MINUTES OF BOARD OF TRUSTEES' MEETING

December 13, 2012

STUDY SESSION
The Study Session was called to order at 8:13 am. Executive Session was announced at 8:14 am to discuss the performance of a public employee. Executive Session was adjourned at 9:20 am. The Study Session continued at 9:2 am and the following topics were discussed:
- TACTC meeting in January
- ACCT meeting in February
- CCID meeting in February
- Legislative Issues
- Pell Grants

Update on Student Legislative Breakfast
The Study Session adjourned at 9:53 a.m.

MEETING

Call to Order
The meeting was called to order at 10:06 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

Attorney General Representative: H. Bruce Marvin

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

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 November 15, 2012. The motion passed.
Correspondence

President Bermingham expressed his pleasure at the opportunity to introduce members of the Indonesian Community College Faculty and Administrator (CCFA) program under correspondence. He noted that the Board members had already had an opportunity to meet them and unfortunately the program was now coming to an end. Dr. Bermingham then asked the CCFA members who were present if they would care to offer any farewell remarks.

The first speaker, Hendriane Namotemo from the Polyteknik Perdamaian Halmahera, mentioned that it had been a great honor to be here as part of the CCFA program that Highline had hosted for the last five months. She said that in her country, to feel such gratitude and not express it would be like wrapping a gift and not presenting it. She said she had felt very absorbed into the Highline system and its culture. The trust she felt and the graciousness of the people transformed their paradigm in the work of education. She said the program went far beyond their expectations. She added that it was more than the professionalism of the people; that it had also offered personal growth and life expansion. She added that this experience would be very meaningful for each institution that was represented.

Lusiana, from the Akademi Pariwisata Bina Sarana Informatika Yogyakarta, also offered some remarks. She indicated it was an honor to say a few words in front of such honorable people who had done so much for all of the participants. They had learned more about the American culture and were grateful to be given this chance. She said they had met such wonderful people, who really meant a lot to all of them. For most of them, it was the first time they had been abroad. She said that upon feeling homesick, they would see the smiles of Kathleen, Alice, and Chris along with their warm welcome, and would feel embraced. She loved the dedication and the passion that was shown by all of the faculty and staff. She said it was like a virus that could spread through their work and in their own lives. Hopefully, she added, that this valuable passion will be brought with them back home. She closed by expressing their thanks to the Board members and to President Bermingham for all the support that had been given to them.

Standing Reports

Associated Students of Highline Community College
Nimotalai Azeez reported.

- Nimo offered an update on the student legislative breakfast that was held on December 4th. She said the students enjoyed participating in the roundtable discussions with the legislators who attended and in sharing their stories at the event.
- There will be a student legislative rally on February 1st.
- Nimo mentioned that she had worked with Trustee Atmayer at the TACTC retreat and also had an opportunity to work with the Statewide Committee, which was a great opportunity for her.
- Student applications have been received for the position on the Student and Activities Committee. She will update the Board on that process next month.

Trustee Roegner congratulated all the student leaders who made presentations at the legislative breakfast.

Washington Public Employees Association
No report for December.

Highline College Education Association
Ruth Windhover sent her regrets for being unable to attend the December meeting.
Faculty Senate
Buzz Wheeler will make his next report during Winter Quarter.

HCC Foundation
Rod Stephenson reported.

- Rod announced that on December 6th, the Foundation held their annual Thank-A-Thon which resulted in over 500 calls in one hour to donors to personally thank each person for their donations.
- 4300 mailings were sent out for the Annual Campaign. Different letter styles were used, and the Foundation will be reviewing if there might be a particular style that generates more success in response.
- Rod reminded the Trustees of the holiday gathering at the Altmayer residence on December 18.

Action Item

Action Item a. Approval of the meeting dates of the Highline Community College Board of Trustees for 2013.

Fred Mendoza made a motion to approve the listing below as the scheduled meeting dates of the Highline Community College Board of Trustees for 2013:

- January 17, 2013
- February 21, 2013
- March 12, 2013
- April 11, 2013
- May 9, 2013
- June 13, 2013
- July 11, 2013
- August, 2013 No meeting
- September 19, 2013
- October, 2013 No meeting, ACCT conference
- November 14, 2013
- December 12, 2013

Bob Roegner seconded the motion.

The motion passed.

Action Item b. Approval to authorize the buy-back of the maximum hours of vacation time as provided by Section V.3 of the President’s Employment Agreement.

Bob Roegner stated that prior to making the motion listed in Action Item b; he wished to indicate that at year end, in order to limit liability, it was the intent of the Board of Trustees to implement the provision of Section V.3 of the President’s contract.

Therefore, Mr. Roegner moved to approve the buy-back of the maximum allowable hours of vacation time as per Section V.3 of the President’s Employment Agreement.

Fred Mendoza seconded the motion.

The motion passed.
Area Reports

Institutional Advancement
Lisa Skari reported.

- Lisa distributed the new Fact Sheet Brochure which contains some notable highlights of the College. It is also useful in that it demonstrates some of the financial and demographic information of our region and the college.
- She explained that this brochure will be useful in discussions with legislators and certainly with people who are not familiar with the area, to be used as an “overview” publication.

Student Services
Toni Castro reported.

- The Student Services Division welcomed 50 student services leadership directors from across the state in early December. This event was useful in introducing Highline’s Student Servant Leadership concept to others in the field. Toni was pleased that this program was so popular around the state.
- The Winter Student Leadership event is being held at Islandwood Retreat on Bainbridge Island. Some very inspiring events are planned for this student retreat which will be the kick-off for all of the winter and spring events on campus.

Administration
Shirley Bean reported for Larry Yok.

- Shirley noted that Vice President Yok was attending the WACTC Capital Committee meeting which was the reason for his absence at the board meeting.
- Shirley announced two retirements in their division. After 27 years, Consuelo Castro is retiring from Highline’s Business Division. She had set up the accounts receivable process for the College back in the 90s. On a personal note, Shirley said that Consuelo was the first person she had met when she came to the campus and she will always remember her as one of the kindest people. The second employee to retire this month is Donna Longwell, who is retiring after 6 years with the College. Shirley said she had the privilege of working with Donna in the hospitality and conference services division and had learned a lot from her. She said that Donna would hopefully return to assist with some special events next year.
- Shirley expressed her thanks to both of these retirees for their great service to the College.

Instruction
Jeff Wagnitz reported.

- Jeff noted that he had previously mentioned the President’s Community Breakfast, but wished to mention the newsletter that had been received from PortJobs. They were very pleased to have been recognized by Highline at the breakfast, and the newsletter also discusses some of the student success stories they have had through their organization’s work.
- Jeff also recognized Sue Frantz, Faculty member in Psychology. Sue was recently named chair of the American Psychology Association. Membership in this association requires a doctorate and experience in clinical psychology so to become a full member as a community college professor is a notable accomplishment.
In the interest of continuing the goat stories, Jeff said that a unique fundraiser is underway. The goat, "Ronnie" is assisting in the making of goat milk soap which is on sale to the campus and proceeds will benefit the ABE program.

President's Remarks

President Bermingham expressed his thanks to the Board of Trustees for all their support and active work throughout 2012. He said the work of the Trustees truly makes a difference in the community. He extended a special thanks to the faculty, and staff throughout the College. He said that during financial challenges, state employees are often seen as "less than" but to anyone who takes a closer look and sees the sense of passion and commitment that is demonstrated by this group of people, it is really remarkable. Dr. Bermingham spoke of how he often states that he is in the business of hope.

Dr. Bermingham mentioned that during a recent meeting with the Indonesian group, one of the CCFA members had posed an interesting question, "I know the US has paid for the CCFA program, but what is in it for you?" Dr. Bermingham indicated that his response was that it is truly a reciprocal opportunity. He said that the benefit that comes from the depth of these relationships is very real. He added that Indonesia is the fourth largest Muslim country in the world, and as such the program might seem limited, but many of their new leaders are American-educated. Dr. Bermingham felt that the connections made through programs such as CCFA and Fulbright are very important in aspects of public diplomacy, which he feels is a tangible benefit for both the hosts and the participants.

New Business
None.

Adjournment
The meeting was adjourned at 10:55 a.m.

Next Regularly Scheduled Meeting of the Board of Trustees
The next regularly scheduled meeting of the Board of Trustees will be on January 17, 2013.

Debrena Jackson Gandy, Chair
Jack Bermingham, Ph.D., Secretary