

HIGHLINE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 9
Des Moines, WA

MINUTES OF BOARD OF TRUSTEES' MEETING

July 10, 2008

STUDY SESSION

Executive Session was called at 8:05 a.m. for the purpose of discussion of the Performance of a Public Employee. Executive Session was adjourned at 8:20 am.

Study Session continued at 8:22 am and the following topics were discussed:

*ACCT conference to be held in New York on October 29-November 1, 2008
Election of Officers for the Board of Trustees for 2008-2009
Highline Community College 2008-2009 Budget Approval
Enrollment
Strategic Initiative Highlights for Spring Quarter*

MEETING

Call to Order

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

Roll Call

Members Present: Mike Regeimbal
Elizabeth Chen
Ed Davila attending via conference call.

Attorney General Representative: Derek Edwards

The request was made to entertain the action items first on the agenda for the inclusion of voting by Dr. Davila via telephone conference call.

Action Items

a. Election of Board Officers

Dr. Elizabeth Chen moved that the following persons be approved as Board Officers for the 2008-2009 year:

Chairperson: **Mike Regeimbal**

Vice Chairperson: **Ed Davila**

TACTC Representative: **Elizabeth Chen**

TACTC Legislative Representative: Elizabeth Chen

HCC Foundation Board Representative: Mike Regeimbal

The motion was seconded by Ed Davila.

The motion carried.

b. Approval of 2008-2009 Budget

Dr. Elizabeth Chen moved to approve the 2008-2009 budget. Dr. Davila seconded the motion.

The motion carried.

c. Approval of the President's 2008-2009 contract

It was moved and seconded to approve the cost of living adjustment of 2% for the President's 2008-2009 contract effective September 1, 2008.

The motion carried.

Approval of Minutes

Dr. Davila exited the conference call which initiated the decision to postpone approval of the minutes of the regular meeting of June 12 until the regular September meeting.

Remarks on Recent Grand Opening of the MaST Facility

Lisa Skari continued the discussion which began during the Study Session regarding the June 16 Grand Opening of the MaST facility. She explained that this was a campus wide dedication of the new Marine Science Technology Facility. She added how gratifying it was to see what the campus community had been able to accomplish.

Dr. Bermingham added it had been a great celebration to finally have this facility up and running. He said the strong efforts over many years made by faculty and staff to make this such a successful program was the driving force behind the renovation of the facility. The support of Adam Smith in spearheading funding efforts in Congress was fundamental to this project and he thanked Mayor Bob Sheckler of the City of Des Moines for all of his support. Dr. Bermingham expressed his thanks to Dan Altmayer of the Foundation Board, who became the "man behind the money," in helping to build the funding campaign. He mentioned that Salty's went way beyond all expectations in providing refreshments. He added his appreciation to Dr. Chen for representing the Board of Trustees, and was happy to see such a great turnout from the community and Foundation Board. Many donors were also present at the dedication and enjoyed the activities and the excitement. One of the key donors was former trustee, Michael Allan. He had initiated a challenge for other donors these individuals were highlighted during this address. Arun Jhaveri and Jack Kniskern, former trustees, also attended this event.

Mike Regeimbal expressed his pride in the completion of this facility and thanked Dr. Bermingham for all his efforts in this accomplishment.

Correspondence

Dr. Bermingham gave praise to Lisa Skari who received a recognition award from the Federal Way Rotary. She was recognized for the "Service Above Self" award. Congratulations were offered to Lisa by Dr. Bermingham and the Board Members.

Dr. Bermingham also noted the arrival of the Egyptian Fellows who are visiting at Highline through the Summit Initiative. Alice Madsen is the lead on this project along with several other faculty and staff members. The State Department instituted this effort as a Public Diplomacy and Dr. Bermingham expressed that it is a great honor that Highline was chosen as a site for this program. He wanted to congratulate Alice, and also thank Sam Alkhalili, Bevin Taylor, and Maurea Maya and noted that the July 4th holiday became an extended family event in which the Fellows were included. Alice mentioned that this had been a most extraordinary event. She especially noted a lively discussion on academic freedom and the entire concept of the community college system.

Dr. Bermingham took this time during the meeting to reflect upon the retirement of Marie Zimmermann. He said that Marie retires after very distinguished service to the College, having worked at Highline for a little more than 17 years. He expressed what an incredible asset she has been to the College. He said that it seems she is really integral to what Highline has become, especially due to her collegial style of leadership. Dr. Bermingham said that Marie's values have become integrated into the core values of Highline in a style that seeks common ground in the resolution of many challenges. He said that she has been a leader in setting a high standard has been a real force in where that bar stands. He added that many people come into positions and do a good job in bringing certain values, but Marie sets a very high standard in the fact that what she has brought has become institutionalized in the values of the College as a whole. Dr. Bermingham expressed his sincere thanks for all she has done for everyone at the college.

Marie Zimmermann thanked Dr. Bermingham and addressed the Board and members of the audience.

She remembered that when she first went off to college, her mother encouraged her to take education courses and to get a teaching certificate in order to always have a way to support herself. She said that at the end of that semester of Education classes, she told herself that never, never in her career would she ever come close to a teaching environment, so the fact that she ended up at Highline to work for over 17 years was a complete surprise, even to her.

Marie went on to say that she had previously been in the Library system and had specifically crossed paths with Highline in working with Literacy programs. Humorously, she noted that the director at the time had said she would retire the moment they put a computer on her desk. Marie was intrigued with the position and did ask the director about working at Highline who told her she thought she would enjoy it. Marie expressed her delight when former President Ed Command called to offer her the position. She said that he was fond of telling people that Marie seemed to know less about community colleges than anyone else, but that she did seem to catch on very quickly.

Marie stated that it was the library that brought her to Highline, but that it was the community college mission that kept her here. She added that her love for libraries and for what they stand for in terms of supporting intellectual freedom and democracy is truly mirrored here. She also said that it is even more actively exemplified in what happens in the community colleges. She believes that they are one of the best kept secrets in the US in terms of advancing the cause of democracy, in advancing the cause of good citizenship and in terms of the opportunity for intellectual academic freedom. Marie stated that it had been her great

pleasure to have spent 17 years at Highline and to have worked with some really wonderful people. She said she had so enjoyed working with so many students at this institution. She wanted all to know how deeply she felt that it had really been her honor to have been at Highline during these years.

Board members, Executive Staff, and the audience rose to offer Marie a round of applause, and the Board members expressed their thanks for her service to the College.

Dr. Bermingham then took the opportunity to introduce Lisa Peterson who wished to acknowledge all of the members of the budget committee who worked so hard to put the 2008-2009 budget together. She expressed her appreciation for their hard work and explained that because they came from so many key functional areas of the campus, this was a very important opportunity to share information which was instrumental in putting the budget together. Members of the committee were Dena Dillon, Student Services, Melissa Sell, Institutional Advancement, Cathy Cartwright, Instruction, Pat Daniels, Administrative Technology, Kim Alverson-Prohl, Human Resources, Suzy Holmes, Facilities, Crystal Kitterman, Center for Extended Learning, and Marta Reeves, Student Programs. Lisa expressed her thanks to all the members of the committee.

Mike Regeimbal asked if anyone remembered the budget having been completed this early. Lisa said it was a precedent on having a committee convened for this purpose and also, an historical event in having it completed by July. Lisa and the committee members were congratulated in their accomplishment.

Standing Reports

Associated Students of Highline Community College

It was noted that Lance Frank, President, Associated Students, would offer his report later in the meeting after he completed an exam.

Washington Public Employees Association

Lydia Bracco was unavailable for this meeting.

Highline College Education Association

Ruth Windhover will report at the September meeting.

Faculty Senate

The Faculty Senate does not meet during the summer, and will offer their report after their first fall meeting.

Unscheduled business

Jack Kniskern requested some time to speak to the Board to re-introduce the concept of having a Rotary club at the college. He said it would be important to identify someone on campus who might be able to spend some time on this effort. He had mentioned this to Mike Regeimbal briefly and hoped there would be enthusiasm for this idea. Mr. Kniskern expressed that a major reason for this effort would be that a Rotary Club could have another impetus to promote international interaction, and he feels the community colleges are an excellent arena for this type of activity. Mr. Kniskern added that this year marked the 50th anniversary of the Des Moines Rotary Club and next year would be the 50th anniversary of the City of Des Moines.

Report Honors Program Database

Barbara Clinton introduced Joseph Burnett, a graduating student who has produced a database of Highline students as a gift to the Honors Program. This database currently provides contact information and data on over 200 students and can be filtered to offer information with regard to the student's area of interest, courses completed, GPA, scholarship information, college applications and acceptances, and many other areas.

Ms. Clinton and Mr. Burnett gave a demonstration on how to use the database and explained how this information might be used to promote various programs at Highline. One area of interest was the number of scholarships that have been awarded from all types of sources and the database indicated nearly two million dollars in scholarship funding had been received. Ms. Clinton added that this could be a very powerful resource tool. The system has many capabilities such as sending out automatic emails for field update requests. She expressed her thanks to Joseph for his work on this project.

Dr. Bermingham also thanked Joseph for this resource and said it was a great gift to the Honors Program and to the college.

Mike Regeimbal asked Joseph if he would be interested in producing this type of database for the Foundation, and Joseph responded he was available for hire.

Associated Students of Highline Community College

Lance Frank, President, Associated Students for the academic year 2008-2009 was introduced. He noted he was a graduate of Federal Way High School of 2001. He said he had really enjoyed campaigning and in combining his campaign with Kelli as Vice President. He will be focusing on student insurance and also on options in textbook purchase and resale.

AREA REPORTS

Student Services

Toni Castro reported.

Toni said that meeting Lance shows how exciting the student government group will be this year.

- Upcoming events include the Running Start and Puget Sound Early College parent orientation night.
- Highline will host several master's degree candidates from the University of Puget Sound who will be visiting to learn about Best Practices in Community Colleges Student Development
- Student Services has hired two new employees: Kimberly Miller, Program Assistant in Women's Programs, and D. Walker, Jr. as an educational planner.
- July 11 is the scheduled date for the annual Student Services Retreat. The theme will be, "Seven Habits of Highly Effective Student Services Professionals."
- The student success story of this month is Barbara Lester. She is a graduate of the Business Technology Program. She was formerly a Real Estate agent and decided to return to school to become a high level Executive Assistant. She served as an intern under Dena Dillon.

- Lastly, Toni expressed her sincere thanks to Marie Zimmermann for all her mentorship in the years they had worked together at Highline.

Toni mentioned that she would not be able to attend the September meeting, but would be at the normally scheduled meeting in October.

General Administration

Larry Yok reported.

- Larry expressed his pleasure in announcing several accomplishments of many staff members in furthering their education this year: Kip Wanzer in Administrative Technology completed his Bachelor Degree, Patricia Daniels continues in her Bachelor program, Dawn Sanders completed a certificate as a Microsoft Administrator, Carmen Romualdo received her AA degree, Pete Babington completed his Commercial Real Estate Management Program, Cesar Portillo continues his Master's program, and Shirley Bean has been accepted into the Washington Executive Leadership Academy.
- Larry also praised Marie for her guidance in this institution and said he will miss her mentorship as well.

Institutional Advancement

Lisa Skari reported.

- Lisa was pleased to report that the newest member of her team was Janica Lockhart. Janica joins the Highline staff as a communication specialist. She was a recent employee of the *Seattle Times* and also a former editor of the *Thunderword*.
- Lisa wished to add to President Bermingham's remarks about the opening of the MaST. She said the official opening was held on June 28th and that 214 people came through the facility during the two and a half hour event.
- Lisa joined Bob Maplestone in meeting with Judy Burke, director at Seahurst. She felt this was a great start toward possible opportunities for using the MaST in providing high school science equivalents.
- Lisa mentioned her sadness in Marie's leaving but expressing her sincere appreciation in working with her over the years.

Instruction

Marie Zimmerman reported.

- Marie wished to use her report to interweave a student story. She said that in 2004 there were a number of people working in schools who needed certain certifications. One student who had persevered over many obstacles, including trying to attend school while caring for a child who was ill, who worked to obtain that certificate in the para educator program. She went on to complete her Bachelor's degree and her teaching credentials, and will be teaching in Kent. She said that was certainly part of the joy that is Highline.
- Marie reported that 11 tenure track faculty will be added this fall. Six of those have been at Highline as part-time faculty members. One of these positions is available to Highline due to the funding provided by the Legislature.

President's Remarks

Dr. Bermingham wished to thank Mike Regeimbal and Elizabeth Chen for their participation in commencement and in the spring luncheon. He expressed his appreciation to Mike Regeimbal for his closing remarks at the commencement activities. He also wished to recognize, in a more formal way, the Employee of the Year, Patricia Overman, and the Faculty member of the Year, Darryl Brice. He said that both of these individuals have really helped make a difference at Highline.

New Business

None.

Adjournment

The meeting was adjourned at 11:55 a.m.

Next Regularly Scheduled Meeting of the Board of Trustees

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

Mike Regeimbal, Chair

Jack Bermingham, Secretary