MINUTES OF BOARD OF TRUSTEES' MEETING

January 17, 2013

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 8:31 am. The Study Session continued at 8:31 am and the following topics were discussed:

Resolution 109-2013 Pertaining to Approval to Seek BAS Degree-Granting Authority
Review of the Faculty Tenure Process
TACTC/Legislative Issues
ACCT meeting in February
Accreditation Update
City Relations

The Study Session adjourned at 9:59 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

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 December 13, 2012. The motion passed.
Correspondence

President Bermingham announced the nominee from Highline Community College for the Transforming Lives program, sponsored by TACTC, was Lacey Swan. Lacey was asked to speak to the Board members and expressed her appreciation at having been chosen as Highline’s nominee. She said that unfortunately, she was not named a winner for this award, but was happy to have had the opportunity to participate. Lacey read her personal statement to the Board members which explained the misfortune she has faced in her life during the birth and illness of her child. She explained that she is now in a program for pediatric nursing and hopes to give back to the community and to others who have faced the trauma that she has been through. Trustee Bob Roegner congratulated her on her perseverance in continuing in this important educational path.

Dr. Bermingham continued in correspondence with the introduction of faculty member, Michael Girvin. He noted that the Board members might recall his recent award from NISOD, and he was again appearing before the Board for an additional recognition. Mr. Girvin was recently recognized by Microsoft as an MVP (Most Valuable Professional). As a recipient of this award, Michael is recognized as a professional who has demonstrated a willingness to share his technical expertise in Excel with others in order to maximize their use of technology. The award places him in a group of experts who are being honored for their “real world expertise.” He will be called upon to assist with continuous improvement of the product. Mr. Girvin also shared information on his YouTube videos that are being viewed by individuals from all over the world.

Two news articles were shared with the Board members: one from a Turkish news agency detailing the CCI Alumni event in Istanbul in October, with President Bermingham in attendance, and another from an online Indonesian publication in Semarang which reported on meetings by officials from Semarang State Polytechnic (Polines) to explore cooperative partnerships with Highline Community College and Kapilolani Community College in Hawaii.

Standing Reports

Associated Students of Highline Community College
Nimotalai Azeez reported.

- Nimo explained that some changes had occurred in the student government positions. Rafael Pierre has terminated his position as Student Body President after a recall vote from the Associated Student Council on January 15th. Nimo noted that she will now move forward into the position of Associated Student Body President for the remainder of this academic year. Annie Boyenneh will remain in the position of Speaker of the Caucuses. The Vice President position is currently open.
- The Student Legislative Action Committee is busy organizing the legislative rally to be held on the steps of the Capitol in Olympia on February 1st. Ernest Hasha is the first CCID student to have a formal student government position as Chair of this committee. Nimo said she was hopeful that the rally would have at least 45 students from Highline in attendance.

Washington Public Employees Association
Gerald Jackson reported.

- Gerald wished to acknowledge the work of the administration to try to provide training opportunities in which classified employees might participate to receive some salaried time in light of the 3% salary reduction this year. He noted these efforts were much appreciated by WPEA.
Ruth Windhover reported.

- Ruth said that in listening to Michael Girvin's presentation this morning, she said it was obvious to see that many faculty members might be making much higher salaries if there were in business and industry rather than in teaching. She said it was only through their dedication to teaching that we were able to retain such high quality instructors.
- Ruth also discussed the Efficiency Report which was recently released by the Hill Group. She said it was important to note some of the areas in the report such as system expenditures were down 7%, while 75 full time faculty had been lost, and during the same time enrollment figures had risen. Ruth added that research has shown that there are lower student achievement and retention rates when there is a greater percentage of part-time faculty.
- In responding to the earlier discussion on Tenure Review in the study session, Ruth mentioned that the faculty perspective of the tenure process is that Highline holds a thorough and rigorous process and she was not surprised to hear that the College has a reputation for having strong tenure procedures. She added that the perception that tenure is for a life time is not true; it is only a guarantee of due process. Additionally, as enrollment decreases, faculty members can be terminated.
- Ruth explained that granting tenure does not automatically come with an increase in salary. She noted that faculty increments must be funded by the legislature. Turnover increments may occur when a faculty member is replaced by another receiving a lower salary level, however, there is little turnover increment money available at this time. Ruth said that thanks to the Board of Trustees and to the Legislature, there is about $1.1 million across the system at this time, however, this is a very small amount when considered system-wide.
- Lastly, Ruth mentioned that the WEA will be lobbying in Olympia on President's Day as usual.

Trustee Dan Altmayer remarked that one of the legislative priorities of TACTC this year is to hire more full time faculty and he expressed his hope to partner in Olympia to assist in efforts to make that happen.

President Bermingham expressed his thanks to Ruth for all her work at the State level. He explained that her role as a faculty member who has also stepped in to work on governance is one that many have come to rely upon. He added that as a system, we would not be as successful without the efforts of such individuals as Ruth.

**Faculty Senate**

Buzz Wheeler

- Buzz noted that the goals of the faculty Senate included the impetus to more actively facilitate the work of the committees under their purview and as such, there was added focus on the Health and Safety Committee. Human Resources Executive Director, Beth Brooks attended a December meeting to see how the Health and Safety Committee might be more effective in disseminating information. She has offered to hold some seminars to further this end.
- In Education Planning, it has been noted that there is a lack of a consistent policy regarding student overloads. This was presented to the Faculty Senate and efforts are underway to research how other colleges are handling this issue. Representatives have also gone back to each division to determine some appropriate guidelines. It has
been overwhelmingly decided to formulate a proposal to put before the committee and a subcommittee has been formed to develop that proposal.

HCC Foundation
Rod Stephenson explained he would add his report during the Area Report for Institutional Advancement as he was substituting for Vice President Skari.

Action Item

Action Item a. Resolution # 109-2013 (Pertaining to Approval of to Seek BAS Degree-Granting Authority)

HIGHLINE COMMUNITY COLLEGE, DISTRICT 9
RESOLUTION 109-2013

(Pertaining to Approval to Seek BAS Degree-Granting Authority)

WHEREAS, the community and technical colleges have been given legislative authority to grant applied degrees at the baccalaureate level, and;

WHEREAS, these degrees provide invaluable career-advancement pathways for graduates of the system’s associate-level professional-technical programs; and

WHEREAS, Highline Community College seeks to expand access to baccalaureate degrees in the region;

WHEREAS, the BAS option helps to meet the State’s and the Nation’s goals to increase baccalaureate attainment rates; and

WHEREAS, Highline Community College is fortunate to have a number of exceptionally strong professional-technical programs that offer high-quality opportunities for upper-division programming;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Highline Community College authorizes the President and the Vice President of Academic Affairs to conduct the appropriate measures to secure approval to offer Bachelor of Applied Science degrees. In taking this action, the Board specifically authorizes the appropriate officials to formalize and submit the application for approval from the Washington State Board for Community and Technical Colleges and also to initiate the Substantive Change process to the Northwest Commission on Colleges and Universities. The Board anticipates that the College will initiate the application process for BAS degrees in cyber security, international business, respiratory care, and human relations, but further encourages the College to consider expanding the degree options in future, should industry and student demand indicate a need in specific fields.
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. 109-2013 for the use and purpose intended.

Secretary to the Board

Fred Mendoza moved to approve Resolution 109-2013 (Pertaining to the approval to Seek BAS-Degree Granting Authority.) Bob Roegner seconded the motion.

The motion passed.

*Board Report: Bachelor of Applied Science Application Update*

Vice President Wagnitz thanked the Board members for taking action to approve moving forward toward the application by the college to grant Bachelor of Applied Science Degrees. He explained that a BAS degree is a specialized professional-technical degree which combines advanced technical training and appropriate general education coursework. It is designed to enhance the student's professional skills and promote leadership in the workplace. An AAS degree is required along with added classes in a professional field and two years of upper division college courses. The target market for students would include professional adults who are interested in future promotions and older adults who might be place bound and hold other responsibilities. These degrees would also fill skills gaps in the workforce, and assist in meeting the state's goals for increasing the numbers of baccalaureate degrees.

Jeff then asked Bob Bonner and Amelia Phillips to join in the presentation to speak to two fields under consideration for BAS degrees. Ms. Phillips is a PhD candidate in Cyber Security and has undertaken the process of submission for Highline as a Center of Excellence in Cyber Security. She spoke to the possibilities of a BAS degree in this growing field and the high demand for more professional degrees in this area. Of 174 students recently polled, 60% of them indicated an interest in this degree. Green River Community College currently is offering some upper division courses and partnering with other local colleges could be most beneficial in creating these new opportunities.

Bob Bonner offered an explanation of the proposed Respiratory Care Program. Respiratory Care was offered in the early 60s at the University of Washington. When he started the program at Highline in 1967, about 18 students per year were graduating in this field. Now there is a selective admission process in which around 24 students are accepted. Around 124
college credits are needed to become a licensed practitioner, and currently, there are 2300 licensed practitioners in Washington State. At this time, there are no in-state options to obtain a 4-year degree. A White Paper has been written which notes the increased demand for graduates in this field. The military is interested in assisting with training. Of 195 students polled, 84% said they would be interested in this field. In a survey of employers and program directors, indications of high demand areas within this field were: case management, health care finance, end-of-life care, and increased neo-natal and pediatric care. Mr. Bonner further noted that what sick patients want at their bedside is a “well-trained human” and that is the business that we are in.

Vice President Wagnitz closed the presentation by reviewing the next steps for the College which will require a State Board approval process and a substantive change process.

**Area Reports**

**Student Services**
Toni Castro reported.

- The Student Services Division has a number of exciting initiatives and programs for Winter Quarter. TRiO has played a critical role in support services and Cesar Rangel has been hired as a program assistant to work with students in the TRiO program. He will also serve as a community outreach liaison using his bilingual skills to further our outreach to Latino students.
- Josh Penner has been hired as Program Manager in the Office of Veterans’ Affairs.
- The Inter-cultural center will be holding a grant opening soon in its new space.
- Toni also acknowledged the work of the campus security division and the college cashiers in promoting a positive and safe working environment. Their goal is to assist students to stay calm and collected under stressful circumstances.

**Administration**
Larry Yok reported.

- Larry wished to acknowledge the mutually beneficial relationship between the College and the Des Moines Police Department (DMPD). The DMPD recently had a change in the position of police chief and it was very encouraging to hear the comments of Chief Delgado in his wish to maintain the department’s commitment to the College, especially considering the city’s reduced budget for the division.
- Larry provided an update on repairs to the MaST during the last storm in which the high tides caused considerable damage, and electrical repairs were needed to keep all the sea life alive. The City authorized work to go ahead while the permitting process was undertaken. This action on the part of the City allowed for a much more positive outcome and he very much appreciated their cooperation.
- The College is very engaged in current discussions with Sound Transit and the municipalities over the proposal to link Light Rail from SeaTac. There is a working group in the South Sound which is involved in environmental assessment planning. SeaTac, Des Moines, and Kent will meet separately to discuss concerns of property owners. Highline would hope to expand the right of way on 236th as part of this process which could allow for two-way traffic on the road next to Baskin-Robbins. Highline is the only education institution within the Working Group.
Instruction
Jeff Wagnitz reported.

- Jeff again thanked the members of the Board of Trustees for the passage of Resolution 109-2013. He expressed his appreciation of the professionalism of both Amelia and Bob in taking on such exemplar roles in moving forward on the BAS degree process.
- Jeff also discussed the story of Nicole Matthews, a student at Highline who had finished her high school degree and then found her way into the Paralegal Program. She has a great story and represents exactly the type of situation in which obtaining a BAS degree can provide new opportunities, a living wage, and improved circumstances that would otherwise not be available for many.

Institutional Advancement
Rod Stephenson reported for Lisa Skari.

- Rod said that the December 20th Alumni event held more than 250 attendees. Of course, it was highlighted by the fire alarm which was certainly a surprise to many.
- Madison Gridley is now tracking around 4000 alums. She has created Trivial Tuesdays with questions and contests to spark interest in the alumni program.
- The Foundation will award $65,000 in scholarships to 120 students.
- KeyBank is joining the Foundation in setting up the Super Refund Saturday Program again this year. This is a free tax return service.
- Rod requested all to mark their calendars for the 3rd annual Make Your Mark Fundraising Breakfast scheduled for February 27.

President’s Remarks

President Bermingham expressed his thanks to Debrena Jackson Gandy for his recent participation on Public Report on KBTW. It was a great opportunity to discuss some higher education issues.

Dr. Bermingham introduced a new employee working in the President’s Office and in Institutional Advancement, Shakira Erickson. Shakira is a local news reporter and is a Highline alumna. She holds an undergraduate degree from the University of Washington in Political Science and Communications.

President Bermingham wished to acknowledge the great work of Madison Gridley, the College’s new director of Alumni Relations. She has brought a great deal of energy into this new program.

The College is currently involved in developing ways to further engage with local ethnic communities. President Bermingham has asked Rashad Norris to assist in this effort, so part of his time will be devoted to more outreach activities to enhance these relationships.

President Bermingham noted how fortunate he feels the College is to have the expertise of Vice President Jeff Wagnitz in the accreditation process, as well as being able to draw upon the skills of Vice President Larry Yok in discussions with Sound Transit. As higher education moves more and more into a real world negotiating stand, these skills are all the more valuable in obtaining successful outcomes to many of our initiatives.

Board Chair Debrena Jackson Gandy commented that Dr. Bermingham also deserved kudos for his efforts in making Highline the special institution that it is.
New Business
None.

Adjournment
The meeting was adjourned at 11:49 a.m.

Next Regularly Scheduled Meeting of the Board of Trustees
The next regularly scheduled meeting of the Board of Trustees will be on February 21, 2013.

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