratulations given to Jonathan Brown in recognition as recipient of the Lori Rhett Award. He said that it had been a great pleasure to make this announcement at the Faculty and Staff luncheon during Opening Week which had been a real highlight for him.
- Chris noted that each year student leaders discuss various topics that should be reviewed as possible student initiatives for the academic year, and that this year the student leaders voted on a couple of issues for their focus. The first would be sustainability on campus which would include exploring renewable energies and cutting energy consumption, and secondly, a new online classifieds initiative to create a safe environment for selling or trading books, and other items on campus.
- During *Thunderweek*, there are lots of activities on campus to help engage new students.
- Chris noted that during his three-week period at the Wenatchee leadership training, he had many productive conversations in meeting with student body presidents from other institutions. One of the outcomes was to try to continue meeting as a group to be able to work more as a collective on legislative issues.

- 3500 student planners were given out during *Thunderweek* to new and returning students. Chris also mentioned that the Ice Cream Social seemed to be a big success this year.

Washington Public Employees Association

Jeff Grogan reported.

- Jeff explained that there would be new opportunities for classified employees in education and training. It was concluded after several meetings that the application process to obtain funding for training had become too restrictive and hopefully a more streamlined process would be helpful.
- He expressed this thanks on behalf of the classified staff to Dr. Bermingham for his support in continuing to make training funds available.

Highline College Education Association

Ruth Windhover reported.

- Ruth was happy to report that contract negotiations had been completed. She expressed her thanks to the negotiation team, noting the many hours put into the process by Jeff, Larry, Shirley, and Alice. A wide representation of the faculty was also made through the faculty team members, including herself, Allan Walton, Michele Manber, and Bob Bonner.
- Ruth said she was very pleased with the outcome and looked forward to a speedy ratification.
- On a different note, Ruth said she did have concerns over exceedingly high class sizes. She said this has a big impact on faculty at a time when they are doing much more for much less. She hopes that when good economic times return that recognition to what the faculty has accomplished is offered in monetary terms as well.

Dan Altmayer thanked Ruth and all the members of the negotiating team for their work. He expressed his appreciation for everyone's understanding and the civility with which the process was conducted in bargaining sessions. He agreed with Ruth's comments that he hoped that when good economic times returned, the situation could improve, but he also expressed his concerns that the current situation would remain for some time.

Faculty Senate

A report from the Faculty Senate will be presented at the next meeting.

Action Items

a. Approval of the Highline Community College 2009-2010 budget

A motion was made by Mike Regeimbal and seconded by Dr. Elizabeth Chen to approve the Highline Community College 2009-2010 budget.

The motion passed.

Board Report

The Transition Referral and Resource Center

Jeff Wagnitz expressed regrets from Dr. Rolita Ezeonu, Interim Dean, Transfer and Pre-College Education, who was unable to attend for this presentation, but who has been instrumental in supporting the Transition Referral and Resource Center. Dr. Rolita Ezeonu's doctoral focus was on Community College immigrant students and ways to support their success. He explained that a former opportunity grant was directed on what the College might do to integrate ESL students into I-BEST programs. There has been a relatively low transfer rate of those students into credit programs, and considerations of these issues led to the development of the Transition Referral and Resource Center. Jeff then introduced Steve Washburn, Sue Kelly, Mouy-Ly Wong, and George Tene to present the work of the Center.

Steve Washburn explained that the Center has been open for about one year. Prior to this initiative, no real resource was available to assist students navigating their way into credit classes. Of the group of students who were at the ESL 4/5 level, the number would be around 600. Sue Kelly explained that the Center was a safe environment for immigrant and refugee students to obtain information for transitioning into I-Best classes. The Center saw an increase in number each quarter, starting with about 40 students in fall, to 362 students in the spring. Those in completion of an I-Best certificate are still limited, however, and the Transition Center is working with Student Services in Bldg. 6 to find more ways of assisting this group to move toward credit courses.

Mouy-Ly spoke to the issue of advising for the Transition Center, describing the process as analogous to using a knife and a chopstick. She explained that many students need assistance and coaching in learning how to use the tools that will help them become successful. One area that has been helpful is to use a shared electronic tracking system so that several people can be aware of a student's progress. She said this was proving to be much more effective in offering the right assistance at the right time. She added that it is very important for the student to continue to have face to face contact with an advisor to be persistent in continuing in courses.

George Tene arrived in the US in 1995, from Cameroon, and later made his way to the Seattle area in 2007. He explained some of the challenges of his personal journey and that the success he was now having in the customer service field, is in large part, due to making his way with the help of staff at the Transition Center.

AREA REPORTS

General Administration

Larry Yok reported.

- Larry discussed the program which has been underway during the summer in which the Des Moines Police are engaged with Highline in a strategic planning exercise to better understand security needs on campus. This report should be completed in mid-October and more information on that report will be forthcoming.
- Larry noted that pandemic flu has been a topic in local media recently, and also in the *Thunderword*. In August, Seattle King County Public Health participated with Highline in a table top drill on pandemic flu to assist the college in planning for this

type of emergency. One change from last spring is that public health directives are no longer advising institutions to close under these circumstances. Highline will be working on getting the most up to date information consistently posted on the College website.

Instruction

Jeff Wagnitz reported.

- Jeff expressed his thanks to all the helping hands who offered assistance for all the activities associated with the beginning of another academic year. Special thanks go out to all members of the faculty who have accommodated more students in their classes.
- Instructional Computing has carried a considerable load in establishing new student accounts; over 1100 MyHCC accounts were established on the first day.
- The 1st Annual Burien Wellness Fair was held last Saturday and the entire HCC Nursing department, along with members of the Physical Education Division participated. The HCC Graphics Department produced the artwork on the T-shirts. This event was a great example of a local partnership. He offered a special thanks to Alice Madsen, who makes sure that Highline is well represented at these events.

Student Services

Kate Bligh reported for Toni Castro.

- Kate wished to express her congratulations to Jonathan Brown as well, on behalf of the Student Services Division, as his award was well deserved.
- Kate mentioned that there has been a great deal of effort put forth in the past year on automation within the enrollment process.
- Last week the new Veteran's Office was opened which was a significant step toward serving veteran students.
- Kate wished to thank all those who have worked very diligently on the degree audit process. This has been years in the making and is a web-based process.
- The amount of financial aid awards distributed last year has been tallied at about \$14.5 million. Financial aid applications that have already been submitted have exceeded last year's numbers.
- Grace Pham is the student success story for September. She began as a student at Highline in 2005 and earned her Associate Degree in Accounting in 2008. She went on to CWU and finished her degree last December. She has now been offered four different jobs and will be starting at the Rhododendron Botanical Garden at Weyerhaeuser and feels she has really landed her dream job.

Dan Altmayer suggested that Grace might be a very good prospective Foundation member for the future.

Institutional Advancement

Lisa Skari reported.

- Lisa announced that next Monday, the national student preferences survey will come out. This survey takes a look at student likes and dislikes, what activities are preferred, etc. Highline participated in this survey in 2007 which will help create a benchmark for the responses that are received in 2009.
- The survey includes information from 49,000 students and the data is both specific to Highline and also includes national information which should be helpful in marketing and media programs.

- Lisa noted that Highline has also received information that a former student, June Rey, has left a bequest to the College of more than \$20,000.
- November 4 is the date for the fundraising breakfast which will host Junki Yoshida as the keynote speaker.

President's Remarks

Dr. Bermingham noted the event he attended on September 23rd which hosted Dr. Martha Kanter, Under Secretary for Education. She is at the highest level in education having come from the Community College system. Dr. Kanter spoke of President Obama's initiatives for student success. Several times, she mentioned the great efforts being made in Washington State and referred to the I-Best program. Many of our own staff members have traveled to other states to discuss I-Best in order to help others take advantage of this type of program.

Dr. Bermingham recognized the work of all the faculty and staff who participated in planning and orchestrating the events of Opening Week. He said that Chris Pennington, the new student body president, has set out great expectations and he looked forward to working with the new student leadership team. The Professional/Technical reception was a great success and many commented on the presentations by the Summit Students. Another event held during Opening Week, The President's Circle, which hosted Foundation members at the MaST this year was also very enjoyable.

Jeff Wagnitz, along with Tim Wrye, Ron Sabado, and Maurea Maya spent some time in China in September to work with the 2 plus 1 program and also to review the technology methods in order to make this a more productive program. We hope to have more students coming out of this program next year.

Financial Aid, as discussed by Kate, has had several challenges in the last twelve months with a new technical program. This has required considerable effort on the part of many staff members along with the increased number of applications.

Dr. Bermingham also wished to express his pride in Highline. He said that last year was a very trying time which required a reduction in staff and cutting important programs, but it did not result in a dip in enthusiasm for the mission of the College. Other institutions can push back and impose limits on the number of students they will serve with fewer resources, but that does not happen at Highline. He thanked all members of the faculty and staff for their wonderful work.

Dr. Bermingham mentioned his recent trip to Indonesia. Indonesia is the fourth largest country in the world, and the largest Muslim country. The new President of Indonesia is US-educated and keen to develop further relationships. Since 9-11, the number of Indonesian students studying in the US has gone down by half, and is now a priority, especially in STEM fields. Some of the recommendations of the delegation have been accepted, and USAID has put forth funding opportunities. Highline will act as a Lead College in a funding application which will also include North Seattle CC, Kapi'olani in Hawaii, Miami Dade, and the Institut Teknologi Sepuluh at Surabaya, Indonesia. The concept paper which was submitted ranked highly and Highline has been directed to move forward with a full proposal. As President Obama will be visiting Indonesia before the end of the year, our goal is to be included in that speech!

New Business

Dr. Chen noted that a very small article in the Parade magazine was devoted to comments by Noah Brown on the value of community colleges in the US.

Adjournment

The meeting was adjourned at 11:43 am.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on November 5, 2009.

Dan Altmayer, Chair

Jack Bermingham, Secretary