MINUTES OF BOARD OF TRUSTEES' MEETING

July 12, 2012

STUDY SESSION

The Study Session opened at 8:00 am and Executive Session was announced to discuss the performance of a public employee. Executive Session was adjourned at 9:51 am. The Study Session continued and the following topics were discussed:
- Overview of the WAC Revision Process and Resolution 107-2012
- Facilities Update
- TACTC Update

The Study Session adjourned at 10:03 a.m.

MEETING

Call to Order
The meeting was called to order at 10:11 a.m. by the Chair of the Board of Trustees, Debrena Jackson Gandy.

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

Attorney General Representative: H. Bruce Marvin

Approval of Minutes
A motion was made by Fred Mendoza and seconded by Dan Altmayer to approve the minutes of the regularly scheduled meeting of June 14, 2012. The motion passed.

A second motion was made by Fred Mendoza and seconded by Ed Davila to approve the minutes of the Special Meeting of TACTC on June 24-26, 2012. The motion passed.

Correspondence

President Bermingham presented the gift that he had received during the Study Tour to Indonesia in June. This was presented by one of the Polytechnics that he visited and he noted its origins with the post office, as Jack’s photo had been recreated in the form of a stamp, as a sign of good relations.
Standing Reports

Associated Students of Highline Community College
Reports from Student Government will continue in the next academic year.

Washington Public Employees Association
No report was presented from WPEA.

Highline College Education Association
Ruth Windhover reported.

- Ruth stated that after seeing the President’s likeness on a stamp, she hoped he would never be cancelled.
- Ruth continued her report with an overview of the many duties of faculty members during the Summer Quarter in addition to teaching summer classes and noted that she hoped this would dispel a public perception on what instructors accomplish in the summer season.

Faculty Senate
The Faculty Senate reporting will resume in October.

HCC Foundation
Rod Stephenson will report again in September.

Action Item a.

Action Item a. Approval of Resolution 107-2012 (Pertaining to WAC Revisions)

Chair Jackson Gandy asked if there were any persons present who wished to offer comments on Resolution 107-2012. By way of explanation, Trustee Roegen noted that the Board members were familiar with the revisions and significant opportunities had been afforded the campus and the community to make comments on the proposed changes. He also noted that this was the culmination of a lengthy participation process.

Trustee Roegen moved to approve Resolution 107-2012. The motion was seconded by Ed Davila. The motion passed.

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 107-2012
(Pertaining to Revisions of the Highline Community College Washington Administrative Code)

WHEREAS, the Board of Trustees of Highline Community College are authorized to establish rules for the operation of the college under 28B.50.140 Revised Code of Washington; and

WHEREAS, the Board of Trustees determined that certain chapters of Title 132i of the Washington Administrative Code (WAC) required clarification and revision to accommodate contemporary business practices and policies; and
WHEREAS, the college's administrators had engaged in extensive discussions about the proposed WAC revisions with staff, faculty, and students over a five month period; and

WHEREAS, the Board of Trustees conducted a public hearing to receive written and oral testimony about the proposed WAC revision as required by RCW 34.05.320;

THEREFORE BE IT RESOLVED that the Board of Trustees adopts the revisions to the following chapters of Title 1321 WAC:

- 1321-116: Parking and traffic regulations -- Clarifying existing rules, terminology, and the appeals process
- 1321-120: Student rights and responsibilities -- Clarifying existing rules, terminology and the appeals process except as noted for chapters 1321-124-020 and 1321-310.
- 1321-122: Withholding services for outstanding debts -- Clarifying existing rules, terminology, and the appeals process.
- 1321-124-020: Weapons prohibited -- Moving the regulations on weapons from 1321-120-100(4)(e) into a new section, specifically including firearms, and making them applicable to all persons present on college property.
- 1321-130-020: Tuition and fee schedule – Updating locations where tuition and fee schedules are available.
- 1321-134: Designation of rules coordinator – Designating the Vice President for Administration as the rules coordinator.
- 1321-140: Use of facilities -- Establishing rules for First Amendment activities by noncollege groups and clarifying existing rules, terminology, and appeals processes for the use of college facilities.
- 1321-160: Admissions and registration procedures – Updating and clarifying existing rules.
- 1321-276: Access to public records -- Updating to comply with current laws and regulations and clarifying existing rules.
- 1321-300: Nondiscrimination and harassment complaint procedures – Updating protected classes definitions and simplifying and clarifying existing procedures.
- 1321-310: Nonacademic complaint procedure -- Moving the student nonacademic complaint procedure from 1321-120-350 to a new chapter to make the nonacademic complaint procedure available to everyone.

These revisions are effective September 1, 2012.

PASSED BY THE BOARD OF TRUSTEES this 12th day of July, 2012.

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 No. 107-2012 for the use and purpose intended.
An official copy of Resolution 107-2012 (Pertaining to Revisions of the Highline Community College Washington Administrative Code) is on file in the Office of the President.

**Action Item b. Approval of Resolution 108-2012 (Pertaining to Presidential Leave Accrual)**

A motion was made by Dan Altmayer and seconded by Fred Mendoza to approve Resolution 108-2012 (Pertaining to Presidential Leave Accrual.) The motion passed.

**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 108-2012
(Pertaining to Presidential Accrual of Vacation Leave)**

**WHEREAS**, RCW 43.01.042 authorizes state institutions of higher learning to prescribe rules and regulations governing vacation leave for professional personnel; and

**WHEREAS**, the Board of Trustees recognizes that the College President may not be able to use many vacation days each year because of College responsibilities; and

**WHEREAS**, the Board of Trustees wishes to ensure that the College President receives the full benefits earned while serving as the College’s Chief Executive Officer; and

**WHEREAS**, the Board of Trustees wishes to exercise control over the payout of accrued vacation leave and associated benefits payable upon College President’s termination or retirement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Highline Community College authorizes the following:

**SECTION 1.** With full salary and associated benefits the College President may take up to thirty (30) days of vacation leave per year.

**SECTION 2.** The College President may defer vacation leave and accumulate such leave and associated benefits to a maximum of one-hundred fifty (150) days in accordance with RCW 43.01.042.

**SECTION 3.** All vacation leave and associated benefits accrued up to one-hundred fifty (150) days will be paid in full upon termination or retirement.
SECTION 4. The Board of Trustees, at its discretion, may buy back up to twenty (20) days of the President’s accrued vacation leave and associated benefits on an annual basis, provided the remaining balance of accrued leave is equal to or exceeds thirty (30) days.

PASSED BY THE BOARD OF TRUSTEES this 12th day of July 2012.

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. 108-2012 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

Member         Ed Davila

An official copy of Resolution 108-2012 is on file in the Office of the President.

Action Item c. President’s Contract

Fred Mendoza moved to approve the President’s contract effective July, 2012 through June 30, 2015. The motion was seconded by Dan Altmayer. The motion carried.

Board Report

Vice President Toni Castro introduced Ekk Sisavatdny and Kevin Kildun from Student Programs. Both Ekk and Kevin have been working on the development of a new student orientation program in the hopes of creating a better understanding for students on navigating their entrance into the college environment.

Ekk opened the presentation by indicating that as yet, no data on the success of the program is available, as they have only been making their new orientation presentations to students for a few weeks, but they are very enthused by what they are experiencing so far. To place this orientation in context, Ekk wished to offer some general background on student advising for the community college system. He said that there are three types of models to offer student advising. Some are decentralized, some centralized, and as in the Highline model, it is a shared activity. Students are assigned to faculty advisors and the Educational Planning and Advising Center sees around 18,000 students on a drop-in basis over the academic year. Academic advisors act as liaisons, as well. They conduct 8 CORE orientations. Some orientations each quarter are conducted for specialized populations such as the Nursing program which has specific requirements and falls under a special accreditation.
As most colleges, Highline is lightly staffed in the area of advising which necessitates more efficiencies in the process. It is important for students to learn the basic information but sometimes it needs to become more personalized.

In 2000, 50% of community colleges nationwide required new students to attend some form of orientation. In Washington State, 66% of colleges require attendance at some form of orientation.

Kevin addressed assessing what mandatory student orientation hopes to accomplish:

- Prepare students to navigate the college experience
- Introduce students to the college community
- Prepare students for the expectations of college courses
- Improve student retention

Ekk and Kevin explained that the development of this process had begun in 2010 through a number of student surveys to determine what was needed in the orientation process. Through a series of pre and post assessments, they have developed the process currently being used.

Debrena Jackson Gandy thanked the presenters for their great work and the reflective nature of the program.

**Area Reports**

**Institutional Advancement**
Lisa Skari reported.

- Lisa noted that in highlighting strategic initiative # 3, (strengthening the presence of the college within the community it serves), the campus had been able to capitalize on the theme for the 50th Anniversary this year. Institutional Advancement members had spent a great deal of time in trying to connect with its alumni. Lisa noted that in so doing, she found there was a tremendous interest in former students wishing to connect back with the campus.
- Modifications have been instituted with the Retiree event and in changing the focus a little, alumni and retirees have had the opportunity to re-connect with the college.
- In another area, Highline has not had much luck in gaining interest for the publication of Community College Week in the past. However, the publication was very interested in the story regarding the donation by the Yoshida family of the statue, “Spirits will protect me” now housed at the Student Union Building.

**Student Services**
Toni Castro reported.

- Toni described that one of the efforts underway this year was the creation of the LGBTQ Task Force. This group partnered with the PRISM club in order to hold the Pink Prom this year. Other efforts produced the Safe Zones Training and other course offerings.
- Next year, the LGBTQ group will be reviewing gender-neutral restrooms, the development of a website, and course adoption of the LGBTQ experience.
- Toni discussed that in response to the many tragedies experienced by the gay and lesbian community, these issues are very important to address within our diverse student population.
**Instruction**
Jeff Wagnet reported.

- Jeff wished to add to the context of highlighting strategic initiatives by referring back to the presentation on student orientation within the context of strategic initiative #1, (excellence in teaching and learning.) He said that Highline had been working on the concept of the national completion agenda through such programs at AID and the GISS workshop student success concepts and one of the positives in this effort was to shine a light on the best practices that are holding up around the country. The connection to mandatory orientation in which the idea of “students don’t do optional” shows us that the “mandatory” part is very important in the long term goal of completion.
- Jeff added that another effort toward reading apprenticeship is gaining ground and that “basic skills are not separate from content.” Today we know that students are much more motivated when these programs are placed in a content context. Reading is being placed into the mix which has not been as much of a focus in the past. We are hopeful that this could at some point, take us out of the business of such a high percentage of remedial coursework and ultimately bring about some solid outcomes in moving forward. This concept has been very well received by our faculty.

**Administration**
Larry Yok reported.

- Larry explained he was working on a grant from the Department of Commerce. The advantages would include, 1) leveraging other monies, such as our Port of Seattle funding to be used as a match, 2) Updating our lighting system, 3) Improvements for some of the HVAC systems, 4) Improvements in heating/cooling systems by remote control from Building 24, and 5) will offer significant energy savings.
- Larry noted that overall, many of these efforts would be laying a foundation for good sustainability, and he was very hopeful there would be positive outcomes in the years to come.

**President’s Remarks**
President Bermingham offered his thanks to the Board for all their support during the 50th anniversary year. He expressed a special thanks to Dr. Davila for his service as chair over the last academic year. Great leadership by the Executive Staff and other innovative persons across the campus helped to make this an especially successful year.

Dr. Bermingham noted in his letter to the Board, there was a listing of the many community meetings that he attended and wished to express that the Vice Presidents, as well, were equally involved in many organizations and commissions which took a great deal of time in their own schedules. He thanked them for their abilities to figure out ways to balance the many obligations inherent in their positions. As their voices are heard in local organizations, it also gains strength for the institution of Highline. Dr. Bermingham said that next year may require more focus on ways to scale some of the programs that had been initiated over the last several months.

**New Business**
None.

**Adjournment**
The meeting was adjourned at 11:10 a.m.
Next Regularly Scheduled Meeting of the Board of Trustees
The next regularly scheduled meeting of the Board of Trustees will be on September 20, 2012.

Debrena Jackson Gandy, Chair

Jack Bemingham, Secretary