

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

MINUTES OF BOARD OF TRUSTEES' MEETING

April 8, 2010

STUDY SESSION

The Study Session was called to order at 8:05 a.m.

The following topics were discussed:

Introduction of visitors from Indonesia

State Budget

Legislative Issues

Strategic Initiatives

China Travel

Korean Trade Mission

MEETING

Call to Order

The meeting was called to order at 10:14 a.m. by the Chair of the Board of Trustees, Dan Altmayer.

Roll Call

Members Present:

Dan Altmayer
Mike Regeimbal
Barbara Reid
Ed Davila

Attorney General Representative: Kristen Byrd

Board Chair Dan Altmayer offered his apologies for the tardiness in starting the meeting, but expressed his thanks to Representative Zack Hudgins for joining the Study Session. He said it was a pleasure to host the visitors from Indonesia appreciated Representative Hudgin's willingness to offer a candid glimpse into the legislative budget process underway in Olympia.

Approval of Minutes

A motion was made by Mike Regeimbal and seconded by Barbara Reid to approve the minutes for the regularly scheduled meeting of April 8, 2010. The motion passed.

Correspondence

Dr. Bermingham announced that former Trustee, Jack Kniskern, was attending the meeting today, who was a strong supporter of the College's International Initiatives. He has hosted visitors in the past from the Office of Foreign Affairs in Yangzhou, China, and did so again this year, by serving as the host for Caroline Li from Yangzhou. Dr. Bermingham thanked Mr. Kniskern for all his support and introduced Ms. Li. Ms. Li thanked Dr. Bermingham and the Board of Trustees for the opportunity to participate in this exchange. She indicated that this had been a precious experience in which she had not only been able to attend classes, but was also encouraged by her meetings at the Small Business Development Center and all of the partnerships that had been developed with Yangzhou office of Foreign Affairs and with Yangzhou Polytechnic through the hospitality and tourism program. Ms. Li mentioned the responsive and caring ways of her instructors in American Government, Speech, and Writing classes and the great assistance she received from the Highline librarians. She wished everyone at Highline a happy and healthy "Year of the Tiger" in 2010.

Visitors from Indonesia were also introduced by Dr. Bermingham who are delegates of the American Council of Young Political Leaders, an organization based in Washington, DC, sponsored by the State Department. Representative Zack Hudgins had spoken with the Board members and the Executive Staff during the Study Session and mentioned that this program was intended to offer collaboration across international boundaries through visitor exchange programs. The Indonesian visitors, Mr. Luthfi Eddyono, Mr. Sidratahta Mukhtar, and Ms. Diah Pitaloka each offered brief remarks about their background and specific interests in the exchange program which consists of five weeks in Washington State. They mentioned that the ability to share ideas in the educational process in order to contribute to the next generation of leaders was very important.

Also under correspondence, Dr. Bermingham announced that Vice President for Student Services, Toni Castro, is the recipient of the Rhonda Quash Coats Award for Excellence in Multicultural Student Services. Her award presentation will be in Yakima on April 23rd. He congratulated Toni and expressed his pleasure in her recognition.

Standing Reports

Toni Castro announced that Jacqui Trillo has taken over the role of President, Associated Students of Highline Community College as Chris Pennington stepped down from the position for educational reasons. Jacqui has been active in a number of activities on campus, including her role as ASHCC Speaker of the Caucuses, and Chair of the ASHCC Sustainability Committee. Last year she was a member of the S&A Budget Taskforce and also served as President of the Environmental Club.

Associated Students of Highline Community College

Jacqui Trillo, President, Associated Students reported.

- Jacqui expressed her pleasure at serving in the role of President of the Associated Students of Highline Community College and looked forward to a number of activities happening this time of year on campus. She mentioned that Barbara Talkington will be stepping into her previous position as Speaker of the Caucuses.
- The Student Legislative Action Committee will be attending the Annual Student Voice Academy on April 9. Two issues under discussion are financial aid reform and tuition increases.
- The Census Awareness Fair was held last Friday under the leadership of ASHCC Vice President, Olga Afichuk. This was a great event to encourage students to take part in the 2010 Census and to bring more community awareness to students on campus.
- The 5th Annual Earth Week will be held on April 19-23.

- The theme for the 13th annual “Unity through Diversity Week” is *The (In)visible Student; Institutions, Power & Privilege*. A lot of activities will be held during the week which is scheduled from April 26 to May 1, 2010.
- The clubs have been very active this month, and of special note is the Taiko Drumming Club. They performed at the annual northwest region Anime convention and taught an introductory workshop for attendees at the convention.

Washington Public Employees Association

Jeff Grogan reported.

- Jeff described a number of training sessions hosted by the Classified Staff Training Committee at the Staff Training for Technical & Community Colleges (STTACC) Annual Conference held here at Highline on Friday, March 26th. The central theme was Baseball Spring Training and out of the 12 sessions offered, Highline faculty and staff presented 6 of them.
- Session titles were:
 - Stealing Second: “Gaining time through Technology”* presented by Sue Franz.
 - Laughing your way to home plate* presented by Elaine Blanco.
 - Improve your Batting Average with Outlook* presented by Sam Alkhalili.
 - *Having a winning season while staying under the Salary Cap* with J. Sheppard.
 - Making it to the Major Leagues* with Elaine Blanco.
 - Squashing the Bug: A workshop on Tai Chi* presented by Darin Smith.
- Many Highline employees took advantage of Professional Development funding to attend this conference.

Faculty Senate

Buzz Wheeler reported.

- The Faculty Senate met and discussed tracking learning assessments. This was favorably received by the Faculty Senate and received positive feedback from programs on campus. Mr. Wheeler said that he was happy to see this approved within the respective departments as well.
- Also discussed by the Senate was the issue of the course withdrawal policy. It has come to the attention of the faculty that there are inconsistencies in current policies. Consequently, a subcommittee has been formed and five members of the Senate will examine these policies and present some revisions.
- Lastly, the Faculty Senate also reviewed its constitution on the specific terms of how the memberships are staggered.
- Buzz also said he will be making a report later to the Board as he is the designee to attend the TACTC meeting on May 30th at Clark College in Vancouver.

Highline College Education Association

Ruth Windhover will report at the next meeting.

Action Items

a. Approval of Resolution 87-2010 (Pertaining to Appreciation for service of Dr. Elizabeth Chen)

The motion to approve Resolution 87-2010 was made by Mike Regeimbal and seconded by Barbara Reid. The motion was approved unanimously. The motion was read aloud by Dr. Ed Davila.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 87-2010**

(Pertaining to Appreciation for Service of Dr. Elizabeth Chen)

WHEREAS, Dr. Elizabeth Chen has served Highline Community College Board of Trustees since 1995 as a member of the Board of Trustees,

WHEREAS, Dr. Chen has rendered distinguished service on behalf of the Trustees, the president, faculty, staff and students of the College,

WHEREAS, she has given generously of her time, energy and expertise to the administration of the College for the development of the College's partnerships with Chinese higher education institutions,

WHEREAS, she has been an advocate for access and diversity and served as a national leader on the Board of the Association of Community College Trustees,

WHEREAS, the Governor has appointed Dr. Elizabeth Chen to the Washington State Board for Community and Technical Colleges, effective March, 2010,

THEREFORE, BE IT RESOLVED that the Board of Trustees on behalf of themselves and the administration of Highline Community College express their heartfelt appreciation and high regard for Dr. Chen's service to Highline Community College and wish her the very best in all future endeavors.

PASSED BY THE BOARD OF TRUSTEES this 8th day of April, 2010.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Dan Altmayer

Certification:

Vice Chair Edward Davila

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. 87-2010 for the use and purpose intended.

Member Mike Regeimbal

Member Barbara Reid

Secretary to the Board

A signed copy of this resolution is on file in the Office of the President.

Dr. Chen graciously received the applause of the members of the Board and the meeting attendees and thanked everyone for their friendship and support. She said she was appreciative of the trust that had been placed in her during challenging times. She added that by working

together she hoped that they had done well to guard the culture of Highline to help the College to grow and to improve. She said that all members of the College do a wonderful job and she would rely on everyone's assistance to continue her work at the State Board, and hopefully, to expand the culture of Highline at the State level.

Dr. Bermingham wished to thank Dr. Chen on behalf of the College for her service and her mentorship and for the depth of her commitment to excellence. Her belief in Highline as an organization and her passion for the College was always a positive impact not only on the college but on the community as well. He also thanked her for her great work in promoting the partnerships in China and as a national leader in the ACCT Diversity Committee. He noted her efforts in this committee had been a guiding influence for students across the country. She has had a very important impact on the entire institution.

Dr. Davila agreed that Dr. Chen had been an excellent mentor and her welcoming attitude provided wonderful direction and friendship. He mentioned that he will always remember how some discussions might seem to be going on for quite a while without a good direction, and that suddenly, Dr. Chen would stand up and say one or two things, and a decision could be made. He added that it had been an honor and a privilege to work with her and he thanked her for all those opportunities to network.

Barbara Reid expressed that though she had not known Dr. Chen for as long as the other Board members, she knew that it did not take long to see what a remarkable person Dr. Chen is and commented on her generosity of spirit and willingness to mentor board members, and students. She said that Dr. Chen was a great example to everyone.

Dan Altmayer followed up with his comments about Dr. Chen's generosity, not only in time, but also in her support for the Foundation and its projects. She will certainly be missed on the Board. Mike Regeimbal humorously added his thanks to Mark Chen for his chauffeur services to make sure that Dr. Chen arrived at all these events.

Audience member Virg Staiger also spoke in support of Dr. Chen's leadership. He said he attended the meeting to recognize what a stellar Trustee that Dr. Chen had been at Highline and he praised her work not only at the College, but at the State level and the Legislature as well.

Board Report

Gates Foundation Grant

Jeff Wagnitz introduced the report to the Board with an anecdote on Dr. Chen as well. He noted that during a state meeting that involved the Gates foundation, she had said, "So why aren't they spending some of their education dollars at the community colleges?" Jeff added that this did indeed happen, and that the Gates Foundation had initiated a competitive grant for community colleges and that Highline had received more than \$330,000 through this mechanism. The areas that will be receiving this funding are in developmental math, and integrated developmental education. He then introduced Joy Smucker, Jodi Golden-White, and Helen Burn to present a number of ways that this support can be helpful in promoting students toward a successful experience in several I-Best programs.

Jodi Golden-White has been an instructor in the I-Best program since 2006. She spoke to the pathway for students who are interested in earning certificates for job training and who also may wish to pursue further education for teaching. Joy Smucker distributed a diagram to show a variety of ways that the I-Best program intersects with ABE/ESL courses, math, humanities, and the sciences and that how a number of students might be interacting within the overall program during any given quarter. She described the program as a pipeline in which students can progress through various "gatekeeper" classes in which they might need more or less assistance

depending upon the subject area. Ms. Smucker added that a good portion of the funding would be used for faculty planning and development to continue to improve on what has been successful for students within the program.

Helen Burn spoke to the funding that is being provided for the open source initiative which is also part of the grant focus. Additionally, she discussed the focus in developmental math. She said that 17 colleges had applied for this funding source, and six had been awarded. Those six colleges must also coordinate their efforts in the program. Writers for this grant included Jeff Wagnitz, Helen Burn, and Erik Scott. Ms Burn added that content and instructional changes had actually been fortuitous. As the *Achieve the Dream* initiative was ending, now some of the Gates Foundation funding might be used toward moving those goals forward. Ms Burn added that the lead instructor model will be a large part of moving this ahead. Students will need to master a series of concepts and this will provide a basis for discussion among instructors on improving student learning outcomes. She indicated that 50% of students fail math classes on a national basis and this grant will help to track retention. Ms. Burn said that Highline was well poised as these curriculum changes go into effect and Jeff Wagnitz added that this was also an opportunity to bring the *Achieve the Dream* results into focus. Jeff underscored that a huge motivation for students would be to continue moving forward in other classes such as sociology or the humanities at the same time they continue in a developmental math level which could go a long way into retaining students in a number of programs.

AREA REPORTS

Instruction

Jeff Wagnitz reported.

- Jeff explained that the last section of the Gates grant funding was based in course re-design which might preclude the need for textbooks for certain courses.
- Ellen Bremen, Speech faculty member, was appointed to the state curriculum review.

Institutional Advancement

Lisa Skari reported.

- Highline is participating in the survey sponsored by the Chronicle of Higher Education for the Great Colleges to Work Program. The survey covers ten different areas including confidence in leadership, work/life balance, etc. If Highline places in the top three, the results will be promoted in the Chronicle. The data is very useful as it can be a comparison for other surveys we have participated in. The closing date of the survey is April 16.
- Lisa reminded everyone that the GALA will be on April 24th and is a primary source of funding for several scholarships at the College.

Student Services

Toni Castro reported.

- Toni announced that the Women's Program hosted the "Expanding your Horizons" workshop on March 19. 300 seventh and eighth grade female students attended these workshops at Highline on math, science, and technology. Toni thanked Dean Alice Madsen for her support for this event. Leslie Goldstein was the keynote for this event who is the policy advisor to the Governor for science and education.
- Spring Quarter financial aid distribution reached a disbursement of 1400 checks totaling \$1.8M.
- The student success story for April is Jacqui Trillo, the new Student Body President. Toni recounted the many activities that Jacqui has become involved with at Highline and

expressed her pleasure at being able to work with her in her new role within student government.

President's Remarks

Dr. Bermingham offered his apologies that Vice President Larry Yok was unable to present his report in order to travel to the WACTC meeting for Business administrators at Skagit Community College. He wished to add his own promotion for attending the April 24th GALA to support all the good work of the Foundation. Dr. Bermingham announced that on April 28, Highline and King County Council members will be hosting local mayors and city managers for the Second annual South King County Economic Roundtable Breakfast meeting. Invitations have gone out to Des Moines, Burien, Federal Way, Kent, Normandy Park, and the Port of Seattle. He hoped to further the discussions from last year on what initiatives are working and what efforts might be leveraged to move forward during times of fewer resources.

The American Council for Community Colleges annual conference will be held here in Seattle on April 18-20. Dr. Bermingham hoped to have a number of colleagues join him downtown to take advantage of the panels and workshops being held locally. He added that this year, he will also step into the Chair of the Executive Committee of CCID. This organization is doing well and a major recipient of funding through the State Department for international programs such as the Egyptian Fellows program.

Lastly, Dr. Bermingham mentioned that it was difficult to imagine holding a Board meeting without Dr. Chen who has been with Highline for 15 years, but hoped to continue to work with her in many other capacities.

Adjournment

The meeting was adjourned at 11:46 am.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on June 10, 2010.

Dan Altmayer, Chair

Jack Bermingham, Secretary