



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

MINUTES OF BOARD OF TRUSTEES' MEETING

June 11, 2009

STUDY SESSION

*The Study Session was called to order at 8:08 a.m.
Executive Session was announced at 8:08 am to discuss the performance of a public
employee. Executive Session ended at 9:40 a.m.
The Study Session continued in discussion on the following topics:
Student Activities (S & A) Preliminary Budget Review
Action Items Review on Election of Officers and Resolutions
Commencement Day Activities*

MEETING

Call to Order

The meeting was called to order at 10:15 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 was made and seconded to approve the minutes for the regularly scheduled meeting of May 7, 2009. The motion passed.

Correspondence

Dr. Bermingham announced the recipient of the Shirley B. Gordon Award for Academic Excellence this year as Boreth "Terry" Long. He noted that the Board members would recall that Terry had attended an earlier meeting at which Barbara Clinton had introduced him as an Honors' Scholar and spoke of his many accomplishments while he has attended Highline.

Dr. Bermingham also wished to take the opportunity to again express his appreciation and congratulations to Lance Frank, Student Body President. He said he always enjoys being able to interact with Student Government, and this year has been especially rewarding. He

said that Lance has shown an unbelievable level of leadership and his skill in mobilizing student involvement has been exceptional. Dr. Bermingham expressed his personal congratulations to Lance for all he has accomplished this year and wished him great success in his future.

Special thanks were offered to Dan Altmayer and Mike Regeimbal for their support at World Ocean Day on June 8th at the MaST. This event also coincided with the first anniversary of the opening of the MaST upon the completion of the renovation. Dan's remarks were very inspiring and it was also great to have the Nautilus 6th graders there to explain what they have been studying as well as the students from Truman High School juniors and seniors. An added bonus was the underwater divers from the Nisqually Aquatic Team.

Dr. Bermingham also gave some highlights of the events held at Highline on the day prior to commencement: the Nurse's Pinning Ceremony, the Puget Sound Early College Graduation Dinner, and the Achieve Transition Recognition program, all of which were extremely well attended. He also mentioned the International Student graduation lunch as a great opportunity to extend best wishes to the graduating international student leadership team members.

Standing Reports

Associated Students of Highline Community College

Lance Frank, President, Associated Students reported.

- Lance explained that he would be the acting student body president for a few more hours, so he was happy to have this opportunity to present his final report to the Board and expressed his appreciation to the Board members and to Dr. Bermingham for a very positive experience in student government.
- Student government elections were held on May 20th and 21st. The new Student Body President will be Christopher Pennington; the new Vice President will be Olga Afichuk, and the new Speaker of the Caucus will be Jacqui Trillo.
- Lance reported that the S & A budget Committee finished the budget process last week. The request from Administration was approved to fund \$236,471, and \$30,000 will remain in the budget to fund vouchers for students requiring child care for the next academic year.
- Lance also mentioned how much he had learned while he participated as student body president and expressed his thanks for the mentorship that he has received at Highline from the Faculty, Staff, Administration, and fellow students. He felt that he has gained a stronger vision for his future and will set his goals to a much higher standard having had this experience.

Washington Public Employees Association

Jeff Grogan reported.

- Jeff offered his congratulations to Lance for his term as student body president.
- The WPEA contract re-negotiations are underway with ballot return deadline of

June 11, 2009. The salary increases were removed however a change is requested in being able to use holiday/vacation or sick leave for purposes of domestic violence or military leave. Also, new language is expected in the area of temporary layoffs.

- Additional changes within the contract involve the grievance procedure which would be changed to provide an extra 5 days for meeting scheduling and written responses which would be helpful in allowing for ample time to complete these procedures.
- Lastly, the contract addressed the area of Employee Health and Safety for provisions of training in CPR and access to wellness programs. Jeff noted that Highline Community College has been far ahead of other colleges in the providing these programs.

Highline College Education Association

Ruth Windhover reported.

- Ruth Windhover explained the HCEA and administration faculty negotiations were continuing. They would be meeting twice next week to make up some time to ensure that negotiations might be able to be completed by the fall. She again thanked Larry, Jeff, Shirley, and Alice for their collegial participation through this process.
- Ruth also noted that WACTC faculty salaries were far below the national and regional average and increment funding for faculty salaries will not occur unless this provision would be approved in a supplemental budget. Some promotions might occur through the column advancement applications process to the Vice Presidents. However, overall considerations of lowered compensation rates through cost of living etc., the take home salary for the next two years will be lower than in September of 2008 which is highly concerning when recruiting new faculty candidates in the future.
- Ruth asked the Board of Trustees to consider all these factors as faculty members retire and the question of recruiting quality faculty members becomes an issue. She asked for their support for salary increases when this subject comes up in legislative discussion.

Faculty Senate

Ruth Frickle reported.

- Ruth announced that the Faculty Senate had completed the testing center survey.
- She also expressed her thanks to all those who assisted in revising the language of the grade forgiveness policy. More research will be undertaken to compare the revised policy with the former version. This policy would attempt to address the situation for students whose former educational experiences were unsuccessful and the compilation of negative grades of the past prevent a successful completion of a degree or certificate in a current time period. A little more than half of the community and technical colleges in the system have a policy similar to this one.
- There has been a change in offering the Associate of Science degree in geology because of a change in the 4-year degree requirements. Highline does not offer the type of Physics required for this program.
- Faculty Senate held elections recently. Ruth was re-elected as Faculty Senate Chair, but has stepped down from this position as she was newly appointed as division Chair for Social Sciences. Elections will be held in the Fall to determine her replacement.

Action Items

a. Election of Board Officers

It was moved and seconded that the following be named Board Officers for the 2009 - 2010 Year:

Chairperson: **Dan Altmayer**

Vice Chairperson: **Ed Davila**

TACTC Representative: **Mike Regeimbal**

TACTC Legislative Representative: **Barbara Reid**

HCC Foundation Board Representative: **Dan Altmayer**

The motion passed.

b. Resolution No. 78-09

Pertaining to Small Business Development Services for the City of Federal Way

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 78-09
(*Pertaining to Small Business Development Services
for the City of Federal Way*)**

WHEREAS, Highline Community College is fully committed to providing small business development services to its service area via the Southwest King County Small Business Development Center at Highline Community College; and,

WHEREAS, the City of Federal Way will provide \$22,500 in funding toward the goal of funding the provision of such services; and,

WHEREAS, the \$22,500 allocation must be matched at least dollar for dollar in order to be released; and,

WHEREAS, Federal Community Development Block Grant Funds are available for the purpose of providing such services, and

WHEREAS, the City of Federal Way has asked Highline Community College to apply for these funds in order that it may release its general fund allocation,

THEREFORE BE IT RESOLVED, that the Board of Trustees of Highline Community College supports development and submission of an application to receive 2010 Community Development Block Grant funds from the City of Federal Way in the amount of \$22,500.

PASSED BY THE BOARD OF TRUSTEES this 11th day of June, 2009.

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. 78-09 for the use and purpose intended.

Secretary to the Board

Chair Mike Regeimbal

Vice Chair Ed Davila

Member Elizabeth Chen

Member Dan Altmayer

Member Barbara Reid

It was moved and seconded to approve Resolution 78-09, *Pertaining to the Small Business Development Services for the City of Federal Way*. The motion carried.

A copy of Resolution 78-09 *Pertaining to the Small Business Development Services for the City of Federal Way* is on file with the official minutes in the President's Office.

b. Resolution No. 79-09

Pertaining to the Authorization to Expend Funds

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 79-09
(*Pertaining to Authorization to Expend Funds*)**

WHEREAS, the new fiscal year will begin on July 1, 2009, and

WHEREAS, a final determination of the budget will not be made prior to the date of the June 11, 2009, Community College District 9 Board of Trustee's meeting, and

WHEREAS, students have enrolled for summer session that will begin on June 22, 2009, and

WHEREAS, the disruption of planned and scheduled activities could seriously hamper the College's operations for the 2009-2010 College year,

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the President of Highline Community College and his designees to expend funds beginning July 1, 2009, to meet College needs at the same rate as in the 2008-09 approved budget, or as specifically authorized by legislative action to take effect July 1, 2009. This authorization expires on October 15, 2009, or upon the date the Board passes the motion to adopt the final budget for 2009-2010, if the Board's action on the budget precedes October 15, 2009.

PASSED BY THE BOARD OF TRUSTEES this 11th day of June, 2009

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Mike Regeimbal

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 79-09 for the use and purpose intended.

Member Elizabeth Chen

Member Barbara Reid

Member Dan Altmayer

Secretary to the Board

It was moved and seconded to approve Resolution 79-09, *Pertaining to the Authorization to Expend Funds*. The motion carried.

A copy of Resolution 79-09 *Pertaining to the Authorization to Expend Funds* is on file with the official minutes in the President's Office.

b. Resolution No. 80-09

Pertaining to Authorization to Expend Services and Activities Budget Funds

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 80-09
(Pertaining to Authorization to Expend Services and Activities Budget Funds)

WHEREAS, the new fiscal year will begin on July 1, 2009, and

WHEREAS, a final determination of the Services and Activities budget will not be made prior to the date of the June 11, 2009, Community College District 9 Board of Trustee's meeting, and

WHEREAS, students have enrolled for summer session that will begin on June 22, 2009, and

WHEREAS, the disruption of planned and scheduled activities could seriously hamper the College's operations for the 2009-2010 College year,

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the President of Highline Community College and his designees to expend Services and Activities funds beginning July 1, 2009, to meet College needs at the same rate as in the 2008-09 approved budget, or as specifically authorized by legislative action to take effect July 1, 2009. This authorization expires on July 15, 2009, or upon the date the Board passes the motion to adopt the final budget for 2009-2010.

PASSED BY THE BOARD OF TRUSTEES this 11th day of June, 2009

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Mike Regeimbal

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 80-09 for the use and purpose intended.

Member Elizabeth Chen

Member Barbara Reid

Member Dan Altmayer

Secretary to the Board

It was moved and seconded to approve Resolution 80-09, *Pertaining to the Authorization to Expend Services and Activities (S & A) Funds*. The motion carried.

A copy of Resolution 80-09 *Pertaining to the Authorization to Expend Services and Activities (S & A) Funds* is on file with the official minutes in the President's Office.

e. Resolution No. 81-09

Pertaining to StartZone Microenterprise Program

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 81-09
*(Pertaining to StartZone Microenterprise Program)***

WHEREAS, Highline Community College is fully committed to providing small business development services to its service area via the StartZone Microenterprise Program at Highline Community College; and,

WHEREAS, the King County Community Development Block Grant (CDBG) Consortium is accepting applications for funding to support microenterprise development projects in south King County,

THEREFORE BE IT RESOLVED, that the Board of Trustees of Highline Community College supports development of the StartZone Microenterprise Program and submission of an application for 2010 funds from the King County CDBG Consortium in the amount of \$138,750.

PASSED BY THE BOARD OF TRUSTEES this 11th day of June, 2009.

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. 81-09 for the use and purpose intended.

Secretary to the Board

Chair Mike Regeimbal

Vice Chair Ed Davila

Member Elizabeth Chen

Member Dan Altmayer

Member Barbara Reid

It was moved and seconded to approve Resolution 81-09, *Pertaining to StartZone Microenterprise Program*. The motion carried.

A copy of Resolution 81-09 *Pertaining to StartZone Microenterprise Program* is on file with the official minutes in the President's Office.

f. Resolution No. 82-09

Pertaining to Parking Fees and Fines

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 82-09
(*Pertaining to Parking Fees and Fines*)**

WHEREAS, the Highline Community College Board of Trustees last adjusted parking fees and fines in 2005, and

WHEREAS, the cost to manage and maintain the security staff, roads, and parking lots has increased since 2005, and

WHEREAS, state support to Highline Community College District 9 for operating costs is substantially reduced in the next fiscal biennium, and

WHEREAS, the College has bargained or offered to bargain with its recognized collective bargaining representatives the parking fee changes,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Highline Community College authorizes the following:

SECTION 1. The fees for parking permits are:

Student Permit Fees	Rate Per Quarter
0-5 Credits	\$29
6 or more Credits	\$46
Motorcycles, motor bikes, scooters	\$29
Carpool permit	No Charge
Senior Citizens	\$29
Special Rate Summer	\$29
Additional/Replacement/2nd Car permits	\$9
Faculty and Staff Permit Fees	
Full-time Faculty/Staff	\$46
Part-time Faculty/Staff	\$29
Additional/Replacement/2nd Car permits	\$9

SECTION 2. The fines for parking and traffic violations are:

Infraction	Fine
No Current Permit Displayed	\$29.00
Parking In Wrong Area	\$58.00
Improper Parking	\$58.00
Parking In No Parking Zone	\$58.00
Other Violation	\$58.00
Speeding	\$58.00
Reckless/Negligent Driving	\$58.00
Fail to Yield Right of Way	\$58.00
Fail to Stop for Stop Sign	\$58.00
Wrong Way on One-Way Road	\$58.00
No Valid Disabled Permit	\$250.00

SECTION 3. The fees and fines as listed herein are effective Fall Quarter, 2009.

SECTION 4. The president is authorized to adjust these fees and fines as necessary to address the cost of maintaining the security staff, roads and parking lots and the effective enforcement of the rules and regulations of Highline Community College, District 9.

PASSED BY THE BOARD OF TRUSTEES this 11th day of June, 2009

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Mike Regeimbal

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 82-09 for the use and purpose intended.

Member Elizabeth Chen

Member Barbara Reid

Secretary to the Board

Member Dan Altmayer

It was moved and seconded to approve Resolution 82-09, *Pertaining to Parking Fees and Fines*. The motion carried.

A copy of Resolution 82-09 *Pertaining to Parking Fees and Fines* is on file with the official minutes in the President's Office.

g. Resolution No. 83-09
Pertaining to International Student Programs

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 83-09
(Pertaining to International Student Programs Contract)

WHEREAS, Highline Community College District 9 is committed to continuing Resolution 75-08, (Pertaining to International Student Programs Contract) passed by the Board of Trustees June 12, 2008, and

WHEREAS, the Highline Community College District 9 (“College”) is committed to achieving an internationally integrated educational environment, and

WHEREAS, the College is attracting greater numbers of international students, and

WHEREAS, the College continues to experience enrollment growth in excess of its state supported student allocation; and

WHEREAS, state law and the policies and procedures of the State Board of Community and Technical Colleges (SBCTC) permit the establishment of contractual instructional programs for international students; and

WHEREAS, the College intends to comply with the SBCTC’s revised policies and procedures for such programs;

THEREFORE, BE IT RESOLVED by the Board of Trustees of Highline Community College District 9 as follows:

Section 1. The College has determined that it is not financially viable to serve international students within its limited state-supported student allocation.

Section 2. The College should continue to provide classes or programs for international students with shared funding from a cooperating agency or organization as authorized by RCW 28b.50.140 (17) and WAC 131-32-020.

PASSED by the Board of Trustees this 11th day of June, 2009.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Mike Regeimbal

Certification:

Vice Chair Dr. 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 83-09 for the

Member Dr. Elizabeth Chen

use and purpose intended.

	Member	Dan Altmayer
Secretary to the Board	Member	Barbara Reid

It was moved and seconded to approve Resolution 83-09, *Pertaining to International Student Programs Contract*. The motion carried.

A copy of Resolution 83-09 *Pertaining to International Student Programs Contract* is on file with the official minutes in the President's Office.

Dan Altmayer suggested that the Highline community College Foundation be brought up to speed on the International Student Programs contract, as their leadership changes each year to ensure that each leadership team is award of this relationship.

AREA REPORTS

Institutional Advancement

Lisa Skari reported.

- Lisa presented a new map distribution which reveals which high school areas and districts are the most represented as these students come to Highline to continue their education. She said this will be very helpful as a recruitment tool in the future.

Student Services

Toni Castro reported.

- Toni noted that last Friday was the Student Leadership Institute. The speaker talked about the energy and spirit that is common on Highline's campus.
- Student Services recently hired 17 Core Student leaders.
- The Student Success story for June is Ashley Burman. Ashley attended the Federal Way Public Academy and then went into the Puget Sound Early College program. She was hired in the Student Programs Office and then stepped into the S & A budget committee when another member was unable to complete her term. Ashley has been accepted to the University of Washington in the fall.

General Administration

Larry Yok reported.

- Larry wished to recognize Cesar Portillo and his staff during the difficult issues resulting from position reductions. Cesar and his staff put into place several workshops on transition and worker retraining as well as resume writing and interviewing skills. These workshops have been well received by staff and other community members as well.

Instruction

Jeff Wagnitz reported.

- Jeff wished to express his appreciation to Ruth Frickle for her work as the Faculty Senate Chair and also for her extensive work on the Accreditation committee. He was pleased that she will be participating in Cabinet next year as the Chair of Social Sciences.
- Jeff noted that he had an interesting experience during the final faculty meeting of the year, as he found himself without his notes on many of the accomplishments that he wished to address. He said he realized that by looking around the room and seeing the entire faculty in one place, he was able to recall so many accomplishments by so many that he felt he could have continued on for most of the afternoon. He was amazed by how many different projects have come to completion during this academic year.
- Jeff also expressed the praise that Highline received from a visitor from the Annie E. Casey Foundation. They said that Highline has much to be proud of, and they could not have asked for a better community college experience.

Mike Regeimbal presented a certificate of recognition to Dr. Elizabeth Chen which she received for her work with the Trustees' Association for her many years of service to the organization. Dr. Chen received a round of applause and congratulations.

Dr. Davila wished to express his congratulations to the Faculty and the Executive Staff for all their great work this year.

President's Remarks

Dr. Bermingham spoke of the challenges of the 2008-2009 academic year. He said that when you ponder the many budget issues, layoffs, etc. that many organizations would find it hard to stay on track. He said that it was a real testament to the faculty and staff of Highline for their level of professionalism including those who had suffered the layoff procedure and still continued to perform their jobs with remarkable enthusiasm. He also expressed his appreciation of the Executive Team and that the culture continues to be positive at Highline. Dr. Bermingham thanked the Board for all their support during this challenging year.

New Business

None.

Adjournment

The meeting was adjourned at 11:08 am.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on July 9, 2009.

Mike Regeimbal, Chair

Jack Bermingham, Secretary