

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MARCH 16, 2010
4:30 p.m. – Multipurpose Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Don Piercy, Chair
Ms. Debra Lisser
Ms. Margaret Rojas
Mr. John Stephens
Dr. Gary Tollefson, President & Executive Secretary to the Board

I. CALL TO ORDER:

The meeting was called 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. APPROVAL OF MINUTES – February 16, 2010

It was moved by John Stephens and seconded by Margaret Rojas to approve the February 16, 2010 meeting minutes as amended.

MOTION PASSED UNANIMOUSLY.

VI. INFORMATION ITEMS:

1. Recommendation of Fees

Dr. Tollefson stated that he wanted to provide the Trustees with an opportunity to review the proposed fees prior to their taking action at the April Board meeting.

Dr. Mick Donahue reviewed the proposed fees for:

- \$50 fee for Western and Eastern Washington Field Study class – this fee is to help cover the costs of field trips. Students currently pay the costs directly to the instructor, creating a fee will allow it to pass through the college, the cost will not increase.
- \$35 fee for Criminal Justice 257 – this is a materials fee for utilization of firearms and ammunition that are used during training.
- \$40 fee for Paralegal courses – this is a proposed fee increase for access to the Westlaw database. The software costs have increased and the use of Westlaw is an integral part of the Paralegal Program.

All of the proposed fees would go into effect summer 2010.

Mindy Coslor then reviewed the recommendation of elimination of the Basic Skills Tuition Waiver on a pilot basis.

Mindy stated that in 2004, the State Board for Community and Technical Colleges established \$25 tuition for basic skills students effective fall 2004. At the time of the establishment of the tuition rate, much of the discussion centered on the need for a commitment from students in their education to combat low retention rates. Many state officials believed the tuition was reasonable and affordable and yet was high enough to raise the value of the educational experience.

Around the state, colleges allowed waivers of the \$25 on the basis of income level. SVC did the same and as a result approximately 75% of ABE students and 95% of ESL students do not currently pay the \$25 tuition.

For the 2008-09 academic year, Yakima Valley Community College (YVCC) asked permission from their board to rescind the tuition waiver for basic skills students on a pilot basis. As a result, they found that the students were not only supportive of paying tuition, but the faculty believed that the students took their class work more seriously and showed greater progress. YVCC reported that they did not experience any decrease in basic skills enrollments as a result. In addition, the students shared more of the cost of the program which helped ease budget concerns.

At Skagit Valley College, it is believed that the elimination of the \$25 waiver would affect approximately 3,000 students for additional tuition revenue of

\$75,000. However, based on reports from other schools, the result could mean greater commitment on the part of students to stay in class and study.

The recommendation that will be brought to the Board in April is to eliminate the \$25 tuition waiver for low-income basic skills students on a pilot basis for the 2010-2011 academic year.

Discussion followed.

2. Recommendation of Capital Budget Request

Mary Alice Grobins presented information on the recommendation of the 2011-2013 Capital Budget Request that is due to the State Board for Community and Technical Colleges (SBCTC) by April 16, 2010. Due to drastically reduced capital funding projected for the next biennium, the SBCTC has announced that it will not accept new requests for major (replacement, renovation, growth) projects. Colleges have been given planning numbers for repair projects and for minor work requests, and colleges may request continuation funding for major projects that are already underway.

SVC Repairs Projects Request

SVC's share of the total college system request for repair projects is \$508,000. Based upon the biennial survey conducted by the SBCTC of all college building conditions, it appears that the highest priority projects for SVC next biennium will be roof replacements (Reeves Hall and the Administrative Annex) and exterior brick and grout repairs on various buildings.

SVC Minor Works Project Request

SVC's share of the total college system minor works request is \$593,000. In this category, we recommend focusing on Reeves Hall, which was built in 1959 and has not been updated since. The building contains classrooms, restrooms, the welding program, the mail/copy room, KSVR radio station, and The Cardinal student newspaper. The building is a likely future prospect as a renovation or replacement project, but given the long "pipeline" that we are facing for major capital requests, some minor improvements would benefit building users.

Lewis Hall Construction Funds Request

The total estimated project cost for the Lewis Hall replacement is \$31.2 million. Of that, SVC has received \$2.239 million for predesign and design. The balance of funds, \$28.961 million, will be requested for construction. It is likely that some of this biennium's design funds will be shifted to the next biennium in the supplemental capital budget. If that occurs, the 2011-2013 request will be increased commensurate with the amount of the funds shift.

Mary Alice stated that the plan is to bid Lewis this biennium, although getting through the beginning of biennium process may be slow. It is possible that the college would ask the Trustees to approve the use of local funds, although once that is done we cannot get the money back from capital funds. It would not be large dollar amount, approximately \$20,000. More will be known once we get closer to the project.

Discussion followed.

VII. ACTION ITEMS

1. Recommendation of Tenure

Dr. Donahue reported that five probationary faculty members are completing their eighth quarter with Skagit Valley College this winter:

- Ms. Pamela Albright, Medical Assisting – Mount Vernon
- Ms. Bobbi Ashe, English as a Second Language – Mount Vernon
- Ms. Gail Davern, English Composition/Literature – Whidbey Island
- Ms. Vicki Talbott, Academic English as a Second Language – Mount Vernon
- Dr. Ernest Tutt, Speech – Mount Vernon

During the last two and a half years as probationers, they have been evaluated by students and peers on their Tenure Review Committee, and by Division/Department Chairs and supervising Deans.

The Chair stated that he was impressed with the enthusiasm reflected in the candidates' files, and that early in their careers at SVC they participated in extracurricular activities and serving on committees.

John Stephens agreed with the Chair's comments and said that he knows the process is detailed and tedious but it is a very important process and he was impressed with the change over time of their professional development and

integration into the greater college community. He also stated his appreciation to all those who contributed to the files reviewed.

It was moved by Margaret Rojas and seconded by Debra Lisser to award tenure to: Ms. Pamela Albright, Medical Assisting; Ms. Bobbi Ashe, English as a Second Language; Ms. Gail Davern, English Composition/Literature; Ms. Vicki Talbott, Academic English as a Second Language; and Dr. Ernest Tutt, Speech.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Associate in Biology Transfer Degree

Dr. Mick Donahue reported that in 2009 the State Board for Community and Technical Colleges created an Associate in Biology Direct Transfer Agreement/Major Related Program to streamline and facilitate upper division course work in Biology across the state. Baccalaureate institutions party to this agreement include: Central Washington University; Eastern Washington University; The Evergreen State College; University of Washington Seattle, Washington State University Pullman; Western Washington University; Saint Martin's University; Seattle University; and Whitworth University.

With the creation of this new degree, Biology will no longer be available as an option within the statewide Associate in Science transfer degree. To bring SVC's Associate in Science degree and Biology transfer options into agreement with the SBCTC's actions, we are eliminating Biology within our Associate of Science transfer degree and creating a new Associate in Biology degree.

The SVC Instruction Committee reviewed and voted to approve the new Associate in Biology degree in December, 2009; and their recommendation was submitted to the President.

Discussion followed.

It was moved by John Stephens and seconded by Margaret Rojas to approve the deletion of Biology as a degree option within SVC's current Associate in Science transfer degree and approve the new Associate in Biology transfer degree effective summer quarter 2010.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Associate of Applied Science Transfer Degree, Environmental Conservation

Dr. Donahue reported that in 2008-09, Dr. Claus Svendsen, Environmental Conservation Department Chairperson, and Laura Cailloux, Workforce Dean, began development of an Associate of Applied Science transfer (AAS-T) degree in Environmental Conservation, which would serve a dual purpose of direct employment as well as transfer to a university.

An associate in applied science-transfer degree is built upon the technical courses required for job completion but also includes a college-level general education component common in structure for all such degrees. These general education courses are drawn from the same list as those taken by SVC students completing the AAUCT or Associate of Science transfer degrees. The State Board for Community and Technical Colleges is encouraging colleges with Associate in Technical Arts degrees that can include these general education courses to transition their degrees to the AAS-T.

The AAS-T ENVC degree is a modification of the existing ENVC ATA degree in its two tracks, Aquatic-Terrestrial and Marine. The AAS-T will replace the current ATA for these tracks and also provide a degree option specifically tailored for the University of Washington-College of Forest Resources and University of Idaho-College of Natural Resources. This degree will be granted upon completion of a minimum of 90 credits of specified technical and related education coursework above 100-level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major. Entry into a baccalaureate program at a four-year school will generally require a higher GPA for admission.

The SVC Instruction Committee reviewed and voted to approve this degree in December, 2009; their recommendation was submitted to the President.

Discussion followed.

It was moved by Margaret Rojas and seconded Debra Lisser by to approve the addition of an Associate in Applied Science - Transfer Degree in Environmental Conservation effective summer quarter 2010.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of Associate of Technical Arts Degree, Environmental Conservation: Water/Wastewater Treatment Technician

Dr. Mick Donahue reported that in 2008-09, Dr. Claus Svendsen, Environmental Conservation Department Chairperson, and Laura Cailloux, Workforce Dean,

began development of a Water/Wastewater Treatment Technician degree option within the existing Associate of Technical Arts degree.

This degree track expands upon the current one-year Environmental Conservation Water/Wastewater Treatment Technician certificate and was created to better serve the needs of SVC students seeking entry-level employment as water/wastewater treatment technicians in more highly developed, urban areas. The one-year certificate will continue to be offered for students seeking local entry-level employment in this field.

This degree will be granted upon completion of a minimum of 90 credits of specified technical and related education coursework above 100-level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

The SVC Instruction Committee reviewed and voted to approve this degree in December, 2009; their recommendation was submitted to the President

It was moved by John Stephens and seconded by Debra Lisser to approve the addition of the Associate in Technical Arts Water/Wastewater Treatment Technician degree option effective summer quarter 2010.

MOTION PASSED UNANIMOUSLY.

VIII. COLLEGE REPORTS

1. ASSVC

Laura Morris, Student Life Director, introduced Amanda Kwok, an international student from Hong Kong who serves as a Mount Vernon Campus Representative. Amanda highlighted the following:

- Successful dodge ball tournament, over 100 students and staff participated.
- International Dinner and GlobalFest were a huge success.
- Whidbey Island Campus has started a plastic bottle recycling campaign and is encouraging other types of recycling and sustainability.
- Women's basketball team won the Northwest region title and entered the NWAAC tournament as the number one seed.

2. SVCFT

Neta Cahill reported:

- A meeting was held last week and things are going well.

- Negotiations are still underway; the current contract expires in June.
- She will be attending a NFTA conference later this month—a scholarship she received will pay for her attendance.
- Retirement celebration for Greg Tate on April 2.
- A number of committee vacancies due to early retirements and other changes.

3. WPEA

No report.

4. Administrative Services

Mary Alice Grobins reported that the legislature is in conference so the best source of information is *The Olympian*. The paper reports that the Senate and House are almost in agreement on a spending plan and close to agreement on a revenue plan but have not agreed on how to raise half of the \$800 million.

What the two operating budgets mean for SVC: the Senate cuts SVC by twice as much as the House, just under \$1.3 million. The House cut would be \$666,000. Mary Alice stated that what will probably happen is they will compromise in between if they can agree on a revenue package. We feel we can manage the reductions that have been identified without impacting current personnel at the college. As for capital budget, expect a small reduction of design funds for Lewis Hall from this biennium.

Mary Alice provided an update on facility projects:

- Ford Hall breezeway area – water seepage has rotted out the structure of the breezeway, a new cover with a different shape is being installed. Tiger Construction is working on the project.
- HVAC consultant has been hired to work on issues in the Administrative Annex and ECEAP. Also working on welding exhaust issues in Reeves Hall.
- The new greenhouse should be completed by the end of May.
- New signage for the Gary Knutzen Cardinal Center building has been installed. The architect is now working on exterior signage for the campus.
- McIntyre Hall – the back area storage and box office expansion will soon be completed.
- NCTA Mount Vernon – construction is currently behind schedule but they are working on the issues creating the delay. Dr. Tollefson said that there has been no discussion that the building will not be completed for the fall opening.
- NCTA Anacortes – construction is ahead of schedule, completion is scheduled for the end of May.
- Tennis court project is close to completion. The new restroom facilities for the playfields will be brought in sometime in May.

February 2010 budget report—everything is tracking very similar to last year—no concerns.

5. Instruction & Student Services

Dr. Mick Donahue reported:

- Spring quarter classes begin March 30. Enrollment for the current quarter is up 8%. Also looking at a healthy enrollment for spring. Only areas a little behind in enrollment are ESL classes, and South Whidbey and San Juan centers; overall very positive.
- A Perkins review was held last week. Laura Cailloux reported that a SBCTC staff member was here for one full day to conduct the review. The exit interview was very positive; they cited several things they considered best practices that they would share with other colleges. The review looks at five outcome indicators and for four of them we were above 97%, anything over 90% is good. The only area we need to work on is more non-traditional careers (i.e., males in nursing, females in welding). We'll spend more Perkins funds in those areas. All in all a very positive review, we'll receive the report in approximately three weeks.
- A faculty member has been selected to develop open source courses for macro economics.
- Faculty and staff are stretched thin, but morale is very positive. As a whole the college is doing well—we have good faculty, staff, and administration. All are focused on students and are here for the right purpose.

6. College & Community

Carl Young welcomed Aaron Burkhalter of the *Skagit Valley Herald* who recently joined the meeting audience.

Carl highlighted the following items in his report:

- Rick Steves' presentation and International Dinner were wonderful and well attended events
- Supreme Court visit received good recognition with local media and around the state.
- *Currents* has returned in electronic format. The publication was stopped last year due to budget cuts.
- *Northwest Business Monthly* recently featured healthcare and our programs featured prominently in that publication.
- National community college publications ran articles on the Supreme Court visit and on Anita Ordóñez receiving the Eagle Award from OIC. *The Community College Times* also ran an article on Dr. Tollefson's recent Citizen of the Year Award.

- Last week we hosted visitors from Jalisco, Mexico—a representative of the Ministry of Education and two representatives from colleges, one from Puerto Vallarta and one from Guadalajara. Both colleges have approximately 15 to 20 locations. Neta Cahill has gone to Jalisco that last two Decembers to teach English to their English instructors. Mike Swietzer has also worked with them regarding marine maintenance technology.
- Hall of Fame is coming up on April 7 at McIntyre Hall.
- In February the Foundation Board approved \$308,000 for scholarships.
- The James M. Ford Golf Classic is scheduled for May 7; the Whidbey Island Golf Classic is scheduled for June 18.

7. President

Dr. Tollefson stated that a copy of his recent activities has been distributed to the Trustees and highlighted the following activities:

- Enrollment is up 8% this winter over last year, however, we were also overenrolled last winter and we are currently 15.5% ahead of our state target.
- Congratulated Arden Ainley and Jennifer Fix and others involved in our new electronic version of *Currents*. Excellent publication with good interest value.
- March 5 went with Bill Overby to observe Parks Law Enforcement Academy students in training at the Plantation Range and during their training for defense tactics.
- All Washington Ceremony will be held on March 25 at South Puget Sound Community College.
- Washington State University President, Dr. Elson Floyd, will hold a town hall meeting, followed by a reception, on March 31 in the Multipurpose Room.
- March 18 NW Business Monthly Awards Ceremony, Don Wick is being honored with the Leadership Award.

8. TACTC

Debra Lisser reported that the TACTC annual spring business meeting will be held May 20-21. It is also time to think about TACTC awards, particularly the TACTC “Partner of the Year” award. The award recognizes a business, or other type of partner. Debra said she would like to see SVC submit a nomination for the award.

9. Board of Trustees

Margaret Rojas said that she was honored to have dinner with the Jalisco delegation; they are very excited about their partnership with SVC. Dr. Tollefson stated that the Jalisco partnership is the result of the Governor’s trade mission to Mexico that he participated on a few years ago.

The Chair stated that he serves on TACTC's budget committee and they found funding for the Board of Directors committee and lowered membership dues. They have also worked on reducing costs and providing training for trustees.

IX. PUBLIC COMMENT:

No requests were submitted.

X. NEXT REGULAR MEETING:

Tuesday, April 13, 2010, 4:30 p.m., Mount Vernon Campus – Multipurpose Room.

XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:05 p.m.

Gordon C. Piercy, Chair

Gary Tollefson, President
Executive Secretary to the Board