



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

**MINUTES OF BOARD OF TRUSTEES' MEETING**

**July 8, 2010**

**STUDY SESSION**

*The Study Session was called to order at 8:05 am.  
Executive Session was announced at 8:06 am to discuss the performance of a public employee.  
Executive Session ended at 8:52 a.m.  
The Study Session continued in discussion on the following topics:  
Preliminary budget discussion and Reserves  
TACTC Survey  
Legislative Priorities  
International Projects Update  
The Study Session adjourned at 10:00 am.*

**MEETING**

**Call to Order**

The meeting was called to order at 10:10 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 noted that all members of the Board of Trustees were in attendance.

**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 June 10, 2010. The motion passed.

**Correspondence**

No correspondence was presented by President Bermingham for the July, 2010 meeting.

## ***Standing Reports***

### **Associated Students of Highline Community College**

No report was presented from the Associated Students organization. The next report from the Associated Students of Highline Community College will occur in September.

### **Washington Public Employees Association**

Jeff Grogan reported.

- Jeff reported on a recent salary survey released from the Department of Personnel on classified positions. This survey was conducted by the Segal Company which is an independent actuarial and consulting firm. A broad range of public and private employers were interviewed. Results indicated that only 18% of classified employees were paid above the market rate. Some statistics were presented on the range of amounts that persons are being paid below the market rate.
- It was noted that the survey did not address benefits within these statistics.
- Jeff noted that the results of this survey were very interesting when compared to what is often expressed as public opinion regarding the excessively high salaries paid to state workers.

### **Highline College Education Association**

Ruth Windhover reported.

- Ruth began her report by following up on the salary issue concerning faculty. She expressed that this was a good time to review the fact that faculty are working harder than ever at a time when classes are at capacity and beyond. She mentioned that increments are not forthcoming from the Legislature.
- She further noted that a high percentage of students in her classes are Running Start students and that if she were teaching at the high school level, her salary would be fully covered. She mentioned that this was a difficult time to remain positive within the teaching profession. At a time when many are looking toward the future into retirement years, she noted there is a lack of confidence in faculty retirement packages.

### **Faculty Senate**

Buzz Wheeler reported.

- Buzz offered a wrap-up on the four major initiatives that the Faculty Senate addressed during the last academic year. He indicated the last Faculty Senate meeting was June 2<sup>nd</sup> and the next meeting will occur in the fall on October 6.
- The Faculty Senate passed the grade forgiveness policy. There was a great deal of discussion on possible revisions of this policy; however, the language remained in the final version as it had been in the original.
- Buzz noted that the Faculty Senate had a number of discussions on the Prior Learning Assessment Initiative. He said that as the College representative to FACTC, he felt very proud of Highline's knowledgeable discussions on this initiative as many colleges had not yet begun to address this issue.
- The Senate also addressed the addition of globalism and diversity concepts into curriculum. These additions have been included into the College Transfer Division, and will now be added to the professional/technical division courses.
- Lastly, the Senate held discussions concerning student withdrawals by the instructor. This policy would allow an instructor to withdraw a student in the first week of classes if they

have missed 2 sessions during that time frame, or have missed an assignment. The reason for implementing this policy is to address the long waiting lists.

- Buzz finalized his report by noting that the Senate had covered all their agenda items for the last academic year. Since membership is staggered, the new faculty coming in each year will not be faced with agenda items held over from the previous year. He said that approximately half of the entire faculty are members of the Senate at any one time.

### **Action Items**

#### **a. Approval and Extension of the President's Contract**

A motion was made by Mike Regeimbal and seconded by Ed Davila to approve the President's contract effective July 1, 2010. The motion passed.

It was noted by the Assistant Attorney General that the motion should include a statement on the President's salary. The motion was amended by Mike Regeimbal to approve the President's contract effective July 1, 2010 at the current salary.

The amended motion was seconded by Barbara Reid and unanimously approved.

The Board members expressed their pride and their confidence in the leadership of President Bermingham at the College.

### ***Board Report: Update on Accreditation Process***

Jeff Wagnitz, Vice President for Academic Affairs, presented an update on the new accreditation process. He indicated that a good analogy for this process would be to think in terms of a kitchen remodel; that in the long run it would be a happy outcome, but in the short run, there would be some painful moments. To put these changes in perspective, Jeff said that during his career in the community college system, this is the third revision of accreditation standards under which he has participated. For the current process, Ruth Frickle will be chairing the steering committee. Jeff offered the following "Fast Facts" on the new process:

- ✓ New accreditation standards were adopted in January, 2010 (first major revision since '03)
- ✓ The number of standards to address was reduced from 9 to 5
- ✓ The cycle was changed from 10 years to 7 years
- ✓ There is increased frequency in the reporting timeframes
- ✓ Highline's first report will be due next spring

Part of the intent of the revision is to provide more indicators of educational effectiveness and also to provide a framework for continuous improvement. Additionally, this process is intended to allow for a more self-reflective focus and to create an environment to see how your college is putting its mission into practice.

During Year One, an evaluation team will visit the campus at intervals. Though interim reports will be reduced, some informational reports will still need to be compressed into a few years. The new standards are based on: Mission, Core Themes (Strategic Initiatives), Expectations, Resources and Capacity, Planning and Implementation, Effectiveness and Improvement, Mission Fulfillment, Adaptation and Sustainability. The next academic year will see a great deal of effort toward this process beginning with retreats during the summer to initiate ideas and scheduling. Preliminary information will be discussed during Fall Quarter, and initial drafts will be compiled in November. During January, we hope to begin to finalize the proposal and develop benchmarks. During

March, the report will take on a more finalized form. A positive element of this change is that it will bring a number of people into the process that have not formerly been involved.

## **Area Reports**

### **Administration**

Larry Yok reported.

- Larry explained that one of the unique situations happening on campus at the current time is that barking is being laid down in many of the landscaping areas. This is the first time in over 6 years that the landscaping area has been treated.
- After a review of some of the administrative services, it has been determined that one layoff will be required due to necessary reductions which will occur in the Mailing Services Division.
- Highline is experiencing an increase in the enrollment in the STEP program which allows students to pay their tuition on a payment schedule. This has been very beneficial for many students in current economic conditions.
- On July 3<sup>rd</sup>, a testing of our Text Message Alert system was held. These tests will occur at least twice a year, to assist in assessing our emergency preparedness operations.

### **Instruction**

Jeff Wagnitz reported.

- Jeff recognized Buzz Wheeler and Kate Bligh for their excellent work on the Prior Learning Assessment project. Jeff said he felt that Highline was ahead of the game in the number of faculty and administrators who were interested in this program and making it work at Highline. A difficult portion of this program will be to make sure that documentation and certifications are part of the submission to prove mastery or completion of skills or subject matter. He noted that this will not be loosely structured, and will need to maintain a high standard of integrity to be successful.
- This program may not affect a huge sector of our student population, but will be highly beneficial to those who can take advantage of the program.

### **Student Services**

Toni Castro reported.

- Toni wished to highlight several major accomplishments in the Student Services Division this year.
- The Service and Learning Assessment process
- More effective use of technology
- Establishment of a veterans services program
- Identification of more sustainable business practices
- Partnership with student government
- Establishment of a new Running Start Entrance policy at a 2.0 GPA
- The Division retreat is scheduled for July 9, 2010.
- The success story for July is focused on an administrator, Kate Bligh, Associate Dean, Student Services. Kate's efforts in admissions and entry services holds a number of responsibilities including compliance with FERPA, compliance as the Public Records Officer, and she also attends meetings of the Faculty Senate. Kate and her team have worked on many aspects of the student services division this year, and Toni expressed her sincere appreciation for all her good work.

### **Institutional Advancement**

Lisa Skari reported.

- Lisa reported on the Career Fair held in May. This was a great event designed for college students, community members, and high school students alike. She said that all state institutions and departments were represented. It was a great chance for high school students to connect with faculty and an excellent recruitment tool as well.
- The Federal Way Mirror has printed a recent news article on where Federal Way students are headed after high school. Highline was listed as the major college that Federal Way students are attending.
- Lisa also recognized KeyBank for sponsoring the MaST Kids Camp this summer which will be on July 11. 25 children are registered to attend this year.

### **President's Remarks**

Dr. Bermingham noted that a number of remarks had been made about the positive things happening at Highline even during these economic times. He expressed his thanks to the colleagues involved in planning and scheduling a number of activities and for all the students who carry out those necessary jobs to make these events happen. He said this speaks volumes on the commitment to our College.

A special thank-you was expressed to the Trustees for their support this year; to Kristen Byrd for her advocacy for the College, and a special thanks to his Executive Assistant, Patti, for her support.

Dr. Bermingham noted his recent trip to Washington DC and remarks from Senator Harkin focusing on jobs in education and the support of PELL grants for students. Dr. Bermingham hoped the sentiment for student support would continue. Other areas of support include the BFET program which supports nearly 500 students through the food stamp program. Congressman McDermott is taking a lead on that issue which will be instrumental when students are looking for educational access in difficult economic times. Also, recently the Obama administration made a statement on immigration which is very important in our community. There are vast numbers of people in our local area who have their documentation and are highly sensitive to this issue.

Dr. Bermingham closed his remarks with his appreciation of the kind words and support from the Trustees.

### **New Business**

None.

### **Adjournment**

The meeting was adjourned at 11:35 am.

### **Next Regularly Scheduled Meeting of the Board of Trustees**

The next regularly scheduled meeting of the Board of Trustees will be on September 23, 2010.

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Dan Altmayer, Chair

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Jack Bermingham, Secretary