MINUTES OF BOARD OF TRUSTEES’ MEETING

November 21, 2013

STUDY SESSION

The Study Session was called to order at 8:06 a.m. The following topics were discussed:
Quarterly Financial Report
Budget
Enrollment
Accreditation Exit Interview
ACCT/TACTC Legislative Update
Sound Transit Discussion

Executive Session was announced at 9:46 am to discuss matters related to litigation.
The Study Session adjourned at 10:01 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,
Bob Roegner.

Roll Call
Present:
Bob Roegner
Fred Mendoza
Dan Altmaier
Sili Savusa

Attorney General Representative: H. Bruce Marvin

Chair Bob Roegner noted that all members of the Board of Trustees were present with the
exception of Debrena Jackson Gandy, who was excused for illness.
Approval of Minutes
A motion was made by Fred Mendoza and seconded by Dan Altamayer to approve the minutes of the regularly scheduled meeting of September 26, 2013 and the minutes of the Special Meeting of the Board of Trustees of October 2, 2013 and the minutes of the Special Meeting of October 3, 2013. The motion passed.

Correspondence

President Bermingham thanked the Board members and the attendees for participating in the holiday video prior to the beginning of the meeting and hoped that everyone would be able to see the finished product in December.

Dr. Bermingham distributed a copy of the Insight into Diversity magazine, announcing Highline as one of the recipients of the annual HEED Award, a national honor recognizing U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. The article showing a map of the winners of the award demonstrated that Highline was one of the very few recipients on the West Coast and only one in Washington State.

Dr. Bermingham also congratulated Rashad Norris for the successful Black and Brown Young Male Summit held on Saturday, November 16. Nearly 500 persons attended from school districts representing Auburn, Kent, and all the way to Spanaway. When we think of ways to inspire and encourage young people, this event had enormous impact. It will assist in recruiting students and showing them opportunities for the future.

The plaque that Highline Community College received in designation as one of the Top 50 Colleges in the US was shown as well as a snapshot of President Bermingham in Semarang, Indonesia that is used on a website featuring the College’s partnership with that institution.

President Bermingham spoke of his recent trip to China as part of the Governor’s Trade Mission. The Governor arrived in China on Friday. There were 103 delegates on the Mission and a lot of activity was generated around agriculture and the wine commission. Two Memorandums of Understanding were documented in a public signing which served to renew partnerships with the municipality of Yangzhou, and Shanghai Jiao Tong University.

Vice President Toni Castro and Vice President Lisa Skari were both congratulated on their recognitions through the professional associations for Student Affairs, and Marketing and Communications, respectively.

Standing Reports

Associated Students of Highline Community College
Saka Raheem reported.

- Saka spoke of his interest in gaining more participation in student clubs. Over 33 clubs have been formed and recognized.
- The Fall Leadership retreat was held on October 25-26, and Saka spoke of the emphasis on helping students build relationships with other students and learning to make connections. He said he had learned to always remember where you come from, as it helps in moving forward.
- A new group has been formed to try to make the campus a safer place for students, faculty and staff members.
Washington Public Employees Association
Gerald Jackson reported.

- Gerald announced that both he and Carolyn Sinay would be stepping down from their roles as WPEA representatives.
- Gerald introduced George Babcock who will be taking on the WPEA leadership role on campus.

Highline College Education Association
A report from Ruth Windhover will be held at the next scheduled meeting.

Faculty Senate
Kate Skelton reported.

- Discussions at the Faculty Senate meeting included the Incomplete Grade Proposal, the new BAS degrees, and the Faculty Senate's mission.
- Historically, through Instructor Briefcase, incomplete grade proposals were not always submitted correctly, so there is a lack of documentation for this process. Tim Wrye suggested that the proposals be submitted electronically so that there could be a tracking mechanism for agreement between student and faculty member along with a time frame. It is believed this will work much more efficiently in future.
- Dr. Amelia Phillips spoke to the Faculty Senate regarding the process of submission of an application for the BAS degree in order for all faculty members to become more informed of the process and how the state uses the information.
- The Faculty Senate discussed the role of the Senate and its mission as well as how to reinforce communication between the Senate and the rest of the faculty.
- The Senate will be looking at wait lists and student registration in the new systems.

HCC Foundation
Rod Stephenson reported.

- Rod noted that the Foundation was gearing up for the mailing of the Annual Campaign. They are attempting to validate incorrect phone numbers in the database.
- Previous scholarship winners came in to the office and wrote thank you notes for over 700 donors which have been very well received. Rod credited the research of Dr. Lisa Skari as to the validity of the handwritten note as effective in communicating with donors and alumni.
- Over 3000 mailouts will be processed and Rod will keep the Board members apprised of the campaign amounts.

Board Report

Update on the TPSID Program

Vice President Jeff Wagnitz said in his introduction to the Board Report, that one of the Accreditation evaluators had said that "Highline is the world of Yes!" He added that he thought that was a good way to introduce the presenters for the TPSID program, as their efforts are built upon believing in that. TPSID stands for Transition and Postsecondary Program for Students with Intellectual Disabilities. It is a multi-year grant built upon the Achieve Program. Jenni Sandler and Julie Jine were introduced to make the presentation.
Ms. Sandler began her presentation with the following quote from Lex Frieden, of the National Council on Disability in 2003, “The value of a postsecondary education to youth with disabilities cannot be overstated... when this population is not supported, the cost to the nation is likely higher... education is the key factor in achieving employment and thus an enhanced quality of life for people with disabilities.” Within this context, a video was shown, which included testimonials from students entitled, “Think College.” She noted that Highline is part of a movement to serve this population, and one of five community colleges receiving the TPSID grant. Highline began providing some services in this area back in the mid-1970s and later in 2001, the Achieve Program began. The College has worked with a number of partners to leverage funding and to provide for internships for students with disabilities which include the following:

- Department of Education/Office of Postsecondary Education
- Local School Districts
- Division of Vocational Rehabilitation
- King County Human Services/Developmental Disabilities
- WA Developmental Disabilities Administration

The outcomes for this program have been impressive. More than one hundred students have been served since 2010. Eighty-one percent have completed the program and some of those who did not complete the program were able to enter the job market prior to being able to finish the program. There were 434 individual enrollments in 149 classes across 36 disciplines. There is a job placement rate of around 73%, while nationally; only about 17.8% of persons with disabilities are employed.

Program directors are now in discussions as to how to set up accreditation standards. Highline’s Achieve Program is one of five models being used to review for setting standards, and this will assist in becoming financial aid-approved. The first annual summit was held at which 160 special education professionals attended for a day-long opportunity for professional development. Ms. Sandler and Ms. Jine expressed the hope for continuing support for this program and hoped to be able to work on a professional development model as well.

President Barmingham also wished to thank Trustee Dan Altmaier for his support in a meeting that was held in Washington, DC to discuss funding for this program.

**Area Reports**

**Administration**

Larry Yok reported.

- Larry noted a number of flooding issues on campus. There has been a great deal of repair work, but the College will need further assistance, as is the case for many of the older colleges who have some substandard facilities.
- There are a number of new staff on board in Larry’s division so a lot of transition is underway into new roles.
**Instruction**
Jeff Wagnitz reported.

- As a follow up to the Board Report, Jeff mentioned that both Jenni Sandler and Julie Jine had recently been recognized in Washington DC for their work in this program. Other recognitions have been given to Bevin Taylor and Monica Lemoine, for the video on the Jump Start Program which provided interviews with students in their homes.
- Dean Alice Madsen and former Highline faculty member, Kathy Oberg recently participated on a panel at a workshop on a program similar to our I-Best Program which provides a ladder for students from classes to working roles.
- Jeff wished to acknowledge Ruth Frickle for her superb efforts on our Accreditation Team, along with Lisa Skari, Monica Luce, Jonathan Brown, Lisa Bernhagen, and Jack Harton, among others. He also noted that three new persons from Highline have gone through accreditation evaluation training - Monica Luce, Shirley Bean, and Dr. Rolita Ezeonu. He thanked the Board members for their participation in the Accreditation process.

**Student Services**
Toni Castro reported.

- Toni said that Student Services had recently submitted their progress report on the TRiO program. The College exceeded many benchmarks. The first cohort held 140 students with a 46% transfer rate for 3-year transfers, 56% at a 3-year graduation, and 89% in good academic standing.
- Under TRiO, a veterans program will be starting in the spring, and the first-ever US Veterans Roundtable event was held in early November with Congressman Adam Smith participating along with Trustees Dan Altmayer and Fred Mendoza.

Trustee Dan Altmayer offered some information on the history of the Veterans Challenge Coin and presented Highline’s Challenge Coin to Trustee Fred Mendoza who is also a veteran.

**Institutional Advancement**
Lisa Skari reported.

- As a follow-up to Rod’s comments on the thank you note cards sent out by the students, Lisa expressed her pleasure to note how much they had been appreciated.
- Lisa announced that Jason Prenovost had been named Coach of the Year, and it has been a great season.
- Lisa distributed the new “Fact Guide” brochure for Highline which outlines the latest demographic information as well as other data about the College.
- The November Alumni event in Japan was a great success. She thanked the efforts of Madison Gridley and said that the co-hosting by President Berringham and Junki Yoshida brought great energy to the event. Sixty alumni participated at the Tokyo venue. Lisa said it was important to continue to build the database with corrections to addresses. It was impressive that eight alumni offered to assist in leading a Japan chapter.
- Lisa said it is important to connect current students to their alumni friends back home.
President's Remarks

President Bermingham expressed his thanks to the Board of Trustees for their support of international programs. He invited the Board to participate in a presentation from the Yangzhou Polytechnic American Study Abroad Experience that would be held immediately after the meeting. Winter Quarter will also have two faculty here on campus from Yangzhou.

Dr. Bermingham said that the recent trip to Indonesia was very promising in the possibility of developing some contract training programs in E-Learning and hoped that would come to fruition next spring. He thanked Junki Yoshida for the commitment he had shown in working with the alumni at the Tokyo event and also his efforts to lead a Japan chapter. President Bermingham mentioned he was pleased that the Governor’s Trade Mission held 103 delegates and it seemed to show the energy of Washington State in developing economic partnerships in China. Representatives from Shoreline, Green River, and Clark colleges were also part of the delegation. He mentioned he was able to spend some quality time with leaders of the Port.

Lastly, President Bermingham offered his thanks once again to the Board members for their support in making sure the College held alignment within the mission statement and core themes. He felt it was a critical piece in such a positive accreditation review.

A list of upcoming holiday events was noted.

Adjournment
The meeting was adjourned at 11:40 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 12, 2013.

Bob Roegner, Chair

Jack Bermingham, Ph.D., Secretary