

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MARCH 9, 2004
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.

II. DECLARATION OF A QUORUM:

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

III. FLAG SALUTE:

IV. INTRODUCTION OF GUESTS:

Dr. Tollefson introduced Mr. Steve Epperson, Coach of the Women's Basketball Team and Financial Aid Director, and congratulated him on achieving 600 wins. Dr. Tollefson read from a card sent to Mr. Epperson by the parent of one of the players, thanking him for the wonderful experience his daughter has had this past year as a player and a student.

V. CONSENT AGENDA:

1. Regular Meeting Board Minutes – February 17, 2004

The consent agenda item was approved as presented.

2. Special Meeting Board Minutes – February 24, 2004

The consent agenda item was approved as presented.

VI. ACTION ITEM:

1. Recommendation of Tenure

Ms. Susan Tinker, Vice President – Educational Services, stated that the Board of Trustees reviewed information last month during Executive Session on the four probationary faculty members eligible for tenure. She reported that Mr. Bernie Andringa, Mr. Daniel Graber, Mr. Glenn Herlinger, and Ms. Cynthia Scaringe have completed their tenure review process, which includes evaluations from students, tenure review committees and supervisors.

It was moved by Mr. Tom Moser and seconded by Mr. Mel Takehara to grant tenure to Mr. Bernie Andringa, Mr. Daniel Graber, Mr. Glenn Herlinger, and Ms. Cynthia Scaringe.

MOTIONED PASSED UNANIMOUSLY.

Dr. Tollefson reported that Mr. Andringa, Mr. Graber, Mr. Herlinger, and Ms. Scaringe will be invited to the May Board meeting for recognition.

VII. INFORMATION ITEMS

1. Introduction of New Employees

No report.

2. Cardinal Cove

No report.

VIII. MONITORING REPORT:

1. Student Enrollments, Satisfaction & Success: Academic Programs

Dr. Maureen Pettitt, Director of Institutional Research, presented a monitoring report that included data about student satisfaction with collaborative courses, student progress and time to degree, and student learning and engagement in Academic Programs. Discussion followed regarding the low placement test results for math.

Dr. Pettitt reported that the college's participation in the *Community College Survey of Student Engagement* (CCSSE) provided the college with valuable

information that will assist in continuing the work to support and strengthen teaching, learning, and student success.

Mr. Takehara asked if we receive information on how transfer students integrate into the four-year colleges and universities. Dr. Pettitt responded that a large number of our students transfer to Western Washington University (WWU) and that until this past year WWU has not participated in the database for that information. She said that she hopes to be able to supply that information next year. Dr. Tollefson said that in general, data shows that transfer students do as well or better than students native to the institution.

The Chair thanked Dr. Pettitt for providing an informative report.

IX. COLLEGE REPORTS:

1. ASSVC

Ms. Charese Hinshaw reported that students would like to see the district engaged in a more developed recycle program. She stated that the student representatives on the Mount Vernon Campus are concerned with the recent security issues, especially for those who live on campus.

2. SVCFT

Mr. Mike Witmer stated that he appreciated Dr. Pettitt's work on the monitoring report.

Mr. Witmer reported that during winter quarter individual SVCFT members have attended statewide, regional, and national workshops and conferences. He stated that the art gallery has been featuring work by Skagit Valley College faculty and staff who are not in the art department. Among the artists whose work is displayed are Arden Ainley, Van Aquirre, Ben Fackler Adams, Pam Church, Lynne Fouquette, Brian Hanchett, Angelica Hernandez, Barb Leonard, Ted Maloney, Dennis Rohloff, Gary Sheets, Twila Tate, and Mike Witmer.

Mr. Witmer reported that through the Center for Learning and Teaching, Lynne Fouquette has facilitated workshops on using Excel and on developing web pages. For spring quarter she is planning a series of round table discussions on topics generated by faculty.

Mr. Witmer reported that Greta Kocol and May Haley, along with other mathematics faculty, submitted a Math Science Partnership grant along with WWU and several local K-12 school districts.

Mr. Witmer announced that Chuck Luckmann has submitted a grant application for funds to help with the Skagit Poetry Festival. He reported that Anne Zimkowski has arranged a one day Women in Science gala for spring break. Participating faculty include Anne Zimkowski, Paul Frazey, Val Mullen, and Brad Smith.

Mr. Witmer reported that Ann Zukoski and Val Mullen will be co-instructing the second quarter of SVC's new science for elementary education majors course. The class is full with a long wait list. The first quarter course, taught by Ben Fackler Adams and Brad Smith, was full, and had a 95% retention rate, and is serving as a pilot for the National Science Foundation program.

Mr. Witmer announced that the drama "Antigone", directed by Andy Friedlander, played to full houses and is going "on the road" in the spring.

Mr. Witmer reported that for spring quarter, learning communities and writing links are full, thanks to the work of the learning community advisory committee—Lynn Dunlap, Skip Pass, Anne Will, Linda Moore, Chuck Luckmann, and Gail Bruce—as well as the faculty who are teaching collaborative classes.

Mr. Witmer announced that the spring schedule features two degree programs: Associate in Music Degree and Associate in Science Degree. These are highlighted on the cover and described on the inside cover of the schedule. He stated that faculty in these areas are working closely with students and with four-year colleges and universities to facilitate student transfer.

3. WPEA

Mr. Mike Merrill reported that labor/management met on February 25, discussion items included:

- The union asked for a list of part-time hourly and student employees and the duties they perform;
- Employee Development Performance Plan (EDPP)—it was agreed that follow-up would occur to identify supervisors and staff who need more extensive training in the correct application of the EDPP;
- The union has asked for the criteria for exempting positions;
- 4/10 summer schedule;
- Telecommuting policy.

Mr. Merrill stated that the last Head Start negotiations meeting was held on February 27, the next meeting is scheduled for March 17. He stated that the union is hoping to hold the ratification vote by June.

Mr. Merrill announced that chapter leaders are willing to work collaboratively with the college during the accreditation interim visit to provide input into classified staff contributions to the achievement of the college's goals.

4. Administrative Services

Mr. Bruce Klewer distributed and reviewed the January 31 budget report. He stated that the budget process will begin before the April Board meeting.

The Chair asked Mr. Klewer to provide an update on McIntyre Hall at either the April or May Board meeting.

5. Educational Services

Ms. Susan Tinker stated that the renovation of Hodson Hall will soon begin and that Dennis Rohloff and Brad Smith are working together to relocate faculty offices.

Ms. Tinker reported that welding students have created a sculpture, which demonstrates the welding techniques they have learned. She reported that she recently had the opportunity to substitute in a classroom and she enjoyed the opportunity to connect with students.

6. Student Services

Ms. Linda Woiwod announced that the women's basketball team placed seventh during the recent NWAAC tournament and the men's team placed ninth. She stated that both teams worked very hard and the games were exciting.

Ms. Woiwod reported that the career fair will be held on April 13. She stated that it is the largest sponsored career fair in Washington.

Ms. Woiwod announced that the State Board Office of Compliance and Review has cited SVC as having a best practice for the Champions of Diversity event.

7. Whidbey Island Campus

Dr. Donahue reported that the annual Art Stroll was held on March 8. He stated that students at the Whidbey Island Campus contribute money from Services and Activities toward donating art to the campus. Dr. Donahue said that there are now 78 pieces of art; and that two Japanese prints were donated at the March 8 event. He reported that Sharon Hall, a part-time art instructor began the Art Stroll six years ago.

Dr. Donahue distributed copies of "Project Write Age" a writing publication produced by the senior writing class. He announced that on February 27 the Oak Harbor Chamber of Commerce presented the Whidbey Island Campus with the 2003 Chairman's Award.

8. President

Dr. Tollefson reported that the fifth year interim accreditation visit will occur April 19-20, and that the interim report will be posted on the SVC web site as of March 10. He distributed a copy of the current TACTC newsletter that featured a picture of Trustees Moser and Lisser at the ACCT conference in Washington, DC.

Dr. Tollefson reported that he and Mrs. Lisser will attend the March 12 All-Washington Academic Team event along with the two students representing SVC—Ms. Linda Buskala and Mr. Paul Stapleton, and advisors Mr. Jeff Stady and Mr. Ted Rodriguez.

9. Board of Trustees

Mrs. Hancock inquired if a Board self-evaluation needed to be completed before the interim accreditation visit. Dr. Tollefson replied that should have been completed during the past 12 months. Mrs. Hancock replied that a Board self-evaluation was completed last year. Dr. Pettitt stated that she will review the standard on Board effectiveness.

X. PUBLIC COMMENT:

No requests were submitted.

XI. NEXT MEETING:

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

XII. EXECUTIVE SESSION:

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

**CONVENED INTO EXECUTIVE SESSION AT 5:45 P.M.
RECONVENED INTO OPEN SESSION AT 6:40 P.M.**

No action was taken during Executive Session.

XIII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:40 p.m.

Jess del Bosque, Chair

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