MINUTES OF BOARD OF TRUSTEES' MEETING

June 13, 2013

STUDY SESSION

The Study Session was called to order at 8:03 am. Executive Session was announced to discuss the performance of a public employee. Executive Session was adjourned at 9:15 am. The Study Session continued at 9:20 am and the following topics were discussed:

- TACTC meeting Update
- Action Item Overview
- End of Year Recognition Luncheon

The Study Session adjourned at 9:59 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, Debrena Jackson Gandy.

Roll Call
Present:

- Debrena Jackson Gandy
- Bob Roegner
- Dan Altmayer
- Fred Mendoza

Attorney General Representative: H. Bruce Marvin

All members of the Board of Trustees were present with the exception of Dr. Ed Davila.

Approval of Minutes
A motion was made by Fred Mendoza and seconded by Bob Roegner to approve the minutes of the regularly scheduled meeting of May 9, 2013. The motion passed.

Trustee Roegner then issued a request to the Chair to alter the agenda by adding an action item to the agenda, Resolution 115-2013 (Pertaining to the President's Contract.) Mr. Roegner moved to add this agenda item to Unscheduled Business. Fred Mendoza seconded the motion. The motion passed.
President Bermingham noted that the Trustees were familiar with Highline's Achieve Program. He distributed an article from "Think College" published by the Institute for Community Inclusion, University of Massachusetts on profiles and practices on students with disabilities. The article highlighted five case studies and Highline's Achieve Program was one of the case studies. He mentioned that this was a noteworthy achievement and very positive recognition for Highline. Jenni Sandler is the administrator for the Achieve Program.

A second item under correspondence was the presentation of the plaque to the winner of the 2013 Shirley B. Gordon Award for Academic Excellence. Unfortunately, Jemimah Kamau was unable to make the meeting to receive the award; however President Bermingham offered short remarks on this student's notable achievements.

Standing Reports

Associated Students of Highline Community College
Nimotalai Azeez reported.

- Nimo expressed her thanks to the Board members for their support this year. She said she had really enjoyed connecting with all the members. She felt that her experiences in student government had been some of her favorite moments at HCC.
- Nimo introduced the new officers for the 2013-14 academic year: President, Saka Raheem, Vice President, Passion Johnson, and Speaker of the Caucus, LaTonya Brisbane.
- Saka made a few introductory remarks and expressed his enthusiasm for working with the Board during the upcoming year.

Dan Altmayer addressed the new officers and explained that the Trustees held an open door policy for student government and were there to assist them to be successful in their roles for the next academic year.

President Bermingham requested that Nimo offer some closing remarks on her experiences in student government. She said that even though going into a student government role had never been her first choice, she had learned a lot about the importance of public service that she would never forget. She plans to continue her education at the University of Washington in community development and planning.

Washington Public Employees Association
Gerald Jackson reported.

- Gerald wished to express his thanks to the Board members for their support this last year and to the administration and staff for their support during the legislative discussions on the restoration of the 3% salary reduction, hoping this would soon pass in the legislative session.
- Gerald was congratulated for his performance of the National Anthem at commencement and he expressed the appreciation and congratulated all the graduates.

President Bermingham noted that the 3% salary restoration seemed to be part of all the budget proposals in the legislature so all were optimistic that this would ultimately pass.
Highline College Education Association
Ruth Windhover reported.

- Ruth mentioned that the Board had witnessed the collegiality among faculty, staff, and administration at the commencement ceremonies, but felt it was important to bring to light the issues regarding part-time faculty benefits. She said that the Senate bill would take away health care benefits for this group and substituting the provisions of the Affordable Health Care Act. She did not believe that this was intended to take the place of state benefits, and felt the legislature would be making a big mistake if this were to happen. She said that all colleges will suffer a loss of part-time faculty and ultimately, this loss would be passed on to students. She said this was a great concern for HCEA.

Faculty Senate
Buzz Wheeler reported.

- Buzz explained he was ending his term as chair of the Faculty Senate, and introduced Kate Skelton of the Math Faculty Division who would be taking on this role.
- Kate has served as one of the two Senators-at-Large, and her experience will make her an effective Chair.
- Buzz went on to note that there have been no new actions since May. All elections are finalized, with a net change of 3 persons.
- Lastly, Buzz wished to note that as Chair of the Senate, he has also been the representative to the State Faculty Association and received the many correspondences that come through on the listserv. He said that he has been so appreciative of the relationships at Highline. He noted that both Vice President Jeff Wagnitz as Vice President of Academic Affairs, and Rolita Ezeonu, as Dean, take an active role in assisting the needs of the faculty. He also expressed his thanks to Toni Castro in Student Affairs in the collegial relationship of the Senate and Student Services, and to the administration. He was most proud of the holistic manner in which Highline deals with policy and procedures.

HCC Foundation
Vice President Lisa Skari reported for Rod Stephenson.

- Lisa underscored the achievements of Jemimah Kamau as the selected winner of the Shirley B. Gordon Award for Academic Excellence this year. She provided some background on Shirley B. Gordon's presidency at Highline and the establishment of this endowment. She noted that few awards come with a $4,000 monetary award, and this was a prestigious award to acquire.

- Lisa announced that Mark Rasmussen would be replacing David Paice as the Chair of the HCC Foundation this year.

Action Items

Action Item a. Election of officers for Board of Trustees for 2013-2014.

Bob Roegner moved that the following Trustees be approved for the respective offices for the 2013-2014 academic year:
Chairperson: Mr. Bob Roegner

Vice Chairperson: Mr. Fred Mendoza

TACTC Representative: Ms. Debrena Jackson Gandy

TACTC Legislative Representative: Mr. Bob Roegner

HCC Foundation Board Representative: Mr. Dan Altmayer

Dan Altmayer seconded the motion. The motion passed. It was noted that Fred Mendoza and Bob Roegner will continue as members of the Finance Committee to review the quarterly financial reports with Shirley Bean.

**Action Item b.** Approval of the Student and Activities Budget for 2013-2014

Fred Mendoza moved to approve the 2013-2014 Student and Activities Budget. Jonathan Brown, Associate Dean, Student Programs was asked to offer remarks about any major changes in the S & A budget for this year. He noted that there were very few changes: some reductions were due to the requests by some managers who reduced their budget amount requests, and other budget lines had slight changes due to category changes, but overall there were no major changes.

Bob Roegner seconded the motion. The motion passed.

**Action Item c.** Resolution 111-2013 (Pertaining to Authority to Expend Funds)

Fred Mendoza moved to approve Resolution 111-2013 (Pertaining to Authority to Expend Funds). He read the following motion for the record.

Bob Roegner seconded the motion. The motion passed.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9**
**RESOLUTION 111-2013**
**(Pertaining to Authorization to Expend Funds)**

WHEREAS, the new fiscal year will begin on July 1, 2013, and

WHEREAS, a final determination of the budget will not be made prior to the date of the November 21, 2013 Community College District 9 Board of Trustees' meeting, and

WHEREAS, students have enrolled for summer session that will begin on June 24, 2013, and

WHEREAS, the disruption of planned and scheduled activities could seriously hamper the College's operations for the 2013-2014 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, 2013, to meet College needs at the same rate as in the 2012-13 approved budget, or as specifically authorized by legislative action to take effect July 1, 2013. This authorization expires on November 21, or upon the date the Board passes the motion to adopt the final budget for 2013-2014, if the Board’s action on the budget precedes November 21, 2013.

PASSED BY THE BOARD OF TRUSTEES this 13th day of June, 2013

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair Debrena Jackson Gandy

Vice Chair Bob Roegner

Member Dan Altmayer

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 111-2013 for the use and purpose intended.

Secretary to the Board

The official copy of Resolution 111-2013 (Pertaining to Authority to Expend Funds) is on file in the Office of the President.

**Action Item d.** Resolution 112-2013 (Pertaining to the Small Business Development Services for the City of Federal Way.)

Dan Altmayer moved to approve Resolution 112-2013 (Pertaining to the Small Business Development Services for the City of Federal Way.)

Bob Roegner seconded the motion. The motion carried.

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 112-2013
(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 authorizes the submission of an application for 2014 Community Development Block Grant funds from the City of Federal Way in the amount of $22,500.

PASSED BY THE BOARD OF TRUSTEES this 13th day of June, 2013.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair
Debrena Jackson Gandy

Vice Chair
Bob Roegner

Member
Dan Altmayer

Member
Fred Mendoza

Secretary to the Board

The official copy of Resolution 112-2013 (Pertaining to the Small Business Development Services for the City of Federal Way) is on file in the Office of the President.

Action Item e. Resolution 113-2013 (Pertaining to StartZone Microenterprise Program)

Fred Mendoza moved to approve Resolution 113-2013 (Pertaining to the StartZone Microenterprise Program). Bob Roegner seconded the motion. The motion passed.
HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 113-2013
(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 authorizes submission of a StartZone Microenterprise Program application for 2014 funds from the Federal Way CDBG program in the amount of $50,000.

PASSED BY THE BOARD OF TRUSTEES this 13th day of June, 2013.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

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. 113-2013 for the use and purpose intended.

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Secretary to the Board

Chair
Debrena Jackson Gandy

Vice Chair
Bob Roegner

Member
Dan Altmayer

Member
Fred Mendoza

The official copy of Resolution 113-2013 is on file in the Office of the President.

**Action Item f.** Resolution 114-2013 (Pertaining to International Student Programs Contract.)

Dan Altmayer moved to approve Resolution 114-2013 (Pertaining to the International Student Programs Contract.)

Fred Mendoza seconded the motion. The motion passed.
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 13th day of June, 2013.

COMMUNITY COLLEGE DISTRICT 9
State of Washington

Chair  Debrena Jackson Gandy
Vice Chair  Bob Roegner
Member  Dan Altmayer
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 114-2013 for the use and purpose intended.

Secretary to the Board
The official copy of Resolution 114-2013 (Pertaining to the International Student Programs Contract) is on file in the Office of the President.

**Area Reports**

**Instruction**
Jeff Wagnitz reported.

- Jeff wished to recognize those retiring faculty members who have been great mentors at the institution. He said that in reflecting upon their amazing contributions, he was most humbled by the legacy of their accomplishments. He said that at the same time, in the process of interviewing the new incoming candidates for faculty positions, he was most hopeful and encouraged at their interest and enthusiasm.
- Jeff wished to recognize Buzz Wheeler for his leadership of the faculty Senate and all the efforts of their meetings over the last year.
- Other special accomplishments:
  - Tamara Hilton and Diana Boyd, in Art and Design and Visual Communications for their efforts in the Portfolio Show
  - Rich Bankhead and Judy Mannard for all their efforts in the Science Olympiad
  - Sharon Hashimoto and the Arcturus publication
  - Amelia Phillips for the recognition from the Committee on National Security Systems and the National Security Agency in meeting the National Training Standard as well as the designation of Highline CC as a National Center of Excellence in Information Assurance 2-year education. Alice Madsen attended the recent events to receive these recognitions along with Amelia Phillips on behalf of Highline, in Mobile, Alabama.

**Student Services**
Toni Castro reported.

- Toni wished to express her appreciation for the efforts at making the commencement ceremony an excellent experience for all. She said there was no better example of community engagement than to witness the graduating students and their extended group of family and friends in our community in celebrating this occasion together.

**Institutional Advancement**
Lisa Skari reported.

- Lisa noted that last fall, the college participated in the National Media Survey and partnered with Craig McKenney who assigned some of his students to a project to look at the data and choose something important to them. It was great to hear from the students on some of their insights and novel ideas. She said that the board would be hearing about some of these ideas in an upcoming board report.

**Administration**
Larry Yok reported.

- Larry discussed the college's energy conservation programs. He said the college is leveraging these programs to make sure that full advantage can be extended toward the upgrade of some of our systems. New controls for the HVAC system have been needed for a long time and the end result of this installation will allow the college to
bring down the energy costs substantially. Already there has been about $1M in savings in water usage. Natural gas savings have resulted as well.

- Larry also wished to discuss the recent security issue regarding cell phone thefts. He noted that HCC is not alone in having this problem and cell phone and electronics theft seems to have become one of the fastest growing crimes. Our campus is generally quite safe, but we have been caught recently in a string of these crimes and this type of theft is up somewhat from last year. The campus security division strives to keep a safe environment on campus.

Debrena Jackson Gandy offered some remarks on the conclusion of her year as the Board’s chair. She wished to say that it had been a great pleasure to serve in this capacity even though she had not thought she would have taken on this role so soon in her appointment to the Board. She said it was a wonderful journey and appreciated all of her Trustee colleagues. It had been an honor, a privilege and a joy. She closed by saying that Bob Roegner would do a wonderful job next year.

**President’s Remarks**

President Bermingham also expressed his appreciation to the Board. He said he had been continually supported and felt that the board and the administration worked well together. He thanked Debrena Jackson Gandy for her leadership over the year and as the year has come to a close, he wished to echo the remarks of Ruth and Toni, that the commencement ceremony had been a remarkable event. It was clearly evident that faculty and staff were committed to student success. The 3% reduction in classified pay this year in no way reflected their commitment and dedication to the college and that was reflected in overall commitment to make this an outstanding year. He thanked all board members, faculty, and staff for a great year.

**Unscheduled Business**

Bob Roegner moved to approve Resolution 115-2013 (Pertaining to the President’s Contract.) Fred Mendoza seconded the motion which extends the President’s contract from July 2012 through 2016. It was mentioned that this motion was an intent to recognize in a material way, the service of the President to the College and in reviewing similar contracts in other districts, the President’s compensation was in need of adjustment. Bob Roegner added that this motion was an attempt to retain the President in service of the College with a fair contract for that service.

The motion passed.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9**

**RESOLUTION 115-2013**

(Pertaining to Presidential Contract)

PRESIDENTIAL CONTRACT

ADDENDUM 2013

Amending the Terms and Conditions of Appointment of the President of Highline Community College, District 9

WHEREAS the Board of Trustees wishes to extend the term of Dr. Jack Bermingham’s July 12, 2012 Presidential Contract (the Presidential Contract) for another year, through July 1, 2016, and

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WHEREAS the Board of Trustees wishes to provide a material incentive for Dr. Bermingham to continue serving as President and fulfill the term of his presidency under the Presidential Contract, and

WHEREAS the Board of Trustees wishes to bring the President’s compensation package into alignment with other similarly situated executives in the SBCTC system, the President shall receive a series of retention-based increases to his base salary over the next three years of his contract, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Highline Community College hereby adopts the first amendment to Dr. Jack Bermingham’s Presidential Contract dated July, 2012.

PASSED BY THE BOARD OF TRUSTEES this 13th day of June, 2013.

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 115-2013 for the use and Purpose intended.

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Secretary to the Board         Chair                    Debrena Jackson Gandy

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Vice Chair                   Bob Roegner

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Member                      Daniel J. Altmayer

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Member                      Fred Mendoza

The official copy of Resolution 115-2013 is on file in the Office of the President.

Adjournment
The meeting was adjourned at 11:13 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 11, 2013.

Debrena Jackson Gandy, Chair

Jack Bermingham, Ph.D., Secretary