MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
MONDAY, MARCH 11, 2002
5:30 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA  98273

BOARD MEMBERS IN ATTENDANCE:
Mr. Jess del Bosque, Chair
Ms. Elizabeth Hancock
Dr. Barbara Andersen
Mr. Tom Moser
Mr. Mel Takehara
Dr. Lydia Ledesma-Reese, 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 5:30 p.m.

II. DECLARATION OF A QUORUM:

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

III. FLAG SALUTE

IV. APPROVAL OF BOARD MINUTES:

The February 11, 2002 Board minutes were approved as presented.
The February 21, 2002 special meeting Board minutes were approved as presented.
The March 6, 2002 special meeting Board minutes were approved as presented.
The March 7, 2002 special meeting Board minutes were approved as presented.
The March 8, 2002 special meeting Board minutes were approved as presented.

V. INFORMATION ITEMS:

1. Public Comment
Dr. Lynn Dunlap, instructor at SVC, stated that she received the email regarding the opportunity to provide input on the Executive Vice President candidates, she would like to respond, however, in the past information about candidates has been available. She asked if it would be possible to access more information about the candidates.

Discussion followed Dr. Dunlap’s request.

It was moved by Dr. Barbara Andersen and seconded by Mr. Tom Moser that copies of the five resumes of the Executive Vice President candidates will be available for review in the Human Resources office on the Mount Vernon Campus and at a location to be determined on the Whidbey Island Campus.

MOTION PASSED UNANIMOUSLY

Mr. Ted Maloney, instructor at SVC, stated that he appreciates the opportunity to provide input on the candidates for the Executive Vice President position. He asked that the Trustees consider extending the decision date.

Mr. Maloney said that he has been an instructor in the paralegal program for the past 13 years, and that he wanted to comment on student/faculty ratios. He said that he and other faculty have concerns about student/faculty ratio information being presented. Mr. Maloney stated that in a climate of looming budget cuts, asking for a list of student/faculty ratios in rank order looks like a RIF list and has created anxiety. He said that he believes the Trustees will hear a report that puts student/faculty ratios in proper context but it does not tell the whole story. He asked the Trustees to look at in the information in total context. Mr. Maloney stated that there is a lot more about instruction than student/faculty ratios.

The Chair stated that information on student/faculty ratios was asked for more than a year ago, however, it took time for the information to be gathered.

Mr. Josef Kunzler, a student at SVC, expressed his concerns about not having a student lobby day.

2. Correspondence

Dr. Ledesma-Reese distributed the following items:

- Minutes from the February 4, 2002, Skagit Regional Public Facilities District board meeting;
- The agenda for the February 20, 2002, Skagit Regional Public Facilities District board meeting;
- A photograph taken at Mr. Mel Takehara’s senate confirmation hearing.
Dr. Ledesma-Reese reported that she had received the resolution adopted by the Washington State Senate recognizing SVC’s 75th anniversary.

The Chair read the Senate’s Resolution Number 8771 by Senators Spanel and Haugen:

“When, Skagit Valley College first opened its doors as Mount Vernon Junior College in Mount Vernon, Washington, on September 7, 1926; and

Whereas, Serving its community for seventy-five years, Skagit Valley College is the second oldest community college to operate continuously in the state of Washington; and

Whereas, The school opened branch campuses in Oak Harbor in 1970, Friday Harbor in 1975, and Langley in 1980, expanding its ability to serve students and communities throughout northwestern Washington; and

Whereas, The community college has been recognized nationally as a “Learning College Champion” by the League for Innovation of Community Colleges; and

Whereas, Serving about 7,000 students per quarter, Skagit has been recognized by Yahoo.com as the eleventh “most-wired” community college in the nation; and

Whereas, Skagit Valley College has a rich history of serving the local community and hosting many international students; and

Whereas, By allowing countless working adults to retrain for new careers, Skagit Valley College has been and continues to be an invaluable resource in helping families adapt and prosper in today’s rapidly changing economy;

Now, therefore, be it resolved, That the Washington State Senate recognize and honor Skagit Valley College for seventy-five years of providing outstanding educational opportunities to the citizens of Skagit, Island and San Juan Counties, as well as the rest of Washington.

3. Presentation of Resolutions

A) Presentation of Resolution 02-03 Naming of the Jerry Banta Fire Training Tower

Ms. Elizabeth Hancock read Resolution 02-03 Naming the Jerry Banta Fire Training Tower:
“WHEREAS, Jerry Banta recognized a need to provide high quality fire fighting skill instruction for the career and volunteer emergency responders in Skagit County; and

WHEREAS, he is a charter member of the Skagit County Training Officers Association and the Skagit County Fire Recruit Academy, which, since its inception in 1991, has been held at Skagit Valley College; and

WHEREAS, under his leadership the College and Training Officers Association worked together to form the current Firefighter Training program, which is now in its seventh year; and

WHEREAS, Jerry Banta served as the original Curriculum Committee chair during the development of the curriculum; and

WHEREAS, he was an active member of the Firefighter Training program’s advisory committee until his retirement in 1999; and

WHEREAS, because of his vision the Mount Vernon Fire Department and Skagit Valley College worked together to plan and construct the fire training tower, which now used by fire departments from all of Skagit County and the SVC Firefighter Training program students, and emergency responder training in our community has been significantly improved by these combined efforts;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Community College /District No. 4, that the fire training tower will hereafter be named the Jerry Banta Fire Training Tower.”

The Chair and Dr. Ledesma-Reese presented the resolution to Mr. Banta

Mr. Banta introduced family members, friends, and colleagues to the Trustees.

B) Presentation of Resolution 02-02 Naming the Wally Sigmar Soccer Field

Mr. Tom Moser read Resolution 02-02 Naming the Wally Sigmar Soccer Field.

“WHEREAS, Wally Sigmar began the collegiate soccer program at Skagit Valley College in 1975 and served as the head coach until 1983; and

WHEREAS, during his eight years as head coach the soccer teams won more than 100 games; and

WHEREAS, during those eight years his soccer teams won five NWAACC champions; and
WHEREAS, he was named NWAACC Coach of the Year in 1978 and 1979; and

WHEREAS, he is recognized throughout Washington and Oregon community colleges as the “Dean of Community College Soccer;” and

WHEREAS, his relationships with his former players was unique among coaches as evidenced by the outpouring of love and concern shown by his former players during his illness;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Community College /District No. 4, that the soccer field will hereafter be named The Wally Sigmar Soccer Field.”

Dr. Ledesma-Reese stated that Dr. Wally Sigmar’s family was unable to attend the meeting, however, she would forward the resolution to his family.

3. Introduction of All Washington Academic Team Member

Dr. Ledesma-Reese introduced Mr. Glenn Maloy a student attending the Mount Vernon Campus who was recently selected to the All Washington Academic Team and honored by Governor Locke at the All Washington Academic Team ceremony in Olympia on March 7.

Dr. Ledesma-Reese presented Mr. Maloy with the All Washington Academic Team medal.

4. Student Conduct Code

Mr. Alan Muia, Director of Student Activities and Auxiliary Services, presented information, on the updated Student Conduct Code. The code will be brought forward as an action item at the April Board meeting.

Dr. Ledesma-Reese stated that after the Trustees had a chance to review the document, if they had any questions to please forward them to her and she would pass them on to Mr. Muia.

5. Performing Arts Center Update

Ms. Debra Lisser, Campaign Coordinator for the Performing Arts Center, provided an update on the fundraising status of the Performing Arts Center. She distributed a campaign folder and thanked the Trustees for allowing the brochure to be produced on campus. Ms. Lisser extended special appreciation to Dr. Patrick Kennicott, Ms. Jennifer Fix and Mr. Don Cairns for their work on the brochure.
Ms. Lisser reported that LMN Architects had been hired to design the center, and she displayed renderings of the building. She stated that the public facilities district has hired Baugh Construction to oversee the project and they will use local subcontractors.

Ms. Lisser stated that the Performing Arts Center will be wonderful addition to the community. She said that it is hoped to have the center built by May 2004.

Ms. Joan Penney stated that May 4 is the date for the annual Skagit Performing Arts Council auction; the theme this year is “Crazy for the Arts.” She invited all of the Trustees to attend.

The Chair thanked Ms. Lisser for her presentation.

VI. ACTION ITEMS:

1. Change of Board meeting times

It was moved by Mr. Mel Takehara and seconded by Ms. Elizabeth Hancock to change the meeting time of regularly scheduled Board meetings to 5:00 p.m., unless otherwise stated.

MOTION PASSED UNANIMOUSLY

2. Section 2000, Governance, of the Policies and Procedures Manual

It was moved by Dr. Barbara Andersen and seconded by Ms. Elizabeth Hancock that Section 2000, Governance, be tabled and reviewed again in approximately four to five months.

MOTION PASSED UNANIMOUSLY.

Dr. Ledesma-Reese stated that the College has been waiting to complete the implementation of the new governance structure until the 2000 section had been passed. She said that the College was working under the old structure for governance issues until the 2000 section was approved. Dr. Ledesma-Reese stated that with the 2000 section tabled the College will need to continue with the old style of governance committees.

The Chair stated that the Trustees would need to adjourn to Executive Session to discuss public personnel performance issues. They would adjourn for approximately 20 minutes.

CONVENED INTO EXECUTIVE SESSION AT 6:20 P.M.
RECONVENED INTO OPEN SESSION AT 6:35 P.M.
No action was taken during Executive Session.

3. Tenure

A. Approval of Tenure for Dr. Ben Fackler-Adams

It was moved by Dr. Barbara Andersen and seconded by Mr. Tom Moser to accept the recommendation of the Tenure Review Committee for the Board of Trustees to approve the granting of tenure to Dr. Ben Fackler Adams.

MOTION PASSED UNANIMOUSLY.

B. Approval of Tenure for Ms. Debra Hanson

It was moved by Mr. Tom Moser and seconded by Ms. Elizabeth Hancock to accept the recommendation of the Tenure Review Committee for the Board of Trustees to approve the granting of tenure to Ms. Debra Hanson.

MOTION PASSED UNANIMOUSLY.

C. Approval of Tenure for Ms. Jan Helm

It was moved by Ms. Elizabeth Hancock and seconded by Dr. Barbara Andersen to accept the recommendations of the Tenure Review Committee for the Board of Trustees to approve the granting of tenure to Ms. Jan Helm.

MOTION PASSED UNANIMOUSLY.

D. Approval of Tenure for Ms. Susan Hunt

It was moved by Mr. Mel Takehara and seconded by Mr. Tom Moser to accept the recommendations of the Tenure Review Committee for the Board of Trustees to approve the granting of tenure to Ms. Susan Hunt.

MOTION PASSED UNANIMOUSLY.

E. Approval of Tenure for Mr. Ted O'Connell

It was moved by Dr. Barbara Andersen and seconded by Mr. Tom Moser to accept the recommendations of the Tenure Review Committee for the Board of Trustees to approve the granting of tenure to Mr. Ted O'Connell.

MOTION PASSED UNANIMOUSLY.
F. Approval of Tenure for Mr. George Thomas

It was moved by Mr. Tom Moser and seconded by Mr. Mel Takehara to accept the recommendations of the Tenure Review Committee for the Board of Trustees to approve the granting of tenure for Mr. George Thomas.

MOTION PASSED UNANIMOUSLY.

Dr. Ledesma-Reese stated that the Whidbey Island Campus faculty who were just awarded tenure would be invited to the April Board meeting and the Mount Vernon Campus faculty would be invited to the May Board meeting to be acknowledged and congratulated on achieving tenure.

VI. COLLEGE ASSOCIATION REPORTS

SVCFT Report – Ms. Trish Barnes

Ms. Barnes asked for clarification regarding the 2000 Section of the Policies and Procedures manual. She stated that they had stopped using the old governance structure because they were told the new governance structure would begin in fall quarter.

Dr. Ledesma-Reese stated that the Board wanted the new governance structure implemented in the fall. She said that she had asked the old structure governance committees of Instruction and Student Services to meet if they needed to take care of any kind of business until the 2000 section had been adopted. Dr. Ledesma-Reese said that she will call the Executive Committee back into session and will contact the unions to get names for committee members. Dr. Ledesma-Reese asked Ms. Barnes and Mr. Mike Merrill, WPEA Vice President to forward names for Executive, Student Services and Instruction committees. Ms. Barnes thanked the Board and Dr. Ledesma-Reese for the clarification.

Ms. Barnes distributed information on The Jill Fugate Presentation Series for spring quarter. Ms. Barnes then read the following report:

“In the recently released film entitled Iris, Dr. Iris Murdoch, the highly regarded British writer and professor of philosophy, is portrayed as saying that education does not make us happy, but education can provide words and ways for us to use in reflecting on and making choices about happiness: education can deepen and broaden our experience of being happy.

As faculty at SVC, we work each day to provide words and ways for students to use in reflecting on and making choices about those aspects of their lives that our disciplines include: work, family, physical and emotional well being, social responsibility. It is, as we believe you know, complex work.
On the agenda in today’s board meeting is a presentation about one aspect of that work: student/faculty ratios. We encourage you to look at this data along with data about all of the other aspects of the efficiency and the effectiveness of teaching and learning at SVC.

Other aspects include these:

- **Identifying and regularly reviewing outcomes for each course taught within our departments/programs.**

- **Deepening our understanding of the learning process both through reading the research of others and through engaging in our own classroom research.**

- **Developing, assessing, and revising strategies to help students achieve the outcomes and to improve retention.**

- **Balancing efficiency with responsiveness to student need.**

- **Remaining active and current in our disciplines/professions.**

- **Participating in the work of the college outside of the classroom: work that includes recruiting students, working on hiring committees, assessing programs, reviewing general education, preparing for accreditation.**

- **Working with students outside of the classroom in activities such as MECHA and Phi Theta Kappa.**

- **Working with the community through learning into action, advisory committees, cooperative work experience, and job placements.**

We invite you to gather, from us as well as from students, staff, and administrators, information about these aspects of our work.

In addition, we invite you to gather information about the contributions that faculty as individuals make through volunteering in the communities in which we live. Whether you will find us volunteering at the Highland Games or Robert Burns night, for Odyssey of the Mind or science fairs, as K-12 tutors or club advisors, walkathon participants or little league coaches—we make a difference.

The difference faculty make is not reflected in a student-faculty equation. If names should be put to anything, names should be put to all we do here for the College and for our community.”
WPEA Report – Mr. Mike Merrill

Mr. Merrill reported that a training day for classified staff was held in February. He reported that 20 staff members took part in the CPR training. Mr. Merrill reported that WPEA is currently holding elections for WPEA convention delegates. He also stated that WPEA is working with the labor management committee regarding this summer’s 4/10-work week schedule.

Mr. Merrill reported that last month the classified staff ratified and the Board approved the WPEA agreement. He said that a letter of understanding is being developed to create a separate bargaining unit for HeadStart and ECEAP.

Mr. Merrill thanked the Trustees for the opportunity to review the applications of the candidates for the Executive Vice President position.

ASSVC Report – Mr. Craig Byrum

Mr. Byrum reported that the district services and activities budget hearings have been completed. He stated that there has been a recommendation to cap services and activities fees at ten credits.

Mr. Byrum reported that $7000 had been allocated to security for a bicycle patrol. He stated that there has been discussion about a ten dollar per quarter parking fee for the Mount Vernon Campus.

Mr. Byrum stated that he believes the Graphic Arts Program should not be cut but seen as an investment and moved to the Mount Vernon Campus. He stated that the College could print its own catalog, Sqajet, and could possibly do printing for other local schools. Mr. Byrum said that he knows there would need to be an upgrade in equipment, but this program is an asset to SVC.

Dr. Ledesma-Reese asked that Mr. Muia follow-up with Mr. Byrum for student representation on the governance committees.

VIII. BOARD OF TRUSTEES REPORT:

1. Transition Report

Mr. Moser gave an update on the selection process of the Executive Vice President/Interim President. He stated that the Trustees were pleased with the quality of applicants and that they want to make a final decision on Wednesday, March 13.
Mr. Moser stated that a Request for Proposal (RFP) for an executive search firm has been drafted. He said that the RFP will be made public on March 12 and there is a timeline of events through May when the name of the successful executive search firm will be released. Discussion followed.

It was moved by Mr. Mel Takehara and seconded by Mr. Tom Moser to approve the draft of the proposed Request for Proposal for an executive search firm.

MOTION PASSED UNANIMOUSLY.

VII. OFFICE OF THE PRESIDENT:

Dr. Ledesma-Reese highlighted the following items during her report:

- The C.H.E.F. Club Celebration Dinner was held on February 12;
- On February 13 Dr. Ledesma-Reese visited the Seasonal Law Enforcement class;
- On February 14 Dr. Ledesma-Reese was interviewed on KSVR;
- The Business Resource Center hosted the “Partnership for Rural Improvement” on March 1;
- On March 7 the All Washington Academic Team members were honored in Olympia.

Dr. Ledesma-Reese reported that former trustee Ms. Janet Finn passed away on March 6. She stated that she has sent a condolence card on behalf of the College and the Trustees to Ms. Finn’s family.

Phi Theta Kappa Report

Dr. Ledesma-Reese introduced Ms. Jill Shinn, advisor for Phi Theta Kappa. Ms. Shinn stated that she is enthusiastic about her work with the Phi Theta Kappa students. Ms. Shinn thanked Dr. Ledesma-Reese for the support she has given to Phi Theta Kappa. Ms. Shinn then shared comments from Jackie Cully, a Phi Theta Kappa student who was unable to attend the meeting.

Mr. Glenn Maloy, a Phi Theta Kappa student gave a brief presentation on the year’s events for the Mount Vernon chapter. He stated that he has received a lot of encouragement and support at SVC, and that he wanted to thank Mr. Kim Requa, Ms. Jill Shinn, Mr. Alan Muia, and Dr. Lydia Ledesma-Reese.

Security Update
Mr. Hap Hazard, Director of Security, presented information on car prowls. He stated that Security is committed to ensuring that the College is safe and he identified measures that have been taken to improve parking lot security.

X. ADMINISTRATIVE REPORTS:

1. Student/Faculty Ratios

Dr. Ledesma-Reese stated that in the 1995-1996 academic year she asked Cabinet for data on student/faculty ratios. She had used this information when working at other colleges for future planning. Dr. Ledesma-Reese said that she was told that student/faculty ratio information was not available in the detailed format she requested. She stated that a couple of years ago during a Cabinet summer work session the issue of student/faculty ratios again arose as they were addressing the strategic plan and meeting goals for the year.

Dr. Ledesma-Reese stated that in September of 2000, Dr. Andersen, Mr. Dick Geier, Vice President of Administrative Services, and she attended a State Board meeting where Dr. Andersen presented information to the State Board advocating for full time faculty salaries. The State Board directed the State Board staff at that meeting to look into our concerns and report back to the State Board in six months giving them an update. After that meeting the State Board staff asked for past copies of our negotiated agreements, student/faculty ratios, which included part time, full time, and distance education, and cost per FTE. Dr. Ledesma-Reese said that in February 2001 three Trustees, herself, and Mr. Geier met with the State Board staff in Olympia to receive the update on the work they were doing in assisting us with our faculty salaries. She said that at that meeting a State Board staff member indicated that they had reviewed all the information and could not determine why we were still among the lowest paid colleges based on everything that we had done. A staff member then said that we needed to get more detailed information and we needed to look at student/faculty ratios by full time faculty. Dr. Ledesma-Reese said that she asked Mr. Geier to follow-up in acquiring that information for the Board of Trustees.

Dr. Ledesma-Reese introduced Ms. Susan Tinker, Vice President of Educational Services, and Dr. Mick Donahue, Vice President of Whidbey Campus. They presented a report on student/faculty ratios for full time faculty. Ms. Tinker acknowledged Ms. Catherine Wessels, Administrative Assistant for Educational Services, for her good work on this project.

Ms. Tinker and Dr. Donahue presented an overview of the student/faculty ratio information that had been distributed to the Trustees. They discussed the way student/faculty ratios had been calculated and strategies used for continuous program improvement.
Ms. Michele Koci, Dean of Professional/Technical Education, and Ms. Joan Penney, Dean of Academic Education, presented additional information on each of their respective areas.

The Chair thanked Ms. Tinker, Dr. Donahue, Ms. Koci, and Ms. Penney for the presentation on student/faculty ratios.

Dr. Ledesma-Reese asked the Trustees if they still wanted information presented on learning communities and links. Dr. Andersen stated that they had asked for information on learning communities and links to evaluate their impact on enrollment.

Ms. Tinker will follow-up on the Trustees' question on learning communities and links.

XI. NEXT MEETING:

Wednesday, March 13, 2002, 5:00 p.m. – Mount Vernon Campus, Annex Conference Room

XII. 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 8:20 P.M.
RECONVENED INTO OPEN SESSION AT 9:00 P.M.

No action was taken during Executive Session.

XIII. ADJOURNMENT:

There being no further business this meeting was adjourned at 9:02 p.m.

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Jess del Bosque, Chair   Lydia Ledesma-Reese, President
Executive Secretary to the Board
Lisa Radeleff, Secretary to the President