BOARD MEMBERS IN ATTENDANCE:
Ms. Debra Lisser, Chair
Mr. Jess del Bosque
Mr. Tom Moser
Ms. Margaret Rojas
Mr. Mel Takehara
Dr. Gary Tollefson, President & Executive Secretary to the Board

ADMINISTRATIVE SUPPORT:
Ms. Lisa Radeleff, Administrative Assistant/Executive Secretary to the President

I. CALL TO ORDER:

The Chair called the meeting to order at 4:30 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

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

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

No guests were in present.

V. CONSENT AGENDA:

1. Board Meeting Minutes – December 5, 2006
2. Board Meeting Minutes – December 12, 2006

The consent agenda items were approved as presented.

VI. ACTION ITEMS:

1. Recommendation of Athletic Program Grant-in-Aid

Mr. Barclay reported that the Northwest Athletic Association of Community Colleges, the Washington Association of Community and Technical Colleges, and the State Board for Community and Technical Colleges all recently approved the following: “Washington Colleges may fund grant-in-aid up
to 65% of the State Board established rate of tuition and fees for 15 credits per quarter. No more than 25% of the tuition and fee rate may be waived."

Mr. Barclay reported that each year the athletic program has approximately 200 athletes in 13 programs. If each athlete registers for an average of 15 credits each quarter, that provides approximately 9,000 credits which interprets to 200 annualized full-time equivalent students. Two hundred full-time equivalent students multiplied by our current state supported full-time equivalent students of $4,305 plus the tuition of $862 equals $5,167. That results in a total annual income of $1,033,400. The financial impact of athletics is significant.

Mr. Barclay stated that since the recommendation for waivers allows 65% of the official State Board for Community and Technical College’s annual established rate of tuition per quarter which is currently $862, the waiver amount for the college would be 25% per quarter which equals $215. That would translate to an annual waiver amount of $56,892. The Athletic Department is allowed by the rules to pay the remaining 40% or $345. This would total $560 per quarter or 65% of quarterly tuition. The Athletic Department would have to raise $91,080 to generate that amount if the full allowed amount was awarded. Mr. Barclay said that the Athletic Department will not be able to raise that full amount, so reduced tuition awards (less than this 65%) will be made for many athletes.

Mr. Barclay stated that the difficulty with this concept on a state wide basis is that “the rich will get better, and the poor will get worse.” The larger colleges with strong booster clubs and the ability to raise more scholarship money will be able to award higher scholarships to athletes than those who cannot raise the maximum amount of funds from their booster clubs and alumni organizations.

The impact of full-time equivalent students, the sociological impact of athletics and Skagit Valley College, the fact that good athletes often become the student leaders, the volunteer hours the athletes provide to the college, the public relations that the various athletic programs bring to the college and any other effects these programs have at Skagit Valley College are all reasons for providing the 25% waiver for 200 athletic scholarships. Mr. Barclay stated that it is recommended that Skagit Valley College participate in the waiver program as the rewards far exceed the costs; $56,892 brings in over one million dollars a year in revenue while providing a strong program component for the College.

It was moved by Mr. Jess del Bosque and seconded by Mr. Tom Moser to approve the grant-in-aid for Skagit Valley College’s Athletic Program as presented.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Change of February Board Meeting Date

The Chair reported that she and Ms. Rojas will be attending the ACCT Legislative Seminar in Washington, DC, February 12-14. The conference dates conflict with the
next regularly scheduled Board meeting, February 13. It is recommended that the February Board meeting be changed to February 20.

It was moved by Ms. Margaret Rojas and seconded by Mr. Jess del Bosque to change the date of the February Board meeting to February 20.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Resolution 07-01 – Recognition of Mel Takehara

The Chair reported that this would be Mr. Mel Takehara’s last meeting and then read Resolution 07-01 recognizing Mr. Takehara’s service to SVC.

It was moved by Mr. Jess del Bosque and seconded by Mr. Tom Moser to approve Resolution 07-01, recognizing the service of Mr. Mel Takehara.

MOTION PASSED UNANIMOUSLY.

The Chair presented Mr. Takehara with a framed copy of the resolution and a glass cube paperweight inscribed with his name and dates of service as a Trustee.

Dr. Tollefson stated that Mr. Takehara has been the embodiment of a great trustee and thanked him for his service to SVC.

Mr. Moser stated that he has appreciated Mr. Takehara’s quiet strength and financial knowledge and his approach to college business.

Ms. Rojas said that Mr. Takehara was stable and consistent and has good financial knowledge. She said she appreciated Mr. Takehara’s focus and his informed questions.

Mr. del Bosque said that he appreciated the time Mr. Takehara devoted to SVC and noted the extra commitment due to the fact that he works down in the Everett area.

The Chair stated her appreciation for Mr. Takehara’s service and noted that he has a young family that requires his time and efforts.

The Chair announced that the Board would take a ten minute recess so all could enjoy some refreshments and wish Mr. Takehara well.

The Board recessed at 5:00 p.m.
The Board reconvened into open session at 5:10 p.m.
VII. PROGRAM PROFILE – Nursing

Ms. Michele Koci and Ms. Cynthia Scaringe provided a presentation on the expansion of the Nursing program. The presentation provided illustrations on the supply and demand of nurses in Northwest Washington. The presentation also provided information on the Northwest Alliance for Healthcare Skills that was formed in 2001. The Alliance is an employer-driven consortium established to provide industry guidance in the development of a strategic approach to workforce needs in health and allied services. There are over 20 major regional health providers, three colleges and the Northwest Workforce Development Council in the Alliance.

The Nursing program plans to expand capacity by providing additional access for students in Practical Nursing (PN) and Registered Nursing (RN) programs and by increasing options for PN to RN bridging.

Funding of the Nursing expansion has been possible because SVC was awarded two competitive high-demand grants: $120,000 in 2004 and $180,000 in 2006; institutional and Worker Retraining funds have been redirected and the Alliance has contributed $60,000 each of the last three years.

Expansion from 88 to 150 RN students has occurred annually in the last four years. PN has expanded from 40 to 64 students since 2001.

RN students continue to perform very well in the licensing exam—rates remain above 90% with 94% in 2005 and 95% in 2006. PN exam rates are also high, consistently averaging over 90%.

The Nursing program recently went through a rigorous accreditation review and was awarded accreditation for another eight years.

Some of the challenges for Nursing are:

- Space needs
- Recruitment of Master prepared faculty, full and part time
- Clinical space
- Increased diversity
- Sustainable resources

As the Nursing program looks to the future they are planning on:

- Linking to economic development
- Demographic changes (population growth, aging of the general population and aging of the nursing workforce)
- Demand changes
- Partnerships and collaboration
• Integration of basic skills and technical skills
• Continuation of programs and student options
• New programs
• The new Science and Allied Health Building
• More grants

Dr. Tollefson explained that the $300,000 received in the high-demand grants will stay in our funding as part of the base budget amount.

The Chair thanked Ms. Koci and Ms. Scaringe for the information.

VIII. MONITORING REPORT – Institutional Diversity

Dr. Maureen Pettitt, Director of Institutional Research, distributed and reviewed the monitoring report on Institutional Diversity. She stated that monitoring reports on institutional diversity have been presented to the Board at their meetings in January for the past four years (2003, 2004, 2005, and 2006).

Dr. Pettitt noted that as in previous reports, the college has adopted the Framework for Diversity Assessment and Planning created by the State Board for Community and Technical Colleges several years ago “to provide campuses with a tool they can use to assess their efforts in promoting and supporting the academic achievement of students of color.” In the past few years, SVC has utilized the Framework as the basis for establishing baseline data and future goals and activities related to the college’s diversity agenda. Our latest efforts have focused on mapping the Framework to our new Strategic Plan and to developing priorities.

The Framework includes the following eight sections:

1. Access for Students of Color
2. Progression of Students of Color
3. Students of Color Goal Attainment & Completion
4. Hiring and Recruiting Staff, Faculty & Administrators of Color
5. Instruction & Its Relationship to Students of Color
6. Student Services & Its Relationship to Students of Color
7. Institutional/Administration Related to Students of Color
8. Physical Environment Audit.

Dr. Pettitt said that the current report addresses each of the first four sections separately. She stated that SVC will again administer the Community College Survey of Student Engagement (CCSSE) in the spring of 2007, consequently data pertaining to sections 5, 6, and 7 of the Framework will be reported in the January 2008 Monitoring Report.

1. Access for Students of Color
While the Hispanic population continues to grow, particularly in Skagit County, the percentage of those in high school remains relatively low. For example, 44% of the students in the Mount Vernon School District and 26% of those in the Burlington-Edison School District are Hispanic. In contrast, only 12% of the students in the 2005 high school senior class in Skagit County were Hispanic.

Of the students enrolled at SVC for credit, approximately 22% are students of color. This is a moderate increase over the past several years. The enrollment of students of color in Running Start has remained stable over the past two years, comprising 11% of the enrollments in that program.

2. Progression of Students of Color

Early in the decade, students of color working toward a professional/technical degree had consistently better retention rates than their white counterparts while white students who are attending SVC to obtain a general studies or transfer degree enjoyed better fall-to-fall retention rates. However, over the past years, the retention rate of the two groups has leveled out considerably.

3. Students of Color Goal Attainment and Completion

The percent of students of color obtaining degrees or certificates (as a total of all recipients), while variable, has shown considerable improvement over the past two years primarily as a result of a substantial increase in certificates earned by students of color.

4. Hiring and Retaining Staff, Faculty and Administrators

In 2004, the Human Resources department updated the college’s recruiting and hiring procedures, revised media targets for advertising positions to include publications for diverse populations, and reviewed all minimum qualifications to ensure that applicant pools were adequately diverse. Since that time, the percent of employees of color has increased.

In addition, in 2004 only 8% of employment applicants were of color. During 2005-06, 20% of the applicants for administrative/professional exempt positions were of color. For faculty positions, 8% were of color and for classified positions 24% were of color. The Human Resources department has also been attending job fairs in California to further increase these numbers, and will do so again this month.

Discussion followed regarding the information in the report.

IX. COLLEGE REPORTS:

1. ASSVC
Mr. Trinh reported that ASSVC hosted a “welcome back day” for students on January 4 – serving coffee and doughnuts, and that a student night was held at the January 6 basketball game. He said that a meeting was held earlier today to discuss avenues to improve the student night and it was decided that Athletics would take over the event but that ASSVC would continue to be involved.

2. SVCFT

Ms. Vicki Talbott reported on the following:

Faculty are beginning our second week of classes, completing our work on the annual schedule for 2007-2008, and continuing our involvement in our departments or divisions as well as in the governance committees, governance sub-committees, solve and dissolve committees, solve and dissolve sub-committees . . . and of course SVCFT committees.

In December on the Mount Vernon campus we had what we hope will be the first of many gatherings to celebrate the work of our adjunct faculty and to discuss ways in which we can continue to implement the adjunct best practices. About 50 faculty and administrators were present to hear Dr. Tollefson talk about what we have done and what we are doing and then to discuss the adjunct experience. After acknowledging the inadequacy of adjunct salaries and describing our next steps, Dr. Tollefson expressed the commitment of the college to making sure that every adjunct has access to a computer, a place on campus in which to work, and the same level of support that full time faculty have. We all know that we have not yet reached our goal equity and salary parity for adjuncts. But this meeting was a significant step along the way, and we want to thank Dr. Tollefson and the other administrators who attended.

A similar gathering on the Whidbey Island campus, which was planned for December but had to be rescheduled because of weather, is scheduled for this month.

The Executive Committee of SVCFT would also like to thank Dr. Tollefson for his recent work with the professional development committee to make it possible for four adjuncts and one full time faculty member in the ESL program to attend a national ESL conference being held in Seattle.

We also want to thank all of you for your work with the legislators in our district. Faculty will be participating in Lobby Day on February 19, President’s Day, but we will not be waiting until February to contact legislators to ask for their support of community colleges. We know that you are doing the same, and we appreciate your work.

The first meeting of the SVCFT and administration negotiation teams was not scheduled until finals week of fall quarter and then had to be rescheduled because of weather, so we do not have any progress to report on negotiations. We are concerned that we now have only two quarters to complete negotiations
on a number of items, some of which may be time consuming. We hope that we will be able to report significant progress by next month’s meeting.

Once again we invite you to join us for the Jill Fugate lectures. This month’s speaker is Linda Jordan, an adjunct faculty member in psychology who has worked as a lawyer and as a counselor. She will be speaking about depression. The presentation is on January 18 at 2:30 in Ford 101.

We also invite you to visit classes and see the learning that is taking place. You are welcome to contact Trish Barnes or Vicki Talbott directly if you would like to visit. Or you can make arrangements through Lisa Radeleff. We hope that 2007 will be a year of growth for all of us individually and for SVC.

3. WPEA

No report.

4. Administrative Services

Mr. Harker stated that due to a computer problem at CIS in Bellevue, he did not have the December expenditure reports but would mail the information to the Trustees before the next Board meeting. Mr. Harker distributed a report on operating revenue as of December 31, 2006 to the Board.

Mr. Harker reported that mid-year budget review meetings will begin next week and he will prepare a status update by the time of the February Board meeting.

5. Instruction & Student Services

Mr. Barclay introduced Dr. Joan Youngquist, Head Start Director. Dr. Youngquist distributed a quarterly update on the budget allocations for fiscal year 2006 and the January program update which included information on the recent USDA Food Program audit and information on the planning process for next year. Dr. Youngquist stated that funding for next year will be flat with anticipated increases in salaries and facility costs. She reported that Head Start is looking closely at slot allocation needs in the communities served, program models, transportation needs and staffing patterns.

Dr. Youngquist introduced Ms. Heather Gerard a member of the Policy Council and parent of a child in Head Start. Ms. Gerard explained that Head Start instructors have assisted her in identifying her daughter’s needs and have provided her with the resources to deal with those needs.

Mr. Barclay highlighted the following items in his report:

- The Instruction and Student Services Team is working with Human Resources on recruitment needs for faculty positions;
• Transcripts can now be ordered through the National Student Clearinghouse. This service eliminates the administrative burden of providing educational record verification while maintaining the confidentiality and privacy of records in full compliance with the Family Educational Rights and Privacy Act (FERPA);
• Online advising began in fall quarter 2006 and has been very successful;
• Three students graduated from the Displaced Homemaker Program at the end of fall quarter;
• For the first time the International Program has students here from France and Jamaica.

6. Whidbey Island Campus

Dr. Donahue highlighted the following items in his report:

• All of the students in the part-time RN program are currently employed, seven students live off of Whidbey Island and 36% of the students in the program are students of color;
• Elderhostel has provided 19 programs since July 2006—gross revenue to-date is $525,000, net profit $32,000. The Elderhostel Program is completely self-supporting. The first mainland program is being offered this winter—a birding program based in La Conner. Elderhostel hopes to offer more mainland based programs in the future;
• North Whidbey Literacy, a community-based literacy program located at the Whidbey Island Campus, will be able to continue meeting the literacy needs of Whidbey Island residents, thanks to a $5,000 grant from Verizon. Through the partnership, adult learners receive support and assistance with basic literacy skill development.
• A $40,000 scholarship donation for Whidbey Island students was recently received, as well as a $15,000 scholarship donation for Whidbey Island nursing students.

7. President

Dr. Tollefson highlighted the following events:

• The TACTC Winter Conference is scheduled for January 21-23 in Olympia;
• Possible dates for the Science Building groundbreaking ceremony are May 29 or 30.

8. Board of Trustees

The Chair stated that the annual Legislative Dinner will be held on January 22 during the TACTC Conference and she reminded everyone that the Manufacturing Summit is scheduled for January 12.
Mr. Takehara distributed copies of the *Washington CEO* magazine insert on Marine Technology. He stated that he has enjoyed working with everyone while on the Board and looks for good things to continue at SVC.

X. PUBLIC COMMENT:

No requests were presented.

XI. NEXT MEETING:

Tuesday, February 20, 2007, 4:30 p.m., Mount Vernon Campus – Czarna Collins Room, Library

XII. ADJOURNMENT:

There being no further business this meeting was adjourned at 6:15 p.m.

____________________________________  ______________________________________
Debra Lisser, Chair                      Gary Tollefson, President
                                           Executive Secretary to the Board
                                           Lisa Radeleff, Secretary to the President