

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
TUESDAY, FEBRUARY 12, 2008  
4:30 p.m. – Multipurpose Room  
2405 E. College Way  
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Margaret Rojas, Chair

Ms. Debra Lisser

Mr. Don Piercy

Mr. John Stephens

Dr. Gary Tollefson, President & Executive Secretary to the Board

ADMINISTRATIVE SUPPORT:

Lisa Radeleff, 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 present.

V. CONSENT AGENDA:

1. Joint Board Special Meeting Minutes – November 8, 2007

2. Board Meeting Minutes – January 8, 2008

3. Joint Board Special Meeting Minutes – January 22, 2008

The consent agenda items were approved as presented.

VI. PROGRAM PROFILE: Fire Protection Technology

Pat McVicker, Department Chair for Fire Protection Technology, presented information on the program. He stated that the program currently has 46 students enrolled—15 second year and 31 first year students.

Pat explained how training is conducted in the program and distributed some of the handouts that are given to students. He went on to discuss the educational outcomes of the program, stating that the first goal of the program is to produce students that are competitive entry-level candidates, who have the skills, knowledge, affiliation, understanding of the culture, and the physical fitness to do the job. Additionally, they prepare students to become successful probationary employees, who have fire service certifications, a strong work ethic, understand team responsibility, and have long term employment goals in the fire protection field.

Recruitment of students is done through various ways: spring high school recruiting, participating in the annual Clark County Fire Service College Fair, and most recently establishing an articulation agreement with the Anchorage School District to serve their students needs for public safety careers.

Pat stated that SVC hosts the annual Region 3 Fire and Rescue Conference each year—the 2008 conference has 179 participants registered. The event is a two-day conference that focuses on hands-on training in the areas of:

- Advanced Pump Operations
- Rope Rescue
- Live Fire Training;
- Health & Safety Officer
- Ventilation
- Firefighter Rescue
- Command Competency
- Modern Vehicle Extrication

Pat reported on future goals for the program, highlighting the following:

- Academy-based firefighter skills training
- Emergency medical technology degree
- Transfer degree with university articulation
- Fire service internship programs
- Professional development training for fire service
- 50-FTE student population

Pat stated that the future Regional Emergency Service Training Center will provide:

- Direct & convenient access to state of art training & education facilities
- Full emulation of fire service environment
  - Firehouse
  - Emergency ground
- Networking with broad range stakeholders
- Notoriety with its resulting benefits

Discussion followed the presentation.

## VII. COLLEGE REPORTS:

### 1. ASSVC

Chris Palmer thanked Dr. Tollefson for hosting the student forum on January 29. He stated that it allowed students to ask questions and receive answers on parking, construction and other issues.

Chris stated that Whidbey Island Campus has installed new park benches and covered bike racks. The Mount Vernon Campus has been showing films on sustainability films and he noted that three members of the Environmental Club members were present at this meeting.

Chris reported that a student appreciation night will be held at Wednesday's men's and women's basketball games. He noted that many of the signs promoting this and other events are now printed in several languages, not just English in hope that this will encourage international to attend events and to feel welcome.

Chris thanked Tom Bates for his efforts in the information technology area. He acknowledged the many good things that are going in with the college's technology efforts.

Chris reported that the Whidbey Island Campus is working on establishing a faculty/student intramural softball team; and pointed out recently installed atomic clock in the meeting room.

The Chair asked the Environmental Club members for an update on their activities. Club members recently visited the University of Washington to check out their cafeteria composting program. They are also in the process of conducting a survey of all buildings to note locations of recycling bins. The club would also like to have universal signage installed on recycle bins to avoid confusion as to what items can be put in the bins. The Environmental Club is hoping to have a presentation prepared for the next Board of Trustees meeting.

John Stephens asked if the Environmental Club has any official role or procedure for the procurement of items for the college. Alan Muia stated that Dr. Tollefson has recently established a Sustainability Committee and students will serve on the committee and with that role will have a voice on those types of college issues.

Dr. Tollefson stated that the new science building has been designed as a LEEDS silver building and will have solar panels. The building may eventually end up being a LEEDS gold building, the highest level attainable.

The club members thanked Tom Harker for helping them gather information on energy costs and found out that the college is already using green energy.

## 2. SVCFT

Ted Maloney stated that the report would be a change from the typical report and would focus on a faculty member. Tonight's report will profile Greg Tate.

Greg stated that he has been an instructor at the college since 1976. He thanked the trustees for attending the Art Gallery opening last Friday, in spite of the water line break; it was a very successful event. Greg thanked everyone who has worked on the gallery—Dr Tollefson, Alan Muia, and others for their support for the arts. As a faculty member, Greg stated that he is elated to share with students and to show them what art is about.

Greg stated that he is passionate about what he teaches and he shares that passion with students. With the new Art Gallery, students can see how a professional show is displayed and how it would be shown in a museum.

Greg encouraged the Board to look at the new art pieces that have been installed in Hodson Hall. Two pieces are now installed—and look beautiful; a third piece will soon be installed.

There will be an end of year show in the Art Gallery for our students—one of Hodson artists will jury the show—this will be an excellent experience for our students.

Don Piercy suggested putting information on the art pieces in the class schedule so that community members are informed about the artwork on the campus.

Greg, thanked Laura Morris for putting the Jacob Lawrence exhibit on the website. He stated that Susan Platt, an expert on Jacob Lawrence, will lecture on February 19. Her lecture will be followed by panel discussion that will SVC faculty and students. On March 8 there will be a workshop in conjunction with the Jacob Lawrence exhibit.

Debra Lisser asked if the exhibit is shared with area high schools. Greg responded that he is scheduling a time with Mount Vernon High School for their students to attend and is also working with Burlington-Edison High School and will also contact the area middle schools.

## 3. WPEA

No report.

## 4. Administrative Services

Tom Harker introduced Kim Cook, Controller. He stated that the auditors held their exit interview today and SVC received a clean audit; there were no findings and there will not be a management letter. Tom stated that Kim has worked very diligently reviewing internal controls with all departments and made recommendations as to where improvements could be made. Kim then went back to each area to ensure that the recommendations had been implemented. Dr. Tollefson and the Board congratulated Tom and Kim for their hard work.

Tom stated that the church property sale has been finalized and it now belongs to SVC. The building is empty and ready for us to take over.

Tom stated that in 1997 the college acquired ownership of a FCC license for our Educational Broadband Service. This was leased at a minimal amount—the lease was expiring and the lease needed to be renewed. Tom asked Lisa Wochos, Assistant Attorney General, if there was an Assistant Attorney General with expertise in FCC matters. An attorney in Washington DC assisted us with the process and we negotiated a lease with Sprint/Nextel for our broadband space that we are not utilizing. The terms of the lease are: \$150,000 base payment and monthly payments of \$3,900 (this amount will be increased by 3% each year), and a monthly phone service credit of \$1,000. The value over the life of the agreement will be just under \$3 million. The initial income will be used for the COP on the Campus Center project.

Tom distributed the budget report for the month ending December 31, 2007. Tuition revenue is above projected amount. He stated that due to the increase in enrollments the college will probably not need to use \$350,000 approved by the Board for enrollment and retention efforts. Dr. Tollefson stated that our enrollments at this time are just under 10% ahead of this time last year. He said that it is important to note that programs where we had focused our efforts to increase enrollments are the areas where enrollment is up, which means that the investment the Board helped us to make has paid off so we will not need to use the money that was approved.

#### 5. Instruction & Student Services

Dr. Harriet Custer gave kudos to Greg Tate on the Art Gallery exhibit and reception. She mentioned that the play *Evita* will begin next week. Andy Friedlander underwent heart surgery last month and Diane Johnson has taken over as director for the play.

Harriet stated during one of her previous reports she mentioned long-term retention strategies; one of the strategies implemented this past fall quarter was to set up developmental learning communities. One group had a counselor as part of the teaching team and there was a control group that did not include a counselor. The group with the counselor had greater retention from fall to winter quarter. She said that she believes that building the counselor into the learning communities was a successful retention initiative.

Harriet also stated that utilization of tutoring is up 35% at Mount Vernon and 65% at Whidbey.

Other retention efforts include a faculty pilot program and looking at a project related to Math 100.

Admissions/Registration relocated back into the Campus Center and are very happy to be in their new location.

#### 6. Whidbey Island Campus

No report.

#### 7. President

Dr. Tollefson stated that a list of his recent activities had been distributed to the Board along with the monthly Head Start update.

The annual Legislative Dinner that SVC co-hosts with Bellingham Technical and Whatcom Community Colleges was, once again, a very successful event. We have held it in the same location for several years and feels that it works well for us and we want to keep this effort in place.

On January 30, Dr. Tollefson hosted Dr. Kenyon Chan, UW Bothell Chancellor, at a lunch meeting. There was good conversation; and Dr. Tollefson said he was pleased by Dr. Chan's comments that UW Bothell should be sending some of their baccalaureate programs to SVC via interactive television. That is something we have hoped to institute for some time.

Dr. Tollefson said they also discussed the new UW north campus and the issues surrounding that topic. He stated that both the UW and UW Bothell folks probably share similar sentiments that are in a letter that he received from Charlie Earl, Executive Director of the State Board, to Representative Kathy Haigh, who requested some feedback from the State Board on how the community and technical college system viewed the UW campus north. Dr. Tollefson distributed a copy of the letter to the Board. Debra Lisser asked if a copy of the letter could be sent to our local legislators. Dr. Tollefson responded that he would forward the letter to the legislators of the 10<sup>th</sup>, 39, and 40<sup>th</sup> Districts.

Dr. Tollefson announced that last Saturday, the Whidbey Island Campus was chosen as the Oak Harbor Employer of the Year for 2007. He also reported that Dr. Mick Donahue was recognized by Phi Theta Kappa as one of their Administrators of Distinction. Mick will receive the award in April at Phi Theta Kappa's International Convention in Philadelphia.

8. Board of Trustees

The Chair thanked Greg Tate for bringing the Jacob Lawrence exhibit to the Art Gallery and acknowledged the wonderful reception that was held on February 8.

VIII. PUBLIC COMMENT:

No requests were submitted.

IX. NEXT MEETING:

Tuesday, March 11, 2008, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

X. EXECUTIVE SESSION:

The Chair stated that the Board would convene into executive session to review the performance of public employees. She stated that the discussion would take approximately 30 minutes. The Chair requested that Harriet Custer stay for the executive session. She stated that no action would be taken when the Board returned to open session.

CONVENED INTO EXECUTIVE SESSION AT 5:49 P.M.  
RECONVENED INTO OPEN SESSION AT 6:15 P.M.

XI. ADJOURNMENT:

There being no further business and no action taken during Executive Session, this meeting was adjourned at 6:16 p.m.

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Margaret Rojas, Chair

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