



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

**MINUTES OF BOARD OF TRUSTEES' MEETING**

February 25, 2010

**STUDY SESSION**

*The Study Session was called to order at 8:02 a.m.*

*Executive Session was announced at 8:02 am to discuss the performance of public employees related to Tenure. Executive Session adjourned at 8:48 am. Regular session resumed at 8:50 am and the following topics were discussed:*

*Accreditation Process Update  
Second Quarter Financial Report  
State Budget*

**MEETING**

**Call to Order**

The meeting was called to order at 10:03 a.m. by the Chair of the Board of Trustees, Dan Altmayer.

**Roll Call**

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

Attorney General Representative: Kristen Byrd

Board Chair Dan Altmayer announced that the agenda for the meeting would be slightly altered in order to accommodate Dr. Bermingham's schedule for attendance at the Washington Community and Technical College Presidents' meeting in Olympia. As Dr. Bermingham departed for the meeting in Olympia, Interim Vice President for Academic Affairs, Jeff Wagnitz, represented President Bermingham.

**Approval of Minutes**

A motion was made by Ed Davila and seconded by Mike Regeimbal to approve the minutes for the regularly scheduled meeting of January 14, 2010. The motion passed.

## ***Correspondence***

Dr. Bermingham stated there was no new correspondence for the February meeting.

### **President's Remarks**

Dr. Bermingham remarked that a great deal of discussion within the Study Session centered on the second quarter financial report and the current status of the budget. He indicated that the revenue was at a reasonable level and praised the efforts of the faculty and staff. The College is at least 15% over the state allocation of student FTEs which makes a huge difference in the financial success of the institution. He said this should not be taken for granted, especially during these economic times. The revenue amount allows the College to stretch resources in a way that would not have been possible without the extra effort put forth by all members of the faculty and staff.

Six colleges in the Washington State Community and Technical College system are participants in the *Achieve the Dream Initiative* and Highline has been recognized for best practices. This is one more example of the focused work on campus toward student success. As Highline moves forward toward the end of the grant sponsored through College Spark, it would be beneficial to be able to maintain resources in the direction of this initiative in order to continue the progress we have made on data-driven decisions. A number of achievements were seen by students who might not have had success in the past.

Dr. Bermingham offered special congratulations to Toni in spreading Highline's fame at a recent national conference.

## **Action Items**

### **a. Approval of Tenure Recommendations**

Board Chair Dan Altmayer indicated that one of the responsibilities of a Trustee that is very important is the action taken each year on granting faculty tenure. He said this is an action that is not taken lightly and is very impressed with the procedures that are followed at Highline for the granting of Tenure. He then asked for a motion regarding this action item. Mike Regeimbal proceeded with the following motion regarding tenure applicants:

**MOVE that Probation be continued for the following second-year probationers:**

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

**and, further, move that Tenure be granted for the following third-year probationers:**

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

Barbara Reid seconded the motion. The motion passed unanimously.

Mike Regeimbal indicated that having reviewed the files on these applicants, he felt they were very well qualified and Dan Altmayer concurred. It was noted that the granting of tenure is a serious commitment that the Trustees and the faculty make on behalf of the College and that the tenured faculty, for their part, also give back a wealth to the mission of teaching and learning at the College.

### ***Standing Reports***

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

Chris Pennington, President, Associated Students reported.

- Chris expressed his thanks for the opportunity to attend the TACTC conference in January and was pleased at being able to ask a question of the Governor. He said he had learned a great deal.
- He said the student rally was well attended in Olympia, and that it was interesting to see the concerns of all the attendees, especially the concern by students over increases in tuition fees.
- Chris mentioned that the Student Legislative Action committee was active and that the Student Voice Committee would be underway in the spring with financial aid issues as the main focus.
- In non-legislative issues, Chris said that the HCC Classifieds program was working toward the online book exchange.
- The Sustainability Committee was working on creating a policy which would later be brought before the Board of Trustees.
- The process is underway for the Student and Activities Budget planning which is a great learning experience for student leadership.
- A decision has been made to limit the times in which requests for student club start-ups are received.
- A solar panel is being installed at the bus stop near Building One which has been co-sponsored by ASHCC to address a safety issue.

#### **Washington Public Employees Association**

Cheryl Camino-Burr reported for Jeff Grogan.

- Cheryl indicated that the Classified Staff food drive in December was a great success with donations of approximately 500 lbs. of food and \$700 in cash for the Des Moines food bank.
- Cheryl noted that recent discussions on furlough for classified staff members were seen as a problematic way of addressing budget shortfalls. Many classified staff members would be negatively affected by this situation as a high number are single heads of households. She also said the HCC representatives would be at the WPEA bargaining sessions this summer.
- The Classified Staff Training Committee will be hosting the Staff Training for Technical and Community Colleges (STTACC) Region E Spring Conference on Friday, March 26. This is a statewide organization which provides support and information on training for classified staff employees of the state community and technical college system. It was established in 1979.

## **Highline College Education Association**

Ruth Windhover reported.

- Ruth noted the efforts of HCEA, AFT and other local organizations in Olympia toward obtaining changes in the belt-tightening bill which affect faculty. She did say that the statue on bargaining was included in that bill.
- She was pleased to see that Colleges and Trustees were working together on the turnover language for salary increments, and was happy to hear that this was also discussed earlier in the Study Session which shows the importance of the issue. She wished to note the importance of librarians and counselors, a group who are equally important to the student learning process should also have the exemption.
- She reiterated the collegiality of the faculty and administration during the current economic difficulties which made her proud to be a member of Highline's community where these relationships continue to be collegial.

## **Faculty Senate**

Buzz Wheeler will report to the Board of Trustees during the next meeting.

## **Board Report**

### ***Update on HCC Foundation***

Lisa Skari said she was pleased to be able to offer a positive report to the Board of Trustees on the efforts of the Highline Foundation Board. The Foundation was formed in the 1990s and at that time, the goals for raising funds were relatively low. She said she was very pleased to report that at this time the Foundation was doing very well, even in these economic circumstances. Lisa introduced Rod Stephenson to offer more details on the Foundation's activities.

Mr. Stephenson said that historically, the activities of raising funds for the college were mainly centered around dinner clubs active back in the 1970s, but in 1990, a Title III grant was awarded which assisted in establishing the Office of Resource Development and in 1991 about \$14,000 in assets was the level of resources available. In 2001, the Foundation came under the umbrella of Institutional Advancement and through donations from Boeing, resources rose to over \$200,000. Today, the fund has risen to approximately \$1.5 million. Funding supports scholarships, emergency aid, and some equipment. One challenge the Foundation has is that there are few unrestricted funds available.

One of the best success stories of the Foundation is the Capital Campaign for the Marine Science Technology Center. Over \$2 million was raised to support the MaST. Board Chair Dan Altmayer, former chair of the MaST campaign, spearheaded many of the efforts which were so beneficial to this campaign. The Foundation also gained a great deal of visibility in support of a project related directly to the campus. The Foundation has also been recognized through the publicity of Junki Yoshida's national award from the Council for Resource Development and Dan Altmayer's Volunteer of the Year Award which offered internal, local and national recognition.

The Foundation has had some setbacks. In 2008 a network crash required that the donor base be re-built. This database was reorganized under cloud computing which has been very successful in that it is a web-based system. Other challenges involve more complex auditing requirements which necessitate more staff time and training. A change was also made in the last three years in the endowment manager. After reviewing several vendors, Mellon was chosen as the preferred vendor.

The Foundation also established the Distinguished Alumni program which has included the first Washington State Poet Laureate, Sam Green. The requests for nomination for Distinguished Alumni of 2010 are now in process for the award to be given in June.

Recruitment for the Foundation Board is quite a challenge and finding qualified persons to keep the momentum ongoing is difficult as Board membership does require a time commitment. An interesting trend is that more and more donations are being received electronically which does allow for easier communications. It is also necessary to find the projects that donors wish to support. Projects such as an Allied Health Building and the Sim Lab Center might be good opportunities for the future. Planned giving is another trend and these gifts can be substantial. Green River Community College holds a great example of an organization that has instituted this type of program. Highline has already had two donations of this type for the MaST. If Highline were to receive larger donations that were unrestricted, there would be more availability to assist smaller projects on campus.

Mr. Stephenson also reminded everyone that the Gala will be held this year on April 24<sup>th</sup>. BECU and Key Bank are major sponsors of the event.

## **AREA REPORTS**

### **Administration**

Larry Yok reported.

- Larry said the report from the Washington State Auditor had been received and he was pleased to report that Highline received a clean audit. A small issue concerning the Bookstore had been rectified.
- Larry extended his congratulations to Student Body President Chris Pennington for the solar light project. As Metro had expended all funds for these types of projects this year, the students had arrived at the solar light panel idea which turned out to be a blending of interests yielding a very positive solution.
- The Board will be appraised at a later date of the efforts by the sustainability committee and other issues related to recycling.
- The administrative side of the WPEA bargaining team will be represented this year by Cesar Portillo, Executive Director, Human Resources.

### **Instruction**

Alice Madsen reported for Jeff Wagnitz.

- Alice mentioned that the courses involving websites and database information are delivering opportunities for real world application and the HCC Classifieds is very good example of building this program. Other developments are a site for prospective students, a course adoption format, faculty schedules and office hours, and other information easily accessed for student use.
- On March 20-21, the Pacific Rim Cyber Defense team will hold a competition. This event is sponsored by Microsoft and Boeing. Most of the competitors are from 4-year colleges. Many students are actually recruited out of this competition. Highline receives a donation of the servers for this event.
- During the national CCID conference in Houston recently, two of our Egyptian Fellows made presentations which were very well received. Rich Bankhead, Sam Alkhalili, and Samad Chakour were their mentors while they were here at Highline.

### **Institutional Advancement**

Lisa Skari reported.

- Lisa distributed a sample of a recent issue of the *Federal Way Mirror*. Local Federal Way elementary students entered their artwork drawings for advertisements and one of them was a promotion for the Library at Highline.
- Highline was again nominated this year as the Best of Federal Way Educational Facility. This is Highline's third year in a row as a nominee in this category.
- Rashad Norris of Outreach Services, was appointed to the Governor's Commission on African American Affairs. This will be a 5-year appointment for Rashad.

### **Student Services**

Toni Castro reported.

- Toni expressed her pleasure at participating at the National Institute for Human Rights Campaign in Washington DC. Sixteen administrators nationwide were in attendance at this conference. Toni said she felt proud to be part of a progressive community college at which issues facing the LGBT community are recognized, as she listened to the challenges faced by many at so many other institutions across the country.
- The Highline wrestling team is one of 6 teams qualifying for the finals competition.
- Kudos go to the Testing Center for their work in accommodating a significant increase in student testing.
- The student success story for February is Steven Martel, a 2002 Federal Way Running Start student. Steven graduated from Highline in 2004, transferring to a four-year university in Oregon, and received his Bachelor of Science degree in 2006 in psychology. Toni recently received correspondence from that Steven is interested in doing his clinical work here at HCC as part of his PhD program in clinical psychology, and will soon become Dr. Steven Martel!

### **New Business**

Dan Altmayer reviewed the Board of Trustees' Meeting schedule, indicating that the next meeting was scheduled for March 11, only two weeks away. He suggested that unless there was a pressing need to hold this meeting, that perhaps the March meeting should be cancelled and that the Board could meet next for the April 8, 2010 meeting. Mike Regeimbal moved to cancel the March 11 meeting. This motion was seconded by Barbara Reid. The motion passed.

### **Adjournment**

The meeting was adjourned at 11:16 am.

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

The next regularly scheduled meeting of the Board of Trustees will be on May 13, 2010.

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Dan Altmayer, Chair

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Jack Bermingham, Secretary