MINUTES OF BOARD OF TRUSTEES' MEETING

February 9, 2012

STUDY SESSION

Executive Session was called at 8:03 a.m. to discuss the performance of public employees related to Tenure. Executive Session ended at 8:20 a.m. The Study Session continued and the following topics were discussed:

Student Leadership
Quarterly Financial Report
TACTC meetings and ACCT Conference
Budget and Legislative issues
Discussion on WAC Code Revisions
President Bermingham's Presentation at Seattle Rotary
The Study Session adjourned at 10:02 a.m.

MEETING

Call to Order
The meeting was called to order at 10:15 a.m. by the Chair of the Board of Trustees, Ed Davila.

Roll Call
Present:
    Ed Davila
    Debrena Jackson Gandy
    Dan Altmayer
    Bob Roegner
    Fred Mendoza

Attorney General Representative: Bruce Marvin

Approval of Minutes
A motion was made and seconded to approve the minutes for the regularly scheduled meeting of January 12, 2012. The motion passed.

Correspondence

President Bermingham announced that Junki Yoshida, HCC Distinguished Alumnus, would be making a presentation on campus at 2:00 pm today, and additionally, a special reception would be held at 4:30 pm. Mr. Yoshida’s presentation is the first of a special speaker series as
a part of the College's 50th Anniversary Initiative. The Trustees are invited to attend both events.

Standing Reports

Associated Students of Highline Community College
Thuy Nguyen reported.

- Thuy offered a short introduction on her background. She has been at Highline for four quarters and is currently a part of the TRIO program. She went to Evergreen High School and her future plans are to graduate in Business Administration.
- She announced that there is an opening for the position of Speaker of the Caucus. Applications will be accepted for this position.
- Thuy also discussed the upcoming student rally in Olympia.

Washington Public Employees Association
No report was presented from WPEA.

Highline College Education Association
Ruth Windhover reported.

- Ruth noted that Lobby Day in Olympia is scheduled for February 20. She planned on attending.
- She expressed her observations that students are increasingly stressed by financial issues. Classes are overloaded and there continues to be pressure on instructors as there are fewer full time faculty who take on increasingly heavy workloads.
- Ruth explained that turnover savings are the only source of funding for faculty increments and this will become a serious issue for quality instructor recruitment.

Faculty Senate
Buzz Wheeler reported.

- Buzz previously reported that the Faculty Senate had made the decision to change the 1.0 grade as a passing grade; however, it appears that there is an inconsistency with this issue through the explanation offered in the campus catalogue. This also impacts transcript reporting. The issue has now returned to the Senate for further discussion as some points of this process are practicalities and some are philosophical. The issue is further complicated by its impact on financial aid. Some feel that students should be recognized for their efforts, even though the student’s progress may not be adequate for a passing grade. To respond to these issues, a position statement has been created and is being circulated for signature. The Faculty Senate may take action on this issue in March.
- Buzz is continuing as the HCC representative to FACTC. The winter quarter meeting will be held in Olympia.

HCC Foundation
Rod Stephenson reported.

- Rod said the proceeds from the annual campaign were now approaching $71,000 with approximately 140 persons contributing. He noted the significance of many donations having been made online.
• The 3rd Annual "Make Your Mark" Breakfast hosted 115 people and contributions reached $6,000 for student emergency assistance funds.
• On March 1, there will be a private viewing for the unveiling of the Whale at the MaST. The installation was funded through KeyBank donations.
• Rod made a reminder of the date of the GALA of April 28th. 27 tables will need to be filled and it is expected that we will have a full house for the 50th anniversary GALA. The goal is to net over $100,000. Currently, $20,000 has been donated in sponsorships. The tickets are $125 per person and tables of 8 run at $1000.

Action Item a.

Action Item a. Approval of Tenure

Fred Mendoza made the motion for approval of tenure in his statement:

"Having given due consideration to the recommendations of the Tenure Review Committee and the College President, I move that Probation be continued for the following first-year probationers:

Samad Chakour - Business/World Languages

Darryl Harris - Accounting

And secondly,

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

Razmehr Fardad – Mathematics/Pure and Applied Science

Mira Shimabukuro - English

Debrena Jackson Gandy seconded the motion. The motion passed unanimously.

Action Item b.

Action Item b. Approval of meeting date for the Public Hearing for Highline Community College revisions to the Washington Administrative Code.

Dan Altmayer moved that the date of the Public Hearing for Revisions to the WAC Code be set for May 10, 2012 as part of the regularly scheduled May 10 meeting of the Board of Trustees.

The motion was seconded by Bob Roegner. The motion passed.

Board Report: Achieving the Dream: Final Report, Impacts, and Next Steps

Vice President Jeff Wagnitz provided some background on the Achieving the Dream (AtD) program which was launched back in 2004 through the Lumina Foundation. Today it is active in 150 colleges, across 30 states. In that amount of time, we have had many contributors, and we have also gained new Board members, so it is a good time for a review of the project. The AtD is a “strategy institute” and creates many publications and reports for review. It involves a coach and data facilitator. Perhaps most important is that it carries a structured approach. AtD came to Washington State in 2006 and HCC was one of the first of six colleges in the
program. HCC did not initiate entrance into the program; rather the College was recruited. The biggest attraction was the concept of "self-determination" as this seemed a good fit with the culture of HCC. It is a highly rigorous program with lots of writing. It has a good connection to existing initiatives such as I-Best and the Developmental Math Committee. It also establishes a culture of continuous improvement.

Areas of interventions are ESL to credit classes, Pre-College Math (which has probably changed the most by evolving into a major curriculum reform), and Pre-College English which has evolved into Developmental Writing.

Last year was the final year of a four-year project. Highline has done well enough to be named a Leader College which is based upon a number of criteria including three years of continuous improvements. The AtD Initiative has affected approximately 10,000 Highline students who have benefited from the program. Some examples might be seen in the numbers of student success events, in student mentoring and in "culture of evidence workshops," and by becoming more data-driven in decision-making.

Area Reports

Instruction
Jeff Wagnitz reported.

- Jeff continued reporting on activities in Instruction. He mentioned the success of the recent event for Women in Science and Engineering. This is an annual event at Highline to promote women in fields in which they have traditionally been under-represented.
- Monica Luce was recently selected to chair the library media council.

Institutional Advancement
Lisa Skari reported.

- Lisa noted that the Institutional Advancement division works most closely with business and industry constituents. Recently, there has been heightened activity surrounding the Chamber of Commerce events. President Bermingham spoke at the Federal Way State of the Schools event and HCC will also partner with the Federal Way Chamber of Commerce for an After Hours event with Salty's at the MaST.
- The Whale is currently in assembly and the unveiling is planned for March 1st at the MaST.

Student Services
Toni Castro reported.

- As a follow up to Jeff's presentation, Toni wished to thank him for his leadership throughout the Core Team meetings. Those meetings have been conducted for six years on every other Tuesday afternoon.
- Toni thanked Fred Mendoza for joining the Student Affairs meeting and for visiting the Center for Leadership and Service as part of his orientation to the Student Programs Division. Toni added that he had also been presented with his Veteran's Coin as recognition for his service.
- She said this was an exciting time for Transfer students with Tuesday's Transfer Fair holding representatives from UW, CWU, and Washington State. Students are active in preparing their personal statements and gathering letters of recommendation for future college applications.
• In Educational Planning, Gwen Spencer and Kevin Kildun will be making a presentation next month in Portland on institutional change.
• Toni mentioned that several HCC students participated in a student rally to advocate for federal funding.
• Toni also promoted the Annual Softball Auction which is a great fundraiser for the team.
• She continued her report with noting her invitation to the National Association of Student Personnel Administrations (NASPA) conference. She will be part of a week-long summer institute in leadership and training.

Administration
Shirley Bean reported for Larry Yok.

• Shirley gave a recap on the recent snow storms, as it turned out to be a three-day incident. The storm arrived a little later than expected, but the campus was able to open by Saturday. Grounds crew personnel were first responders with two snowplows and de-icing which is difficult in covering 80 acres of campus. The North gate and the Baskin Robbins area can be treacherous during icy conditions.
• Minimal damage occurred on campus with no power outages so the campus did not suffer any long term issues.

Board Chair Ed Davila wished to express his thanks to all the Board members for their support of the College during legislative advocacy efforts in January and February.

President's Remarks
President Bermingham also wished to recognize Toni Castro for her great work. She is consistently being called upon for presentations, workshops, and for mentoring young professionals going into Student Affairs’ positions, and is recognized by both two and four-year institutions. We offer her our congratulations and appreciate that she always makes us proud.

Dr. Bermingham also mentioned the "Make your Mark" breakfast event. This event has become a high profile event on campus and is very much appreciated by faculty, staff and students.

Congratulations go to all members of the AtD Core team. Jeff has provided great leadership skill in his role by keeping the momentum going and in finding ways to encourage broad participation. Jeff’s ability to align interventions with the student achievement matrix is a key example. One of the challenges we face is to constantly review the many programs coming from organizations, all of whom are promoting different approaches for student achievement. It is difficult to move an institution forward if you have a revolving system of measurements for success. Jeff and the core team have worked on what is successful here at Highline and designed it for a broad institutional impact. We also value the willingness of our faculty and staff to take this on.

Dr. Bermingham thanked Bob Roegner for agreeing to participate in the CCID presentation in late February with Noah Brown of ACCT.

Dr. Bermingham also announced the Black and Brown Young Male Summit to be held on April 14. It is a Saturday program that has been embraced by the community. The intent is to reach out to students at an early age in the K-12 system. Rashad Norris continues to reach out to the local schools to promote this great event.
**New Business**
None.

**Adjournment**
The meeting was adjourned at 11:35 a.m.

**Next Regularly Scheduled Meeting of the Board of Trustees**
The next regularly scheduled meeting of the Board of Trustees will be on April 12, 2012.

[Signatures]
Ed Davila, Chair
Jack Bermingham, Secretary