MINUTES OF BOARD OF TRUSTEES’ MEETING

June 14, 2012

STUDY SESSION

The Study Session opened at 8:07 am and Executive Session was announced to discuss the performance of a public employee. Executive Session was adjourned at 9:34 am. The Study Session continued and the following topics were discussed:

Action items:

a. Election of Officers for Board of Trustees for 2012-2013
b. Approval of Student and Activities Budget for 2021-2013
c. Resolution 103-2012 (Pertaining to International Student Programs Contract)
d. Resolution 104-2012 (Pertaining to Authority to Expend Funds)
e. Resolution 105-2012 (Pertaining to City of FW 2013 Community Development Block Grant Proposal)
f. Resolution 106-2012 (Pertaining to City of Federal Way CDBG StartZone Proposal)
g. President’s Contract

WAC Revisions
TACTC Update
Commencement Activities of June 14

The Study Session adjourned at 10:05 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, Ed Davila.

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

Attorney General Representative: H. Bruce Marvin

Approval of Minutes
A motion was made by Dan Altmayer and seconded by Bob Roegner to approve the minutes of the regularly scheduled meeting of May 10, 2012. The motion passed.

Correspondence

President Bermingham introduced Noelle Gichohi, who was selected as Highline’s Next Step Scholarship recipient to the University of Washington Tacoma for 2012. The scholarship provides $6,000 per year for a maximum of $12,000. Noelle spoke of her experiences in coming to the community back in 2002. She is the mother of two children and was encouraged in her writing classes to continue on in her studies. She graduated with honors with an AA degree in Business Administration and her plans are to go into the health leadership program. Noelle expressed her appreciation for Highline and its faculty. She said her goal is to work hard to give back to the community that has done so much for her.

Dr. Bermingham requested that Professor Sell present the next award. Dr. Sell introduced Alisa Gramann as the recipient of the Shirley B. Gordon Scholarship. He noted that Alisa was one of the best students he had ever had – and one of the funniest. He offered an anecdote of an interchange that he had had with Alisa about an assignment suggestion that Dr. Sell had presented to another student. Alisa had asked him if he believed that the assignment would really be completed or if just something he had given him to keep him busy. Dr. Sell explained he then realized how perceptive an individual Alisa really was. Alisa also thanked her instructors and said she was very happy to have had this opportunity. She plans on transferring to Western WA University in the Fall. Dr. Bermingham added to Alisa’s comments in explaining a little of the background of this scholarship. Shirley B. Gordon was a past president of Highline who was very active nationally in the community college honor society, Phi Theta Kappa. She was a national figure in this organization and had an amazing impact on this community and nationally.

In other correspondence, President Bermingham expressed his thanks to the City of Yangzhou for their kind recognition in presenting him with an Honorary Friendship Award Credential. He was very pleased to accept this recognition and hoped that the partnership would continue to flourish. Dr. Bermingham also distributed a copy of the recent South Sound Business News which shows a photo of our recent visitors from the Polytechnic of Namibia joining him along with Trustees Dan Altmayer, Bob Roegner, Vice President Lisa Skari, and Federal Way Chamber CEO, Patti Mullen. He expressed his thanks to the Chamber for this very positive publicity for the College.

President Bermingham expressed his sincere thanks to Linda and Junki Yoshida for their generous gift of the 8’ bronze sculpture which was unveiled on June 11 in the Student Union Building. He thanked all the Trustees who attended the event for their support and was pleased that so many were able to meet the artist and hear his meaningful words. He noted that Junki and Linda had met as fellow students at Highline many years ago. It was also very fitting that the student government representatives were able to join in a small meeting with the artist to hear his thoughts on the legacy of this statue, entitled, “Spirits Will Protect Me.”

On a final note, Dr. Bermingham again expressed his thanks to the Accreditation team. He noted that he had received the call from the Accreditation Evaluators regarding the final report. It was all very positive, most especially in reading the ending remarks, which follow:

“HCC has also demonstrated that it is well functioning institution with systems in place to improve and monitor student success in a number of key ways.

While it has solid formal structure and processes in place, the real strength of the College is in its informal networks, all with the highest priority of providing needed services and facilities to students, that extend across all functional areas including...
faculty, staff, students and community members. These networks thrive because of mutual respect and willingness to assist one another from the highest administrative levels on down."

Dr. Bermingham felt these words were very reflective in what faculty and staff aspire to be every day.

**Standing Reports**

**Associated Students of Highline Community College**
Thuy Nguyen reported.

- Thuy wished to express her thanks for the support that has been shown to her from President Bermingham and the Executive Team over the academic year.
- She introduced the student leaders for next year:
  - Rafael Pierre, President
  - Nimo Azeez, Vice President
  - Annie Boyenneh, Speaker of the Caucuses
- Thuy said that her final duty for student body president would be to attend the State Board budget meeting on the 20th to be a voice for students.

Trustee Dan Altmanay thanked Thuy for all her hard work this year. He said he knew that a lot of planning had gone into her statements for the meetings in Olympia, and also knew that she would be missed by the Higher Education Committee.

**Washington Public Employees Association**
No report was presented from WPEA.

**Highline College Education Association**
Ruth Windhover reported.

- Ruth said that on the 50th anniversary of the College, she wished to affirm the collegial relationship that remained between the administration and the faculty within a professional and diverse campus community.
- She also thanked Dr. Davila for his leadership as the Chair of the Board of Trustees over the last academic year. She thanked the entire Board as well for all the hours of service and the expertise that they have provided to the College in their role as Trustees.

**Faculty Senate**
Tommy Kim reported for Buzz Wheeler.

- Tommy Kim reported that final appointments had been made in the Faculty Senate; three of which were returning members, one new executive member, two new divisional members, and one new position as secretary.
- The Senate had been successful in closing all business for the year, so there would be no carryover for the Fall Meeting.

**HCC Foundation**
Rod Stephenson reported.

- Rod announced that 75 scholarships will be awarded through the Foundation for the next academic year, and the Foundation raised over $60,000 in scholarship efforts.
Action Item a.

Action Item a. Election of Officers

Chair Davila noted that he had had a great time this year, and it marked the completion of his tenth year as a member of Highline’s Board of Trustees.

Fred Mendoza moved that the following named Board Officers for the 2012 - 2013 year be approved:

Chairperson:  
Ms. Debrena Jackson Gandy

Vice Chairperson:  
Mr. Bob Roegner

TACTC Representative:  
Mr. Dan Altmayer

TACTC Legislative Representative:  
Mr. Bob Roegner

HCC Foundation Board Representative:  
Mr. Fred Mendoza and Dr. Ed Davila

Dan Altmayer seconded the motion. The motion passed.

Action Item b. Approval of the Student Services and Activities 2012-2013 Budget

A motion was made by Fred Mendoza to approve the Student Services and Activities Budget for 2012-2013. The motion was seconded by Debrena Jackson Gandy. The motion passed.

Action Item c. Approval of Resolution 103-2012 (Pertaining to International Student Programs Contract)

A motion was made by Dan Altmayer to approve Resolution 103-2012 and seconded by Fred Mendoza. The motion passed.

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 103-2012
(Pertaining to International Student Programs Contract)

WHEREAS, Highline Community College District 9 is committed to continuing its contractual arrangements for its International Student Programs as approved by the Board of Trustees through Resolution 83-2009, (Pertaining to International Student Programs Contract) on June 11, 2009, and

WHEREAS, the Highline Community College District 9 ("College") is committed to achieving an internationally integrated educational environment, and

WHEREAS, the College continues to attract greater numbers of international students, and

WHEREAS, the College continues to experience enrollment growth in excess of its state supported student allocation; and
WHEREAS, state law and the policies and procedures of the State Board of Community and Technical Colleges (SBCTC) permit the establishment of contractual instructional programs for international students; and

WHEREAS, the College intends to comply with the SBCTC’s revised policies and procedures for such programs;

THEREFORE, BE IT RESOLVED by the Board of Trustees of Highline Community College District 9 as follows:

Section 1. The College has determined that it is not financially viable to serve international students within its limited state-supported student allocation.

Section 2. The College should continue to provide classes or programs for international students with shared funding from a cooperating agency or organization as authorized by RCW 28b.50.140 (17) and WAC 131-32-020.

PASSED by the Board of Trustees this 14th day of June, 2012.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair
Dr. Ed Davila

Vice Chair
Debrena Jackson Gandy

Member
Dan Altmayer

Member
Bob Roegner

Member
Fred Mendoza

A copy of resolution 103-2012 is on file in the Office of the President.

Action Item d. Approval of Resolution 104-2012 (Pertaining to Authority to Expend Funds)

Bob Roegner moved to approve Resolution 104-2012. The motion was seconded by Debrena Jackson Gandy. The motion passed.

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 104-2012
(Pertaining to Authorization to Expend Funds)

WHEREAS, the new fiscal year will begin on July 1, 2012, and

WHEREAS, a final determination of the budget will not be made prior to the date of the October 11, 2012 Community College District 9 Board of Trustees’ meeting, and
WHEREAS, students have enrolled for summer session that will begin on June 25, 2012, and

WHEREAS, the disruption of planned and scheduled activities could seriously hamper the College's operations for the 2012-2013 College year,

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the President of Highline Community College and his designees to expend funds beginning July 1, 2012, to meet College needs at the same rate as in the 2011-12 approved budget, or as specifically authorized by legislative action to take effect July 1, 2012. This authorization expires on October 11, 2012, or upon the date the Board passes the motion to adopt the final budget for 2012-2013, if the Board's action on the budget precedes October 11, 2012.

PASSED BY THE BOARD OF TRUSTEES this 14th day of June, 2012

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair
Dr. Edward Davila

Vice Chair
Debrena Jackson Gandy

Member
Dan Altmayer

Member
Bob Roegner

Member
Fred Mendoza

Certification:

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 104-2012 for the use and purpose intended.

Secretary to the Board

A copy of Resolution 104-2012 is on file in the Office of the President.

Action Item e. Approval of Resolution 105-2012 (Pertaining to City of Federal Way 2013 Community Development Block Grant Proposal)

Debrena Jackson Gandy moved to approve Resolution 105-2012. The motion was seconded by Bob Roegner. The motion passed.

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 105-2012
(Pertaining to Small Business Development Services for the City of Federal Way)

WHEREAS, Highline Community College is fully committed to providing small business development services to its service area via the Southwest King County Small Business Development Center at Highline Community College; and,
WHEREAS, the City of Federal Way will provide $22,500 in funding toward the provision of such services; and,

WHEREAS, federal Community Development Block Grant (CDBG) funds are available for the purpose of providing matching funds, and

WHEREAS, Highline Community College is eligible to receive CDBG funds, and

WHEREAS, the City of Federal Way has requested that Highline Community College apply for these CDBG funds in order to match its general fund allocation,

THEREFORE BE IT RESOLVED, that the Board of Trustees of Highline Community College supports development and submission of an application for 2013 Community Development Block Grant funds from the City of Federal Way in the amount of $22,500.

PASSED BY THE BOARD OF TRUSTEES this 14th day of June, 2012.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair
Ed Davila

Vice Chair
Debrena Jackson Gandy

Member
Dan Altmayer

Member
Bob Roegner

Member
Fred Mendoza

Certification:

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. 105-2012 for the use and purpose intended.

Secretary to the Board

A copy of Resolution 105-2012 is on file in the Office of the president.

Action Item f. Approval of Resolution 106-2012 (Pertaining to City of Federal Way CDBG StartZone Proposal)

A motion was made by Debrena Jackson Gandy to approve Resolution 106-2012 and seconded by Bob Roegner. The motion passed.

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 106-2012
(Pertaining to StartZone Microenterprise Program)

WHEREAS, Highline Community College is fully committed to providing small business development services to its service area via the StartZone Microenterprise Program at Highline Community College; and,
WHEREAS, the City of Federal Way Community Development Block Grant (CDBG) program is accepting applications for funding to support microenterprise development projects in Federal Way,

THEREFORE BE IT RESOLVED, that the Board of Trustees of Highline Community College supports development and submission of a StartZone Microenterprise Program application for 2013 funds from the Federal Way CDBG program in the amount of $50,000.

PASSED BY THE BOARD OF TRUSTEES this 14th day of June, 2012.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair         Ed Davila, M.D.
Vice Chair    Debrena Jackson Gandy
Member        Dan Altmayer
Member        Bob Roegner
Member        Fred Mendoza

A copy of Resolution 106-2012 is on file in the Office of the President.

Action Item g. President’s Contract

Board Chair Ed Davila explained that Board members are continuing to work on the President's contract. He noted there was strong support for President Bermingham and their goal is to work on the details to have this finalized by the next meeting. Action Item g (President's Contract) was tabled until the July meeting.

Area Reports

Administration
Larry Yok reported.

- Larry explained he had a very short report. The goats are back.

Instruction
Jeff Wagnitz reported.

- Jeff recognized a couple of faculty members from his report, notably Sharon Hashimoto for her great work on the Arcturus magazine. This year’s edition was exemplary.
• He also noted the great work of Tammy Hilton and Gary Nelson for the Portfolio Show, which was an excellent production.
• Jeff also distributed the Respiratory Care Class Photo which was accompanied by a summary of the many accomplishments of this class.

**Student Services**
Toni Castro reported.

• Toni mentioned her participation in the Southern Methodist University Summer Leadership Institute for NASPA (National Assoc. of Student Personnel Administrators) and another opportunity for HCC to gain national visibility. She explained that after many years in her profession, it is a wonderful way to assist in training young professionals in the field.

**Institutional Advancement**
Lisa Skari reported.

• Lisa noted that as the 50th Anniversary winds down, she wished to recognize all the folks making this year festive and meaningful from Jason’s 50th Anniversary Committee, including Jason as Chair, along with Bob Baugher, Melissa Sell, Madison Gridley, Tatyana Andreychenko, Patti Rosendahl, Carrie Davidson, Tim McMannon, Lonny Kaneko, Ed Morris, Siew Lai Lilley, Jean Munro, Tonya Benton, Patricia Daniels, Rachel Collins, and Donna Longwell.

**President's Remarks**
President Bermingham offered his thanks to his Executive Team for all their support through the 50th year as well. He said he hoped the 51st year might not be quite as busy, but he also wished to thank Jason and his team for leading the exciting activities throughout the year.

The 50th anniversary was a meaningful benchmark for Highline. As the oldest community college in King County, it has been an interesting year of reflection. It has been a time to look back and appreciate all those who came earlier and how much of what we do is on the backs of those who contributed so much to our history. The last couple hears have held a number of challenges and President Bermingham was pleased to say that those challenges have not in any way hampered the great innovations of this college.

**New Business**
None.

**Adjournment**
The meeting was adjourned at 11:01 a.m.

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

[Signatures]

Ed Davila, Chair  
Jack Bermingham, Secretary