I. CALL TO ORDER:

Due to the late arrival of the Chair and the absence of the Vice Chair, Mr. del Bosque called the meeting to order at 4:30 p.m. Mr. del Bosque stated that in accordance with the Board of Trustees' By-laws, a Chair Pro Tempore needed to be elected for the meeting.

It was moved by Mr. Jess del Bosque and seconded by Ms. Margaret Rojas to elect Mr. Tom Moser as Chair Pro Tempore.

MOTION PASSED UNANIMOUSLY.

II. DECLARATION OF A QUORUM:

The Chair Pro Tempore recognized that a quorum of Board members were present.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

1. All Washington Academic Team

Dr. Tollefson introduced Ms. Alix Stinnett, the Mount Vernon Campus All Washington nominee.

Mr. Moser congratulated Ms. Stinnett on her achievement.

V. RECOGNITION OF RECENTLY TENURED FACULTY:
Ms. Tinker introduced the following faculty members who were awarded tenure at the March 14, 2006 Board meeting:

- Mr. Gary Eckermann, Diesel Power Technology
- Ms. Jane Hohne, Early Childhood Education
- Mr. Jacob Jackson, Office Administration & Accounting Technologies
- Dr. John Ogden, Office Administration & Accounting Technologies
- Mr. José Sanchez, Spanish
- Ms. Fay White, Nursing
- Dr. Ann Zukoski, Physics

Mr. Moser congratulated the faculty members and announced that the Board would take a five-minute break for cake and refreshments.

At 4:45 p.m. the meeting adjourned for a five-minute break and reconvened into open session at 4:50 p.m., where Mr. Takehara took over as Chair.

The Chair stated that Ms. Evans requested to present her report early as she had another commitment.

The Chair recognized Ms. Evans and asked her to give the ASSVC report.

Ms. Evans stated that over 650 books were collected for students in Africa. She reported that last weekend the group worked on cleaning up Kulshan Creek and next weekend they would be participating in the Swinomish Festival.

Ms. Evans stated that ASSVC is currently working on the election process for next year.

VI. CONSENT AGENDA

1. Board Meeting Minutes – March 14, 2006

The consent agenda item was approved as presented.

VII. ACTION ITEMS:

1. Recommendation of Veterans Waiver

Ms. Woiwod informed the Board that for the past 30 years, Skagit Valley College has elected to offer tuition waivers to Vietnam and Persian Gulf veterans. Substitute House Bill 174, passed by the Washington State Legislature changed the community colleges’ veterans’ waivers effective July 24, 2005. Veteran tuition waivers granted prior to July 24, 2005, therefore, became void on that date. The new legislation allows the community colleges to offer a waiver to all veterans in cases where this would be helpful for both the veteran and the institution. Skagit Valley College opted to analyze the ability of the college to
offer a reduction in tuition to veterans. SVC administrators worked with the college’s Veterans Affairs Office and Veterans Club to find an agreement relative to veterans’ tuition waivers under the new rules that would allow the college to offer a waiver that would be helpful both to veterans and to the institution. In keeping with the new legislature to offer a waiver, and in keeping with Governor Gregoire’s request to find ways to extend to veterans the best services possible, college administration, Skagit Valley College Veterans Affairs Office, and Skagit Valley College Veterans Club propose a tuition waiver for eligible veterans: those veterans who have served in or in support of wars or conflict on foreign soil and their spouse or child (Chapter 30 and 34, fee pay status 10) all other eligible veterans not serving on foreign soil (Chapter 1606 and 1607, fee pay status 71). The impact of this waiver would mean a loss in tuition revenue of approximately $4,000 per quarter. However, this could be made up by the anticipated increase in the number of veterans enrolled at Skagit Valley College because of the 20% tuition waiver.

Ms. Woiwod introduced Mr. Mike Abbott of the SVC Veterans Affairs Office and Ms. Misty Barthule, Veterans Club President.

It was moved by Mr. Moser and seconded by Ms. Rojas to approve the Veterans Waiver as presented.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Change to Refund Policy

Ms. Woiwod reported that Skagit Valley College’s refund policy was established in the late 1950’s and was designed for traditional classroom, day attendance. She stated that now classes are offered in a diverse variety of modes, times, and locations during the quarter.

State statutes allow community college boards of trustees to set any additional refund policies to the following: A full refund will be given to students who have had a medical hardship, who are deployed as a result of active duty military obligations, and or who have enrolled for classes that have been cancelled by the college. No refunds will be given after the 20th day of the quarter. SVC’s current policy, in addition to the state statute, allows a full refund to students who drop prior to the first day of the quarter, 80% refund for students who have dropped classes from the first day until the 5th working day of the quarter, 50% refunds from the 6th working day to the 10th working day of the quarter, 40% refund from the 11th working day to the 15th day of the quarter. No refunds are awarded after the 15th working day of the quarter. This schedule is cumbersome to calculate and refunds now take up to three weeks to process. In addition, evening classes, continuing education classes and other self support classes do not benefit by following the refund policy set for the district. Recognition of non-credit class and self-support class refunds needs to be included in the new policy. During the first week of the quarter, student schedules change for many reasons, illness, inability to pay for some or all of
the tuition, decisions to take more credits or less credits, family or job obligations change. Allowing students more flexibility to change their schedules without penalty the first five days of the quarter will enable the college to better utilize staff time, allow students to be able to make last minute changes when they have to without penalty, and will allow college resources in time and staff deployment to re-deploy to real-time student response at a very busy time in the quarter. In addition, when analyzing the budgetary impact alone, calculations showed this change would not significantly reflect actual revenue collection and would free staff for more productive student-centered tasks.

The proposed policy states:

A full refund is given for any course cancelled by the college.

Refunds for withdrawal from classes are made as follows:

- 100% refund if a student withdraws through the fifth officially scheduled instructional day of the quarter.

- 50% refund if a student withdraws after the fifth instructional day of the quarter and before the twentieth calendar day of the quarter.

- No refunds after the twentieth calendar day of the quarter beginning from the first officially scheduled instructional day of the quarter.

- For course sections starting prior to the first officially scheduled day of the quarter or after the fifth officially scheduled day of instruction for the quarter, refunds are calculated for each course section consistent with the above schedule, but using the first day of class in place of the first officially scheduled day of the quarter as used above.

- The first official day of class for Distance Education and Telecourses is the first official day of the quarter.

- Students taking Community Education, Computer Training Institute or Business Resource Center classes will get a 100% refund if the College cancels the class or if the student officially cancels 48 hours before the start of the class. No refund will be given if a student cancels later than 48 hours prior to the first class session. Exceptions to be approved by the Business and Community Development Director.

It was moved by Mr. del Bosque and seconded by Ms. Rojas to approve the Refund Policy as presented.

MOTION PASSED UNANIMOUSLY.

Dr. Tollefson reviewed the process used for revising the Strategic Plan and stated that the goal was to create an objective, useable, and workable document that will be attached to an action plan with measurable outcomes. He stressed the importance of involving all constituents in the process, including the Board of Trustees as they have stated that they did not feel involved in the previous process.

Dr. Tollefson stated that it was a great group that gave much consideration to the process and that the plan will drive the hopes and expectations for SVC. He gave special acknowledgement to Dr. Pettitt for the intense work and follow-through that she put into the process.

Dr. Pettitt said that the final draft was very close to the draft given to the Board at the February 21 study session with a few minor changes to some of the goals and objectives and the addition of a preamble.

Ms. Rojas stated that the Strategic Plan was a great document, well written and well meaning.

It was moved by Ms. Rojas and seconded by Mr. Moser to approve the Strategic Plan for 2006-2011 as presented.

MOTION PASSED UNANIMOUSLY.

The Chair stated that he appreciated the efforts of those involved in developing the Strategic Plan.

4. Recommendation of Revision to Board Policy BSL-2, Operational Responsibilities

Dr. Tollefson stated that following the Head Start federal review last December it was decided to revise Board Policy BSL-2, Operational Responsibilities to include more specific language regarding delegation of authority for Head Start.

Dr. Tollefson stated that the following revision is recommended, “The Chief Executive Officer has the authority for decisions concerning the operations of the Skagit Islands Head Start/Early Head Start Program.” He said that this language should meet the requirement of Region 10.

It was moved by Mr. del Bosque and seconded by Ms. Rojas to approve the revision to Board Policy, BSL-2, Operational Responsibilities, as presented.

MOTION PASSED UNANIMOUSLY.
VIII. MONITORING REPORT – Student Success: Professional-Technical Programs

Dr. Pettitt reported that SVC Professional-Technical students were more likely than students at other medium-size colleges in the nation to engage in collaborative learning activities, use technology to support their learning, have conversations with students different from themselves, and spend time preparing papers and presentations for their courses.

The employment picture for the state and for the district’s counties has brightened considerably. The January 2006 unemployment rate for Skagit County is 5.6% compared to 7.6% a year ago. As is typical, this increasing employment rate has resulted in a corresponding decline in enrollments in professional-technical programs.

Eighty percent (80%) of the students in 2003-04 who completed a professional/technical certificate or degree program were employed nine months after leaving SVC, slightly lower than the system average (81%). The SVC leavers’ employment rate of 70% was lower than the 74% system average.

The available data on employer characteristics indicates that the majority of students leaving SVC are employed either in Skagit County (32%) or with a multiple-county employer (31%). Students who earn a degree have the highest average hourly wage of all leavers—$16.60. The average hourly wage of students who complete a program and are working full time is $15.62. Last year, that hourly wage was $13.36.

Dr. Pettitt stated that there were no significant changes from last year in terms of employment rates. However, the average hourly wages for both early leavers and completers increased substantially over the previous year.

IX. COLLEGE REPORTS:

1. SVCFT – Ms. Cynthia Scaringe reported the following on behalf of SVCFT:

“All of us in SVCFT want to extend our congratulations to the faculty who are being recognized by the Board of Trustees today. As specified both in Washington state law and in the contract between the Board of Trustees and SVCFT, faculty and administrators have worked together through the process that has ended for these faculty in the awarding of tenure. We recognize the accomplishments of each of our colleges and wish them all the best in their continuing career here at SVC.

In the past month, faculty and administrators have brought to the negotiation table our interest in the issues of workload and faculty/student ratio as well as our salary issues. Recognizing the complexity of the workload issue, we want to thank the administration for their willingness to explore this issue and we look forward to proceeding cooperatively as we work toward mutual goals.
For the 2006-2007 academic year, ten faculty members have been awarded sabbaticals ranging in length from one quarter to one year. Tonight we want to highlight the projects proposed by the faculty on the Mount Vernon campus in the professional technical and academic areas.

In the professional/technical area, Linda Lemburg will be visiting six different nursing programs throughout the United States that use the SimMan Training Mannequin. She will also attend a training program in Gatesville, Texas.

In the academic area, several faculty will be using their sabbatical time for writing. Ted O’Connell, who has had several short stories published, will be using his sabbatical time to complete his first novel. As a member of the English department and a teacher of writing, Ted will be able to bring his experiences as a writer to the classroom to further support his teaching.

Lynn Dunlap and David Muga will be writing about teaching and learning. Lynn is continuing to do research and writing about learning communities, and David will be writing about the learning college. Because all of us are members of a community of learners at SVC, we will all benefit from the insights and clarity that Lynn and David will bring to their individual research and writing projects. SVC will benefit from the national recognition that the writing by these faculty members will bring.

Other faculty will be involved in learning that will enrich the experience of their students and their colleagues:

Ann Reid will be using her sabbatical time to further her training in the use of the programs that are now available to students in the Art department in the new Mac lab on the second floor of Hodson Hall. All of the students who use those programs will benefit from the experience that she will gain with these programs, as will the faculty with whom Ann works.

Ben Fackler-Adams will be doing research on volcanoes as well as on ways in which students are being engaged in volcano research. Again, Ben's work will enrich the learning experiences of both students and faculty here.

Next month's SVCFT report will include the projects of the Whidbey and counseling faculty.

There are still two opportunities to attend the Jill Fugate presentations. On April 23, Mike Witmer, Psychology instructor and disc jockey on “MoJo Mike's” Thursday evening blues show on KSVR, will tell the story of the blues. Then in May, the English faculty will be back by popular demand reading some of their own work. We hope you will join us for these presentations.
Finally, we invite you to attend the Social Issues Symposium toward the end of May. The focus of this year's symposium is sustainability. Watch for more information about this important student experience.

2. WPEA

No report.

3. Administrative Services – Mr. Tom Harker

Mr. Harker distributed and reviewed a memo response to the State Audits for Fiscal Year 2003-05 and Fiscal Year 2001-03. He stated that the changes identified in the memo were reviewed and approved by the auditors when they were on campus.

Mr. Harker stated that in October 2005, the college determined that the bank did not receive a cashier’s deposit totaling $47,330. As required by law, the State Auditor’s Office was contacted to report the incident. The college was unable to determine responsibility for the missing deposit to any specific individual. The auditor recommended that SVC establish and follow an effective system of internal controls to protect public assets from loss and that the college continue to improve internal controls over cash receipting and monitoring of revenues and review all cash receipting operations on an ongoing basis.

Mr. Harker stated that the missing deposit was a result of discontinuing armored car service for bank deposits in 2004 in order to save the public money. However, this change was not implemented with adequate internal controls. SVC has now reinstated armored car service for daily delivery of deposits to the bank. The college has also implemented adequate internal controls over cash handling and deposits and responsibility for handling funds is now clearly identified. The procedures put in place have been reviewed by, and approved by, the State Auditor’s Office.

Mr. Harker reported that the Controller has been reviewing cash handling procedures district wide and she is visiting all college departments to perform a risk assessment and make recommendations to strengthen operations.

Mr. Harker stated that the Mount Vernon Police Department conducted an investigation for the missing deposit. They interviewed staff and conducted polygraph tests. The police department could not determine responsibility to any specific individual and their investigation is now complete.

Mr. Harker reported that all of the issues in the Fiscal Year 2001-03 Audit have been resolved except for the Mailroom. However, that area will be resolved when the Campus Center is remodeled in 2006-07.

Mr. Harker reported that last week the Capital Budget Request for 2007-09 was submitted. A request under “Repairs A” was made for roofing projects and a chiller
for Ford Hall. Also requested were several facility repairs under the “Repairs B” category and a minor improvement project—renovation work to the Tarro Theatre.

Mr. Harker reported that the Science and Allied Health Building construction amount will total approximately $28 million and that the Lewis Hall replacement pre-design requested for the next biennium will go to the Governor in September and will be acted on during the next legislative session.

Mr. Harker distributed the budget report for the month ending March 31 and stated that the revenues and expenditures are inline with what was projected. He said that a May 1 purchasing cutoff will be enforced.

Mr. Harker stated that the Cardinal Cove property has been listed for $950,000. It is being advertised first to public agencies and beginning next week it will be advertised in newspapers to the general public.

The GA office will work with us on offers and selling the property. Dr. Tollefson stated that the college has the authority to accept or reject offers.

4. Educational Services – Ms. Susan Tinker

Ms. Tinker stated that ESL classes are being provided at a local Chinese restaurant. She reported that a technology survey of classrooms is being conducted to evaluate the types of equipment that is needed. Mr. Moser asked about the types of technology needed in the classroom. Ms. Tinker responded that mounted projectors, laptops, Smart Boards, and lecterns with high tech capability are needed—she stated that many instructors use a projection system on a daily basis. Dr. Tollefson stated that the new construction projects will help provide the technology infrastructure for the classrooms. He stated that the new interactive rooms will have full technology capabilities.

Ms. Tinker reported that Dr. Eannace is on the Skagit River Poetry Festival Board and has recently brought many notable poets to the Mount Vernon Campus for readings of their work.

5. Student Services – Ms. Linda Woiwod

Ms. Woiwod encouraged everyone to attend a SVC baseball game—she stated that the team currently has a record of 12-3 and that league games start on Saturday. She reported that KSVR is airing live, Spanish language interviews with people from SVC. Ms. Woiwod reported that 17 staff members from Student Services recently attended a workshop on customer service, training on de-escalation of situations, and dealing with difficult customers.

6. Whidbey Island Campus – Dr. Mick Donahue

Dr. Donahue reported that enrollment at the South Whidbey Center is up 20%, and that enrollment is also up at the Whidbey Island Campus—he believes the increase
can be attributed to Distance Education offerings. He stated that the enrollment at the San Juan Center continues to struggle; again he believes many students are using Distance Education.

Dr. Donahue stated that the following events are coming soon:

- May 12, Honors’ Reception will be held at the Oak Harbor Yacht Club.
- June 10, Graduation will be held at 3:30 p.m., Oak Harbor High School
- June 23, the golf tournament will be held at Whidbey Island Country Club

7. President – Dr. Gary Tollefson

Dr. Tollefson noted that the Skagit/Islands Head Start update was distributed to the Board.

Dr. Tollefson noted that the James M. Ford Golf Classic will be held at Avalon on May 12. He stated that Dr. Ford is doing well following his recent heart attack.

Dr. Tollefson reported that on April 10 the Northwest Agriculture Business Center held a social to welcome the new Executive Director. He stated that the center has been created to assist agriculture with marketing and in developing value added products. The social was well attended and all local legislators were present.

Dr. Tollefson stated that on April 12 he served as “Principal for a Day” at Centennial Elementary School. He said that it was an interesting and informative experience.

On May 6 the Skagit Performing Arts Council will hold its annual fundraiser with proceeds to benefit the operation of McIntyre Hall. The event has been renamed the “Annual Epting Celebration” in memory of Rick Epting who passed away last August. Dr. Tollefson stated that he is purchasing a table for the event and invited the Trustees to attend as his guests. He encouraged everyone to attend the event.

8. Board of Trustees

The Chair reminded the Trustees that financial disclosure statements are due to the Public Disclosure Commission by April 17.

Ms. Rojas said that she attended the Hawaiian Slack Key Guitar event and that it was a wonderful performance.

The Chair stated that he attended a recent performance of Aida that was held at McIntyre Hall and that it was an excellent production.
The Chair reminded the Trustees that the TACTC Spring Conference at Alderbrook will be held May 18-20.

X. PUBLIC COMMENT:

No requests were filed.

XI. NEXT MEETING:

Tuesday, May 9, 2006, 4:30 p.m., Whidbey Island Campus – Hayes Hall 137

XII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 5:35 p.m.

Mel Takehara, Chair

Gary Tollefson, President
Executive Secretary to the Board
Lisa Radeleff, Secretary to the President