



**HIGHLINE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 9**

Des Moines, WA

MINUTES OF BOARD OF TRUSTEES' MEETING

January 13, 2011

STUDY SESSION

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

Topics of discussion included:

Introduction of New Board Member: Bob Roegner

Overview of Tenure

Accreditation Overview

Governor's Budget

Governor's Education Proposal

Legislative Issues

ACCT

The Study Session adjourned at 9:55 am.

MEETING

Call to Order

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

Roll Call

All Members Present:

Dan Altmayer

Ed Davila

Mike Regeimbal

Debrena Jackson Gandy

Bob Roegner

Attorney General Representative: Kristen Kelley

It was noted by the Chair, Dan Altmayer, that all five of the appointed Trustees were present.

Special Introduction of New member of the Board of Trustees

Mr. Altmayer continued by introducing the newest member of the Board of Trustees, Mr. Bob Roegner. He said he had met Bob a number of years ago and requested that Bob take a few minutes to address the Board, and all those present. Mr. Roegner expressed his pleasure at being appointed to the Board of Trustees. He said he was a product of the community college system and it had been an excellent bridge for him into the 4-year college system. Mr. Roegner said he had enjoyed a number of activities at Highline and appreciated this opportunity as well.

He thanked Mr. Altmayer for encouraging him to apply for membership on the Board and appreciated the thoughtfulness and support of the Board members, Faculty, and Staff at Highline.

Mr. Roegner also wished to thank Barbara Reid for her friendship and support through the years.

Approval of Minutes

A motion was made and seconded to approve the minutes for the regularly scheduled meeting of December 9, 2010. The motion passed.

Correspondence

President Bermingham was pleased to report that during the week he had been notified of the announcement of the two All-Washington Scholars from Highline Community College. They are Olga Afichuk, Highline's student body president, and Satinder Haer. Both scholars are active in the Honors' Program, and hopefully will be able to attend the Governor's All-Washington Ceremony which will be held at Puget Sound Community College in March.

Standing Reports

Associated Students of Highline Community College

Olga Afichuk reported.

- Olga wished to extend her welcome to Mr. Roegner in his new role as a member of the Board of Trustees. She explained that from conversations with other student body presidents, that the relationship between student government and the Executive Staff and members of the Board of Trustees is a very special one at Highline. She indicated that many students at other colleges feel they do not have a voice within their governance structure and Olga felt that was not the case for her at Highline.
- Olga offered an update on the conference application process in Student Leadership. She said that they were also meeting with several students on the promotion of the Students of Color Conference.
- The Winter Involvement Fair is scheduled for the afternoon of January 13, and new leaders are being recruited for next year's student leadership team.
- Olga thanked all those involved for putting the Student Legislative Breakfast together. She said there was a great turn-out and the student stories made a very memorable impact on the audience. She wished to express special thanks to Lisa Skari for her mentorship in this process.
- The Legislative Academy met after the Legislative Breakfast which was a great experience for students to learn about tracking bills, and understanding the committee process.
- The Student Legislative Rally is scheduled for January 27 in Olympia, and Olga explained the T-shirt she was wearing which read, "Accountability, Accessibility, and Affordability" indicative of the message that students wished to express to Legislators during the Session. Olga mentioned that all were invited and that the rally would begin around 1pm.

Washington Public Employees Association

The next report from WPEA will be presented at the February meeting.

Highline College Education Association

Ruth Windhover reported.

- Ruth welcomed Mr. Roegner to the Board of Trustees and thanked him for his willingness to serve and for the time, energy, and effort that the Trustees extend to the College.
- She also expressed her sincere thanks to Ms. Reid for her service to the College.
- HCEA continues to work with Jeff Wagnitz on the smaller issues that concern the Faculty at the College. Ruth said that Jeff and the Executive Staff had been excellent partners and thanked them for their collegiality. She said that Highline is a wonderful place to work and learn.

Faculty Senate

Buzz Wheeler reported.

- Buzz wished to continue with Ruth's welcome to Mr. Roegner and thanked Barbara Reid on behalf of the Faculty and the Faculty Senate as well for her service and dedication to the College.
- In news of the current topics being considered by the Faculty Senate, he indicated there was a revision to the curriculum within the transfer degree in Biology. He said it was designed to be a transfer degree for Biological Sciences and this change would align HCC's program with other institutions. All felt this was in the best interest for students.
- Currently the Senate is considering a new matter under the add/drop policy. This issue was brought to the Senate by Registration as a practicality of timing. Highline is outside the parameter of what other colleges are doing which sometimes causes problems with the roster poster for the end of the Quarter. The Associate Dean for Registration is the leader on studying this issue which will be discussed further at later meetings. No action has yet been taken by the Senate on this issue.

ACTION ITEM

- a. Approval of Resolution No. 94-2011 (Pertaining to Appreciation for the Service of Barbara Reid.)

Board Chair Dan Altmayer requested a motion on Resolution 94-2011. Bob Roegner moved that Resolution 94-2011 be approved. Mike Regeimbal seconded the motion.

The motion passed unanimously.

Chair Altmayer then requested that Ms. Barbara Reid come forward to the podium to be recognized in order that Resolution 94-2011 be read. Ms. Reid was presented with a fully signed copy of the Resolution from the Board of Trustees.

Barbara Reid thanked the Board and expressed her pleasure at serving the College and wished Bob Roegner well in his appointment to the Board.

An official copy of Resolution 94-2011 is on file in the Office of the President.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 94-2011**

(Pertaining to Appreciation for Service of Barbara Reid)

WHEREAS, Barbara Reid has served Highline Community College Board of Trustees since 2008 as a member of the Board of Trustees,

WHEREAS, Ms. Reid has rendered distinguished service on behalf of the Trustees, the president, faculty, staff and students of the College,

WHEREAS, Ms. Reid has brought together her passions for serving the community in order to broaden access to affordable higher education,

WHEREAS, Ms. Reid provided the College with an advocate for expanding outreach to all potential students throughout the College's District,

WHEREAS, Ms. Reid has provided dedicated service for the promotion of Highline's students and programs for the betterment of the greater Federal Way community, a community in which she has worked diligently to expand its arts, resources, and social services.

THEREFORE, BE IT RESOLVED that the Board of Trustees on behalf of themselves and the administration of Highline Community College express their heartfelt appreciation and high regard for Ms. Reid's service to Highline Community College and wish her the very best in all future endeavors.

PASSED BY THE BOARD OF TRUSTEES this 13th day of January 2011

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Dan Altmayer

Certification:

Vice Chair Edward 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 No. 94-2011 for the use and purpose intended.

Member Mike Regeimbal

Member Debrena Jackson Gandy

Secretary to the Board

Member Bob Roegner

Report on Puget Sound Welcome Back Center

Jeff Wagnitz introduced Kris Mason of the *Welcome Back Center* to the Board. Ms. Mason offered a brief overview of the history of the Center. She noted that Highline has a large population of students requiring English as a Second Language courses and many students are in need of assistance to obtain entry into the medical fields for which they have been trained in their birth countries. Ms. Mason said this was brought to her attention after having attended a conference in San Francisco and hearing of the successes of Jose-Ramon Fernandez Peña, and the Welcome Back Center originating there. She said that Highline's Center is the only one of its kind currently in the Northwest. She also introduced two additional members of the staff, Kao Saechao and Marilee McLaughlin, who recently joined the program as an Employment Specialist.

Ms. Mason's PowerPoint presentation offered some highlights of the program including the following:

- The mission of the Center is to build bridges between the pool of internationally trained healthcare professionals living in Washington State and the need for linguistically and culturally competent professional services.
- The Center opened in October of 2008 within a national network of nine centers providing support, database and policy and procedure updates.
- The Center focuses on untapped talent and experience for high demand fields.
- Barriers for individuals coming into the healthcare workforce can include English Language Proficiency, economic issues, lack of familiarity with the US Health System, and lack of professional identity.
- The Center has developed a contextualized "Soft Skills" curriculum for the non-native English speaker working in healthcare or preparing to work in healthcare, referred to as the "English Health Train." Modules in the curriculum include: exploring career goals, communicating with patients and families, communicating with other health professionals, exploring critical issues in health care, intercultural communication in health care.
- Impact of the Center's Programs includes: improved integration, restoring professional identity, cultivating partnerships, creating culturally competent workforce, and many others.
- Centers across the country have served over 10,000 participants to date, and 2441 have validated their credentials, 1448 have passed licensing exams, 1552 have obtained employment within the healthcare sector for the first time, and 87 MDs have been accepted into residency programs. At Highline, 41 have validated their credentials, and 23 have passed exams, 31 are working back in the health care sector.
- The Puget Sound Welcome Back Center is recognized as one of 12 in the world that assists in immigrant resettlement and economic development.

Ms. Mason introduced Kao Saechao to provide some insight into the role and value of the Center at Highline. Mr. Saechao discussed the assessment and evaluation procedures, the planning phases with clients, and how he handles the follow up and check-in phase of the process. He spoke of the success of his clients in consideration of the personal trauma that many have encountered and of the personal enrichment that this role has provided for him. Ms. Mason explained that funding has been provided by a High Demand grant and the efforts of the BuRSST organization. Both Ms. Mason and Mr. Saechao felt that the Welcome Back Center provides a great model for many professions, not only the healthcare field.

Area Reports

Administration

Larry Yok reported.

- Larry said that a new process has been instituted for the distribution of Financial Aid checks. The “Mail Out” system was experimental, but proved to be a success.
- After the first business day, \$2 million was distributed by banks, and a follow up survey will determine more information.
- Through the College’s stewardship initiatives, recycling is gaining momentum.
- Larry also mentioned that an unfunded mandate for the next couple years will be underway to determine the carbon footprint in greenhouse gas emissions for commuting by all students and staff members. He indicated that procedures as to how this process will be conducted are not yet known.

Instruction

Jeff Wagnitz reported.

- Jeff noted that Highline has a number of initiatives in reaching out to youth. The College is hosting a 3rd cohort of young individuals along with the Multi-Service Center who are participating in a visual communications program. The participants are at-risk students who are not in school so this is a great opportunity for them to become more engaged in the learning process.
- ABE has had a formal monitoring visit and it was determined that the program was not only compliant, but exceeded expectations, receiving a very high rating.
- Highline has a large number of students in the Worker Retraining Program which falls under Dean Madsen’s Professional/Technical Program. Jeff indicated that a great letter received recently from a student in this program stated, “All the staff in the office are making a difference – one person at a time.” Jeff expressed his thanks to all of the Worker Retraining Staff for making this work.

Student Services

Toni Castro reported.

- Toni explained that Student Programs has been recruiting for key personnel for the TRiO program and has received excellent applications.
- She applauded the Financial Aid Services team for their efforts in distribution \$2.5M to 1700 students for Winter Quarter.
- Toni invited all to join in the activities for Martin Luther King Jr. Week at the College which begins on Tuesday, January 18.
- Her Student Success Story of the month is Vince Dominguez. Vince is a charismatic, passionate student who came to Highline in 2009. He has worked in Core Leadership and became active in PTK. Last spring he became the student body Vice President, and has the responsibility of overseeing the S & A budget. He is innovative and hard working and commutes 1 ½ hours each day to come to Highline.

Institutional Advancement

Lisa Skari reported.

- Lisa expressed her thanks to Olga and to the student leadership for their efforts toward the Student Legislative Breakfast. She said they really did all the hard work, and looking at this event over the years, she said she sees the increase in student involvement and commends student government for all their work.
- Highline Foundation has received a bequest of over \$155,000 from the Daisy Sonju Trust.

- Another generous donation was received from Lana Mills, and Lisa requested that Dan Altmayer offer more details.

Dan Altmayer indicated that Ms. Mills has been a resident of Federal Way for over 40 years. She had been impressed by what she had read about Highline in the *Federal Way Mirror*, and wished to make a donation. Dan explained that she had attended some of the events on campus and he and President Bermingham hosted a tour for her at the College's Marine Science Technology Facility.

Vice Chair, Ed Davila requested the opportunity to thank President Bermingham for his leadership over the past couple years. He said that President Bermingham is one of the top presidents in the county and is an impact player. He indicated that by welcoming potential students, he is willing to show better ways to be productive. He said he hoped to continue to encourage these activities.

President's Remarks

President Bermingham thanked Dr. Davila for his remarks and shared his sentiments in continuing to provide access to all students, noting that Highline is an extraordinary slice of America. He said there is an incredible wealth of talent, culture, and perspective and feels that if it can be harnessed into the community, there is the capacity to do amazing things.

Thanks were offered to Barbara Reid for her service. He said that it is occasionally fun to be a Board member, and sometimes not as much fun during difficult economic times. He felt that Barbara was always a positive force and was thankful for her insight in marketing and making sure that the community was aware of the positive things happening at the College.

President Bermingham also felt it was important that the record would show that there were a number of collaborations in the south end of the county between Renton Tech, Green River Community College, Bellevue College and Seattle Community Colleges to capture efficiencies. He indicated the importance of 'purposeful' collaborations as we head into the Legislative Session and that it is important to coordinate this message.

Highline has had some very impressive innovations and the budget issues have not stopped the College's energy. He noted the examples of using Mr. Saechao's talent in Gateway to College in addition to the Welcome Back Center and that these examples are but a few of the types of things that are making an impact on the community. He also said that he had had the opportunity in Federal Way to discuss the work of the Small Business Development Center, StartZone, PTAC, and the Center of Excellence and hoped to underscore how these programs are responding to the needs of the community. Lastly, President Bermingham wished to remind all in attendance of the Highline Foundation 2nd Annual *Make Your Mark* Donation Breakfast to be held on February 1.

New Business

None.

Adjournment

The meeting was adjourned at 11:38 am.

Next Regularly Scheduled Meeting of the Board of Trustees

The next regularly scheduled meeting of the Board of Trustees will be on February 10, 2011.

Dan Altmayer, Chair

Jack Bermingham, Secretary