



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

MINUTES OF BOARD OF TRUSTEES' MEETING

September 23, 2010

STUDY SESSION

*The Study Session was called to order at 8:05 am.
HCC Budget
Resolutions on Reserves and Mutual Aid Agreements
TACTC
HCC Grants and Awards
International Initiatives
The Study Session adjourned at 10:01 am.*

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 noted that all members of the Board of Trustees were in attendance.

Approval of Minutes

A motion was made by Ed Davila and seconded by Mike Regeimbal to approve the minutes for the regularly scheduled meeting and the special meeting, both held on July 8, 2010. The motion passed.

Correspondence

President Bermingham announced that Highline Community College had received a plaque from the Commuter Challenge Program for a "Pacesetter Award." The award was presented to the College in recognition for commitment and leadership toward commuter reduction efforts in the Puget Sound region during 2010.

Additionally, Dr. Bermingham spoke of the recent correspondence to the College regarding the Census Initiative. The College provided a temporary office location to the Census bureau to operate as a local station. He indicated that this was a unique activity on Highline's campus and speaks to a number of diversity issues in that minorities have not historically participated in census polling procedures.

Tim McMannon was congratulated as a recipient of the Washington Community College Humanities Award. Tim has acted as a driving force in coordinating the history seminars on campus and has now also been recognized statewide for his many contributions to the field.

Lastly, the College was recognized over the summer by the Chronicle of Higher Education as a "great college to work for." This recognition was provided through a survey participation process in which respondents answered questions in many different categories. Highline was one of three among its size category to be nationally recognized this year. Dr. Bermingham noted that he was most proud of scoring highly in the areas of innovation in teaching and learning through this survey.

Standing Reports

Associated Students of Highline Community College

Olga Afichuk reported.

- Olga Afichuk, President, Associated Students of Highline Community College presented a personal profile to the Board members. Olga explained that her family members were immigrants from the country of Moldavia, and her Mother had also attended Highline. She hopes to transfer to UW or to UCLA to pursue a career in dentistry.
- Olga remarked that she hoped to make sure that the Student Union was a safe and welcoming place for students to come and be able to voice their opinions. She felt that it was important to encourage discussion and to inspire new leaders to connect them with issues that relate to their passion.
- She reported on the training held in August at Wenatchee on Servant Leadership and spoke highly of the focus on learning new strategies with the theme of "think, pair, and share" led by Natasha Burrowes.
- There will be some restructuring of student clubs with "resource consultants" in the role of club leaders. Clubs will have designations of "registered" and "recognized" in which the registered clubs would be building community while recognized clubs would hold additional training prior to inviting the larger community.
- Olga noted the success of the welcoming activities of Thunderweek which included the ice cream social. This "*meet and greet*" activity with President Bermingham and Vice President Toni Castro was a great way to connect students with the administration, and worked well as an icebreaker for student leadership recruitment.
- Olga noted that student government leaders have been in discussion with the City of Des Moines for a possible partnership for student discounts.
- The Student Legislative Committee is looking for a new chair and the Legislative Academy will be held during November.

Washington Public Employees Association

A report from the WPEA will follow at the next meeting.

Highline College Education Association

Ruth Windhover reported.

- Ruth began her report by offering her congratulations to Olga as the student body president and said she takes great pride in Olga’s accomplishments since she was one of her former instructors.
- Ruth acknowledged the in-depth discussion during the study session with regard to underfunding of community colleges. She said President Bermingham did an excellent job of outlining the tremendous impact this has on the faculty. She wished to thank the Board of Trustees for their support of the faculty and their sensitivity to these issues.
- A request was made by Ruth for input from the Board of Trustees for meetings of the State Efficiency Task Force. Ruth said she attends these meetings as the WEA representative and would be happy to hear the views of the Trustees. Mike Regeimbal requested an agenda in order to forward his thoughts.

Faculty Senate

The Faculty Senate will offer a report after its first meeting of the academic year.

Action Items

a. Approval of 2010-2011 HCC Budget

A motion was made by Ed Davila to approve the 2010-2011 budget. It was seconded by Barbara Reid. The motion passed.

b. Approval of Resolution 92-2010 (Pertaining to Operating Reserves Policy)

Board Chair Dan Altmayer explained that previous Boards had approved the system of a mandated 10% reserve fund. He suggested that it now seems prudent to set aside funding reserves as potential allocations to dedicated expenditures. This is outlined through the procedure presented by Resolution 92-2010. A motion was made to approve Resolution 92-2010 by Mike Regeimbal and seconded by Ed Davila. The motion passed.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 92-2010
(Pertaining to Operating Reserves Policy)**

WHEREAS, the Board of Trustees operating reserve policy requires that the College retain an amount equal to 10 percent of the total annual operating budget in an operating reserve; and

WHEREAS, the Board of Trustees desires to specify the uses of operating reserves; and

WHEREAS, the president recommends the allocation of operating reserve funds to several accounts that address risks for which funds may be unexpectedly required;

NOW, THEREFORE, be it resolved as follows:

Section 1. The operating reserve policy requiring an amount equal to 10 percent of the total annual operating budget is affirmed.

Section 2. The operating reserve is comprised of the following accounts and the monies therein are restricted to the following uses:

- a. Program Continuity Reserve to be used for planned closures of one or more programs due to reduced or discontinued funding by government or other funding organizations.
- b. Annual Unique Expenditures Reserve to be used for projects or identified expenses that are required for one fiscal year only.
- c. Disaster Recovery Reserve to be used for expenses incurred for the restoration of College operations resulting from a disaster, natural or manmade.
- d. Litigation Reserve to be used for legal fees, settlements, and other costs incurred as a consequence of litigation and claims not covered by the State Agency Self Insurance Liability Program.
- e. State Budget Reduction Reserve to be used to offset any operating budget reductions resulting from reductions in state operating fund allocations.

Section 3. The president shall recommend the amounts to be allocated to each operating reserve account as a part of the annual operating budget.

Section 4. Expenditures from the operating reserve accounts shall require the prior authorization of the Board of Trustees; provided that the president may draw upon such funds in an emergency or when it is impractical to convene the Board of Trustees. In the event the president must make emergency withdrawals, the president shall provide a report explaining the reasons for the withdrawals and the amounts thereof to the Board of Trustees for ratification at its next meeting.

PASSED BY THE BOARD OF TRUSTEES this 23rd day of September, 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. 92-2010 for the use and purpose intended.

Member Mike Regeimbal

Member Barbara Reid

Secretary to the Board

A signed copy of Resolution 92-2010 is on file in the Office of the President.

c. Approval of Resolution 93-2010 (Pertaining to Authorization to enter into Mutual Aid Agreements in event of Emergency)

A motion was made by Ed Davila to approve Resolution 93-2010 and seconded by Barbara Reid. The motion passed.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 93-2010**

***(Pertaining to Authorization to enter into Mutual Aid Agreements
in event of Emergency)***

WHEREAS, the Board of Trustees recognizes that the College is required to prepare and maintain emergency preparedness plans; and

WHEREAS, a component of such plans is the development and execution of mutual assistance agreements with other governmental agencies, nonprofit organizations, and business that can supply services and products required by Highline Community College during an emergency; and

WHEREAS, the number of such mutual assistance agreements is likely to be substantial,

NOW, THEREFORE, be it resolved that the president shall be authorized to enter into and execute Mutual Aid Agreements with any other entity that is or may be able to procure and provide products and services which would be required by the College during an emergency.

PASSED BY THE BOARD OF TRUSTEES this 23rd day of September, 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. 93-2010 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: National Media Preferences Survey

Lisa Skari, Vice President for Institutional Advancement, presented a report on the National Media Preferences Survey. Highline Community College participated in this survey both in 2007 and in 2009. A former community college employee assisted in the process of this survey, so it is very specific to the needs of 2-year institutions. One drawback to the survey is that students within Basic Skills are not as well represented due to the way in which the surveys are conducted. Areas of focus include:

- Lifestyle choice such as preferences for coffee houses, malls, etc.
- Technology, i.e., computers in the home, use of smart phones, etc.
- Student perceptions: likes and dislikes at college

Some interesting statistics are:

- 92% are positive about using campus email accounts for college business
- Most survey respondents still prefer face to face instruction
- 75% of respondents register online
- 50% of respondents prefer to have the schedule available online

In requesting information regarding advertising and marketing of Highline, the top two areas where students indicated they had seen information about Highline were the newspaper, and on bus lines. Respondents also indicated they had seen information about Highline at movie theatres, and in the malls.

Based upon this information, Highline will try to improve websites and shift some resources away from direct mail. More information will be featured online such as the “*How to Pay for College*” brochure. Also, more advertising will be placed where students are seeing it – in movie theatres, etc. The College has already moved away from the print version of the Quarterly.

In general, some interesting trends were revealed about college students today. Of course, texting communication has increased. Close to half the students surveyed use the online enrollment process. 51% are using *Facebook* and 1/3 of those with *Facebook* accounts spend at least 3 hours per day using this program. In general students feel confident that they are receiving the information they need (86% responded positively). Future trends to investigate will be in expanding *Facebook* – for current students and Alumni, smart phone enhancements, and general enhancements through the web. The cost of participating in the survey was approximately \$3500 which seems relatively inexpensive for this type of information. Lastly, it was interesting to see that Highline’s trends appear similar to those seen nationwide.

Area Reports

Institutional Advancement

Lisa Skari reported.

- Lisa explained that the “*Make your Mark*” campaign had tried to spotlight a number of different professions for the chosen alums to highlight within the advertising campaign. New this year, was the inclusion in *Seventeen* magazine which launched the “*Make your Mark*” campaign with one of our alumni.
- Other advertising was placed in the Federal Way Mirror as part of the Back to School section, and theatre ads have also been used.

- Leading up to Highline's 50th anniversary we will be highlighting a number of things that students have accomplished in the last 50 years. A great example would be Amelia Mann, now working for a non-profit organization in Washington DC.

Student Services

Toni Castro reported.

- Toni reported on the degree audit process which is a web-based tool for students and faculty to track progress toward a degree.
- She recognized the work of Mandy Mineard for her efforts along with Rich Bankhead, Dan Drischel, and Gary McCune. All were very helpful in getting this process up and running.
- Toni also gave accolades to those who worked diligently to plan a very successful Opening Week agenda. Co-chairs Dr. Rolita Ezeonu and Lisa Peterson coordinated a week full of enthusiastic activities to begin the academic year.
- *Thunderweek* marks the beginning of classes with new and returning students participating in the ice cream social, and the student involvement fair. Student handbooks were available at the welcome sessions.
- Toni recognized the efforts of the WorkFirst Team. Highline was awarded a \$751,000 grant for this program.
- The student success story for September is Mili Mulic. His family came from Bosnia as refugees in 1996, and Mili started at Highline in 2007 in the visual communications program. He was hired in the Center for Leadership and Service on the Graphic Design Team and has been a lead designer for over a year. Mili's goals are to become an Art Director in business and with his great skills and terrific personality will certainly do well in any field.

Instruction

Alice Madsen reported for Jeff Wagnitz.

- Alice noted the success of the Summer Youth Program on campus which was held in partnership with the Multi-Service Center and WorkFirst Youth Programs. The program incorporated adult basic skills for youngsters who are at risk in the K-12 system to assist in gaining needed skills and experience toward graduation goals. A second cohort was held with emphasis on visual communications. This program was a 160 hour internship. Alice noted the special efforts of Rashad Norris who was very supportive in assisting the students produce their own DVD entitled, "Possibilities."
- Alice underscored Toni's comments on the success of Opening Week with the high energy events leading faculty and staff through week using a Passport theme. The CCI students also brought enthusiasm to the events and faculty and staff practiced repeating their greetings in the native languages of the students. Jennifer Granger deserves special recognition for her tireless work in assisting the CCI students in transitioning to the local community and Highline campus.
- The Core Themes for accreditation committees have been assigned, and the Teaching and Learning section is being headed up by Laura Manning.
- A former client of the Welcome Back Center which serves immigrants to the US as a pathway for re-entry into the healthcare profession has also become a part-time teacher in the Biology department.

Administration

Larry Yok reported.

- Larry explained there had been a change in leadership in Human Resources over the summer. Elizabeth Brooks was hired to fill the vacancy left by Cesar Portillo who was recruited by Bellevue College. Ms. Brooks joins Highline as the Executive Director of Human Resources.
- A number of capital projects have been active over the summer, including the completion of the North Road pathway. Building 9 is under renovation which is hoped to come to completion by the end of the year. The elevators in Building 25 should be fully operational very soon. The library also has gained a new circulation desk.
- Other projects include improvement to the doorway at the MaST center which will provide more protection from the elements.
- The Children's Home Society has now signed a 5-year lease to operate the former child care center on campus.
- Larry recognized the efforts of Pelin Erel in coordinating the Rapid Ride transit operations for campus. 158 people have already signed up for the ORCA card in an overall effort to increase the numbers of people who intend to commute by bus to campus.
- The pay phone vendor has pulled several of the former pay phones on campus so now the remaining units will all operate as emergency call boxes.

Business Discussion

Board Chair Dan Altmayer explained that due to travel schedules and the late September meeting date, the October meeting will be cancelled. The next meeting will be held November 18, 2010.

President's Remarks

Dr. Bermingham wished to highlight the enthusiasm for the Opening Week events as others had mentioned and he spoke to his appreciation of the leadership of Dr. Rolita Ezeonu and Lisa Peterson. Special thanks were extended to Jeff Wagnitz and Ruth Frickle for their work in spearheading the accreditation committees.

Kathleen Hasselblad and Barbara Clinton participated in a very successful trip to China under the sponsorship of EducationUSA during late August and early September. Highline hopes to engage in expanded partnerships through these international forums.

Dr. Bermingham noted that Rashad Norris has expanded his outreach efforts to all ages, as he hosted an event a while back with over 200 kindergartners. This turned out to be a very interesting recruitment activity. Dr. Bermingham expressed his thanks to Rashad for his willingness to truly engage the greater community.

Lastly, Dr. Bermingham expressed his delight at being able to attend a very special ceremony for Junki Yoshida at the Portland office of the Consul General of Japan. Mr. Yoshida was recognized for his business activities and trade with Japan and spoke publicly in recognition of Highline Community College.

Dr. Bermingham also thanked Trustee member, Dr. Ed Davila for organizing their upcoming meeting with Representative Phyllis Kenney and to the Board members in general for all of their legislative advocacy efforts.

New Business

None.

Adjournment

The meeting was adjourned at 11:48 am.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on November 18, 2010.

Dan Altmayer, Chair

Jack Bermingham, Secretary