

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MARCH 8, 2005
4:30 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Tom Moser, Chair
Mr. Mel Takehara
Mr. Jess del Bosque
Ms. Debra Lisser
Ms. Margaret Rojas
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. Tom Moser, called the meeting 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:

Ms. Ainley introduced Ms. Becki Applegate, ASSVC District Secretary from the Whidbey Island Campus; Business Management students: Bonnie Clay Aaron DeBoer, Vinca Vieshansen, Chris Vargas; and Business Management Program Assistant, Jennifer Korn-Leach.

V. CONSENT AGENDA:

The consent agenda item, February 8, 2005 Board meeting minutes, was approved as presented.

VI. ACTION ITEMS:

1. Recommendation of Tenure

Dr. Tollefson reported that in winter quarter 2005, Ms. M.J. Tyler will be completing her eighth quarter as a nursing instructor at the Mount Vernon Campus. He stated that during the last two and a half years, she has been evaluated by students and peers on the Tenure Review Committee and by her supervisor, Ms. Michele Koci. Dr. Tollefson said that Ms. Tyler has successfully completed her probationary period and received excellent evaluations on her teaching abilities and service to the college and its students.

It was moved by Ms. Lisser and seconded by Mr. del Bosque to grant tenure to Ms. M.J. Tyler.

MOTION PASSED UNANIMOUSLY.

VII. INFORMATION ITEMS:

1. Business Management Presentation

Dr. Tollefson introduced Ms. Kathy Payant, instructor in the Business Management Program. Ms. Payant reported that 19 Skagit Valley College Business Management (BMT) students recently returned from a successful competition at the Delta Epsilon Chi State Career Development Conference held in Everett.

Ms. Payant stated that the competition was comprised of two-year and four-year colleges and universities from around the state. Students competed in marketing and management business simulations, cases, and prepared presentations. The competition provided the students with a valuable opportunity to analyze real world situations and then to present solutions to professional judges who are experienced in the fields of marketing or management.

Ms. Payant reported that the students who received medals at the state competition are now eligible to advance to the international competition which will be held in Anaheim, California in May. Skagit Valley College students won 23 medals at the competition, qualifying them for the international competition. In addition, the students earned three – 1st place, 11 – 2nd place, and four – 3rd place plaques.

Ms. Payant stated that Skagit Valley College also received the Evergreen Award which is presented to the college with the best PowerPoint presentation of what the business students have accomplished in the last year related to community service, fundraising, leadership training, and professional development. SVC has earned this award in eight out of the last nine years.

The BMT students present displayed their awards and spoke of their experiences during the competition.

Ms. Payant then introduced Ms. Marie Johnson, BMT Department Chair and Ms. Jennifer Korn-Leach a graduate of the BMT program and the current Program Assistant.

Ms. Payant also mentioned the successful Murder Mystery Dinner fundraiser that the BMT students staged on March 4. She stated that Mr. Takehara attended the dinner and won the first prize. Ms. Payant reported that the dinner netted approximately \$1,900.

The Chair congratulated the students on their awards and the successful Murder Mystery dinner.

VIII. MONITORING REPORT:

1. Student Satisfaction & Success: Academic Programs

Dr. Maureen Pettitt, Director of Institutional Research, distributed and reviewed the monitoring report on Student Satisfaction & Success: Academic Programs.

Dr. Pettitt reported that 44% of students enrolled at SVC in fall 2004 reported that their goal was to obtain a transfer or general studies degree. She stated that this report provides the data for targeted indicators of student success that are measurable: reports of student satisfaction with collaborative courses, and student progress in reaching their educational goals.

Dr. Pettitt stated that transfer students enrolled in collaborative courses—Learning Communities and English links—report that the collaborative courses are a valuable educational experience and this collaborative approach is better than taking the courses alone.

Dr. Pettitt reported that despite a continued low rate of preparedness, in English and Math particularly, the majority of degree-seeking students are making substantial progress toward their degree and this rate for SVC is equal to or slightly higher than the system average.

Dr. Pettitt stated that the percentage of students who report that Learning Communities and English links were a valuable experience continues to be high (74%-84%). A majority of students also report that combining classes also created value for them (61%-71%). She reported that these percentages have not varied significantly over the past several years.

Dr. Pettitt reported that the substantial progress rate for the fall 2002 cohort of transfer students has declined from the prior year, but is similar to the fall 2000 cohort. This pattern is also true for full-time students, while part-time student progress has declined from prior years (39.7% to 36.7%).

Dr. Pettitt stated that the percentage of transfer-degree seeking students who complete a degree within two years (~11%) has not substantially changed over the past four years. However, the percentage of students who complete within three years has increased to 21%.

Dr. Pettitt said that the percentage of students making substantial progress continues to be relatively consistent (within a few percentage points); however, the rate of part-time students in the most recent cohort declined. She stated that on a positive note, the three-year graduation rate has shown an increase. Dr. Pettitt said this may be the result of a number of retention strategies developed in Student Services and in Instruction to increase persistence and graduation rates; however, we have no verifiable evidence of such a cause-effect relationship.

Discussion followed Dr. Pettitt's review of the report.

IX. COLLEGE REPORTS:

1. ASSVC

Ms. Eileen Stith reported that committees are working on the 2005/06 Services and Activities (S&A) Budget. She stated that there is a surplus of \$40,000, and that due to the surplus, the S&A Budget Committee has decided to leave the fee at the current rate for 2005/06.

Ms. Stith inquired about the status of Cardinal Cove. Mr. Bruce Klewer, Vice President – Administrative Services, stated that the language for the lease to Skagit County is in process and that SVC has agreed to the detail of the County's request.

Ms. Stith reported that the students will be passing a resolution as to how they would like the revenue distributed once the Cardinal Cove property is sold. She stated that the students will resolve to have the proceeds divided to each campus and center by FTE.

Dr. Tollefson stated that he does expect that the Cardinal Cove property will eventually be sold. He stated that it will be a one time gain for students and is adamant that the money not be frivolously used. Dr. Tollefson stated that his expectation is that the funds would be used toward a capital project or for a long term purpose.

Ms. Stith agreed that the money should not be frivolously used; however, the students want to have it in writing that the money will be split by FTE.

Ms. Stith said that she recently went to Olympia along with other student government presidents. She stated that it was a good experience and she is looking forward to SVC's legislative day on March 31.

Ms. Stith reported that ASSVC is looking into a pilot program for extending the tutor program for Math 97 and Biology 101. She said that these classes have a high failure and repeat rate and that ASSVC will be allocating \$6,000 to hire more tutors and they hope to see an improved success rate in those two courses.

2. SVCFT

Ms. Linda Lemberg, on behalf of SVCFT, extended congratulations to Ms. Tyler on being awarded tenure. Ms. Lemberg stated that Ms. Tyler serves on the SVCFT Executive Board and they value her contributions to the federation as well as to the college and to her department.

Ms. Lemberg stated that last month SVCFT reported that faculty were ready to complete negotiations with administration regarding senior status. She said that those negotiations are currently proceeding. Ms. Lemberg stated that a subcommittee has been formed and is working on the application process. She said that SVCFT expects to come to consensus soon and to see "Senior Faculty Promotions" appear as a new line item in the budget.

Ms. Lemberg reported that during SVCFT's general membership meeting today, they approved another proposal for negotiation regarding certification for professional/technical faculty. Because the contract no longer fits with the new WAC requirements for certification, SVCFT has been working on changes. She said that SVCFT knows that state law supersedes the contract; however, it has been difficult for some faculty to work on the new requirements without contract language; so it is imperative to complete this negotiation as soon as possible.

Ms. Lemberg stated that for the six weeks that preceded the announcement of the position for academic dean on the Mount Vernon Campus, faculty in the academic area met for an hour every Friday to discuss the dean position as well as possible reorganization of the unit. She said that faculty have been pleased to see that much of the input that they sent to Dr. Tollefson regarding the position has been included in the job description. Ms. Lemberg stated that faculty also appreciate Dr. Tollefson's openness to possible changes in the internal structure of the unit, and faculty look forward to continuing the collaborative and harmonious working relationship as the search proceeds.

3. WPEA

Ms. Carolyn Batchelor reported that WPEA is tracking hundreds of bills in the legislature this session. She stated of particular interest is HB 1036 which includes state employee negotiated contracts.

Ms. Batchelor stated that Campus Labor/Management will meet March 15 and Head Start/ECEAP Labor/Management will meet March 17. She said that agenda items will include implementation of the Master Contract, transition to the new

classification structure, Mount Vernon Campus parking revisions and Mount Vernon Campus summer remodel projects.

Ms. Batchelor reported that the WPEA District meeting will be held March 15 on both campuses. She stated that WPEA is in the final stages of bylaws revision and will hold elections soon for district vice-presidents.

Ms. Batchelor said that the Classified Staff Training Committee has planned a workshop entitled, "Clownin' Around About Serious Stuff", for April 27 in La Conner. She stated that supervisors are encouraged to arrange coverage in their areas so as many staff as possible can attend.

Ms. Batchelor stated that she was delighted to meet Ms. Rojas at the Whidbey Island Campus Art Stroll on March 4 and looks forward to seeing her at other college functions.

4. Administrative Services

Mr. Klewer stated that he did not have a budget report for February as the budget month closes on March 10. He said that he was not prepared to provide the January budget report as he has a question on the amount of Local Funds and is looking into the matter.

Mr. Klewer stated that the State Board is requesting whether or not we would like to continue to insure college buildings/structures. He said that SVC currently pays \$30,000 per year in insurance premiums and that there is a \$250,000 deductible.

Mr. Klewer stated that three other colleges in the system do not carry insurance except on buildings that have bonds.

Mr. Klewer asked if the Board would be comfortable with less insurance or insurance on some items such as contents and technology, or not carrying insurance. He said that he needs to let the State Board know by Friday.

Dr. Tollefson stated that he is on the WACTC Presidents' Capital Budget Committee and this issue has been discussed. He said that the State is self-insured and that if a college suffers a loss the State will provide for replacement. Dr. Tollefson stated that most community colleges do not insure themselves but that they rely on the State. He said that when these events do occur, the replacements rise to the top of the request list. Discussion followed.

Dr. Tollefson stated that he will ask Mr. Klewer communicate SVC's interest in insurance for information technology and possibly the bookstore and then will provide more information to the Board.

5. Student Services

Ms. Linda Woiwod reported that both the Men's and Women's Basketball Teams participated in the recent NWAACC Basketball Tournament in Pasco.

Ms. Woiwod stated that the Student Services area sent out a postcard to students with registration information in place of a newsletter. She said this change is much more cost effective.

Ms. Woiwod reported that the Calling All Colors student club earned a little over \$7,000 at their recent Valentine's Dance.

6. Educational Services

Ms. Joan Youngquist, Head Start Interim Director, briefly reviewed the budget information that was distributed to the Board.

7. Whidbey Island Campus

Dr. Donahue distributed copies of Harbor Talk from the Whidbey Island Campus and "The Whatsis?" newsletter from the South Whidbey Center.

Dr. Donahue reported that the Vagina Monologues event, which increases awareness of abuse, raised \$1,600. He stated that the Art Walk on March 4 was an excellent event, there was a great turnout and he was pleased that Ms. Rojas was able to attend. Dr. Donahue said that three pieces of artwork were donated this year by the students.

Dr. Donahue reported that work on a lease with the Toddler Learning Center is in progress. He stated that this has been a partnership of 15 years and the Center provides services for developmentally delayed and disabled children from birth to three-years-old.

Dr. Donahue stated that interest in acquiring Building 12 is still in process and he feels it is important for the college to soon begin discussions on maintaining and remodeling the building and possible uses for the facility.

Dr. Donahue reported that three new Distance Education classes, one of which is a pre-calculus class, will be offered spring quarter.

Dr. Donahue stated that a new five-year lease for the South Whidbey Center is in process. He reported that South Whidbey will be offering their first Distance Education class in the spring.

Dr. Donahue reported that enrollment at the San Juan Center was up for fall and winter quarters—primarily in ABE/ESL.

Dr. Donahue reviewed an article from the Whidbey News Times that states K-12 schools are expecting fewer students. He stated that Oak Harbor schools enrollment has dropped 471 students during the past five years. Dr. Donahue stated this has implications for future enrollment at SVC.

8. President

Dr. Tollefson stated that a list of his activities for the past month has been distributed to the Trustees and he distributed a program update on Skagit/Islands Head Start.

Dr. Tollefson reported that he and the Trustees recently attended the TACTC winter conference and hosted the annual legislative dinner. He stated that the dinner was well attended and valuable information was exchanged with the legislators.

Dr. Tollefson read a letter from the president of the Association for Student Judicial Affairs (ASJA) that acknowledged the hard work and expertise provided by Mr. Alan Muia, Director of Student Life, in his role as Director-at-Large for ASJA. The Chair offered congratulations to Mr. Muia.

Dr. Tollefson distributed copies of the Skagit and San Juan Counties insert from the current issue of Washington CEO magazine. He stated that the insert includes advertisements for SVC, McIntyre Hall and the Center of Excellence for Marine Manufacturing & Technology.

Dr. Tollefson reported that SVC has been invited by the University of Washington and Yakima Valley Community College to participate in their GEAR UP grant application. He stated that GEAR UP is a program that the SVC Hispanic/Latino Advisory Committee has been interested in pursuing for the past year.

Dr. Tollefson briefly reviewed the recent Skagit Valley Herald article on the proposed Regional Skills Center.

Dr. Tollefson asked the Board if they are interested in pursuing some joint meetings with their K-12 school board counterparts throughout the district. He stated that he believes increasing communication will lead to better understanding the challenges and opportunities that face the school districts and the college. The Board members expressed interest in participating in discussions with area school board members. Dr. Tollefson said he will work on scheduling one or two meetings before the end of the current academic year.

9. Board of Trustees

Ms. Lisser thanked Mr. James Bray, a reporter for The Cardinal, for following up on her request to provide a copy of the newspaper.

The Chair stated that he recently interacted with two different groups of SVC students at off-campus locations and they all had good things to say about SVC.

X. PUBLIC COMMENT:

No requests.

XI. NEXT MEETING:

Tuesday, April 5, 2005, 4:30 p.m., Mount Vernon Campus – Board Room

XII. EXECUTIVE SESSION:

The Chair stated that the Trustees would need to adjourn to Executive Session for approximately 30 minutes to discuss a personnel issue.

**CONVENED INTO EXECUTIVE SESSION AT 6:20 P.M.
RECONVENED INTO OPEN SESSION 7:00 P.M.**

No action was taken during Executive Session.

XIII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 7:00 p.m.

Tom Moser, Chair

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