

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, DECEMBER 9, 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
Mrs. Debra Lisser
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., and introduced new Board of Trustee member, Mrs. Debra Lisser.

II. DECLARATION OF A QUORUM:

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

III. FLAG SALUTE:

IV. INTRODUCTION OF GUESTS:

Ms. Arden Ainley, Public Information Interim Director, introduced Ms. Kasia Pierzga, a reporter for the Skagit Valley Herald.

V. CONSENT AGENDA:

1. Regular Meeting Board Minutes – November 10, 2003

The consent agenda item was approved as presented.

VI. ACTION ITEMS:

1. Recommendation of Tenure

Ms. Susan Tinker, Vice President – Educational Services, stated that Dr. Paul Frazey will be completing his eighth quarter as a chemistry instructor at the Mount Vernon Campus. She stated that Dr. Frazey has brought new energy to the chemistry program by his dedication to recruiting students, and collaboration with other departments. Ms. Tinker reported that Dr. Frazey has brought science to the community through a science van that went to local high schools. She stated that he has also pioneered a chemistry class with Whatcom over the K-20 network, resulting in increased enrollment in that particular class for both schools.

Ms. Tinker stated that Dr. Frazey's Tenure Review Committee, Dean, and Department Chair all have recommended him for tenure and that she concurs.

It was moved by Mr. Mel Takehara and seconded by Mr. Tom Moser to grant tenure to Dr. Paul Frazey.

MOTIONED PASSED UNANIMOUSLY.

Dr. Tollefson reported that Dr. Frazey will be invited to the January Board meeting for recognition.

2. Recommendation of Construction Trades Fee

Ms. Tinker reported that the new, two-quarter program, Construction Trades began in Summer 2003. She stated that no fees were charged during that period, but a lab fee of \$110 per student, per quarter is now proposed to cover materials used by the student. Ms. Tinker reported that these materials are used in construction projects that the students are allowed to take home.

Mr. Moser asked if the students were aware that this fee was being proposed. Ms. Tinker responded that the fee will affect a very small group of students. Mr. Moser asked how many students will be affected. Ms. Tinker responded that there will be a maximum of 24 students per two quarter program.

It was moved by Mr. Tom Moser and seconded by Mr. Mel Takehara to establish a Construction Trades Fee of \$110 per student, per quarter, effective Winter 2004.

MOTION PASSED UNANIMOUSLY.

3. Resolution 03-07, Regarding Dr. Barbara Andersen

The Chair read the following proposed Resolution 03-07, regarding Dr. Barbara Andersen, for the Board's consideration.

WHEREAS, Dr. Barbara Andersen has served Skagit Valley College as a member of the Board of Trustees from April 1997 through November 2003, and

WHEREAS, she served as Chairperson of the Board during the year 2000-2001, and

WHEREAS, her direction, guidance and judgment during the search for the new president of Skagit Valley College, resulted in a successful process and selection of a new college president, and

WHEREAS, during her tenure as trustee at Skagit Valley College, she served on the Board of Directors of the Washington State Trustees Association from 2000-2001; in 2002 served as co-editor of the Washington State Trustees Handbook; served on the task force to develop Board Policies; hosted the state TACTC Conference in May of 2000, and

WHEREAS, by actively working on behalf of community college issues in the legislature and in congress, she has given freely and without reserve, at the local, state and national levels;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Community College District 4, that Dr. Barbara Andersen receive special recognition for her significant service to Skagit Valley College, and

BE IT FURTHER RESOLVED, that the Board of Trustees of Community College District 4, on behalf of the entire college community, expresses appreciation for her service as a most valued member of the Board and extends sincere appreciation for a job well done and best wishes for the future.

It was moved by Mr. Tom Moser and seconded by Mrs. Elizabeth Hancock to accept Resolution 03-07, Regarding Dr. Barbara Andersen, as presented.

MOTION PASSED UNANIMOUSLY

VII. INFORMATION ITEMS:

1. Cardinal Cove

Mr. Moser gave a brief background of the Cardinal Cove property at Big Lake. He stated that Mr. Bob Vaux from the Skagit County Parks and Recreation Department plans to make a presentation at the January Board meeting regarding the county's interest in the Cardinal Cove property.

2. Public Comment

No requests were presented.

The Chair stated that since the Men's Soccer Team and some of the new employees were not yet present, the meeting would continue with the College Reports.

VIII. COLLEGE REPORTS:

1. ASSVC

Ms. Charese Hinshaw stated that she was contacted about the proposed Construction Trades Fee and given the background information. She reported that she brought the information on the proposed fee the students.

Ms. Hinshaw reported that ASSVC has conducted a survey of students on the Whidbey Island Campus and have had a good response. A Mount Vernon Campus survey is scheduled for winter quarter. She reported that students on Whidbey Island Campus conducted a very successful food drive that enabled them to provide food for 30 families.

2. SVCFT

Ms. Val Mullen reporting on behalf of Ms. Trish Barnes, stated that December 10 is a National Day of Action in cities throughout the United States marking the anniversary of the United Nations' adoption in 1948 of the Universal Declaration of Human Rights. She reported that there will be a rally in downtown Seattle at the Jackson Federal Building and that the Washington Federation of Teachers (WFT) will participate. Ms. Mullen stated that SVCFT appreciates the supportive and collaborative work at SVC between SVCFT and the Administration and Board of Trustees of the college.

Ms. Mullen reported that in January, SVCFT will be joining educators from across the state to lobby for legislative support of education. They will be making the following requests:

- Restore increment funding for community and technical college faculty;
- Restore part time equity funding from the 2003 Governor's budget;
- Ensure standard practices for part time faculty pay periods;
- Set up safety guidelines for use of children in school kitchens;
- Reinstate COLA's for faculty and add all other state employees.

VII. INFORMATION ITEMS (continued from earlier on the agenda):

3. Men's 2003 Soccer Team

Mr. Gary Knutzen, Athletic Director, introduced the coaches and trainer for the Men's 2003 Soccer Team: Mr. Dave Ryberg, NWAAC and League "Coach of the Year", Mr. Mike Witmer, Assistant Coach, and Mr. Raleigh "Pete" Dickerson, trainer. Mr. Ryberg then introduced each of the team members to the Board.

The Chair and Dr. Tollefson congratulated the team and coaches on their achievement of winning the 2003 NWAAC Soccer Championship title.

VIII. COLLEGE REPORTS (continued from earlier on the agenda):

3. WPEA

Ms. Batchelor reported that a labor/management meeting was held in November and one of the items discussed was the suspended operation policy. She reported that work on the Head Start contract will begin on December 11 and that it should wrap up quickly.

Ms. Batchelor reported that the Whidbey Island Campus holiday potluck was held on December 5 and she thanked Mrs. Hancock for attending. Ms. Batchelor stated that the Mount Vernon Campus holiday potluck will be held on December 12.

VII. INFORMATION ITEMS (continued from earlier on the agenda):

4. Introduction of New Employees

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

- Mr. Gary Eckerman, Diesel Mechanics Instructor
- Ms. Jane Hohne, Education/Early Childhood Education Instructor
- Mr. Jacob Jackson, Office and Business Technology Instructor
- Ms. Sheila Kenning, Nursing Instructor
- Ms. Mary Lou Meader, Skagit-Island Prepwork Consortium Coordinator/Director
- Dr. Christina Pflugfelder, Biology Instructor
- Dr. Ann Zukoski, Physics Instructor

VIII. COLLEGE REPORTS (continued from earlier on the agenda)

4. Administrative Services

Mr. Bruce Klewer, Vice President – Administrative Services, distributed and reviewed the Operating Budget report for the month ending October 31, 2003.

5. Educational Services

Ms. Tinker announced that Dr. Brad Smith has been selected as the Interim Dean for Academic Education. The Chair congratulated Dr. Smith on his appointment. Dr. Tollefson stated that there were excellent candidates for the position and two finalists with great experience were interviewed for the position.

Ms. Tinker reported that she was on her way to Orlando with Ms. Michele Koci, Dean of Professional/Technical Programs, Mr. Scott Hall and Mr. Ron Wood, Automotive Instructors, to accept the NATEF award for having the top automotive program in the nation. The award package will include money and equipment.

6. Student Services

Ms. Linda Woiwod, Interim Dean of Student Services, presented information on the new “Virtual Advising” resource that will be available for students, 24 hours a day, 7 days a week effective spring quarter 2004.

Ms. Woiwod announced that Ms. Martha Fernandez, a graduate of Skagit Valley College, recently received national recognition at the TRIO Conference in Portland, Oregon. Ms. Woiwod stated that Skagit Valley College has had a large number of winners at past TRIO conferences.

Ms. Woiwod reported that fall quarter 2003 enrollment was up by six percent more FTE than last year to date, equivalent to approximately 700 more students. Ms. Hancock asked how the numbers were distributed by campus. Ms. Woiwod stated that percentage wise it seemed to be the same on both campuses.

7. Whidbey Island Campus

Dr. Mick Donahue, Vice President – Whidbey Island Campus, reported that the sculpture for Oak Hall was unveiled on December 5. He stated that it is titled “Motion of Life” and was sculpted by Brad Rude of Walla Walla. Dr. Donahue stated that following the unveiling the holiday potluck was held.

Dr. Donahue reported that enrollment on the Whidbey Island Campus was up significantly as compared to last year. He stated that some of the change is due to the fact that Distance Education enrollment is now broken out by campus.

Dr. Donahue stated that the new building and plaza area give the campus a better look and is more attractive to students. He said they have also been able to offer new courses and have added a part time nursing program.

Dr. Donahue stated that the South Whidbey Center's enrollments were up 1.7%, and that Running Start enrollment is up throughout the district. He said the Whidbey Island Campus is also beginning to attract students from the Anacortes area.

Dr. Donahue reported that the Whidbey Golf Tournament will be held on June 25 and that the committee has been formed.

8. Foundation

Mr. Takehara reported that the annual SVC Foundation Board of Governors meeting will be held on December 11. He stated that the board will be electing a new slate of officers for 2004 and scheduling meetings dates for next year. Mr. Takehara stated that following the meeting there will be a reception for Foundation board members and that the SVC Board of Trustees and spouses were also invited to attend.

Mr. Takehara reported that the Foundation staff thanks the Board of Trustees for their support and assistance during their transition, and that the year 2003 is ending on a more optimistic note with the improvement in the stock market.

Dr. Tollefson reported that due to continuing issues with air quality, the Foundation staff will be moving out of Hamberg House and into the Annex by the end of December.

9. PFD

No report.

10. TACTC

Ms. Hancock stated that she attended the sculpture unveiling and the potluck on the Whidbey Island Campus. She reported that the sculpture is wonderful and very impressive.

11. President

Dr. Tollefson reported that the Business Resource Center open house was held on November 19. He said there was an excellent turnout—50 to 100 people, mostly from the Mount Vernon business community. Dr. Tollefson commended Ms. Laura Cailloux, Director of the Business Resource Center, for an outstanding event.

Dr. Tollefson reported that the Champions of Diversity event was held on November 20 and that over \$63,000 in scholarships were distributed. He thanked the Chair for attending the excellent event. The Chair stated that the evening was very well done and had excellent entertainment.

Dr. Tollefson stated that the annual Legislative Breakfast was held earlier that morning. He reported that two legislators were able to attend--Representatives Dave Quall and Barry Sehlin and he thanked Mr. Tom Moser for attending. Mr. Moser stated that the legislators were taken on a tour of Angst Hall. He said that Dr. Brad Smith took them through the science classrooms and labs and were surprised at the outdated equipment. Mr. Moser said that the legislators were thanked for their support and told how the money will be used for much needed improvements. Mr. Moser said the legislators were also taken on a tour of Hodson Hall and shown how the matching funds will be used for renovations to that building. He said that he felt the morning event delivered a good message to the legislators.

Dr. Tollefson reminded everyone of the December 12 open house, hosted by the Administrative Team at his home, from 3:30 to 6:30 p.m.

12. Board of Trustees

No report.

IX. NEXT MEETING:

Tuesday, January 13, 2004, 4:30 p.m. – Board Room, Mount Vernon Campus

X. EXECUTIVE SESSION:

The Chair stated that the Trustees would need to adjourn to Executive Session to discuss personnel issues. They would adjourn for approximately 10 minutes.

**CONVENED INTO EXECUTIVE SESSION AT 5:35 P.M.
RECONVENED INTO OPEN SESSION AT 6:10 P.M.**

No action was taken during Executive Session.

XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:11 p.m.

Jess del Bosque, Chair

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

