MINUTES OF BOARD OF TRUSTEES’ MEETING

December 12, 2013

STUDY SESSION

The Study Session was called to order at 8:07 a.m. Executive Session was announced at 8:07 am in order to discuss the performance of a public employee. Executive Session adjourned at 9:15 am. Study Session continued and the following topics were discussed:
- Action Item on the proposal of meeting dates for the Board of Trustees for 2014
- State Legislative Issues
- Federal Legislative Issues
- The Study Session adjourned at 9:58 a.m.

MEETING

Call to Order
The meeting was called to order at 10:07 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 November 21, 2013. The motion passed.
Correspondence

President Bermingham expressed his thanks to the Board members and the audience for their “performances” for the holiday video greeting. The greeting was posted to Highline’s internal website and forwarded to many colleagues and partnering institutions.

Standing Reports

Associated Students of Highline Community College
Saka Raheem reported.

- Saka reported that 34 clubs have been formed and recognized.
- 4 clubs have been certified, and there are 12 academic clubs.
- December 16 and 17 will be the dates of the Winter Leadership Retreat. The purpose is to engage students in a leadership role and help them to practice ideas of servant leadership.
- Saka thanked the Board members for their support for the student legislative breakfast which was a big success. He also thanked the executive team and staff for all their assistance. He recognized the student speakers, Rigoberto Garcia, Ryan Hammond, Jessi Striegel, and Valeria Chagoya. 60 students attended the breakfast.
- Saka also encouraged everyone to attend the evening’s Alumni Event in Bldg. 8.
- Goals that Saka reported for the academic year included finding ways to try to make the campus safer for staff and students; and to encourage more international students to become involved in campus programs.

Saka was asked about the difference between club recognition and certification. He noted that certification of a club allows the club to represent the college off campus such as going to student rallies in Olympia.

Washington Public Employees Association
George Babcock reported.

- George offered a formal introduction of his background as the incoming job representative for WPEA.
- He first came to Highline in 2001 as a student and now works in library technical services.
- George mentioned that it will be time to review the classified contract as 2014 will be the year that Highline will bargain at the institutional level rather than the state level. He said he looked forward to discussions regarding a rewarding contract for classified staff.

Highline College Education Association
Ruth Windhover reported.

- Ruth said that as President Bermingham had mentioned, Tenure was on the SBCTC agenda. She thanked Trustee Altmayer for his remarks to the State Board. She said Tenure is governed by state statute and a guarantee of due process. She indicated this is a widely misunderstood process. Student evaluations are completed for every class in every term and as such, they have opportunities to express their voice. Faculty members do not see the handwriting of the student evaluations and the commentary is not distributed until the following quarter and remains anonymous. There are also class observations for faculty evaluations. In addition, there is a student complaint process allowing another avenue for the student to express concerns. Pedagogy is
modified by the information that students and peers express. Feedback is available from several sources.

Trustee Roegner commented that he has been very impressed by Highline's Tenure Process and its demonstration of rigor.

**Faculty Senate**
Kate Skelton will report for the Faculty Senate after the next Faculty Senate meeting.

**HCC Foundation**
Rod Stephenson reported.

- Rod announced that since the last Board meeting, a new member has been added to the Foundation, Courtney Jinjika. She is a Vice President with KeyBank.
- The Foundation hopes to add four new members before the end of the year.
- Rod offered a special invitation to all the Board members to attend the 5th Annual Fundraising Breakfast. It will be held on February 4th in Building 2. John Creighton will be the guest speaker.

**Action Item**

**Action Item a.** Approval of the meeting dates of the Highline Community College Board of Trustees for 2014.

Fred Mendoza moved to approve the meeting dates for the Highline Community College Board of Trustees for 2014. Debrena Jackson Gandy seconded the motion. The motion passed. A listing of the meeting dates for 2014 is listed below:

- January 16, 2014
- February 27, 2014
- March meeting – TBD (Executive Session to be scheduled)
- April 10, 2014
- May 8, 2014
- June 12, 2014
- July 10, 2014
  - No Meeting in August
- September 24, 2014 * Please note this is a Wednesday
- October meeting – TBD (Executive Session to be scheduled)
- November 20, 2014
- December 11, 2014

**Board Report**

No report was presented to the Board for the December meeting in order to accommodate the early schedule of the holiday luncheon recognition event.


Area Reports

Administration
Larry Yok reported.

- Larry offered an update on the security office renovation indicating the work has now been completed and the staff will be moving back to building 6. A discussion was held on security issues facing the campus with regard to the Des Moines Police Department and Larry explained that the budget cuts in Des Moines had impacted their staffing; however, the DMPD had been assisting the campus by increasing patrols. There were also some suspects in mind for recent campus incidents and investigations were underway.

Instruction
Jeff Wagnitz reported.

- Jeff wished to recognize the work of Amelia Phillips in moving the Bachelor of Applied Science in cybersecurity through SBCTC. He also recognized Wendy Swyt for her authorship of most of the proposals. The SBCTC board agenda for February will hold further considerations.

Student Services
Toni Castro reported.

- Toni noted that the Winter Retreat for the Student Leadership Program that was mentioned by Saka Raheem would be held this year at Camp Seymour in Gig Harbor. She said there will be extraordinary guest speakers and a great program is planned for the student leaders.
- Toni recognized Dr. Allison Lau for her recent program on health and wellness. Over 100 screening for depression were conducted with the assistance of Dr. Lance Gibson.
- Dr. Lau has also had a workshop proposal accepted from the Student Conduct Association for their next conference.

Institutional Advancement
Lisa Skari reported.

- Lisa credited Tony Johnson (the man behind the web) at Highline for the holiday greeting distribution. She also thanked Shakira Ericksen and Saka Raheem and the student leadership for all of their efforts in completing this project.
- Lisa reminded everyone of the alumni event that evening. D.J. Taylor will be the Master of Ceremonies and speakers will include T.M. Sell, and entertainment will be provided by Choklate.
- Lisa asked Rashad Norris to provide an update on the Black and Brown Young Male Summit held last November. Rashad said that the event was held on November 16th and was very successful. More than 375 young people attended with more than 80 parents and counselors. Rashad said he was pleased that it seemed there was a “big buzz” in the community for Highline doing some courageous things on social justice. He said people attended from as far away as Spanaway and Yelm and a group from Portland came up as well. Judge Sinclair sent a group of 20 students. Other schools have started their own summits and a program of “cyber mentoring” has been started. Rashad thanked Trustee Jackson Gandy for her promotion of the event on a television station in Federal Way to promote what Highline is doing in these areas. A discussion was held on how this event may be used as a model that can transform some ideas that can be replicated in other communities.
President's Remarks

President Bermingham said that as Jeff Wagnitz had mentioned, he, too wished to express his thanks to many key people who were instrumental in promoting our BAS degrees. He noted that this involves a great deal of work and that there are many complexities in presenting a dynamic proposal to the SBCTC. He expressed a special thanks to Jeff Wagnitz for spearheading these efforts. President Bermingham also thanked Trustee Dan Altmayer for his remarks on Tenure at the State Board. He agreed with Ruth Winchover that the Tenure Process was a rigorous one at Highline and is often misunderstood. President Bermingham also thanked Speaker of the Caucus, Latonya Brisbane for her participation in the Student Voice Academy and Jonathan Brown for shepherding all our student leaders in this process.

The student legislative breakfast was a success this year and the stories that were told place these events in a human context where policy can be affected by human experience. It also gives us a sense of the challenges that many students need to overcome in their education. President Bermingham thanked Saka Raheem for putting this all together, and to all those who participated.

President Bermingham wished everyone a happy holiday season and expressed his appreciation for all the support from the Board throughout the year.

Opportunity for Public Comment
Kim Tanaka, Executive Director for TACTC, was introduced by Chair Bob Roegner. Ms. Tanaka said she wished to thank Highline for hosting the LAC retreat over the past few years and for all the assistance in planning legislative action. She wished to express her appreciation to President Bermingham for his leadership as President and noted that he was a great colleague to work with. Ms. Tanaka said that it may seem like a small thing, but by encouraging Trustees to become involved, many important things can develop. She also thanked Dan Altmayer for all his leadership in ACCT and many other areas where he has worked diligently on behalf of the colleges. Ms. Tanaka noted all the past Trustees at Highline who had been active in the Trustees' Association and thanked them for their service. She thanked Chair Roegner for serving as LAC Action Committee Co-Chair, and Debra E Gandy for her work on the education committee. She appreciated the efforts of Trustee Mendoza for his efforts in making the API reception a success during the ACCT conference last October.

Chair Bob Roegner thanked everyone at Highline for their hard work at the close of another year and wished everyone a happy holiday.

Adjournment
The meeting was adjourned at 11:10 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 16, 2013.

Bob Roegner, Chair

Jack Bermingham, Ph.D., Secretary