MINUTES OF BOARD OF TRUSTEES’ MEETING

February 21, 2013

STUDY SESSION
The Study Session was called to order at 8:06 am. Executive Session was announced at 8:06 am to discuss the performance of public employees related to Tenure. Executive Session was adjourned at 8:40 am. The Study Session continued at 8:40 am and the following topics were discussed:
Quarterly Financial Report
Legislative Issues
Achieve the Dream Conference
February 27th HCC Foundation Fundraiser
The Study Session adjourned at 10:01 a.m.

MEETING

Call to Order
The meeting was called to order at 10:10 a.m. by the Chair of the Board of Trustees, Debrena Jackson Gandy.

Roll Call
Present:
Debrena Jackson Gandy
Bob Roegner
Fred Mendoza

Attorney General Representative:  H. Bruce Marvin

Board members Dan Altmayer and Ed Davila were unable to attend the February 21st meeting.

Approval of Minutes
A motion was made by Bob Roegner and seconded by Fred Mendoza to approve the minutes of the regularly scheduled meeting of January 17, 2013. The motion passed.

Board Chair Debrena Jackson Gandy requested that the agenda be altered to accommodate the schedule for those visiting the meeting for public comment. Public comments would be taken immediately after Correspondence.
Correspondence

President Bermingham expressed his congratulations to Rod Stephenson for obtaining his Certified Fund Raising Executive Credential, (CFRE). A comprehensive exam is required to earn this credential, revealing one's commitment to the profession, and Highline is fortunate to see this level of dedication in our Resource Development Division.

Dr. Bermingham announced a special award received in January. Highline received recognition at the University of Florida-sponsored Futures Assembly which highlights best practices. The purpose of the Bellwether Awards is to recognize outstanding and innovative programs that are successfully leading community colleges into the future. Dr. Bermingham noted that based upon Dr. Lisa Skari's research on community college alumni and resource development, the College was recognized as one of ten finalists within 500 nominations. Highline placed in one of the three categories of finalists.

Opportunity for Public Comment

Charles Lee, of the South Puget Sound Chinese Language School requested time on the agenda for public comment. He noted that the Chinese Language School had started over 20 years ago and was active while Dr. Elizabeth Chen was on the Board of Trustees. She had assisted them in make arrangements to use classrooms on Saturday that were not being used by the College at low cost. Mr. Lee further explained that their organization was facing some financial difficulties and they were hoping that the College would work with them on cost as they re-organized. Their goal was to repair their financial situation while undergoing some re-organization and hopefully to be able to continue to operate while doing so. Mr. Lee explained the purpose of his visit was to request this consideration of the Board.

President Bermingham suggested that Vice President Yok would meet with Mr. Lee and offer an update to the Board at a later date.

Standing Reports

Associated Students of Highline Community College
Nimotalai Azeez reported.

- Nimo announced that Jemimah Kamau was the new Vice President of Associated Students of HCC. She had recently chaired her first student council meeting.
- Nimo provided an update on the Legislative Rally in Olympia. She said the chant that became popular was "Don't Cut the Solution." Trustee Dan Altmayer attended the rally and spoke with the students, as well as Senator Eide's legislative aides, one of whom was an alum of Highline.
- Nimo also said she had volunteered to be on the WACTC Student Council, and was looking forward to that opportunity.

Washington Public Employees Association
Gerald Jackson reported.

- Gerald said there were no current topics to report from WPEA.
Highline College Education Association
Ruth Windhover reported.

- Ruth expressed her disappointment within the current conundrum in Olympia, but also thanked the Board of Trustees for their continued support of the faculty at Highline.

Faculty Senate
Buzz Wheeler

- Buzz had two items to report from the Faculty Senate. Vice President Wagnitz had spoken to the Faculty Senate with an introduction to the Baccalaureate of Applied Science Degree to alert them to the process. There was a great deal of interest on the part of the Senate.
- As a follow-up to the class overload policy, the Senate was looking at the credit load and success rate for students. They were still trying to determine the best ways to restructure this. Buzz explained that he would be reporting back to the Board when the Senate was further along in this process. He mentioned that as expected, the data seemed to indicate that when credit loads were higher, grade levels seemed to drop. Faculty advising was an important aspect of this consideration.

HCC Foundation
Rod Stephenson explained he would add his report during the Area Report for Institutional Advancement as he was substituting for Vice President Skari.

Action Item

Action Item a: Approval of Tenure Recommendations

Bob Roegner made the following motion: I move that probation be continued for the following second-year probationers:

Samad Chakour - Business/World Languages
Darryl Harris - Accounting

And that Tenure be granted for the following third-year probationers:

Razmehr Fardad - Mathematics
Mira Shimabukuro - English

Fred Mendoza seconded the motion. The motion was unanimously approved. Bob Roegner added that all of the Trustees had an opportunity to review the files and were impressed with the thoughtfulness, dedication, and thoroughness of the reports. He congratulated the faculty members receiving Tenure.

Board Report: Adult Basic Education/ESL Update

Vice President Wagnitz explained that Highline continues to have one of the largest ABE/ESL programs in the state. If one looks at a map of the immigrants and refugees in the area, it is...
clear that our service district has a need for such services. Jeff Wagnitz then introduced Steve Washburn, Bevin Taylor, and Linda Faaren to discuss the program at Highline.

Steve Washburn began the presentation by offering the numbers of students served each year within the ABE/ESL program at between four and five thousand, or about one-third of our enrollment. These numbers reflect students in the GED program, or in ESL to Developmental Education. Many enter in the low level ESL classes and are trying to build their skills to obtain entry level jobs. The goal is to try to retain students in higher level ESL classes for increased opportunities. A number of grants are used to help funding such as through the Workforce Investment Act. Perhaps a little more than one-third of the cost is supported through funding from outside the college and the rest is paid by the college. Community-based partnerships are key. Another difficulty is assessment. The sole measure is CASAS testing, focused on reading, writing, speaking, and listening. As Highline has 5000 students within these programs, this is a very high tracking effort and high testing costs. This becomes even more pronounced under budget restrictions. Steve went on to describe the ESL transition to college courses and the connection to the Achieve the Dream initiative. He underscored some of the barriers for these students which focus on financial issues, navigating through the system, and being able to take advantage of faculty advising. Steve also mentioned the I-Best Program which has been recognized for its success.

Bevin Taylor continued the presentation in discussing Jump Start cohorts. This program allows high level ESL students to make the leap from ESL into college credit. Ten students are selected for Jump Start and enrolled in English 91 and placed in classes with mainstream English 91 students. The Compass test is waived. There is a support system in place offering college success skills and college navigation to help students become familiar with the US system and create a readiness to enter 101 classes. Highline has now completed its 8th cohort and 61 students have passed since 2010. 90% have taken at least one college credit and 70% have completed 15 college credits. Bevin said they hope to expand this program next fall.

Linda Faaren, Director of the Welcome Back Center, and Special Projects in ABE/ESL concluded the presentation. Linda explained that Highline is committed to working as a team to create a welcoming environment for these students. She indicated that a few years ago it became apparent that this program is multi-faceted and requires a great deal of communication and support. She focused on the program “SkillUp” geared toward 18-24 year olds. The goal of this program is to assist young adults who have been shown to have low basic skills who often don’t succeed in high school. In researching some of the barriers for these students it became apparent that few said they had good self-esteem, and few had ever been asked what they actually liked to do. So a different approach was put in place in order to focus on job readiness. The new approach assisted students in finding out what types of job training would be necessary to move them toward a career of their interest. Linda added that having multiple sites for program support, open enrollment, and child care were all pieces to the puzzle. She said that the ABE/ESL services were offered in schools, libraries, apartment buildings, and even in converted athletic facilities. She explained, “Highline sees this as a social justice issue.”

**Area Reports**

**Instruction**  
Jeff Wagnitz reported.

- Jeff wished to thank all the presenters and reflected that the testing issue for the ABE/ESL program is a considerable burden. He said it is difficult at a time of budget shortages that the accountability factor sometimes overcomes some of the other assets of the program.
• Career Start initially started at the Federal Way Public Schools providing early access to technical programs in the 11th and 12th grades. He mentioned that now there are 13 professional technical programs which are offered through Career Start, and have been highlighted in Rob Neu's "State of the Schools" address.
• Jeff wished to recognize the efforts of Alice Madsen and Tammy Hilton in their work on these programs which have shown great success for many students.

**Student Services**
Toni Castro reported.

• In adding to the financial aid theme, Toni wished to acknowledge Lorraine Odom. She has been recognized statewide for her leadership in financial aid services. Highline has awarded $2.8M to date which shows Lorraine's commitment to making sure that every eligible student who meets the deadline will be funded.
• The S & A budget committee is underway in reviewing a $2M budget program with allocations for the Honors Program, T-Word, Athletics, and instructional leadership. Students from South Africa, Kenya, and Taiwan are all in involved in the S & A Committee this year.
• Allison Lau, in Counseling, is working on the promoting health and wellness as an important factor in college success.
• The Commencement Committee is meeting regularly to prepare for this year's commencement exercises.

**Administration**
Larry Yok reported.

• Larry noted that in community relations, the most recent tangible result was in expanding parking. Athletic facilities have permission to build 60 spaces in this area.
• Beth Brooks has been working with DMPD on an integrated reporting structure.
• Larry explained he had been attending meetings with Sound Transit and was hopeful that the discussions would lead to an alignment of transit running as close to campus as possible in the design development.
• Larry was asked to join an advisory committee for the DMPD.
• The MaST repairs from the storm are expected to run about $120,000 which can hopefully be supplied through emergency SBCTC funding.
• Building 19 ramp completion will mark the end of the listing relative to the OCR audit. This should be helpful in making the campus accessible for ADA needs.

**Institutional Advancement**
Rod Stephenson reported for Lisa Skari.

• The Foundation Board has a new member, Anna Popp, who is a 2002 HCC alum. Anna is now practicing law and very enthused to be back supporting the college through the Foundation's efforts.
• Rod distributed copies of the Transforming Lives Brochure published through the efforts of TACTC.
President’s Remarks

President Bermingham expressed his thanks to Beth Brooks for leading the Human Resources Division the last few years. Beth has now accepted a new position and all wish her great success in her new role.

Dr. Bermingham also thanked the Trustees for their advocacy on behalf of the College. He expressed his appreciation in their participation at the legislative dinner in January and also in the many recent campus events.

The President noted that the conversation continues on the completion agenda and was discussed recently at the ACCT meeting. In addition, the Trustees will be discussing completion in terms of the revision of the mission statement within the context of the core themes of the College.

Lastly, the President expressed his appreciation for the efforts of Vice President Wagnitz in developing a close working relationship with the Federal Way School District. This will allow for a more effective collaboration and enhanced opportunities for our students. Hopefully, these relationships will also encourage more conversations in the home to help young children realize the value of education.

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 11, 2013.

Debrena Jackson Gandy, Chair

Jack Bermingham, Ph.D., Secretary