



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

MINUTES OF BOARD OF TRUSTEES' MEETING

November 18, 2010

STUDY SESSION

The Study Session was called to order at 8:05 am.

Topics of discussion included:

Introduction of new Board Member, Debrena Jackson Gandy

Year-end Financial Report

First Quarter Financial Report

Update from ACCT Conference

Legislative Issues

The Study Session adjourned at 10:02 am.

MEETING

Call to Order

The meeting was called to order at 10:12 a.m. by the Chair of the Board of Trustees, Dan Altmayer.

Roll Call

Members Present: Dan Altmayer
Mike Regeimbal
Barbara Reid
Debrena Jackson Gandy

Attorney General Representative: Kristen Byrd

Board Chair Dan Altmayer noted that Dr. Davila was unable to attend as he had been called to a medical emergency.

Introduction of new Board Member

Board Chair Dan Altmayer introduced Debrena Jackson Gandy, whose appointment to the Board by the Governor's Office was effective on October 15, 2010 and continues through September 30, 2014.

Ms. Jackson Gandy offered some biographical remarks, explaining she was not new to Highline in many ways, but her appointment as Trustee provided a new relationship. She said she has enjoyed her work with the Women's Center, and her speaking engagements during Unity Week and other forums. Ms. Jackson Gandy indicated that she has close ties to the community as she lives very close to the College and her children attend local schools. Her Mother was a Trustee at Evergreen State College and a long term advocate for education, having served on Governor

Gardner's Blue Ribbon Committee on Education and many other educational councils and committees. Ms. Jackson Gandy expressed her pleasure at joining Highline's Board of Trustees and looked forward to working with the Executive Staff, faculty and students in this new capacity.

Approval of Minutes

A motion was made by Mike Regeimbal and seconded by Barbara Reid to approve the minutes for the regularly scheduled meeting of September 23, 2010. The motion passed.

Correspondence

President Bermingham announced that the Metro King County Council had recognized the efforts of Larry Yok, Vice President for Administration and Finance, for his work on the Regional Transit Task Force. He added that Larry's lengthy experience in the public sector had been most valuable and it was especially noteworthy within a 30 member Task Force which required an extensive number of meetings and several reported recommendations.

Dr. Bermingham also wished to recognize the members of the Highline Community College Foundation who recently joined the Highline delegation at the CRD conference in Washington, DC. Dan Altmayer, Shannon Bell, David Paice, and Brook Becker all took the time from their working schedules to participate in this one-week conference. Dr. Bermingham expressed his personal thanks for these efforts and asked Dan to comment on the experience.

Dan Altmayer felt the conference was highly motivating and said that without a doubt, the current Foundation members were the most enthusiastic, energetic, and youngest group that the Foundation has held in awhile. He underscored that resource development was more important to the College than ever before and looked forward to the organization of the next campaign.

Dan Altmayer also noted that due to Dr. Bermingham's conflict for the Southwest King County Chamber of Commerce Golf Tournament that he was able to participate with the Highline group and their foursome brought home the winning trophy for the College.

Standing Reports

Associated Students of Highline Community College

Olga Afichuk reported.

- Olga welcomed Debrena Jackson Gandy as a new member of the Board of Trustees and expressed that she looked forward to working with her in the future.
- Olga announced the opening of the Student Business Center which will provide a number of services. There has been a need for additional printing services for students and this service will be helpful when the library cannot meet the demand.
- There will be a new process for event proposals. This procedure is being developed to promote more of a community event focus. It is hoped that this will create an opportunity for more leadership opportunities and to more closely follow the intent of the diversity policy. Discussion followed on some of the issues related to timing and preparation of the proposals for student events. Olga noted there would be exceptions to the process and a review on a case by case basis.
- Jordan Keith was the guest speaker at the First Friday Leadership Institute. Seventy-eight students attended the event.
- The Legislative Academy met on November 5 and 6 and will be held again in January.
- Olga announced that the date of the Student Legislative Breakfast will be January 6 at

7:30 am to be held in Bldg. 8, Mt. Constance Room. Students are still working on what issues will be the focus of the meeting.

Washington Public Employees Association

Cheryl Cariño-Burr reported for Jeff Grogan.

- Cheryl announced the appointment of a new job representative, Carmen Romualdo. Carmen is currently an Office Assistant in Mail Services. She is the 7th representative in the group.
- A number of classified staff took advantage of the Professional Development funds to attend the 15th annual Washington State Staff and Faculty of Color Conference in Vancouver, WA at the end of October.
- Classified Staff and the Foundation will again host the food drive and raffle at the Winter Staff and Faculty lunch. Proceeds go to the Des Moines Food Bank.
- Contract negotiations for the 2012/2013 contract have re-opened at the State. Employees were surveyed in August and it was decided not to ratify the contract. Cheryl explained that they would report to the Board on this issue as soon as further information was received.
- Cheryl expressed her thanks to President Bermingham for his continued support for professional development funds for tuition and fees for classified staff. She said this fund provided a huge incentive for many employees to continue their education.

Highline College Education Association

HCEA will offer a report at the next meeting.

Faculty Senate

Buzz Wheeler reported.

- Buzz explained that elections were held in the Faculty Senate with a few changes. Buzz remains in the position of Chair.
- Last year the Senate adopted a new instructor withdrawal policy which stemmed from high enrollment in lab classes. To protect students from inability to enroll due to wait list issues and no-shows, it was deemed appropriate to adopt the instructor withdrawal policy. However, as the policy was reviewed in various councils, some confusion developed over the language of the policy, so Buzz indicated that there would be further discussion in the Senate this year on how to address this issue, and to obtain feedback from the other groups to be able to revisit this issue with more information. Buzz added that the purpose of the Senate is to have a role in the adoption of procedures within academic issues. He said the intent of this policy is not to be considered punitive, but to provide accommodations for students.

Board Report: College Accountability

Jeff Wagnitz, Vice President for Academic Affairs, presented a report on College Accountability. He indicated that perhaps a context for comparison for some of these issues would be to take a look at the differences between the community and technical colleges versus the 4-year institutions. Jeff noted that all 4-year students have a similar goal which is to walk across the stage in 4 years with a degree in hand, while student goals at community and technical colleges might have very different goals, which might include one or more of the following:

- Literacy
- GED
- ESL classes
- Co-enrollment as a Running Start student
- Workforce or Professional/Technical training
- Enhanced professional skills or certificate training

Jeff added that it is very difficult to measure the accountability in achievement for such differences. Also there has been a shift in focus toward a measure of completion. To date, the most pervasive measure is IPEDS (Integrated Post-Secondary Education Data System). This national system compiles graduation rate data based upon:

- Full-time, First-time students
- Degree/Certificate Seeking
- 150% time (3 years)

For local 4-years, UW and WSU report about a 70-80% completion rate within a 6-year time frame. Through the IPEDS system, Highline rates slightly higher than local counterparts at 31% (average for Washington State system at approximately 26.5%). Also, as a reminder, if higher completion rates are the goal, this changes the focus of open access. Another perspective is to take a look at student achievement points or a model based upon momentum. This would look at tracking numbers based upon credits. 45credits seems to be a demarcation for making a long-term difference for many students. Overall, Highline seems to show a slow rise in performance with the most significant increase seen in Basic Skills. Jeff attributed this to pedagogy and curriculum development at Highline, and certainly better tracking mechanisms. He added that there has also been progress in college readiness and an improved rate in completion of college level math. As we are now in the 4th year of the “*Achieve the Dream Initiative*” math has continued to be a focus. Jeff spoke about a number of new and continuing initiatives focused on methods to accelerate positive outcomes and expressed the hope that new analytical tools in the hands of Vice Presidents and Deans could assist in a more in-depth review of outcomes at community and technical colleges.

Area Reports

Institutional Advancement

Lisa Skari reported.

- Lisa wanted to follow up on earlier comments on the success of the CRD conference and her thanks to all the Foundation members who participated.
- She noted that the Foundation employed a new auditor this year that specializes in non-profits. She said there were no findings and suggestions were made to create a reporting system that would be easier to use and would also save money.
- Lisa distributed copies of the *Report to the Community*. This report was also sent out to donors.
- The January 26th performance of “Casting Call” for the Breeders Theatre Winter production by T.M. Sell at the E.B. Foote Winery will be Foundation night and all proceeds will be donated to the Foundation.

Student Services

Toni Castro reported.

- Toni announced that Winter Quarter registration began in early November and that the new email notification system has been very helpful in providing efficient communication with students.
- As a follow up for the TRiO grant, Toni said that searches are now underway for the managing positions that will be staffed through this grant and that a soft recruitment is underway for students who may qualify. Toni said that other programs that people may be familiar with from earlier times that have a similar focus would be Upward Bound and Talent Search. This grant focuses on low-income, first generation college students and those with disabilities. Funding is provided through the National Department of Education.
- Toni noted that the student business center would provide services similar to a mini-Kinko's and that it would be funded through the Student and Activities Budget. These services would be free during Fall Quarter, but would later charge fees.
- As a follow up to Olga's report on the new events process, Toni mentioned that this process is designed to assist students in developing a purpose-driven event which would work out from the first stages of event planning through completion.
- The Student Success Story of the month is Serenity Carr. Serenity came to Highline as a single Mom and feels that Highline has been one of the best experiences she has ever had. In her orientation she heard that students who really become involved in their educational leadership opportunities, do so within the first 10 days, so she quickly found a home in the Honors Program and became active in PTK. This year she is the PTK President and carries a 3.97 GPA. She plans to transfer to a 4-year school and major in social sciences.

President's Remarks

Due to timing constraints in attending another meeting, President Bermingham was asked to offer his remarks prior to the continuation of the Area Reports.

President Bermingham indicated that planning was underway for the holiday season at the MaST in conjunction with the Argosy cruises, so hopefully that would be announced soon. He also spoke of the budget challenges which will be a focus of the college as soon as the Governor releases the revenue projections. In legislative affairs, both the 30th and 34th districts now hold new members. Dr. Bermingham also expressed his thanks to Ms. Debrena Jackson Gandy for her willingness to serve on the Board and her interest in the College.

Administration

Larry Yok reported.

- Larry explained that the Emergency Alert system was now underway through the text alert system and equipment was available for snow removal.
- During Green Week on campus, Highline has begun a new composting treatment.
- Larry noted the efforts of the bookstore in textbook rentals. He wished to acknowledge the efforts of the faculty as this was only a workable system if faculty participated with maintaining the same texts over an extended period of time.
- Larry also discussed the current negotiations with health care partnerships for student clinical affiliations. The issue of concern involves the language over student liability coverage. This discussion continues at the State level with WACTC, the State Board, and health care partners.

Instruction

Jeff Wagnitz reported.

- Jeff also referred to Green Week as well as International Week activities on campus. Faculty and staff have pulled together to create a number of programs for these two themes. A presentation on the Duwamish River by Jonathan Betz-Zall was scheduled as well as a presentation on water resources by the students from Pakistan and South Africa.
- A \$158,000 grant has been received to continue to expand curriculum based upon green jobs for the future. Additionally, the CERB grant that was recently received will assist in educational opportunities for going into the export trade.
- Jeff noted that Dean Alice Madsen has returned from Egypt from a very successful trip in further development of partnerships there.

New Business

None.

Adjournment

The meeting was adjourned at 11:58 am.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on December 9, 2010.

Dan Altmayer, Chair

Jack Bermingham, Secretary