MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, NOVEMBER 12, 2002
5:00 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:
Mrs. Elizabeth Hancock, Chair
Dr. Barbara Andersen
Mr. Jess del Bosque
Mr. Mel Takehara
Mr. George Smith, Interim President & Executive Secretary to the Board

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

I. CALL TO ORDER:
The Chair, Mrs. Elizabeth Hancock, called the meeting to order at 5:00 p.m.

II. DECLARATION OF A QUORUM:
The Chair recognized that a quorum of Board members were present.

III. FLAG SALUTE

IV. CONSENT AGENDA:
1. Board Minutes – October 14, 2002
2. Special Meeting Board Minutes – November 6, 2002
The consent agenda items were approved as presented.

V. ACTION ITEMS:
1. Board Meeting Dates, January-June 2003

It was moved by Dr. Barbara Andersen and seconded by Mr. Mel Takehara to approve the following Board Meeting dates for January-June 2003:
2. Mount Vernon Campus Student Parking Fee

Mr. Ray Acocella, ASSVC President, reviewed the proposed Mount Vernon Campus Student Parking Fee. He reported that two minor revisions had been made to the document since the last time the Trustee’s had reviewed the proposal.

The first change is that parking permits will be required on all vehicles parked in the student parking lots during the hours of 7:00 a.m.-4:00 p.m. Monday through Friday instead of 7:00 a.m.-6:00 p.m. as stated in the earlier proposal.

The second change is that parking fines will be stated the same as required by the WAC.

It was moved by Dr. Barbara Andersen and seconded by Mr. Jess del Bosque to approve the proposed Mount Vernon Campus Student Parking Fee. Discussion followed.

MOTION PASSED UNANIMOUSLY.

3. Naming of Performing Arts and Conference Center

The Chair stated that this item came before the Board as an information item at the November 6 special meeting.
Mr. Smith stated that a Naming Committee for the Performing Arts and Conference Center had been formed and they submitted their recommendations to him on November 1. He stated that the committee decided to forward the three names, in priority order, in compliance with the request of the McIntyre family.

Dr. Andersen asked if the first choice, McIntyre Hall: Performing Arts and Conference Center was to be see as the main name of McIntyre Hall with a subheading of Performing Arts and Conference Center. Ms. Joan Penney, Chair of the Naming Committee, stated that the emphasis is on the name McIntyre Hall with a subheading of Performing Arts and Conference Center.

Mr. Mike Crawford, Chair of the Skagit Regional Public Facilities District, stated that the name McIntyre Hall is not a requirement of the gift, however, the family does favor that name.

It was moved by Mr. Jess del Bosque and seconded by Mr. Mel Takehara to approve the name McIntyre Hall Performing Arts and Conference Center.

Dr. Andersen stated that she would like to see the name approved as McIntyre Hall with a subheading of Performing Arts and Conference Center.

Mr. del Bosque amended his earlier motion to the name of McIntyre Hall: Performing Arts and Conference Center. Mr. Takehara seconded the motion.

MOTION PASSED UNANIMOUSLY.

VI. MONITORING REPORT

1. Marketing

Mr. Smith reported that as part of the college's efforts to address Ends Policy E-5, Business Model, the college retained the marketing firm Golden and Associates. In spring 2002 the Goldens prepared a “marketing audit” and facilitated a two-day workshop. As a result of the workshop, a Marketing Plan was developed to increase enrollments through system outreach efforts across the district and create a consistent look for SVC marketing materials.

Ms. Linda Woiwod, Interim Dean of Student Services, presented and distributed information on the outcomes of the established goals for the marketing plan. Discussion followed Ms. Woiwod's report.

The Chair stated that she would like to see a comparison of enrollment growth between SVC and other colleges in a similar environment.
Mr. Smith recognized Ms. Woiwod, Dr. Maureen Pettitt, Director of Institutional Research, and Ms. Arden Ainley, Interim Director of Public Information, for their work on the report.

The Chair stated that she appreciated the discussion and thanked Ms. Woiwod for the report.

VII. INFORMATION ITEMS

1. Public Comment

   No requests were submitted.

2. Correspondence

   Mr. Smith distributed copies of a presentation on alternative financing that was made by Mr. Scott Morgan of Clark College at the Association meeting held on November 7.

   Mr. Smith announced the KSVR channel change to 97.1. He stated that the change was effective on November 11. Mr. Smith acknowledged Mr. Alan Muia, Director of Student Life, for his efforts on behalf of KSVR.

   Mr. Smith distributed a letter from the Northwest Education Loan Association recognizing SVC’s Financial Aid Department for its decrease in defaulted loans. Mr. Smith stated that the default rate in fiscal year 1999 was 9.1% and in fiscal year 2000 it dropped to 6%. He congratulated Mr. Steve Epperson, Director of Financial Aid, and the entire Financial Aid department for a job well done.

   Mr. Smith reported that SVC’s Automotive Program was named the state winner for Washington in the 2002 Automotive Awards of Excellence in the Post-Secondary, Generic Category. He congratulated the Automotive Program faculty.

   Mr. Smith announced that the SVC Public Information Office was selected as a Silver Medallion winner for Best 1 or 2 Color Brochure at the 2002 National Marketing and Public Relations Council District VII Medallion Awards competition. This award was for the current Strategic Plan. Mr. Smith congratulated the staff of the Public Information Office on the award.

   Mr. Smith distributed a letter from the State Auditor inviting the Trustees to an exit interview on December 4 at 9:00 a.m. in the Board Room. The Chair and Mr. del Bosque stated that they will attend the exit interview.
3. Presidential Search

Mr. del Bosque stated that the brochure for the presidential search has been completed and is available to candidates. He reported that the Trustees set an annual salary range of $135-$145,000. Mr. del Bosque stated that to-date eight applicants have applied for the position.

VIII. COLLEGE REPORTS:

1. ASSVC

Mr. Ray Acocella, President of ASSVC, reported that the campus boards were filled and are holding weekly meetings. He stated that the Whidbey Campus Board will conduct a survey on making the Whidbey Island Campus a no-smoking campus.

Mr. Acocella introduced Mr. Carl Allen, the newly elected Mount Vernon Campus Vice President, and distributed copies of the Athletic Yearbooks for soccer and volleyball.

The Chair thanked Mr. Acocella for his report.

2. SVCFT

Ms. Lynne Fouquette, SVCFT Vice President, reported on behalf of Ms. Trish Barnes. She stated that negotiations were underway. She recognized Mr. Bruce Klewer, Vice President of Administrative Services, and his staff, Ms. Susan Tinker, Vice President of Educational Services, and her staff for their efforts during the negotiation process.

Ms. Fouquette stated that SVCFT will continue to ask legislators for funding of cost of living increases and salary increments and to keep health insurance rates from increasing.

Ms. Fouquette stated that the SVCFT holiday pot luck will be held on December 6 from 3:00-6:00 p.m. and invited the Trustees to attend.

The Chair thanked Ms. Fouquette for her report.

3. WPEA

Mr. Geoff MacCombe, President of WPEA, stated that committees are in full swing. He reported that the union has been pleased with the way the possible health issues regarding the Foundation move have been handled by the administration.
Mr. Smith stated that the Foundation has moved back to the Annex for the present time. He said that Mr. MacCombe's concerns were about staff possibly cleaning up the mold that was found when the Foundation moved to the Hamburg House.

Mr. Dennis Rohloff, Director of Physical Plant, stated that the mold test results should be in sometime this week.

Mr. MacCombe stated that WPEA will continue to work on obtaining increased compensation for classified staff.

4. 2002-03 Operating Budget Update

Mr. Klewer stated that all SVC buildings were currently insured for liability, fire and hazard. He reported that a number of other schools were dropping insurance on buildings except for bond owned buildings. Mr. Klewer stated that the current insurance premium is $90,000 annually. He said he was looking into increasing the deductible and the value on the buildings. Discussion followed.

The Board asked Mr. Klewer to gather more information on this subject and bring it for discussion at a future meeting.

5. Foundation

Mr. Mel Takehara gave an update on the Foundation, which included:

- A $10,000 grant for the Hodson Hall remodel was received from a US Bankcorp grant;
- The faculty and staff campaign drive raised over $4,000 for Hodson Hall;
- Fay Shane has been moved from the Hodson Hall campaign to full time efforts for the performing arts center campaign.

The Chair thanked Mr. Takehara for his update.

6. PFD Report

Mr. del Bosque stated that construction on the performing arts center is slated to begin April 2003. He reported that to-date $830,000 of the $4 million fundraising goal has been pledged.

Mr. del Bosque reported that the booking policy is complete as needed for bonding purposes and is under review of user groups as well as the College.

The Chair thanked Mr. del Bosque for his report.
7. TACTC

Dr. Andersen presented information from the ACCT Conference that she, the Chair and Mr. Smith recently attended. She stated that one of the main issues was on the shortages and challenges in the healthcare field and the role of community colleges in meeting the staffing needs of the healthcare industry.

The Chair thanked Dr. Andersen for her report.

8. President

Mr. Smith stated that he and Mr. Takehara along with several administrators, had attended an economic development conference on October 29 at South Seattle Community College.

Mr. Smith reported that the Legislative Action Committee had met for the first time on October 30 and their next meeting is scheduled for November 19. He stated that the December 3 Legislative Breakfast has been changed to a Legislative Roundtable that will be hosted at SVC on December 16. Mr. Smith reported that the presidents and trustees of Bellingham Technical and Whatcom Community Colleges will also be in attendance.

Mr. Smith reported that SVC hosted a regional high school cross-country championship tournament on November 1. He thanked Mr. del Bosque for assisting with the event and recognized Mr. Gary Knutzen, Athletic Director, for his work on the event.

Mr. Smith reported that he has begun to meet with all of the district superintendents. His first meeting was on November 6 with Dr. Thomas Marrs, Anacortes School Superintendent.

IX. NEXT REGULAR MEETING:

Monday, December 9, 2002, 5:00 p.m. – Hayes Hall 137, Whidbey Island Campus

The Chair stated that the final design of the performing arts center will be presented at the November 20, 4:40 p.m., PFD meeting. She also stated that the Trustees will take a tour of Oak Hall prior to the December Board meeting.
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 15 minutes. She stated that after Executive Session the Trustees would go back into open session for a study session on facilities/capital planning.

CONVENED INTO EXECUTIVE SESSION AT 6:27 P.M.
RECONVENED INTO OPEN SESSION AT 6:45 P.M.

XI. STUDY SESSION:

1) Facilities/Capital Planning

Mr. Klewer led a discussion of the proposed expansion request for Culinary Arts. Following the discussion the Trustees toured the Culinary Arts facility.

XII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 8:30 p.m.

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   Elizabeth Hancock, Chair   George Smith, Interim President
                      Executive Secretary to the Board
                      Lisa Radeleff, Secretary to the President