MINUTES OF BOARD OF TRUSTEES’ MEETING

February 27, 2014

STUDY SESSION

The Study Session was called to order at 8:06 a.m. Executive Session was announced at 8:06 am to discuss the performance of a public employee. Executive Session adjourned at 9:03 am. The Study Session continued and the following topics were discussed:

- Washington Families Success Network Proposal
- Update on TACTC
- Legislative Issues
- Quarterly Financial Report
- Action Item on Resolution 117-2014 Pertaining to a Certificate of Participation
- Communications and Marketing
- International Study Mission
- City Relations

The Study Session adjourned at 9:59 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, Bob Roegner.

Roll Call
Present:
- Bob Roegner
- Fred Mendoza
- Dan Altmayer
- Debrena Jackson Gandy
- Sili Savusa

Attorney General Representative: H. Bruce Marvin

Chair Bob Roegner noted that all members of the Board of Trustees were present.
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 January 16, 2014. The motion passed.

Correspondence

President Bermingham introduced the two visitors from the Yangzhou Foreign Affairs Office, James Lu, and Sophia Zhu who are spending Winter Quarter at Highline. President Bermingham spoke of the good fortune of this partnership and hosting individuals from the Foreign Affairs office there over the last eight years. This partnership extends to Kent Sister Cities and has been very beneficial to all parties. Both James and Sophia expressed their appreciation for the opportunity to be at Highline and Sophia said that she will always “cherish her time here and will remember it her whole life.”

President Bermingham also wished to express his thanks to Trustee Mendoza for his presentation at CCID on the role of Trustees. Chair Bob Roegner noted that the entire Board appreciated Trustee Mendoza’s participation at the conference in support of the College.

Standing Reports

Associated Students of Highline Community College
Saka Raheem reported.

- Saka wished to thank Trustee Jackson Gandy for her support at the student legislative rally in Olympia and for sharing so much of her time with the students. About 25 students were in attendance.
- The Policy Development Committee has reviewed policies regarding Incompletes, and that policy is now approved. The Sex Offender Policy has also been approved and the Overload credit policy is still in revision.
- The Services and Activities Budget Committee will now meet every Wednesday. The Committee Chair is Selene Poulsen. A review of the budget submissions will be later this spring.
- There will be a Focus Group discussion on March 7 regarding ABE-ESL, JumpStart, and International Students to try to engage more students in campus activities.

Trustee Altmayer added a note of appreciation to Trustee Jackson Gandy for her willingness to speak at the student rally in Olympia, and Trustee Jackson Gandy indicated that she was very pleased to have had this opportunity.

Washington Public Employees Association
George Babcock reported.

- George reported that the budget forecast was reported last week, but he believed that the figures did not indicate a level high enough to trigger an automatic 1% salary increase for classified employees. He said he hoped this could be addressed in upcoming contract negotiations.
- George added that the ground rules for negotiations would be set next month.
Highline College Education Association
Ruth Windhover reported.

- Ruth said that she would like to separate some current facts from fiction:
  Facts: Cost of living raises have been suspended for K-12, faculty, and classified staff. This is the 5th year of the suspension of the COLA and it remains to be seen if that will continue into the biennium. Due to this suspension, 12% of buying power has been lost by these employees. Fact or Fiction: The State supports public education. This seems to be a tale of two budgets. In following the Governor’s budget, we could be sad, and then we could be glad. Perhaps the House strategy is to pass legislation which would end tax loopholes. Again, we could be glad, or sad.
- Ruth closed her report admitting that these issues would need to be continued!

Faculty Senate
Kate Skelton reported.

- Kate agreed that in hearing about the budget it would be interesting to see how it would affect Faculty.
- Kate noted that a lot of energy was starting to emerge around discussions concerning the BAS degree process.
- Regarding the Policy Development Council, two proposals were under review; the Credit Overload Policy which will now consider criteria based on 15 credit completion and a 3.0 GPA prior to taking over 18 credits, and the Wait List Overload procedure which is still being refined.

HCC Foundation
Rod Stephenson will report at the next meeting.

Action Items

Action Item a. Approval of Tenure Recommendations

Vice President Jeff Wagnitz introduced the Action Item on Tenure. He noted that two individuals were under consideration by the Board for the granting of Tenure and six candidates were under consideration by the Board for continuing probation. He noted that the individuals under recommendation were very positive and involved in campus activities and he thanked the Board members for their sincere consideration.

Trustee Jackson Gandy moved that the following recommendations of the Tenure Review Committee and the College President be approved:

THAT Probation be continued for the following first-year probationers:

- Tracy Carrera – Art and Humanities
- Teela Foxworth – Communication Studies
- Laurel Lunden – Healthcare and Business
- Kayoko Mozley – Respiratory Care/Healthcare
- Liz Word – Communication Studies
- Chun Yu – Computer Information Systems

THAT Tenure be granted for the following third-year probationers:
The motion was seconded by Trustee Savusa. The motion carried.

Chair Roegner offered his appreciation to faculty and staff for the entire Tenure process and also noted his appreciation for the respect that was shown by all the Highline colleagues to their peers.

**Action Item b.: Resolution 117-2014 (Pertaining to a Certificate of Participation)**

Vice President Larry Yok introduced Resolution 117-2014 by explaining the process of funding for renovation activities. He noted that the revenue source for this renovation of building 24A would be the Child Care Center.

Trustee Mendoza moved to approve Resolution 117-2014. The motion was seconded by Trustee Jackson Gandy. The motion carried.

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**HIGHLINE COMMUNITY COLLEGE, DISTRICT 9**

**RESOLUTION 117-2014**

(Pertaining to a Certificate of Participation)

A RESOLUTION of the Board of Trustees of Highline Community College (HCC) authorizing submission of a request for a Certificate of Participation to finance the Maintenance Facility renovation to the State Board of Community and Technical Colleges.

WHEREAS, the existing facilities for the maintenance and grounds staff on HCC’s campus are inadequate to support the contemporary requirements of the College; and

WHEREAS, the College has determined that renovation and expansion of the existing grounds maintenance facility in Building 24A is a cost effective solution to the limitations of the maintenance and grounds facilities; and

WHEREAS, the College estimates the cost of renovating Building 24A at $2.3 million of which a portion is eligible for financing through a Certificate of Participation issued by the Washington State Treasurer’s Office; and

WHEREAS, pursuant to RCW 28B.50.140(6), the Board of Trustees is authorized, with State Board approval, to “borrow money and issue and sell revenue bonds or other evidences of indebtedness for the construction, reconstruction, erection, equipping with permanent fixtures, demolition and major alteration of buildings or other capital assets,” and

WHEREAS, the Legislature requires the approval of the State Board of Community and Technical Colleges’ as a prerequisite for its consideration of requests for Certificates of Participation;

NOW THEREFORE BE IT RESOLVED that the President is authorized to submit to the State Board of Community and Technical Colleges a request for a Certificate of Participation
and issuance of bonds up to $1,500,000 to finance part of the cost of renovating and expanding Building 24A as maintenance and grounds facility.

PASSED BY THE BOARD OF TRUSTEES this 27th day of February 2014.

COMMUNITY COLLEGE DISTRICT 9  
State of Washington  

Chair Bob Roegner  
Vice Chair Fred Mendoza  
Member Debrena Jackson Gandy  
Member Dan Altmayer  
Member Sili Savusa  

Secretary to the Board

An official copy of Resolution 117-2014 is on file in the Office of the President.

Under the heading of “college relations,” Vice President Lisa Skari wished to thank Chair Bob Roegner for his role in the recent “12th Man Seahawks Celebrations.” This event was a highly successful student event and everyone seemed to enjoy the celebration.

Board Report

“HCC Alumni Relations: Keep the Connection”

Vice President Lisa Skari introduced Madison Gridley, Coordinator, Alumni Relations. Madison said she was very fortunate in that she had been able to be a part of the program from the very beginning, and had started her work in this role in September of 2012. Current alumni efforts began concurrently with Highline’s 50th Anniversary and as an outgrowth from Dr. Skari’s dissertation research. A number of new activities have also been developed to encourage alumni participation.

✓ Quarterly newsletters, social media outlets  
✓ Annual Alumni Reception, Retiring Faculty Celebration, Career Connections  
✓ 2014 Alumni Service Challenge  
✓ Promotions and Discounts

Madison noted that the kick-off event for the initiation of an Alumni Chapter in Japan was held in Tokyo last November with more than 60 participants. The event was hosted by President Bermingham and Distinguished Alum Junki Yoshida.

Career connections offers opportunities to connect alums with business contacts for those who hope to develop these contacts in their desire to obtain their “dream job.” Other business connections include community service, business mentors, and internships.
Madison explained that it is important to start the connection with graduates as soon as possible. Some activities which have been designed to start those connections are:
  o Tables with alumni representatives at the Welcome Back Fair and Club Fair
  o Advertisements in the Thunderword student newspaper
  o Information tables at the Graduation Fair in May
  o Information included with diplomas
  o Japanese students receive information at the Kinjo event

Contacts in the Alumni database are increasing and there are currently over 1166 contacts. Attendance at events is also increasing and in 2013, more than 220 alums attended events at Highline.

Area Reports

Student Services
Toni Castro reported.

  • Toni noted that the Student and Activities Budget Committee is up and running. There are a total of 14 members and proposals will soon be under review for a total budget of about $2M in consideration.
  • Some leadership opportunities are underway for Ilesha Valencia and Dr. Allison Lau. Ilesha has been invited to join a national association for student personnel services and Dr. Lau has been asked to make a presentation at the Asian Pacific Americans in Higher Education (APAHE) conference in San Francisco next month.
  • In Athletics, the softball auction will be held on March 7th and Toni hoped that many would come out to support the team.

Institutional Advancement
Lisa Skari reported.

  • Lisa distributed some entries from the Kids Ad Campaign which is a contest through the Federal Way Mirror for young students to produce an advertisement for a college. It is a great way to inspire young people in building their career opportunities.
  • The Black and Brown Summit for young females will be initiated this spring at Highline.
  • March 27th is the date of the All-Washington Academic Ceremony in Olympia and will be held at South Puget Sound Community College.

Administration
Larry Yok reported.

  • Larry noted that the meeting with the City of Des Moines was helpful in several ways, most notably in allowing opportunities to have more in-depth discussions on the following topics:
    o Sound Transit Issues: Review of land zoning in the south corridor
    o Discussion on Safety issues with DMPD Chief Delgado
    o Legislative issues facing Highline CC and the City of Des Moines
    o Economic Development interests including the MaST facility and the need for greater flexibility
**Instruction**

Jeff Wagnitz reported.

- Jeff expressed his congratulations to Darryl and Samad on the granting of Tenure and he thanked the faculty and staff for their role in an extensive process. He noted that the process all begins with the quality of person who is hired by the College.
- Jeff mentioned that Highline would again host the Cyber Defense competition. A $10K donation had been received from Boeing. This is a great opportunity for many students on campus.
- The Women in Science event was held on campus which promotes awareness for women entering formerly non-traditional fields in science and engineering.

**President's Remarks**

President Bermingham wished to thank Vice President Wagnitz for testifying with the students in Olympia in support of the MESA program. He also thanked Trustees Mendoza and Jackson Gandy for their support of the college in recent events, as well as Chair Roegner for his participation in the reception for the Mexican delegation. He also noted that Trustee Altmayer’s participation in the ACCT had been very beneficial in bringing positive visibility to the College. Dr. Bermingham noted that the comments during Trustee Savusa’s appearance for the Senate confirmation hearings were very inspiring in hearing the importance of Trustees in our system.

President Bermingham also wished to thank Joy Smucker for her efforts in hosting the Mexican delegation and creating such a successful program. He hoped that this would serve as the opening in developing further opportunities and fruitful partnerships with Mexican institutions of higher learning.

Lastly, President Bermingham noted that Highline has been named as one of four finalists for an Advancing Diversity Award which will be presented at the AACC conference in April. Lastly, he said that the State of Washington had experienced a special moment recently and wished to acknowledge the scope of work on the part of Representative Zack Hudgins for the positive outcome on the Dream Act which is a hopeful moment in our society and perhaps can serve as a tipping point for a larger discussion on immigration in our country.

**Adjournment**

The meeting was adjourned at 11:45 a.m.

**Next Regularly Scheduled Meeting of the Board of Trustees**

The next regularly scheduled meeting of the Board of Trustees will be on April 10, 2014.

Bob Roegner, Chair

Jack Bermingham, Ph.D., Secretary