

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
MONDAY, NOVEMBER 10, 2003
4:30 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Jess del Bosque, Chair
Mr. Tom Moser
Mrs. Elizabeth Hancock
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, Mr. Jess del Bosque, called the meeting to order at 4:30 p.m.

II. DECLARATION OF A QUORUM:

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

III. FLAG SALUTE:

The Chair asked all in attendance to participate in a moment of silence in memory of Garrett Chase, a student who passed away on November 3.

IV. INTRODUCTION OF GUESTS:

Ms. Arden Ainley, Public Information Interim Director, reported that no guests were present.

V. CONSENT AGENDA:

1. Regular Meeting Board Minutes – October 14, 2003

The consent agenda item was approved as presented.

VI. RECOGNITION OF RECENTLY TENURED FACULTY

Ms. Michele Koci, Dean of Professional/Technical Programs introduced Ms. Marie Johnson, Business Management Training Instructor, and Mr. Patrick McVicker, Firefighter Training Instructor.

Dr. Tollefson and the Board congratulated Ms. Johnson and Mr. McVicker on achieving tenure. The Chair announced that there would be a five-minute break to enjoy a celebratory cake.

At 4:40 p.m. the meeting adjourned for a five-minute break and reconvened into open session at 4:45 p.m.

VII. COMMUNITY CONVERSATION:

Dr. Tollefson introduced Ms. Gay Dubigk, Executive Director of the Northwest Workforce Development Council.

Ms. Dubigk gave a brief review of her long association with the college. She stated that it is a good, strong partnership that is continuing to get better as workforce issues become more complex.

Ms. Dubigk reviewed the following issues facing workforce development:

- Health/Allied Health – This is a stable and growing sector in our region;
- Better prepared workers – She stated that she consistently hears the need for better prepared and informed workers in the labor market;
- Diversity – Increasing diversity in the labor pool;
- Service to dislocated workers – She stated this is a strong need particularly in the manufacturing area. There needs to be a streamlining of dislocated worker funding;
- Aging workforce – Particularly in the areas of manufacturing, healthcare, and construction.

Ms. Dubigk stated that Skagit Valley College has always been responsive to the needs of workforce development. She reported that for the past few years the focus has been to think regionally and with business as a customer. Ms. Dubigk said she was very impressed with the way Skagit Valley College has responded to that focus and the recent awarding of the funding for the Process Technician Training and in the healthcare area.

Ms. Dubigk reported that Skagit Valley College has done a terrific job and that Dr. Tollefson has been very supportive as a board member on the Northwest Workforce Development Council.

A question was asked on clustering for sectoral job training. Ms. Dubigk replied that she believes it is overrated and does not think it is large enough to be substantive in the Northwest region.

A question was asked of the types of jobs that are coming or will be developed. Ms. Dubigk replied that she did not know the answer, she believes information technology is still an area that is needed but it does not cluster into a specific sector but is interspersed throughout various job fields.

Ms. Dubigk said that she believes job recovery is happening but not in family living wage rate jobs. She stated that higher earnings are achieved with more technical/vocational training.

A question was asked on whether jobs being created were permanent or temporary. Ms. Dubigk replied that some are seasonal, such as agriculture and holiday retail. She stated that the majority of new business licenses are issued to businesses with under five employees.

The Chair and Dr. Tollefson thanked Ms. Dubigk for the presentation.

VIII. INFORMATION ITEMS:

1. Introduction of New Employees

Ms. Sue Williamson, Executive Director – Human Resources, introduced the following new employees:

- Ms. Kathy Payant, Business Management Training Instructor
- Ms. Sinead Fitzpatrick, WorkFirst Coordinator
- Ms. Lynne Hann, Secretary Lead – South Whidbey Center
- Mr. William Overby – Administration of Justice Instructor
- Mr. Jose Sanchez – Spanish Instructor
- Mr. John Ogden, Office and Business Technology Instructor
- Ms. Fay White, Nursing Instructor

2. Public Comment

Josef Kunzler – Mr. Josef Kunzler stated his concern regarding Board work session expenses. He requested that the Board consider approving his proposed resolution regarding construction of the Boeing 7E7 airplane. Mr. Kunzler said that he has discussed the resolution with Dr. Tollefson and is aware of the State Board's response to his proposed resolution.

IX. COLLEGE REPORTS:

1. ASSVC

Ms. Charese Hinshaw reported that two issues student government currently have under discussion are, 1) Saturday hours for the Library, and 2) College Hour – Ms. Hinshaw reported that there has been discussion among students about reinstating the College Hour at the Mount Vernon Campus.

Ms. Hinshaw reported that ASSVC has also been working on improving communication with the Whidbey Island Campus and San Juan Center in an effort to increase participation in student government.

The Chair thanked Ms. Hinshaw for the report.

2. SVCFT

Ms. Trish Barnes stated that SVCFT joins with the Board in celebrating tenure for Ms. Marie Johnson and Mr. Patrick McVicker.

Ms. Barnes stated that Campus Equity Week was observed October 27-31. She reported that Campus Equity Week is a time in which unions and other groups throughout the nation work to raise public awareness of the inequities between full time and part time faculty in pay, benefits, and working conditions.

Ms. Barnes stated that she knows both the Board and administration of SVC are committed to equity for part time instructors. She then provided information on the disparity between full and part time instructors at SVC. Ms. Barnes asked that the Board support the efforts of the administration and SVCFT as they work toward making significant improvements in part time faculty pay at SVC. She also requested that the Board continue to exert pressure on the legislature to fund the equity work that they began in 1996.

The Chair thanked Ms. Barnes for the report.

3. WPEA

Ms. Carolyn Batchelor thanked the Chair and Dr. Andersen for attending the October 17 chapter meeting. She reported that classified staff at the Whidbey Island Campus held a Halloween potluck and that Ms. LeAnn Arenas will be taking over activity planning for the Mount Vernon Campus.

Ms. Batchelor stated that there was confusion among classified staff regarding the October 21 closure of the Mount Vernon Campus due to the flood threat, and that WPEA feels there needs to be an established procedure for dealing with suspended operations.

Ms. Batchelor reported that she is working with classified staff regarding possible college closure on December 26. Ms. Batchelor stated that she and Mr. Mike Merrill recently attended a meeting on civil service reform.

The Chair thanked Ms. Batchelor for the report.

4. Administrative Services

Mr. Bruce Klewer reported that on October 21 the Mount Vernon Campus closed at the request of Skagit County Commissioner/Emergency Response Director Don Munks. He stated that the Red Cross used the cafeteria as an overnight shelter for 18 people who were displaced by the flooding, and read a letter of appreciation from the Red Cross for use of the facility. Mr. Klewer reported that a local automobile dealership used the student parking lot for storage of motor homes.

Dr. Tollefson stated that it is always difficult time when classes have to be canceled. He stated that Cabinet has spent time discussing emergency procedures and he believes they have been streamlined.

The Chair thanked Mr. Klewer for the information.

5. Educational Services

Ms. Tinker reported that the Professional/Technical Advisory Dinner was scheduled for October 21, however, due to the flood closure was rescheduled for November 4. She stated that Dr. Tollefson's remarks at the dinner were well received. Ms. Tinker said that approximately 245 people attended the dinner and thanked Ms. Michele Koci and her staff for the excellent work on this event.

Ms. Tinker stated that the Head Start program was now reporting to her. She informed the Board that Ms. Margy Miller, Director of Head Start, has resigned and

Ms. Joan Youngquist the Assistant Director will work as Interim Director until a replacement is found.

Ms. Tinker reported that the new governance structure is underway and it will be evaluated at the end of year. She stated that fall quarter has had strong enrollment, and that faculty participated in a full day of program assessment on October 15. Ms. Tinker stated that the Hodson Hall remodel will begin in spring and her area is currently working on developing a plan for the new science/allied health building.

The Chair thanked Ms. Tinker for the report.

6. Student Services

Ms. Linda Woiwod reported that winter quarter registration is underway, and she thanked Ms. Ainley for her work on getting the winter quarter schedule out early.

Ms. Woiwod reported that there has been an International Program at Skagit Valley College for at least 30 years. She said that, nationally, international students are on the decline and that is also the case in Washington. Ms. Woiwod reported that SVC's current international enrollment is down 8.9%. She then asked Mr. Visakan Ganeson, Director of International Programs, to review some of the challenges facing the international area.

Mr. Ganeson distributed a fact sheet on International Programs. He discussed with the Board some of the global and local challenges facing International and the responses that have been developed. Mr. Ganeson said that the effects of September 11, 2001 have resulted in changes in visa regulations, economic downturns in foreign countries, and safety issues in the United States. He stated that Great Britain, Canada, and Australia have strong advertisement campaigns (government subsidized) on the safety of their countries. Mr. Ganeson said that SVC's response to these issues has been to increase outreach activities with the hire of a new staff member in November 2001.

Transportation is another area that is a challenge for recruitment of international students. Skagit Transit (SKAT) has limited access and no weekend bus service. Mr. Ganeson said that he has been in close communication with SKAT on these issues and International Programs has added van transportation on weekends for students.

Ms. Woiwod said that while there have been many challenges facing International Programs, Mr. Ganeson has been very helpful in responding to the issues.

A question was asked on how a balance of not more than a 50/50 mix of international to non-international students in regards to housing, was maintained. Mr. Ganeson responded that staff works very hard on being sensitive to maintaining that balance and sometimes that means providing off campus and host family options.

A question was asked on how many international students are currently with host families. Mr. Ganeson responded that 25 students are currently with host families. He stated that it is difficult to find families that meet the requirement of being within a 30-minute walk or bus ride to campus.

Dr. Tollefson asked how many students will spend time with American families for a holiday experience. Mr. Ganeson said that International has instituted an American conversation program this year and it has become very popular. He is hoping that international students will become close with their American conversation partners and experience some of the holidays with them.

A question was asked on how many international students attend the Whidbey Island Campus. Dr. Donahue replied that there is usually one student per year.

The Chair thanked Ms. Woiwod and Mr. Ganeson for their reports.

7. Whidbey Island Campus

Dr. Donahue distributed a handout on the new ESL class that began today. It is held at China City Restaurant in downtown Oak Harbor, 14 students are enrolled.

Dr. Donahue distributed a recent newspaper article regarding the location of a proposed new library for Oak Harbor. He stated that the article says the new library will be located in downtown Oak Harbor. Dr. Donahue said that in time the library will move, although a levy will need to be passed which may take some time.

Dr. Donahue distributed the October 27 issue of *Harbor Talk*, the Whidbey Island Campus student newsletter.

Dr. Donahue reported that Marine Tech has worked with Northern Marine in Anacortes and Anacortes High School to start a Marine Trades class in the high school. He said they have worked with the high school to establish a scholarship for one student who has successfully completed the course and worked, either paid or volunteer, in the marine trade. Dr. Donahue said that the scholarship funding comes from Northern Marine and ABC Yacht Charters.

The Chair thanked Dr. Donahue for the report.

8. Foundation

Mr. Takehara introduced Ms. Fay Shane as the new Interim Director of the Foundation.

Ms. Shane stated that she began her new duties on November 3. She said that Aquila Firstenberg is working as a Project Associate assisting with database maintenance, scholarships, and work related to McIntyre Hall. Ms. Shane reported that the next Foundation executive committee meeting will be held on December 11, which will be followed by a full Foundation Board meeting and a social event honoring the work of the Foundation Board both past and present, she invited the Trustees and their spouses to the event.

The Chair congratulated Ms. Shane on her new position.

9. PFD

The Chair stated that construction of McIntyre Hall is currently progressing on pace with the project schedule. He reported that the original project fund raising goal of \$17 million has been exceeded, and fund raising is now being directed toward "add alternates" and the one million dollar endowment.

Dr. Tollefson reported that at the last PFD meeting a change in the principle Memorandum of Understanding was approved, which includes a change in Ms. Shane's time commitment allowing her to take on the Foundation duties.

10. TACTC

No report

11. President

Dr. Tollefson stated that the *Community College Survey of Student Engagement (CCSSE)* results were recently released and Skagit Valley College has been named a top performer exceeding benchmarks in particular areas. He asked Dr. Pettitt to distribute copies of the final report of the CCSSE to the Board. Dr. Pettitt distributed the information and stated that the report will be made public after November 19. She highlighted the benchmark section of the report. Dr. Pettitt reported that SVC exceeded in the first four benchmarks and that the college is listed in the top performers nationwide section. Dr. Pettitt stated that there is also a statement printed in the report on Skagit Valley College's use of learning communities.

Dr. Tollefson said this will be distributed nationally and other colleges will want to know how we achieved this status. He said that it is thrilling for SVC to be in the top categories.

Dr. Tollefson said that the death of student, Garrett Chase has been difficult. He stated that Mr. Chase was well liked and active in college and with the soccer team. He said that Mr. Chase became ill after a road trip on the weekend and died on Monday, November 3.

Dr. Tollefson reported that the student parking lots have been repaved and new lights have been installed. He said that it is a much safer environment and thanked the staff for their work on this project. Dr. Tollefson reported that another 80 parking spaces are under construction and they will be completed in December.

12. Board of Trustees

No report.

X. NEXT MEETING:

Tuesday, December 9, 2003, 4:30 p.m. – Board Room, Mount Vernon Campus

XI. EXECUTIVE SESSION:

The Chair stated that the Trustees would need to adjourn to Executive Session to discuss personnel issues. They would adjourn for approximately 30 minutes.

**CONVENED INTO EXECUTIVE SESSION AT 6:05 P.M.
RECONVENED INTO OPEN SESSION AT 6:39 P.M.**

No action was taken during Executive Session.

XII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:40 p.m.

Jess del Bosque, Chair

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