

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

MINUTES OF BOARD OF TRUSTEES' MEETING

November 20, 2008

STUDY SESSION

An Executive Session was called at 8:05 am to discuss the performance of a public employee. Executive Session was adjourned at 8:50 am.

Study Session continued at 8:50 am and the following topics were discussed:

Board Self-Evaluation forms

First Quarter Financials

Legislative Issues

Action item on Officer Appointments for the Board of Trustees

Annual Winter Luncheon, December 11, 2008

Updates on the TACTC meeting and the ACCT Conference

MEETING

Call to Order

The meeting was called to order at 10:10 a.m.

Roll Call

Members Present: Mike Regeimbal
Elizabeth Chen
Barbara Reid
Dan Altmayer
Ed Davila

Attorney General Representative: Kristen Byrd

Approval of Minutes

The minutes for the regularly scheduled meeting of October 9, 2008 and the minutes for the Special meeting of the Board of Trustees of October 17, 2008 were approved.

Correspondence

Dr. Bermingham wished to formally acknowledge Barbara Reid as a new member of Highline's Board of Trustees. He noted that Barbara Reid was from Federal Way, having served on a number of committees through the Federal Way Chamber of Commerce and brings a great deal of experience in marketing and communications to the Board. Dr. Bermingham then announced that Dan Altmayer, Highline's other new member of the Board of Trustees' was recently honored with a national award at the Council for Resource Development Conference in Washington, DC. Mr. Altmayer received the Campus Impact Award as recognition for his volunteer efforts on the Highline Community College

Foundation Board. He was instrumental in the fundraising campaign for the Marine Sciences Technology Center. Lisa Skari spoke of Mr. Altmayer's eloquence in accepting his award at the banquet which held more than 500 attendees from across the nation. Mr. Altmayer expressed his pleasure at being able to represent Highline Community College and felt this award should not really recognize him personally, but should represent the efforts of Highline's faculty and staff, as well.

Standing Reports

Associated Students of Highline Community College

Lance Frank, President, Associated Students reported.

- Lance said he had attended the Legislative Academy which was held on October 24 and 25. It was a very effective meeting and everyone was pleased at the outcome of the event.
- The Giving Tree project is underway. This is an opportunity to sponsor children in need and to provide gifts for them for the holidays.
- Representative Dave Upthegrove recently spoke to a group of students during the November First Friday Seminar on civic engagement. Lance said he was impressed with Rep. Upthegrove's personal story. Representative Upthegrove said he became involved in politics through student government and encouraged the students to interact with their Legislators. Lance felt that this presentation was very inspirational to many students.
- The Students in Leadership who gave presentations to the Board of Trustees' during the October meeting held an encore presentation to the Foundation Board and it was equally well received.
- A focus of the Student Voice Academy this spring will be to discuss Legislative Issues and develop a student "white paper."
- A new program under discussion is to offer tuition reimbursement to students who volunteer on campus.

Washington Public Employees Association

Lydia Bracco reported.

- Lydia explained that every 3 years, the WPEA holds elections. The Ballots have been sent out and will be counted soon.
- The 2009-2011 master agreement has been completed. Lydia said that she has been a participant in this process and found it very interesting. It had been ratified by staff at the end of September. The agreement calls for a 2.2% increase in July 2009 and the same percentage in July 2011.
- The first Classified Staff Brown Bag meeting will be on November 24.

Highline College Education Association

Ruth Windhover reported.

- Ruth welcomed Barbara Reid and Dan Altmayer to the Board of Trustees and thanked them for contributions of time and energy to serve on this Board.
- She also wished to congratulate Dan Altmayer on his Campus Impact Award.
- Ruth explained the Faculty Contract would expire at the end of the summer and pre-bargaining meetings were underway. She mentioned that a couple of years ago the contract was rolled over for two years, due to the economic conditions at that time, and now, of course, the conditions have considerably worsened. She said, however, that during the meeting of November 19th, that administration and HCEA members reaffirmed their commitment to a collegial bargaining process and that HCEA

members expected to be included in the discussions on the budget reduction process.

- Ruth said she had formerly mentioned the studies on the negative impact on students with regard to learning and a high percentage of Part-Time faculty members. She distributed an article from the *Chronicle of Higher Education* by Peter Schmidt, "Studies Link Use of Part-Time Instructors to Lower Student Success." She mentioned that currently Part-Time faculty are teaching 40% of class offerings, and are often the victims of the situation as their jobs come and go in relationship to the enrollment factor. She added that over-reliance on Part-Time faculty was not beneficial for students or for the Institution.

Faculty Senate

Buzz Wheeler, Faculty Senate Vice Chair, reported.

- The State Board recently held a meeting for Faculty Senates and the topic for this year was "Student Under-Preparedness." The State Board also recently activated the "Check out a College Website" which is attuned to technical programs and can assist students in finding specific technical programs of interest.
- The Faculty Senate is discussing issues related to the testing center, and during the last meeting Susan Landgraf spoke to the Center about College 100 courses, and requested their comments regarding the course.

ACTION ITEMS

ACTION ITEM a. Election of Board Officers

It was moved by Elizabeth Chen that **Barbara Reid** be named the **TACTC Legislative Representative** for 2008 – 2009. Dan Altmayer seconded the motion.

The motion passed.

ACTION ITEM b. Election of Board Officers

It was moved by Elizabeth Chen that **Dan Altmayer** be named the **HCC Foundation Representative** for 2008-2009. Barbara Reid seconded the motion.

The motion passed.

REPORT:

Transfer Initiatives in Science, Math, and Technology

Jeff Wagnitz expressed his appreciation for the opportunity of presenting several special programs at Highline at former meetings, and for this meeting, he was pleased to have Dr. Helen Burn, Chair of the Pure and Applied Science Division attending to speak to the Board about their contributions to "High Demand" fields. He indicated that Washington State remains a net importer of baccalaureate degreed individuals for the workforce, and that interest in math and science courses are a key to addressing required skills. Jeff then introduced Helen Burn, who recently received her doctoral degree and has been active in Washington State's programs in curriculum reform and in the Achieving the Dream Initiative.

Dr. Burn thanked the Board for the opportunity to speak to them. She spoke of the Women in Science dinner held the evening before which was attended by nearly 100 persons and

she said they had been fortunate in having twelve attendees from industry as well as many faculty from her division.

Dr. Burn indicated that Highline had been successful in a number of programs within their division, i.e., having attained 102% of the 2007-08 target of adding an additional 11 FTE in High Demand STEM FTE, resulting in additional funding of more than \$147,000 this year. A follow up grant to the Northwest Engineering Talent Expansion Program has been submitted which could result in approximately \$60,000 per year and a continued partnership with Seattle Central and UW, in addition to other colleges.

The Pure and Applied Sciences Division has also been active in the planning of activities at the MaST center, including expanding coursework and outreach activities. An open house is planned for December 7. In addition, this division serves many pre-nursing students whose required courses include Inorganic and Organic Chemistry, Introduction to Cell Biology and Anatomy and Physics. Hybrid formats of these classes allow specialization of curriculum content for science-specific emphasis. The General Education Science majors are also a focus in which the faculty participates in a learning community to improve the relevance of curriculum toward global citizenry. Dr. Burn felt that Highline was ahead of most colleges in their teaching approach and expressed her confidence in the faculty at Highline to be able to offer these courses in differing formats to best meet the needs of students.

This is the second year of the Achieve the Dream intervention project spearheading the mentoring program to increase student retention. Year three will focus on curriculum renewal.

Lastly, Dr. Burn said that her division is taking outreach very seriously. Special outreach programs are underway as partnerships with high schools are working toward initiating more interest in the science and math courses. She said it will be interesting to see what curriculum changes might take place under new leadership in the position of the State Superintendent of Instruction.

Dr. Burn also mentioned the Friday Science Seminars as being open to the public, and it was suggested that the Board Members be notified of the topics for these seminars.

AREA REPORTS

Institutional Advancement

Lisa Skari reported.

- Lisa announced that during the first week of November, mailers were sent out by the Foundation for the capital campaign. A 10% response rate has now been received, though seemingly a small percentage, still results in a 25% gain over last year at this time.
- Lisa also introduced Jim Hopkins, Highline's new grant writer who began on October 16th. Jim has had extensive experience in grant writing and is currently working on a grant with Alice Madsen to be submitted to the Department of Labor.
- The 2008 Report to the Community was distributed to all of the Trustees which highlighted a number of success stories at Highline. Lisa requested that if anyone would like knows of someone who might have interest in the report, to please send her an email with the name and address of the individual.

- The 2009 Des Moines calendar was distributed which featured the MaST facility and was also printed at Highline's Print Shop.
- Rod Stephenson mentioned that it was still premature to know what the figure might be for donations to the Foundation next year in light of current economic conditions.

Student Services

Toni Castro reported.

- Toni indicated that the Fall Quarter enrollment looked strong, and that Student Services was averaging 40 to 50 students per week in orientation programs.
- Siew Lai Lilley recently coordinated the Transfer Fair which was a very successful event.
- Toni explained that Financial Aid recently migrated to a new software program which should be more efficient in providing financial aid awards to students after the initial transition period.
- Student Services held National Depression Screening Day in October.
- For the Student Success story of the month, Toni wished to highlight Dr. Linda Petter. She was a graduate of Highline in 1983 and then transferred to the University of Washington and received her bachelor's degree in Molecular Biology. She later obtained her MD at the University of Illinois and was a resident at the Mayo Clinic. Dr. Petter now has a family practice in Federal Way and has opened her clinic on Saturday mornings offering free medical services for students. She also has a website, SecondOpinionDoctor.com. She is the author of "Common Medical Sense."

Dr. Chen suggested that Dr. Petter be invited to speak at one of the Friday Science seminars. She felt this would be very inspirational for students to hear from a Highline graduate with these accomplishments.

General Administration

Larry Yok reported.

- Larry explained the recent noise testing in Building 19 as part of the long standing association between Highline Community College and the Port of Seattle. On occasion, the noise testing is so destructive, that in some cases it is easier to start over.
- In Building 19, four walls were newly constructed which has improved the facility. However, the negative side to this construction is that it delays the changes to scoring a building in such a way that it would qualify to become part of the list for new capital construction.

Instruction

Jeff Wagnitz reported.

- Jeff discussed the recent Opening of the Start Zone as part of the initiative targeting women and minority entrepreneurs which is being led by Mike Skinner as a part of the larger initiative through the Small Business Development Center.
- Allison Clark, formerly of King County, is also part of the Business Attraction program.
- HCC is a partner in a health care education and training grant which will amount to approximately \$400,000 over a two year period. Highline is working with persons in entry level jobs currently in the health care industry whose goal is to move into higher level positions in house.

- Jeff wished to thank all those who assisted with the opening of the Welcome Back Center which had more than 80 attendees. The Center is already serving over 100 clients.

President's Remarks

Dr. Bermingham noted that as we face the issues surrounding the economic downturn, we must continue to focus on our partnerships with our community and on special initiatives. Highline's focus on High Demand fields may be beneficial to fast track a number of employees into better family wage jobs and also to help meet the demands of those industries.

Dr. Bermingham invited all to see the current production of the play, "The Trial" which runs from November 20-22, and also from Dec 4-6. He said that Dr. Christiana Taylor, Department Coordinator, will be retiring later this year.

In following Ruth Windhover's remarks on the pre-bargaining session, Dr. Bermingham said that a debt of gratitude is owed to President Emeritus Ed Command, and Professor Emeritus Bruce Roberts who offered an historical perspective on how and why the transitions were made in the bargaining process many years ago.

Dr. Bermingham also thanked the Foundation Board, and Lori DeVore who takes on a leadership role this year. He expressed his appreciation to all the Board members for their time and energy to these efforts. He added that he hoped to find more opportunities for the Trustees and Foundation Board members this year to work together in order to capitalize on the efforts of both. On a sad note, he mentioned the passing of Marilu Brock, a former member of the Board of Trustees. She passed away in late October, and had made many contributions to the College during her membership on the Board from 1983 to 1995.

Dan Altmayer wished to offer his thanks to all of the Vice Presidents and staff members who spent their time in meetings with him during October to acquaint him with the operations of the College.

Unscheduled business

None.

New Business

None.

Adjournment

The meeting was adjourned at 11:35 a.m.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on December 11, 2008.

Mike Regeimbal, Chair

Jack Bermingham, Secretary