



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

MINUTES OF BOARD OF TRUSTEES' MEETING

May 13, 2010

STUDY SESSION

*The Study Session was called to order at 8:07 am.
Executive Session began at 8:10 am to discuss the performance of a public employee.
Executive Session ended at 8:55 a.m.
The Study Session continued in discussion on the following topics:
Quarterly Financial Report
Student and Activities Budget
Budget Discussion
Commencement
The Study Session adjourned at 10:03 am.*

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.

Roll Call

Members Present: Dan Altmayer
Mike Regeimbal
Barbara Reid
Ed Davila

Attorney General Representative, Kristen Byrd, was not present at the May 13, 2010 meeting.

Board Chair Dan Altmayer requested a slight change in the agenda from previous meetings. In lieu of area reports, he announced that much of the meeting would be devoted to presentation of awards for this academic year.

Approval of Minutes

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

Correspondence

Dr. Bermingham announced that Rich Shockley of the Small Business Development Center has recently been recognized at the SBDC Professional Development Meeting for outstanding performance. The SBDC recognizes business advisors whose assistance to clients show economic development outcomes. Mr. Shockley was presented the \$1 Million Dollar Club Award for 2009.

Dr. Bermingham requested that Board Chair Dan Altmayer present another award. Mr. Altmayer explained that each year, the *Federal Way Mirror News* holds a competition in various categories, and Highline was announced as the "Best in Higher Education" again this year. Mr. Altmayer said that the competition for this category in our region would be Tacoma CC, Green River CC, and DeVry. Highline has won this honor for three years in a row.

Standing Reports

Associated Students of Highline Community College

Jacqui Trillo, President, Associated Students reported.

- Jacqui announced the new production in the Drama Department will be running on May 19 and 20. She said that each night will have seven different shows. She said the students have been working very hard on this production and a great show is expected.
- Every Wednesday the Bistro is holding live music performances through a program called the Blend. This has been a big hit with students.
- A student Legislative Luncheon will be held on June 2nd and it is hoped that several local legislators will be able to attend.
- The student clubs have been especially active with a visit to a wind farm by the Renewable Energy Student Faculty Association. Several events and speakers have been planned by the Black Student Union and the Pacific Islander Club which has also sponsored a luau to be held on May 14. On May 15, the Indian Student Union is hosting *Vasikhi*, the celebration of the Indian New Year.
- Elections are underway for student government positions for next year, and the new student leaders for 2010-2011 will be announced during the June meeting.
- Student government leaders have been meeting with President Bermingham for roundtable discussions on student issues. Jacqui said this has been a great opportunity for student voices to be heard.
- Jacqui expressed her appreciation to Kevin Mar and the committee members who worked on the Student and Activities Budget for 2010-2011.

Washington Public Employees Association

Jeff Grogan will report again during the June meeting.

Highline College Education Association

Ben Thomas reported on behalf of Ruth Windhover.

- Ben expressed that all continues to go well with the Faculty Union and Administration. The close relationship with Administration has continued throughout this year which has been especially helpful during the difficult economic conditions seen in our community.

- It has been very helpful to have two new faculty members in the Math and English Departments as there has been a heavy burden on many full time faculty members despite the increased number of part-time faculty.

Faculty Senate

Tommy Kim reported on behalf of Buzz Wheeler.

- Elections are underway for the Faculty Senate for Secretary, Senate member at large, and also for committee memberships. This should be wrapped up by the end of May.
- A subcommittee is reviewing the policy for course withdrawals. A more formal proposal has been requested by the Faculty Senate in order to balance considerations for individual withdrawals and the process of the waiting list early in the quarter.
- Buzz Wheeler attended the FACTC conference in April in Vancouver and seemed pleased that Highline appears to have a more stable atmosphere within its faculty than at many community colleges at this time considering the financial issues facing the State.
- The Faculty Senate is also considering the process of offering prior learning assessment credit which would give students credit for job/life experience. This has been getting positive feedback and will be discussed further at future Senate meetings.

Board Chair Dan Altmayer passed his congratulations to the Faculty Senate on behalf of the Board of Trustees for all the great work being done at the College. Dr. Bermingham asked both Tommy Kim and Ben Thomas to offer a little overview of what they teach in their departments.

Action Items

a. Approval of Tenure Recommendations

Barbara Reid made the following motion regarding the recommendations for Tenure:

Having given due consideration to the recommendations of the Tenure Review Committee and the College President, I MOVE

THAT Probation be continued for the following second-year probationers:

Angela Meyer	Pre-College Studies
Stephen Swope	Health, P.E., and Education

and, further, move that Tenure be granted for the following third-year probationer:

Anthony Newton	Accounting
-----------------------	-------------------

Dr. Ed Davila seconded the motion. The motion passed.

b. Approval of Resolution 88-2010 (Pertaining to Authorization to Expend Funds)

The motion to approve Resolution 88-2010 was made by Mike Regeimbal and seconded by Barbara Reid. The motion was approved unanimously.

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 88-2010
(Pertaining to Authorization to Expend Funds)

WHEREAS, the new fiscal year will begin on July 1, 2010, and

WHEREAS, a final determination of the budget will not be made prior to the date of the October 14, 2010, Community College District 9 Board of Trustee's meeting, and

WHEREAS, students have enrolled for summer session that will begin on June 21, 2010, and

WHEREAS, the disruption of planned and scheduled activities could seriously hamper the College's operations for the 2010-2011 College year,

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the President of Highline Community College and his designees to expend funds beginning July 1, 2010, to meet College needs at the same rate as in the 2009-10 approved budget, or as specifically authorized by legislative action to take effect July 1, 2010. This authorization expires on October 14, 2010, or upon the date the Board passes the motion to adopt the final budget for 2010-2011, if the Board's action on the budget precedes October 14, 2010.

PASSED BY THE BOARD OF TRUSTEES this 13th day of May, 2010

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Dan Altmayer

Certification:

Vice Chair Ed 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 88-2010 for the use and purpose intended.

Member Barbara Reid

Member Mike Regeimbal

Secretary to the Board

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

c. Approval of Resolution 89-2010 (Pertaining to Small Business Development Services for the City of Federal Way)

Mike Regeimbal moved to approve Resolution 89-2010 (Pertaining to Small Business Development Services for the City of Federal Way). The motion was seconded by Dr. Ed Davila. The motion passed.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 89-2010
(Pertaining to Small Business Development Services
for the City of Federal Way)**

WHEREAS, Highline Community College is fully committed to providing small business development services to its service area via the Southwest King County Small Business Development Center at Highline Community College; and,

WHEREAS, the City of Federal Way will provide \$22,500 in funding toward the goal of funding the provision of such services; and,

WHEREAS, the \$22,500 allocation must be matched at least dollar for dollar in order to be released; and,

WHEREAS, Federal Community Development Block Grant Funds are available for the purpose of providing the required matching funds, and

WHEREAS, the City of Federal Way has asked Highline Community College to apply for these funds in order that it may release its general fund allocation,

THEREFORE BE IT RESOLVED, that the Board of Trustees of Highline Community College supports development and submission of an application to receive 2011 Community Development Block Grant funds from the City of Federal Way in the amount of \$22,500.

PASSED BY THE BOARD OF TRUSTEES this 13th day of May, 2010.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Dan Altmayer

Certification:

Vice Chair Ed 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. 89-2010 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.

d. Approval of Resolution 90-2010 (Pertaining to StartZone Microenterprise Program)

Mike Regeimbal moved to approve Resolution 90-2010 (Pertaining to StartZone Microenterprise Program). The motion was seconded by Barbara Reid. The motion passed.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 90-2010
(Pertaining to StartZone Microenterprise Program)**

WHEREAS, Highline Community College is fully committed to providing small business development services to its service area via the StartZone Microenterprise Program at Highline Community College; and,

WHEREAS, the King County Community Development Block Grant (CDBG) Consortium is accepting applications for funding to support microenterprise development projects in south King County,

THEREFORE BE IT RESOLVED, that the Board of Trustees of Highline Community College supports development of the StartZone Microenterprise Program and submission of an application for 2011 funds from the King County CDBG Consortium in the amount of \$76,000.

PASSED BY THE BOARD OF TRUSTEES this 13th day of May, 2010.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

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. 90-2010 for the use and purpose intended.

Chair Dan Altmayer

Vice Chair Ed Davila

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.

Board Report

2009-2010 Honors and Achievements

Jeff Wagnitz explained that it is always a pleasure to have the opportunity to showcase some of the honors and achievements of the students and faculty during the academic year. He then introduced Barbara Clinton to present awards won by students in the Honors Program during 2009-2010.

Barbara Clinton said she has the most exciting job in the world. Currently, the Honors Program holds more than 255 active students, and this is the time of year that many are starting to hear about which colleges they have been accepted to for the next academic year. The following students were recognized:

- Phuong Tran has been selected as the University of British Columbia Leader of Tomorrow which a 4-year fully supported scholarship.
- Anna Boyd, All-Washington Scholar who is a musician with the Tacoma Youth Symphony will attend Whitman College next year.
- Wassan Singh, All-Washington Scholar and co-President of PTK has been accepted to three nursing programs, choosing the University of Washington. He won a UW Alumni Board scholarship.
- Apneet Sidhu, winning a Seattle University Sullivan Scholar award will major in Business.

Students winning full ride scholarships to prestigious colleges in California and on the East Coast were also announced. Jeff Wagnitz then introduced Marcia Welch to announce the winner of the WAVE scholarship this year.

Marcia introduced Janis Elain who is graduating in June with an AAS degree from the Business Information Technology program. Janis holds a 3.98 GPA and will be attending Central Washington University to finish her 4-year degree. The Washington Vocational Education Award supports two years of tuition.

Jeff then requested Judy Mannard from the Engineering Division to introduce the students who participated in the Paper Vehicle Competition this year. Judy explained there were a variety of designs this year and Highline students won two awards, one for the Most Innovative Design and a second place award for Presentation. These awards were especially prized as the competitors were from other community colleges and also from 4-year institutions. The course for the Paper Vehicle Contest is one and one-half laps around a gym floor complete with several obstacles to manage during the race. Three vehicles were presented and the students demonstrated how they were operated, explaining that the teams learned a great deal about teamwork and time management during the entire process.

Dr. Bermingham then introduced Larry Yok for the presentation on the Highline and Des Moines Police Department (DMPD) Strategic Planning Initiative. Larry explained that during the last several months, Chief Baker, the DMPD, and Highline personnel have been working through a joint planning process to develop this strategic plan. Larry added that when he came to Highline back in 2006, there had not been a particularly strong relationship with the local police department, but that over the past few years, Highline and the DMPD had worked to change this

situation. He felt this relationship had flourished and this had also been a great benefit for the local community.

Larry then made a PowerPoint presentation with an overview of the Strategic Plan process and the principles and recommendations to increase safety and security operations over the campus. He explained the action plan that has been instigated observed many of the recommendations that had been made. He added that last year, a great deal of effort had been put into crime prevention through environmental design. He further discussed the need for vigilance toward suspicious activity and reporting. Lastly, Larry wished to commend the DMPD for their commitment to this process especially during a time of budget cuts in their own department.

To honor the dedication and commitment to this strategic planning process, Chief Baker and Master Sergeant Bob Bohl of the Des Moines Police Department were presented plaques in recognition of this work by Highline Community College.

President's Remarks

Dr. Bermingham announced that immediately following the meeting, a luncheon would be held in Bldg. 8 to honor Highline's Retirees. He also wished to express his thanks for all the effort on the part of students, faculty, and staff for the many special events of recent weeks such as Unity Week, Asian Pacific Islander Month, and the Global Fest of May 8.

An Economic Development Forum was held on campus on April 28th and officials from both Kent and Federal Way municipalities participated. The King County Council co-hosted this event and many efforts are underway to continue these important discussions to promote economic development in the local community.

Dr. Bermingham also wished to extend his thanks to Tom Pierson of the Federal Way Chamber of Commerce for hosting the recent trip to Washington DC to provide special access to Washington legislators. He noted that it was a great opportunity to have dinner with the delegation with Congressman Adam Smith and also allowed some time with Speaker Nancy Pelosi. He especially noted the efforts of Councilman Pete von Reichbauer whose respect among the many congressional delegations and offices in Washington DC is very evident. Dr. Bermingham said that during this time in Washington DC, he had an opportunity to meet with the State Department, the Indonesian Embassy and the Egyptian Embassy to discuss support of a grant initiative.

New Business

Mike Regeimbal wished to express his interest in developing a new relationship with Central Washington University to further explore the possibility of an opportunity to transfer into a 4-year international business degree.

Adjournment

The meeting was adjourned at 11:45 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