MINUTES OF BOARD OF TRUSTEES' MEETING

November 15, 2012

STUDY SESSION
The Study Session was called to order at 8:04 am. Executive Session was announced at 8:04 am to discuss the performance of a public employee. Executive Session was adjourned at 9:20 am. The Study Session continued at 9:10 am and the following topics were discussed:
- HCC Financial Reports for Year End June 30, 2012 and First Quarter
- ACCT Conference
- TACTC Update
- Legislative Issues
- International Programs Update
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
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 September 20, 2012, and minutes of the Special Meeting of October 16, 2012, and the Special TACTC Training Meeting of October 18-19, 2012. The motion passed.
Correspondence

President Bermingham presented the photo of the Federal Way Advancing Leadership Group. Vice President Lisa Skari has been integrally involved in this work over the past several years and it has been very productive for young students.

Dr. Bermingham also wished to recognize the excellence of the work of the Arcturus student literary publication which placed first in the 2012 Washington Community College Humanities Association. Educators are about "education" and sometimes there has been an anti-liberal arts perception, so it is refreshing to see the community colleges have an association to recognize the work of coming out of the humanities division. Our faculty member, Sharon Hashimoto is an accomplished writer who advises Arcturus, and Diana Boyd was the graphics advisor. We commend all the students who participated in this journal as it is a great accomplishment and shows the breadth of student work.

President Bermingham also recognized the efforts of John Dunn and all the coaches for their great mentorship this year and congratulations to the six students who have made the NWAACC All-Academic team. They must hold a 3.2 GPA or above in addition to being recognized for excellence in their athletic endeavors.

Standing Reports

Associated Students of Highline Community College
Raphael Pierre reported.

- Raphael expressed his welcome and thanks to all the Trustees for their support and also to the Vice Presidents for assisting him in getting information to begin his communications to the campus this quarter. He offered a special thanks to Vice President Lisa Skari for her assistance.
- 34 clubs have now been recognized on campus this quarter, including the "Weird Club."
- Student government leaders are heavily involved in preparing for the Student Legislative Breakfast which is scheduled for December 4th.
- The Winter Leadership conference has received over 50 applications for student participation in that event.

Washington Public Employees Association
Gerald Jackson reported.

- Gerald explained that all the WPEA representatives have been extremely busy, and he would have more to report next month.

Highline College Education Association
Ruth Windhover reported.

- Ruth expressed her thanks to President Bermingham for recognizing the award received for the Arcturus. As an English teacher, she said it was wonderful to see a literary journal receive recognition.
- Speaking for the WEA, Ruth felt gratified at the elections results as many of the candidates support education as a matter of public good.
- Ruth indicated concerns regarding the 2/3 tax majority.
- WEA is eager to begin communications with the Governor-Elect and hopes that he will continue to support current Trustees with continued appointments.
• Lastly, Ruth wished to note for the minutes that she had not used the "increment" word but this once in her report!

**Faculty Senate**

Buzz Wheeler reported.

• Buzz said the Faculty Senate first met for this quarter in October. The first proposal was presented by Alice Madsen for a new 2-year AAS degree related to health and wellness. This could be a positive pathway toward a 4-year degree as there is a great deal already in place for completing those requirements. The Senate approved this proposal.
• A meeting was held with Beth Brooks to consider safety issues, and the Faculty Senate will be discussing more elements of the safety committee.
• Division representatives rotate each year and this year there are two new representatives and a new secretary.

**HCC Foundation**

Rod Stephenson reported.

• Rod announced that in late September we had two inductees into the President’s Circle: Trustee Ed Davila, and Faculty Emeritus and Foundation member, Bruce Roberts.
• This fall the Foundation cut the largest check for the college in the $65,000 sum for fall scholarships. This amounted to approximately $1200 per student with the 50 scholarships over the course of the year.
• On December 6th the Foundation will hold the 3rd annual Thank-a-Thon. Students from Dr. Clinton’s Honors Program will call all donors to say thank you for their support. 1000 calls are expected to be made in a couple hours.

**Action Item**

**Action Item a.** Approval of Board Practice pertaining to the evaluation of the President.

Fred Mendoza made a motion to approve the Highline Community College Board Practice #12, pertaining to the evaluation of the president. Bob Roegner seconded the motion.

The motion passed.

**Board Report: Student Success and E-Learning**

Vice President Jeff Wagnitz noted there had been a lot of discussion recently about the positives of E-Learning and it was timely to report how Highline frames its E-Learning process. He introduced Marc Lentini, Director, Instructional Design, who offered this report.

Mr. Lentini explained that E-Learning allows for scheduling options and also for technology-enabled pedagogy to support student success. Instructors use technology in a variety of ways in the classroom and online. He presented a short overview of Angel, Highline’s online course management system used for instructor-student interaction. To provide some concrete examples, he introduced Gayatri Sirohi from the English Department, and Babs Cerna, Health Care Professions and Business Division Chair to speak to additional adoptions of E-Learning methods.
Ms. Sirohi spoke about incorporating websites and E-journals into her English classes. She acknowledged the importance of tailoring content to the professional goals of each student and that one way to do so was to incorporate timely and current information that is content-specific. She used the example of English 101 with the Paralegal Dept. She added that the use of Social Media such as Facebook is another way to connect with students. She has often used it as a way for students to create a survey of their friends for different topics. She said this provides an opportunity for "quantitative literacy." Another interesting research project that students have used is to analyze blogs on a particular subject, i.e. green energy, or solar panels, etc. She noted that students are interested in researching with tools that they are using in their own lives. YouTube is another mechanism that is commonly used. She also explained "MLA citations" and "LibGuides."

Mr. Lentini continued with an overview of the trends by Highline students in registering for online or hybrid courses, as well as noting limitations. Babs Cerna, Business Division Chair, explained that the online piece does allow for greater flexibility and can offer many more students an option to work in addition to taking courses. She mentioned the cohort of medical assisting students who are all working as health care providers who then come on Saturday to perfect their technical skills such as blood draws, etc. She added that the Angel platform allows for student-teacher questions. Retention rates in these programs are running around 85%, so this fully flexible approach is now offered in modular form so students can come in at various times. This program started with around 10 students and now has more than 100. Another plus is that students can finish their program requirements in a shorter amount of time. This program has a long standing accreditation which is quite an accomplishment.

Mr. Lentini also spoke to the barriers of E-Learning. One aspect is computer access. Many students are local and need to have more access to our computer labs. Sometimes this requires a higher level of motivation and self-discipline to engage more regularly with the class. Advising is working with students to stress the need to be self-starters when taking online or hybrid classes.

Board members and Mr. Lentini also discussed statewide online higher education options, Open Source text concerns, and issues related to student profiles and online learning.

Area Reports

Student Services
Toni Castro reported.

• The Student Services Division Assessment was instrumental in developing the Mandatory Orientation Program as a tool for what new students need to become successful in college. Content of the orientation includes:
  o Information on degrees and certificates
  o Navigating the HCC website
  o Introduction to online courses
• Student leaders, HOPs (Highline orientation presenters) will be assisting new students in this process. Over 900 students have participated so far and 215 took the online version. 32 sessions have been offered. So far, we have noticed a decrease in the number of new students who have been lost and many are finding it easier to use their MYHCC accounts for better communication.
• This orientation also provides for assigned faculty advisors.
• The next step will be assessment of the program for student satisfaction and to explore a parent/family orientation and also a Running Start orientation in the evening.
• Toni also mentioned the upcoming SHARE event in reclaiming hope and resilience in a suicide awareness program that is scheduled for later in November.

**Instruction**
Jeff Wagnitz reported.

• In accordance with Core Theme One, Jeff mentioned the increased energy during the Welcome Fair. To promote engagement in teaching and learning, faculty and staff set up tables that were organized in terms of academic areas and also assisted in helping students navigate various issues such as setting up email, obtaining parking permits, etc. Over 26 faculty members participated in seeing over 400 new students. Dean Rolita Ezeonu deserves special thanks for organizing this event. It was a very nice complement to the orientation process.

**Administration**
Larry Yok reported.

• Larry explained that Administrative Technology is the division that provides the broadband services and usage is very high. Highline is currently in the process of boosting that capacity.
• The College was changing out the old phone system over Veterans’ Day. The system was disconnected from the network for that period of time while the new system was put into place. There is still some work to do, but overall, this process went very smoothly.
• Highline is also still engaged in the light rail project discussions with Sound Transit.

**Institutional Advancement**
Lisa Skari reported.

• On the statewide level, Lisa is serving as the Chair of the Public Information Commission which is working on identifying system communication issues and enhancing the perception of the community and technical colleges in the community.
• They will be working on a statewide campaign which will promote the benefits of the CTCs. Lisa mentioned this will be a grass roots campaign that will call upon the Trustees for their assistance.

**President’s Remarks**
President Bermingham said the campus had recently hosted Marty Brown, the new Executive Director of SBCTC. Dr. Bermingham was confident that no one is more familiar with the state budget than Mr. Brown. He committed to visiting all of the CTCs by the end of November and by the middle of the month he had already been to 20 of the 34. The Vice Presidents joined Dr. Bermingham in the two hour visit along with Highline’s new Associate Dean, Allison Lau. Noory Kim joined the presentation from the Center for Leadership and Service, as well as two students who were eloquent in offering their personal stories. This was helpful in giving Mr. Brown a personal sense of the demographics of our community. Vice President Larry Yok and Barry Holldorf from Facilities provided a facility tour which revealed our great need for physical plant upgrades. President Bermingham hoped to be able to stress Highline’s need for resources to overcome current physical liabilities and limitations. The visit ended with the personal story about an immigrant student attending Highline who went on to a successful job, then encouraging her daughter to start the Running Start program. The student, Olga Afichuk, eventually became our student body president and went on to a 4-year college with a full scholarship.
Dr. Bermingham wished to express his condolences to the family of Katrina Titchenal, an employee in Community Services and Supported Employment who recently passed away. She was a special member of Highline’s staff and will be greatly missed by students, staff, faculty, and friends.

A special thanks was extended to Dean Rolita Ezeonu for arranging the recent Community Breakfast on campus. A number of community partners attended along with Superintendents from Highline and Tukwila. PortJobs was recognized as an outstanding community partner with the college and for their great support to the community.

**New Business**
None.

**Adjournment**
The meeting was adjoumed at 11:56 a.m.

**Next Regularly Scheduled Meeting of the Board of Trustees**
The next regularly scheduled meeting of the Board of Trustees will be on December 13, 2012.

[Signatures]
Debrena Jackson Gandy, Chair
Jack Bermingham, Secretary