

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
TUESDAY, April 13, 2004  
4:00 p.m. – Oak Hall 223  
1900 SE Pioneer Way  
Oak Harbor, WA 98277

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 Vice Chair, Mr. Tom Moser, called the meeting to order at 4:05 p.m.

II. DECLARATION OF A QUORUM:

The Vice Chair recognized that a quorum of Board members were present and stated that the Chair would be joining the meeting while in progress.

III. STUDY SESSION:

1. Naming of Facilities and Locations

Dr. Tollefson reviewed the policy and procedures for naming facilities and locations. He stated that he and the Chair had discussed adding a member of the Board of Trustees to the naming committee when one is formed. Mrs. Hancock suggested that the policy language state that a trustee may serve on the committee if the Board so desired and that the Board Chair would appoint the trustee.

Ms. Lisa Wochos, Assistant Attorney General, asked if the policy allows for flexibility for confidentiality when there is a name request in response to a large donation. She reviewed language that the Bellingham Technical College Board of Trustees are considering adopting for their naming policy. Mrs. Hancock asked Ms. Wochos to send the language to the SVC trustees for their review. Dr. Tollefson stated that he will obtain the information from Ms. Wochos and distribute to the Board for action at the May meeting.

2. Revision to Board Policy EF-1, Fiscal Health and Stability – Budget

Dr. Tollefson stated that the Chair had forwarded revisions, suggested by Mr. Mel Takehara, to the Board Policy EF-1, Fiscal Health and Stability – Budget. He said that he and Mr. Bruce Klewer, Vice President – Administrative Services reviewed the suggestions and agreed with them, the only exception being some suggested changes to the terms used. Mr. Klewer reviewed the suggested language changes. Discussion followed regarding providing reports on fund balances and frequency of those reports. Following discussion, decision for Mr. Takehara to meet with Mr. Klewer and Ms. Marilyn Hektner, Controller, to review the types of financial information available.

3. 2002-03 Fiscal Year Audit

Mr. Klewer reviewed the information from the February 17, 2004 meeting with the Auditors. Ms. Wochos stated that some of the information should be discussed during Executive Session.

Dr. Tollefson stated that the college will implement procedures to address the issues brought forward and Mr. Klewer will report back to the Trustees.

IV. ADJOURNMENT:

The study session was adjourned at 4:40 p.m

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I. CALL TO ORDER:

The Chair called the meeting to order at 4:42 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Chair recognized that a quorum of Board members were present and that Mrs. Lisser would not be in attendance.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

Ms. Arden Ainley, Interim Director of Public Information, introduced Mr. Stephen Howie, a reporter for the Skagit Valley Herald and reported that three people were requesting to speak at Public Comment.

Dr. Tollefson introduced, Ms. Linda Buskala, the Whidbey Island Campus representative for the All-Washington Academic Team and presented her with a certificate recognizing her achievement and photographs of the All-Washington event in Olympia.

V. CONSENT AGENDA:

1. Regular Meeting Board Minutes – March 9, 2004

The consent agenda item was approved as presented.

2. Special Meeting Board Minutes – March 9, 2004

The consent agenda item was approved as presented.

VI. COMMUNITY CONVERSATION:

Dr. Tollefson requested that Dr. Mick Donahue, Vice President – Whidbey Island Campus, introduce the Community Conversation presenter.

Dr. Donahue introduced, Ms. Patricia Cohen, Mayor for the City of Oak Harbor. Mayor Cohen thanked the Board for the opportunity to participate in this dialogue.

Mayor Cohen reported on the current status of the City of Oak Harbor. Included in her presentation was information regarding the Sno-Isle Library's interest in a new library in Oak Harbor. She reported that the Oak Harbor City Council has allocated funding to locate the library in downtown Oak Harbor.

Mayor Cohen reported that the city is working with the Oak Harbor School District on installation of a fibre optic network. She stated that initially the network will only be for education and government so it may be an area for future partnership with SVC.

Mayor Cohen also provided an update on the Base Review and Closure (BRAC) issue regarding NAS Whidbey. She stated that Island County and the City of Oak Harbor initiate meetings each year at the Pentagon to keep them aware of Oak Harbor.

Mayor Cohen thanked the Board for the time and investment Skagit Valley College has made in the community. She stated that the college has helped with the economic development strategies for the area.

Dr. Tollefson asked if there was anything the college could do to help with the base closure issue. Mayor Cohen responded that there is a perception that the schools in Oak Harbor are not up to standard and many families locate in Coupeville or Anacortes. She said that this perception is not true and there needs to be a marketing piece developed regarding the Oak Harbor School District. Mayor Cohen stated that it could also include information regarding the higher education options available in Oak Harbor. Dr. Tollefson introduced Mayor Cohen to Ms. Arden Ainley, Interim Director of Public Information, and stated that they could meet to discuss how the college could assist with marketing information. Mayor Cohen stated that the City of Oak Harbor would like to be creative in problem solving and thanked him for the introduction.

## VII. INFORMATION ITEMS

### 1. Introduction of New Employees

No report.

## VIII. ACTION ITEMS:

### 1. Recommendation of Tuition & Fees

Mr. Klewer reported that for fiscal year 2005 the State Board adopted a seven percent tuition increase for resident students, and increased non-resident tuition by the same dollar amount as residents.

Mr. Klewer stated that the State Board adopted a maximum limit of a seven percent increase in Service and Activities Fees for fiscal year 2004-05. He reported that the Services and Activities Fee Budget Committee met in March to decide upon their recommendation to the Board of Trustees on the amount of the fiscal year 2004-05 Services and Activities Fee. Their recommendation is to increase the current Services and Activities Fee by 4%.

Mr. Klewer reported that for fiscal year 2005, the administration is requesting six fee increases. These increases include testing fees (Asset, Compass and GED), graduation fees, and transcript fees. In addition, a first time Soloman Act fee is being requested.

A question was raised regarding the Soloman Act. Mr. Klewer responded that the Soloman Act allows the military to request from the college student names

and phone numbers. A fee is allowed to be charged to the military department requesting the information.

Mr. Moser asked for student reaction to the above items. Dr. Tollefson stated that tuition is mandated by the legislature and the State Board and that the Services and Activities Fee Budget Committee gave their recommendation of a four percent increase and not the full seven percent that is allowed.

Mrs. Hancock stated that she believes it is important to clarify that the Board of Trustees have no input on tuition and that tuition and fees are separate items.

Dr. Tollefson reported that the State Board has adopted changes to basic skills and apprenticeship waivers. He stated that the basic skills waiver will be changed to require a \$25 per student, per quarter, charge effective Fall 2004 and the apprenticeship waiver will be changed to allow colleges to waive up to 50% of tuition and Services and Activities Fees for apprenticeship courses.

It was moved by Mrs. Hancock and seconded by Mr. Moser to accept the fees as presented.

MOTION PASSED UNANIMOUSLY.

## 2. Recommendation of Revision to Board Policy EF-1 – Fiscal Health and Stability - Budget

Dr. Tollefson reported that the Board discussed the revisions to this policy at the study session earlier in the afternoon.

It was moved by Mr. Moser and seconded by Mr. Takehara to adopt the proposed revisions to Board Policy EF-1 – Fiscal Health and Stability – Budget.

MOTION PASSED UNANIMOUSLY.

## IX. MONITORING REPORT:

### 1. Student Satisfaction & Success: Professional/Technical Programs

Dr. Maureen Pettitt, Director of Institutional Research, presented a monitoring report that included data for indicators of student success that include student employment rates, earnings after leaving the college, students use of and satisfaction with services for students, and their relationships with other students and college personnel. Employer satisfaction surveys with the SVC students they hire and their responses were also included in the report. The report also included selected regional economic data.

Dr. Pettitt responded to a question the Board raised at the March meeting regarding transfer information. She stated that Western Washington University has not updated their transfer information since 2002. Dr. Pettitt stated that when the updated information is available she will share it with the Board.

X. COLLEGE REPORTS:

1. ASSVC

Mr. Andy Ross, reporting on behalf of Ms. Charese Hinshaw, reported that students on the Mount Vernon Campus have been working on a recycle project this year. Mr. Ross reported that student government recently replaced some trees on the Whidbey Island Campus. He reported that the Whidbey Island Campus surveyed students during winter quarter and the results showed that job resources and student advisors were the top issues.

He stated that ASSVC is hoping that there will soon be closure on the Cardinal Cove issue since it has been one year since the student government voted to recommend selling the property.

2. SVCFT

Ms. Barnes highlighted some of the active learning that is happening in and out of classrooms this quarter.

She reported that in the classroom, students are engaged regularly in active learning. Two examples of the learning are:

- Karen Johnson, who teaches general psychology, involves her students in debates on topics like the influence of television violence and video games on aggression in children. Students are required to demonstrate research and critical thinking skills.
- Students in Sue Sather's Communication in Groups class will be distributing free trees in the student center on April 21 to any one is interested in planting a tree. This activity is in honor of Earth Day.

Ms. Barnes reported that in the social and behavioral sciences departments on the Mount Vernon Campus, faculty and students are working toward the seventh annual Spring Social Issues Student Symposium. She stated that this symposium is a showcase for students to present projects to the larger college community. Ms. Barnes reported that the symposium will include keynote speakers, panel presentation, and poster sessions. The theme for this year's symposium is Human Rights. The dates are June 2 and 3.

Ms. Barnes reported that in connection with the theme of human rights, the Peace and Diplomacy Club will be participating in human rights gatherings in Bellingham and Mount Vernon this spring. Members of the group are also looking into participating in the summer gathering, Magic Skagit, an event that brings together ecological and peace groups.

Ms. Barnes reported that the Drama department will be touring with this year's production of Antigone. They are scheduling shows at local high schools and nearby colleges. She stated that on April 22, the jazz band and the Showcase Singers will be performing two concerts in Reno, Nevada, prior to the Reno Jazz Festival. They will then compete in the festival on Friday.

Ms. Barnes stated that the first college performance in McIntyre Hall, February 2005, will be a jazz version of Midsummer Night's Dream, with music composed by SVC faculty and students.

Ms. Barnes invited the Trustees to the following three events:

- April 15, 6:30 p.m., Dr. James T. Staley from the University of Washington will present a talk in Ford Hall 101 entitled "Astrobiology: Life in and Beyond our Solar System."
- April 22, 2:30 p.m., Alison Miller, Spanish instructor on the MV campus, will talk about her experiences in Spain during her sabbatical fall quarter. Her talk is the final Jill Fugate Seminar presentation and will be held in Ford Hall 101.
- June 4, the Music department will present their end of the quarter concert. It will be an evening performance. The place is yet to be determined.

### 3. WPEA

Ms. Carolyn Batchelor reported that preparations for Master Contract negotiations with the Governor's office are in progress. She said that they are currently finalizing proposals and talking with the Labor Relations Office about dates for negotiations.

Ms. Batchelor reported that the Head Start/ECEAP negotiations team met on March 17 and tentatively approved the last of the proposals. She stated that Human Resources is currently preparing the proposed contract. Ms. Batchelor reported that they hope to have the contract ratified by the end of May.

Ms. Batchelor stated that the SVC chapter Executive Board filed a grievance in March over the advance posting of vacant positions within the college. She reported that they are working with the Human Resources department on a satisfactory resolution.

Ms. Batchelor stated that the next Labor/Management meeting is scheduled for April 28. She said that issues to be discussed will include: a list of and duties performed by part-time and student employees, follow-up training for administration of the Employee Development and Performance Plan, the 4/10 work schedule for summer quarter, and development of the college's telecommuting policy.

Ms. Batchelor reported that the WPEA/UFCW Local 365 2004 Convention will be held April 30-May 2 in Tacoma. She stated that eight delegates will represent the SVC chapter.

#### 4. Administrative Services

Mr. Bruce Klewer distributed and reviewed the month ending March 31 budget report.

Mrs. Hancock asked Mr. Klewer for an update on McIntyre Hall. Mr. Klewer responded that construction of the building is on schedule. He stated that they are currently looking at ways to generate revenue to cover three positions. Mr. Klewer reported that on April 28 Ms. Lani McMullen will facilitate a workshop for the Public Facilities District Board. Mrs. Hancock asked Mr. Klewer to provide an update for the Trustees at the May Board meeting.

A question was raised regarding bookings for McIntyre Hall. Mr. Klewer responded that the bookings have been going well and that all of the Skagit Performing Arts Council groups have booked for next year. Dr. Tollefson stated that Mr. Klewer and Ms. Joan Penney, Interim Theater Director, have been working hard on the details to successfully operate McIntyre Hall. He also reported that the Memorandum of Understanding was going through some minor changes as needs evolve.

#### 5. Educational Services

Ms. Tinker stated that she would defer her report to allow more time for the Whidbey Island Campus report.

#### 6. Student Services

Ms. Woiwod stated that she would also defer her report time for the Whidbey Island Campus report.

#### 7. Whidbey Island Campus

Dr. Donahue introduced Mr. Mike Swietzer, Department Chair/Instructor for the Marine Technology Program. Mr. Swietzer gave a PowerPoint presentation that

detailed the Marine Technology Program from its inception to current day. The presentation highlighted the Marine Technology Program's partnership with the Northwest Workforce Development Council and Northern Marine, boat builders in Anacortes. The presentation also gave information on the Target Industry Partnership (TIP) and the resin infusion workshop that Mr. Swietzer attended last winter.

#### 8. President

Dr. Tollefson reported that the fifth year interim accreditation visit will occur on April 19-20, and that both the Chair and Vice Chair will meet with the visiting accreditation team the morning of April 19.

Dr. Tollefson stated that the annual Skagit Performing Arts Council auction will be held on May 1 and he invited the Trustees and their spouses to attend the event as his guest.

Dr. Tollefson stated that his daughter's graduation from Central Washington University is scheduled for the same date as the Whidbey Island Campus graduation. He asked for the Board's understanding that he will miss the Whidbey Island Campus graduation due to the schedule conflict. The Board was supportive of Dr. Tollefson's decision.

Dr. Tollefson reported that he had sent the Board information on his interest in increasing the annual leave accrual rate for administrators and exempt employees to 24 days per year from 22 days. He distributed a handout that showed that the majority of other colleges in the system accrue 24 days per year for annual leave. Dr. Tollefson said that the annual leave accrual rate will increase to 24 days per year effective July 1, 2004.

Dr. Tollefson stated the Board will need to decide how to handle Cardinal Cove and work with the students. Mr. Takehara stated that he believes the Board needs to decide what to do with the property. Mr. Moser stated that he would like to know what Skagit County's interest is in the property and the timeframe they are considering. Mr. Moser asked Dr. Tollefson to contact Mr. Bob Vaux, Director of Skagit Parks and Recreation, regarding this issue. Dr. Tollefson stated that he and Mr. Klewer will pursue this with Mr. Vaux and will get back to the Board on the county's interest.

Dr. Tollefson reported that he is tentatively planning a trip to China this fall with one of the reasons for going being the need to sign a new agreement with Beijing Foreign Studies University (BFSU). He stated that the previous agreement with BFSU has expired and it has been difficult for the exchange instructors to obtain visas. Dr. Tollefson said that he plans to send a small group that would include himself, Ms. Tinker, a member of the Board, and possibly a community member.

He said that due to the expense of such a trip he would plan on paying for the trip by using half personal funds and half college funds for those who participated on the visit. Dr. Tollefson asked the Board about their feelings regarding keeping the relationship with BFSU. Mr. Takehara stated that he believed it to be a good idea and worth pursuing. He said that he believes it is worth maintaining the relationship and hopes we can send an instructor to China in the future. Mr. Moser stated that his only concern is the cost of the trip. Dr. Tollefson agreed and said that is why he would like to split the cost of the trip with personal funds. The Board agreed that Dr. Tollefson should continue planning the trip.

Dr. Tollefson asked the Board about scheduling a budget study session on May 11 at 3:30 p.m., prior to the regular Board meeting. Mr. Takehara stated that he will be out of town that week. Dr. Tollefson said that he and Mr. Klewer would be willing to schedule an individual meeting with Mr. Takehara. Mrs. Hancock said that she may have jury duty on that day. Dr. Tollefson said that he will plan on holding the study session that day but will reschedule for another date if there are too many conflicts.

Dr. Tollefson said that he will be attending the AACC convention next week and reported that Dr. Barringer from Gold Hill Associates has asked him to participate in a pre-convention workshop for aspiring presidents. He reported that the SVC has been selected as the top college in the nation in the "small/rural" category for the 2003 Digital Community Colleges Survey Winners. Dr. Tollefson said that SVC will be recognized at an awards ceremony during AACC. Dr. Tollefson reported that he has also been asked to serve on the MetLife Foundation panel at AACC.

## 9. Board of Trustees

Mr. Moser reported that after the February study session and the Board's discussion on land acquisition for the Mount Vernon Campus, he and Dr. Tollefson met with Mount Vernon Mayor Bud Norris and Skagit County Commissioner Ken Dahlstedt to discuss this issue. He stated that Skagit County has interest in the same property, which is located off 30<sup>th</sup> Street. Mr. Moser stated the county's interest in the property is primarily for recreational purposes.

Mr. Moser requested that an ad hoc committee, in conjunction with Skagit County and the City of Mount Vernon, be formed to explore cooperative, cost effective methods for the long-term acquisition and development of recreational and multi-use facilities on and adjacent to Skagit Valley College property in Mount Vernon. Dr. Tollefson stated that the college will look at acquiring as much land as possible and then see how the county and city can work with us. The Board agreed to have Dr. Tollefson pursue the land acquisition possibilities with Skagit County and the City of Mount Vernon.

XI. PUBLIC COMMENT:

Mr. Ro Ferris, Student Representative for the Whidbey Island Campus, stated that student government conducted a survey among students asking them what were their important issues. He said the top responses were parking, student advising, job resources, childcare and space for students to study and conduct activities. Mr. Ferris stated that he enjoys serving on student government.

Ms. Penny Perka, Student Activities Coordinator at the Whidbey Island Campus, stated that she enjoys her job and working with students. She stated her concern about increasing fees and the impact on students. Ms. Perka also recommended the book, *Email to the Front* written by a Navy wife while stationed at NAS Whidbey. She reported that on Saturday, May 8 the students will hold a car wash, to raise money for scholarships, at the Arby's in Oak Harbor.

XII. NEXT MEETING:

Tuesday, April 13, 2004, 4:30 p.m., Oak Hall 306 – Whidbey Island Campus

XIII. EXECUTIVE SESSION:

The Chair stated that the Trustees would need to adjourn to Executive Session for approximately 40 minutes.

**CONVENED INTO EXECUTIVE SESSION AT 7:15 P.M.  
RECONVENED INTO OPEN SESSION AT 8:15 P.M.**

No action was taken during Executive Session.

XIV. ADJOURNMENT:

There being no further business, this meeting was adjourned at 8:15 p.m.

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Jess del Bosque, Chair

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