



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

**MINUTES OF BOARD OF TRUSTEES' MEETING**

**February 10, 2011**

**STUDY SESSION**

*The Study Session was called to order at 8:01 am  
Executive Session was announced at 8:02 am to discuss the performance of a public employee.  
Executive Session continued at 9:10 am to discuss the performance of public employees related  
to Tenure. Executive Session ended at 9:40 am. The Study Session continued with the following  
topics of discussion:*

*ACCT National Legislative Summit in Washington, DC  
Quarterly Financial Report*

*The Study Session adjourned at 10:06 am.*

**MEETING**

**Call to Order**

The meeting was called to order at 10:19 a.m. by the Chair of the Board of Trustees, Dan Altmayer.

**Roll Call**

All Members Present:                      Dan Altmayer  
   Ed Davila  
   Mike Regeimbal  
   Debrena Jackson Gandy  
   Bob Roegner

Attorney General Representative:    Kristen Kelley

Board Chair, Dan Altmayer, noted that all members of the Board of Trustees were present.

**Approval of Minutes**

A motion was made by Dr. Ed Davila and seconded by Debrena Jackson Gandy to approve the minutes for the regularly scheduled meeting of January 13, 2011. The motion passed.

**Correspondence**

No correspondence was reported for this meeting.

## ***Standing Reports***

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

Olga Afichuk reported.

- The Washington State CTC Students of Color Conference will be held in April, and over 500 students are expected to attend from all over the State. The registration fee is \$30.00.
- Club leaders are intending to have get-togethers in which like-minded clubs will hold socials in order to build community between leaders. The first one is set for February 9 and will include presidents and vice presidents of ethnic and cultural clubs. Shaquita Pressley will be leading the conversations.
- The topic for the First Friday event on February 4<sup>th</sup> was Hip Hop and Leadership. Eddie Martinez led the event with other alums.
- The new Student Leadership Action Committee Chair is Eugenie Jun. Next month SLAC will hold the Voice Academy. They hope to gather support from as many students as possible.
- HCC Classifieds is a good way for students to sell their books, join carools and get a study buddy. This initiative has regained some energy and is looking positive for getting underway next quarter.
- ASHCC and the Des Moines Development Council are celebrating Marina Madness. Anyone can apply. This partnership will provide discounts in the community and there will be drawings and prizes.
- The Student Legislative Rally was held on January 27<sup>th</sup> in Olympia with over 400 people attending.

### **Washington Public Employees Association**

Amy Lanser, Chief Job Representative reported.

- Amy welcomed Bob Roegner to his new membership on the Board of Trustees, as she was unable to attend the last meeting for Mr. Roegner's introduction.
- The Classified Staff has helped to raise 800 lbs. of food and over \$1000 for the local Food Bank, which is a record for Highline.
- Amy noted that in contract negotiations, WPEA has rejected the offer from the State, so at this point there is an impasse. The most important issue noted by WPEA is the proposed 3% wage reduction. She expressed the hopes of the Classified Staff that an equitable settlement would be forthcoming.
- There will be a STACC conference on May 18<sup>th</sup> at Bates Technical College.

### **Highline College Education Association**

Ruth Windhover reported.

- Ruth expressed that she looked forward to offering her welcome to the newly Tenured Faculty after Board approval. She noted that there has been a substantial decline in the number of full time hires for tenure track faculty members while at the same time enrollment continues to be high. She noted that many courses are taught by part time faculty members and when enrollment declines, a number of those part time faculty will possibly lose their jobs.
- Ruth said this situation continues to pose problems in recruitment of academic employees, and that concerns related to continued funding for the TIAA CREF retirement match funds only increases the problem.
- Community College faculty do not have salary increments routinely funded by the State so salaries have remained flat in these economic times which remains a great deterrent to motivating new employees.

## **Faculty Senate**

A report will be presented by Buzz Wheeler at the next meeting.

### **ACTION ITEM**

#### **Approval of Tenure**

Bob Roegner wished to compliment the Tenure Committee as well as staff members and all associated with the Tenure process. He indicated that as a new member, he was very impressed by the thoroughness of the procedures and by the significant amount of time and effort that is dedicated to this process. Mr. Roegner offered the following motion:

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 first-year probationers:**

Razmehr Fardad- Pure and Applied Science

Mira Shimabukuro- English

**and, further, MOVE**

**THAT Tenure be granted for the following third-year probationers:**

Nicki Bly - Respiratory Care

Jodi White – Education

Christie Knighton - ABE/ESL

Deborah Moore - Reference Librarian

Heather Price – Chemistry

Gayatri Sirohi – Writing

Darin Smith - Physical Education

Kevin Stanley - Economics

The motion was seconded by Mike Regeimbal. The motion passed. Congratulations were expressed to all newly Tenured Faculty.

## **Standard One Accreditation Update**

Vice President Jeff Wagnitz presented a report on some of the changes that are occurring in Highline's Accreditation Process. The first report under the new standards is due this spring. Some of the overall changes require that a report is due in year one; an evaluation visit is held in year three; and reporting is again due in year five. Mr. Wagnitz also indicated that he thought the new standards were more concise and more focused than previous procedures. Similarly, the first report will also be more concise, as there are page limitations, and the full report is expected to be fewer than 20 pages long.

The new Standard One has two components: compliance, and reflective questions. The current Mission Statement, approved by the Board and the current Institutional Effectiveness Report which reflects that mission is fundamental to the report. Standard B reflects four Core Themes. Committees have been organized to further develop these themes and their work formulates the basis for the work of the Steering Committee. Ruth Frickle, Steering Committee Chair, joined Vice President Wagnitz to address some of the activities of the committees. Ms. Frickle indicated that the committees spent time in developing a framework for their themes, and in identifying what success would look like through outcome objectives. They were also tasked with identifying measurements for outcomes. Contexts for the themes are:

- Promote student engagement and student learning
- Integrate and institutionalize diversity and globalism
- Establish and build on community relationships
- Model sustainability in human resources, operations, teaching, and learning

Vice President Wagnitz and Ms. Frickle also discussed issues related to indicators for these contexts. An example would be how to quantify the gains made by students in Adult Basic Skills and ESL programs. This might be evaluated through the rate of transition from non-credit to credit classes, or the numbers of students who successfully complete remedial coursework in English and Math. Other examples of objectives might be the numbers of credits completed for certificates and degrees. They noted that it is important to understand the rationale for how these measures become meaningful.

The next steps in the process are to edit and submit the report, and then await feedback from the accrediting organization. Later, the committees will evaluate feedback and adjust core themes based upon the feedback. Vice President Wagnitz said he is optimistic that the new standards will be more beneficial for students, faculty, and staff and offer more self-reflective content in teaching and learning outcomes.

### **Area Reports**

#### **Institutional Advancement**

Lisa Skari reported.

- Lisa presented an update of the "Make your Mark" Donation Breakfast held on the first of February and said that the College this year hosted 120 guests which was well above last year's attendance and the event made \$8500. She wished to thank all the Trustees for their attendance and participation in this event and for hosting many other guests. She suggested that next year they are considering holding this event during Spring Break and hopefully all of Mt. Townsend could be filled with participants.
- Lisa gave her thanks to the Emergency Team at Highline and to the Des Moines Police for their willingness to assist with preparations for any possible negative activity that might have occurred at speaker presentations during Martin Luther King Jr. Week. Lisa had

received a number of negative phone messages that prompted preparatory action for these events. She explained that the presentations were held without incident.

### **Student Services**

Toni Castro reported.

- Toni was pleased to announce the dedication ceremony held on February 9 for the new solar powered street lamp which was installed at the circular bus stop near building one. This effort was a joint collaboration with student leadership, staff members, and the Facilities Division. Toni noted she was joined by President Bermingham for special remarks in honor of the dedication. A special thanks was extended to Barry Holldorf of the Facilities Division for his efforts in promoting this student-driven initiative, led by Jonathan Smith.
- Toni recognized the generosity of the ASHCC for their willingness to assist with funding support for several resources for the campus, such as the Marine Science Technology Center and other student activities that would not be possible without their support.
- On February 18<sup>th</sup>, the South Puget Sound Higher Education Partnership for Diversity will hold its 10<sup>th</sup> annual workshop. Highline is one of 13 colleges participating in the collaboration.
- The Student Success Story for the month is the CCI Student, Robin, from Indonesia. Robin has been a volunteer for several student events, such as Thunderweek, and the Holiday Gift drive. He participates in the Student Legislative Action Committee and is the ASHCC representative from the Intercultural Center. He was a 4.0 student for Fall Quarter and was selected as Student Leader of the month in December.

### **Instruction**

Jeff Wagnitz reported.

- Jeff mentioned that he, too, had been able to have an excellent interaction with Robin, when he made a presentation on air quality in Indonesia. Jeff explained he happened to be the only audience member, but that did not deter Robin, who carried on with the entire presentation.
- Jeff offered his thanks to Dean Rolita Ezeonu who prepared for the 70-student visit for the Puget Sound Skills Center. Monica Luce and Tim Wrye were also instrumental in this effort of essentially “bringing college to them.” Many students remarked on the caring environment and the supportive atmosphere of Highline.
- Highline sent nine representatives to the *Achieve the Dream* National Institute in Indianapolis which included faculty, Vice Presidents, Institutional Research and Student Services Staff. Both Tonya Benton and Rashad Norris were presenters at the conference.
- Jeff expressed his appreciation for the remarks made by Trustee Bob Roegner on the intensity of the Tenure Process. These efforts truly assist new faculty to join the Highline campus community.
- Ruth Frickle was also recognized for her efforts in chairing the Accreditation Steering Committee.

### **Administration**

Shirley Bean reported for Larry Yok during his participation at the *Achieve the Dream* conference.

- Shirley mentioned that the bookstore continues to offer affordable alternatives to course materials with programs such as text book buy-back, E-Books, and the text rental program. Highline’s Point of Sale program is antiquated so a partnership has been instituted with Follett. Highline is the second highest participant in this digital services program. Monica Luce and Tim Wrye have also investigated ways in which we could expand the number of titles for access.

- The student tuition easy payment plan (STEPP) has been very beneficial for several students who do not participate in the Financial Aid program. In Winter Quarter, 800 students participated.

### **President's Remarks**

President Bermingham expressed his thanks to Olga Afichuk for her efforts in representing the student voice in Olympia. Her interview is available on YouTube. Dr. Bermingham reiterated the thanks of Vice President Wagnitz toward Faculty Member Ruth Frickle on her efforts in leading the Accreditation team. He noted he was on her hiring committee and expressed how fortunate Highline is to have the engagement of faculty members such as Ruth with a great match of skill and leadership qualities.

Dr. Bermingham spoke of his meetings with employee groups to discuss the rapidly changing budget environment. He noted the differences that had been released between the Senate and the House versions and his concerns regarding the maintenance of effort for higher education budgets and how this might impact the final percentage in the budget cut. He noted that the economic forecast to be released in March may reveal more severe cuts on the horizon. He further explained that as Vice President Yok has termed the context of Highline's budget as a "glide path" he anticipated that the Executive Staff will continue to work through measured reductions to meet a 1 million to 1.6 million budget cut. Dr. Bermingham wanted the Board to be aware of this situation and that he is continuing to communicate with campus as information from the State unfolds. He explained that in light of these reductions, it is the hope of the Executive Team to offer enough time for Human Resources to provide for services that might be required. He added that it was also important to review strategies to capture new revenue streams.

President Bermingham expressed his thanks to all of the Board members for participating in the February 1<sup>st</sup> "Make your Mark" breakfast event and for encouraging a number of community leaders to attend. He added his thanks to the Board members for attending the TACTC meeting in January.

### **New Business**

None.

### **Adjournment**

The meeting was adjourned at 11:55 am.

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

The next regularly scheduled meeting of the Board of Trustees will be on April 14, 2011.

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Dan Altmayer, Chair

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Jack Bermingham, Secretary