

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

MINUTES OF BOARD OF TRUSTEES' MEETING

February 19, 2009

STUDY SESSION

An Executive Session was called at 8:08 am to discuss the performance of public employees related to Tenure.

The Executive Session was adjourned at 9:03 a.m.

Study Session continued at 9:05 am and the following topics were discussed:

CCI Presidents' trip to South Africa in March

Second Quarter Financial Report

Budget Update

Legislative Issues

TACTC update

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

A motion to approve the minutes for the regularly scheduled meeting of January 22, 2009 and the minutes of the Special Meeting of the Board of Trustees of January 19, 2009 was made by Dr. Elizabeth Chen and seconded by Dan Altmayer. The minutes were approved.

Correspondence

Dr. Bermingham wished to offer his congratulations to Alice Madsen who was named Burien's top citizen in education. Alice has been integral in our partnership with BuRRST and many other initiatives, including the Egyptian Summit project. This is a great honor and also a reflection of someone who truly lives their values and has contributed much to the college and to the city of Burien.

Standing Reports

Associated Students of Highline Community College

Lance Frank, President, Associated Students reported.

- Lance introduced Desiree Lagerquist, this year's chair of the S & A budget committee. Desiree is interested in getting her degree in international business administration and hopes to minor in Russian.
- Other representatives on the S & A budget committee are Ashley Burman, Emil Shevchenko, Kelli Tracey, Kevin Mar, Lance Frank, and Spencer Johnson. The faculty representatives are Dee Walker and Dusty Wilson.
- The task force has held 4 meetings over 3 weeks' time to discuss the proposal from Administration. The final recommendation is to fully support the funding request from Administration.
- Lance discussed the Childcare Transition taskforce, but that no answers were yet available on the possibility of a voucher system. He added that there were many areas to be considered.
- The Student Voice Project was convened on February 2nd, and 14 students participated. An electronic newsletter will be created to assist in visibility for student events.

Washington Public Employees Association

Jeff Grogan reported.

- Jeff announced that on President's Day, the WPEA held Member Lobby Day in Olympia at which Highline Community College was well represented.
- The morning session was devoted to the Legislative process and the afternoon session was spent in meeting with Legislators.
- WPEA members encouraged Legislators to ratify sections of the new contract which were not related to fiscal matters. Another focus was the SOS Jobs (Save our State Jobs) project with hopes of finding new revenue through such areas as tax reform. Other important areas of discussion related to healthcare and pension benefits.
- The afternoon sessions also held discussions between members of the Early Childhood Learning Center (ECLC) and local legislators at which ECLC members discussed the importance of the Center, and emphasized the professional care which is available at this Center. They also emphasized what an asset the ECLC is to the community, staff, and students.
- Jeff distributed a letter from the WPEA President concerning the ECLC of which each Board member is to receive a copy.

Highline College Education Association

Ruth Windhover reported.

- Ruth Windhover announced that HCEA contract bargaining is now underway, and mentioned that six members of the HCEA spoke to Legislators in Olympia on President's Day.
- There was discussion on the bill for increment dollars for educators through turnover funding which is derived during a situation in which a senior faculty leaves and a junior faculty would be hired into this role, the salary differential would allow for funds to be used toward increments. It was hoped that the .8% from last year's salary base would be passed in the Legislature. Ruth added that the \$10.2M for the biennium was based on the total number of the 34 community and technical colleges.
- Ruth also commented on the position paper from the State Board with regard to the difference in opinion by the HCEA. She said at Highline, there has always been a collegial relationship with the administration, but in many global states there were serious salary shortfalls. The bargaining amount only concerns the allotted money

- the State allows for colleges to use for salaries. She said the two-year college system in Washington State is seriously underfunded and the high percentage of classes taught by part-time faculty is a considerable burden.
- Ruth expressed her concerns over the position taken by the State Board that seemed to indicate there was an implied threat toward the HCEA within full scope bargaining and she felt this was a distressing issue.
 - Board member Dan Altmayer posed the question as to where monetary resources might come from in these economic times if full scope bargaining were to occur. Ruth replied that there would be potential to bargain from a variety of local funding sources, and agreed that there might be a disparity among the various colleges, i.e. Highline as having a high number of ABE/ESL students would carry a disadvantage in that it has less tuition paying students in its demographics.
 - Dr. Bermingham noted that it was important to note that a few years ago the law was changed for classified staff in how the bargaining process was set up and that this was now under a completely new structure.

Faculty Senate

Ruth Frickle reported.

- Ruth explained that the Faculty Senate met earlier in the week. She noted the main topic to be the impact of budget cuts on colleges around the state. Ruth expressed that she was happy to be a member of Highline's faculty in light of the difficulties at many other institutions.
- Ruth has been elected to the position of Secretary for the FACTC organization.

ACTION ITEM

Action Item a. Tenure Recommendations

Dr. Bermingham stated that having received the following recommendations from the Tenure Review Committee, and from the Vice President for Academic Affairs, he concurred with their recommendations, which is the basis for the Tenure Recommendation Action.

Dan Altmayer moved to approve the recommendations of the Tenure Review Committee and the College President of the listing of faculty as follows:

THAT Probation be continued for the following first-year probationers:

Nicki Bly - Respiratory Care
Monica Gartman - Spanish
Jodi Golden-White - Education
Christie Knighton - ABE/ESL
Angela Meyer - ABE/ESL
Deborah Moore - Reference Librarian
Heather Price - Chemistry
Gayatri Sirohi - Writing
Darin Smith - Physical Education
Kevin Stanley – Economics

THAT Probation be continued for the following second-year probationers:

Teri Balkenende – History
Rich Bankhead – Engineering
Dan Drischel – Human Services
Monica LeMoine – Writing
Anthony Newton – Accounting
Bevin Taylor – ABE/ESL

and, further, MOVE

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

Kat Chappell - Medical Assisting
Patricia McDonald - Education
Matt Schwisow - Writing
Lonnie Somer - Anthropology

Barbara Reid seconded the motion.

The motion passed.

Dr. Chen noted these recommendations had been reviewed by all members of the Board of Trustees. Dan Altmayer added that the Board members did not take this process lightly, and praised the efforts of the Tenure Review Committee.

Board Report

Update on HCC Accreditation

Jeff Wagnitz introduced Ruth Frickle, Chair, Faculty Senate and Psychology Department, and Ron Sabado, Faculty, Accounting Division, and Chair of the Accreditation Committee to assist in presenting an update on the Accreditation process at Highline. Jeff began a PowerPoint presentation with a short background on accreditation. Highline's accrediting agency is the Northwest Commission on Colleges and Universities. Some key points to accreditation were noted as:

- Process is "voluntary"
- Crucial to transfer of credits
- Financial Aid
- Federal Grants
- Process is self-study based
- Process is a peer-review model
- Process is mission-driven with fixed standards

The current model is a ten year cycle which started for Highline in 2003. 2008 marked the interim visit and holds a focused report and return visit date of 2009, and the full scale visit would be scheduled again in 2013, however there is discussion to change this model in the future. In 2008, Highline received five commendations which praised Highline's response to diversity and a spirit of cooperation on campus and also expressed a few concerns. These concerns were partially over accessibility, especially in our disability standards due to physical issues on the campus and within the conceptual arena, a concern was mentioned in connecting our strategic initiatives. The concern that is most pressing was focused on educational assessment. The document underscored that Highline did hold a culture of assessment practices, but that there was a lack of articulation on student outcome statements for each degree or certificate and that these articulation statements should be accessible in our publications.

Jeff discussed a slide showing a variety of degrees and certificates and introduced Ron Sabado to explain the process by which faculty groups would develop the statements of skills and abilities expected by the different fields of study. Ron talked about the conference he had attended which examined assessment outcomes and how the faculty groups approached these issues. He said the true outcome is to improve student learning and with that in mind, he described the brainstorming sessions that faculty groups started which allowed them to build clusters of common items in each division. This process began in October during Professional Development Day, and has continued through December in working committees. The articulation statements will be posted to a website and reviewed by internal faculty members and a pilot program will assist in developing a degree map which will show how these outcomes can ladder from the course level into the degree level, and into the college level.

Ruth Frickle spoke about the brainstorming process for the transfer degree programs as well. She said this was a slightly different situation in college transfer as each degree is unique and holds a different set of challenges. The question was, "What skills does a student need to enter a 4-year university or college?" She added that when these outcomes are fully drafted, they will be sent to the Faculty Senate and Instruction Cabinet for review. Then when outcomes are approved at that level, there will be a process implemented to begin designing an assessment structure. The skills and abilities document will then be delineated and it will be determined how to integrate the course outcome list into a degree level. She noted that understandably, the AA degree assessment will take longer. An

approach to the philosophy of the process of accreditation is that the institution is always improving and there is not a standard that is static.

Jeff expressed his appreciation to both Ron and Ruth for their efforts in guiding this process and praised the effort in total for being on track with the timeline.

Mike Regeimbal suggested at this point that the agenda be amended to allow for unscheduled business as the next item on the agenda in which personal testimony from visitors would be taken prior to the area reports. The Board members agreed to this amended change in schedule.

Unscheduled business

Robin Matheus, a Central Washington University student, requested time to speak to the Board concerning the Early Childhood Learning Center. She said this was an emotional topic for her. She realized that the President and the Board had to make some serious decisions in these economic times. She said she appeared at the meeting to represent 60 parents who signed a petition to reconsider the decision in closing the childcare center. She stated that she had moved to Des Moines because of this opportunity and was hoping that there would be a possibility of keeping it open using different options such as a co-op situation or volunteer basis. She felt there had not been enough action in trying to keep the Center open. She added that the Center had obviously been an important and valued asset not only for parents but as a learning tool at the campus.

Mike Regeimbal asked her if she had had an opportunity to speak to Lance Frank on this issue, and she said she had not done so, yet. Ed Davila made the suggestion that she could return to a Board meeting with budget suggestions.

Toni Castro, Vice President for Student Services, added that the task force that had been mentioned by Lance Frank in his report would be contacting the parents at a later date with information.

AREA REPORTS

Institutional Advancement

Lisa Skari reported.

- Lisa reminded the Board and audience members that the Circle of Honor luncheon would begin immediately after the Board meeting. She said this event began back in 1998 to honor special donors, retired CEOs and other important figures at the College.
- The Breeders Theatre Foundation night raised over \$1900 this year.
- In our current news items, Highline's Polysomnography Program was highlighted in the Federal Way Mirror, and Ruth Frickle's story on "love" was also a highlight.
- The first table has been sold for the Gala in April.

Barbara Reid commended Lisa on the great job she is doing. She noted that Federal Way was running stories regularly which spotlighted great work at Highline.

Student Services

Toni Castro reported.

- Toni reported that enrollment was strong in Winter Quarter and student orientations will begin next week. Gwen Spencer and Denny Steussy will be holding a series of financial aid workshops.
- As Lance Frank shared in his report, the S & A committee will be meeting regularly to begin the Student and Activities budgeting process.
- Highline has been successful in recruiting interns from the Student Affairs professional Masters Program at Seattle University, thanks to Jonathan Brown, Heather Brett, and Gwen Spencer.
- The student success story this month is Joel Kalonji, an international student from the Congo. He now serves as caucus chair and has mobilized students into a number of leadership activities. He has been invited to speak at the University of Washington and is quite a role model. But most important to him, he just got engaged.

General Administration

Shirley Bean reported for Larry Yok, who is attending a conference.

- Shirley explained that in light of the Board report on Accreditation, she would like to highlight some assessment procedures that are going on in Admin Services. She said that the Admin team was reviewing what they do, and why, and how. A number of tasks were examined to see how they directly impacted student learning. It was sometimes a challenge to determine how to measure these functions, and to determine what criteria to use. She said it was extremely helpful to have the leadership of Larry and Tonya in institutional effectiveness in guiding this process.
- Mike Regeimbal asked if Shirley would share the results of this process when it was completed.

Instruction

Jeff Wagnitz reported.

- Jeff said it was difficult to top Alice in her Burien citizen award and Ruth Frickle in her article about *Love*, but he would like talk about some other excellent things going on in Instruction.
- Jeff noted the efforts of Dr. Rolita Ezeonu and many others whose diligence was making a difference in Transition and Referral Services in helping ABE students move into credit courses.
- He noted also that two faculty members receiving Tenure today were very involved in the I-Best program, which is gaining notoriety for its success.
- The Nursing Assistant class students had a 100% passing rate. They also will carry an advantage in getting into other nursing programs.
- Joy Smucker, who is working with the Puget Sound Skills Center, is holding a multi-day workshop on the I-Best program.
- Highline is also carrying high enrollments in courses of phlebotomy and related allied health, and we soon hope to move more into courses leading to green jobs.

President's Remarks

Dr. Bermingham wished to thank all the Board members for their extra efforts on behalf of the College in attending the new Trustees' Meeting and the TACTC meeting in late January.

Those meetings, along with the joint session with GRCC made for very long days. He expressed a special thanks to Dan Altmayer for attending meetings with Legislators. Dr. Bermingham noted that the community colleges were often fortunate to have support from both political sides of the aisle.

He added that in Washington, DC, he tried to take advantage of Highline's federal relations support and also thanked Dr. Chen for her willingness to attend several legislative appointments with Congressman Smith and McDermott, and a visit to USAID. These relationships are often helpful in furthering the success of an institution.

Dr. Bermingham went on to say that he was most appreciative of the support of the campus in light of the budget crisis. Lisa Skari had been instrumental in keeping everyone on track with communications both internally and to the general public. This situation is made all the more difficult as these reductions have nothing to do with performance, and will have a tremendous impact on the institution. He also thanked Mike Regeimbal for joining him at the meetings in Federal Way for the parents of students of the Puget Sound Early College and also the meeting of students in the ESL program. The ESL meeting held attendees from more than 20 countries and their testimonies on the benefits of the program and how it had changed their lives was incomparable. Dr. Bermingham was hopeful that Highline's work in the communities with ESL programs will be continued in other locations with assistance from local schools and libraries in providing space for more evening classes.

Lastly, Dr. Bermingham called attention to the overview of the stimulus package and noted there may be additional resources forthcoming for worker retraining support.

New Business

None.

Adjournment

The meeting was adjourned at 11:45 am.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on March 5, 2009.

Mike Regeimbal, Chair

Jack Bermingham, Secretary