

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, APRIL 5, 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 4:31 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 Mr. Brian Cook, Skagit Valley College's representative on the 2005 All Washington Academic Team.

Dr. Tollefson reported that Mr. Cook was awarded the All Washington Medal by Governor Gregoire at the March 24 All Washington Ceremony in Olympia. Dr. Tollefson presented Mr. Cook with the medal and congratulated him on his achievement.

V. CONSENT AGENDA:

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

VI. ACTION ITEMS:

1. Fees

Ms. Linda Woiwod, Dean of Student Services, presented information on the request to raise the fees for the ASSET and COMPASS tests to \$15 each in order to meet the costs of running the testing program.

It was moved by Mr. del Bosque and seconded by Ms. Lisser to approve the requested fee of \$15 each for the ASSET and COMPASS tests.

MOTION PASSED UNANIMOUSLY.

Ms. Woiwod also presented a fee request for a \$40 Transcript Fee for Prior Learning. She explained that currently enrolled students could earn college credit when they demonstrate by examination or evaluation that their professional experience or substantial prior learning meets the specific outcomes of a SVC course. Ms. Woiwod stated that each department determines the evaluation method required for students to demonstrate mastery of the course content. She said that certain courses are designated not appropriate for credit by examination or evaluation. Discussion followed.

It was moved by Ms. Lisser and seconded by Mr. del Bosque to approve the requested Transcript Fee for Prior Learning at a cost of \$40 per credit.

MOTION PASSED UNANIMOUSLY.

Ms. Woiwod presented a request for an increase in the fees charged for Career Assessment tools for on-line and on-campus assessments. She stated that some of the prices currently charged reflect prices for old inventory purchased prior to 2000. The request to increase fees would allow Career and Employment Services to purchase and maintain inventory of current assessment tools. This web based delivery method takes advantage of the technology allowing students to take assessments 24/7. Assessment results are sent to students electronically within 48 hours.

It was moved by Mr. del Bosque and seconded by Ms. Lisser to approve the requested increase in fees for Career Assessment tools for on-line and on-campus assessments.

MOTION PASSED UNANIMOUSLY.

Ms. Susan Tinker, Vice President – Educational Services, presented a request for an increase to the Firefighter Training Equipment fee from the current level of \$200 to \$322.05. She stated that the \$200 fee rate has proven inadequate to purchase the materials needed for students in the program. Ms. Tinker said that all of the issued equipment items become the property of the student and that this fee request is to be uniformly used throughout the District. She stated that

this is a one-time fee assessed when the student registers for their first Firefighter Skills course in fall quarter of their first year.

It was moved by Mr. del Bosque and seconded by Mr. Takehara to approve increasing the Firefighter Equipment Training Fee to \$322.05.

MOTION PASSED UNANIMOUSLY.

Ms. Tinker presented a request for a Truck Driving Lab Fee of \$800 per student enrolled in the Truck Driver Program. She explained that ongoing vehicle maintenance must be provided for SVC truck driver instructional vehicles. In addition, the projected price increase for fuel costs for 2005-2006 is substantial. Ms. Tinker stated that these costs are directly related to miles driven by students while receiving instruction and should, therefore, be paid as a lab fee. The Truck Driving Program has been offered as a one year program, as of the 2005-2006 academic year it will be changed to a one quarter program. Due to this change the college is no longer able to amortize maintenance costs with state reimbursements.

Ms. Lisser asked if the costs would vary year to year. Ms. Tinker replied that the costs would vary and that \$800 is the average. Dr. Tollefson stated that the program is changing from a one year program to a one quarter program and that most private programs charge approximately \$3,000.

Ms. Rojas asked if there has been a past fee. Ms. Tinker replied no, there is not a current fee. Ms. Lisser asked if this will affect enrollment numbers. Ms. Tinker replied that the fee is lower than what other schools near us require so it should not adversely affect enrollment, but will hopefully increase our enrollment.

Ms. Rojas asked how the program can change from one year to one quarter. Ms. Tinker replied that the industry does not require a one year training program and that an 11 week program is approximately what most other schools offer. Dr. Tollefson stated that the job marketplace does not support a nine or twelve month program.

It was moved by Mr. del Bosque and seconded by Mr. Takehara to approve the Truck Driving Lab Fee of \$800 per student.

MOTION PASSED UNANIMOUSLY.

The Chair stated that he would need to leave the meeting by 6:00 p.m. and wanted to show a PowerPoint presentation on the trip to Beijing Foreign Studies University. He presented a slide show highlighting the delegation's experiences in Beijing.

Dr. Tollefson stated that after hosting the delegation from Beijing Foreign Studies University last fall here at SVC, they were anxious to have a group visit Beijing.

He reported that a new agreement was signed and criteria developed for short term exchange (one to four weeks) opportunities for faculty, staff, and students. Dr. Tollefson stated that it was a wonderful trip and that the delegation was very well received.

2. Recommendation of Name for N-Building

Dr. Tollefson explained that at the December 14, 2004 Board meeting, the Ad Hoc Building Naming Committee submitted the recommendation of naming the N-Building for C.A. Nelson. He stated that at that meeting, the Trustees voted to send the recommendation for the naming of the N-Building back to him for the committee to review.

Dr. Tollefson stated that the Ad Hoc Building Naming Committee met on February 22, 2005, and unanimously decided that they had thoroughly and fairly processed the earlier charge to name the N-Building. The committee researched it fully, opened the process to the college community for new proposals/rationales, and discussed and weighed all proposals at length. The committee feels that their original recommendation of naming the building C.A. Nelson Hall is the best name for the N-Building.

Ms. Lisser served as a committee member and stated that the committee met and fully discussed names and unanimously decided that C.A. Nelson Hall was the best name for the N-Building.

The Chair asked if there was an interest in using the name Nookachamps for another building. Dr. Tollefson responded that there will be an opportunity to name the Campus Center Annex Building and following the renovation of the Campus Center Building that too could provide an opportunity for naming. He stated that it is important that future names reflect the college's interest in supporting and acknowledging the diversity of our area.

It was moved by Mr. del Bosque and seconded by Mr. Takehara to approve the naming of the N-Building as C.A. Nelson Hall.

MOTION PASSED UNANIMOUSLY.

VII. INFORMATION ITEMS:

1. Leadership Skagit Award

Ms. Debra Lancaster, Coordinator for the WSU Learning Center, presented Ms. Laura Cailloux, Director of the Business Resource Center, with a framed award acknowledging Skagit Valley College's induction into the WSU Hall of Champions for SVC's partnership in Leadership Skagit.

Ms. Lancaster stated her appreciation of the efforts of Ms. Cailloux and Ms. Terri Nogler in creating and sustaining the program.

VIII. MONITORING REPORT:

1. Student Satisfaction & Success: Professional/Technical Programs

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

Dr. Pettitt stated that the report provides the data for indicators of student success that include student progress rates, employment rates, and hourly wages after leaving the college. She said that it also includes survey information on employers' satisfaction with the SVC students they hire.

Dr. Pettitt reported that students seeking an Associate in Technical Arts degree and attending college full-time are more likely to make substantial progress (complete four or more quarters and/or obtain a degree) than part-time students. The substantial progress rates for full-time professional/technical students are higher than the rates for transfer degree seeking students, but lower if they are part-time.

Dr. Pettitt explained that (81%) of the students in 2002-03 who completed a professional/technical certificate or degree program were employed nine months after leaving SVC, slightly higher than the system average (80%). The SVC leavers' employment rate of 72% was just slightly lower than the 74% system average. Students who completed a unique, short-term certificate were the mostly likely to be employed (89%).

Dr. Pettitt reported that the average hourly wage of students who complete professional/technical programs and are working full time is \$13.36. For students who left the college without applying and/or being awarded a degree or certificate and working full-time, the average hourly was slightly lower--\$12.96. Degree and certificate holders employed full time were among the highest in terms of hourly wages \$17.92 and \$18.39, respectively.

Dr. Pettitt stated that the majority of employers indicate that students' employability skills are superior or competent, and 76% indicate they would hire additional SVC students.

Dr. Pettitt thanked Ms. Rojas for providing a welcome at the Washington Association for Research and Planning meeting hosted at the Whidbey Island Campus in March.

IX. COLLEGE REPORTS:

1. ASSVC

No report.

2. SVCFT

Dr. David Muga, reported the following on behalf of SVCFT:

On March 31, Ms. Vicki Talbott, who is the college's full time faculty member in academic ESL, and Ms. Neta Cahill, an adjunct faculty member in the same department, joined other members of the legislative committee in meetings with senators and representatives from the three legislative districts that are served by SVC. In addition to thanking each senator and representative for the work they do for the state's community college system, Ms. Talbott and Ms. Cahill informed the legislators on three specific community and technical college system needs: funding faculty COLA's at the same level as COLAs for other state and college employees; full funding of increments; and funding to close the gap between part time and full time instructor pay.

This spring and summer, SVCFT members will be participating in statewide and regional meetings. At least two representatives will be attending the AFT Washington convention in Wenatchee in April. Two other faculty will participate in week-long intensive courses at the Western Union Leadership Institute this summer in Pacific Grove, California.

In the past two reports SVCFT has noted that they are negotiating regarding a new senior promotion step, which was part of last year's agreement. SVCFT is now about to complete this work. The remaining question concerns funding. As part of the college's commitment to improving faculty salaries, during the past two years \$150,000 in local funds have been used for promotions and addressing inequities. SVCFT hopes that the college's commitment to salary improvement will be demonstrated by continuing to allocate this amount for promotions. Because there is only one faculty member who will receive the tenure promotion this year, it appears that money can be available for faculty on the senior step, some of whom have not had an increase for some time.

This Thursday a subcommittee of SVCFT negotiators will meet with three administrators to begin work on the changes proposed by the federation to the professional development section of the contract. The intent of these changes is to align the contract language with the requirements in the new WAC for certification for professional/technical faculty. In addition, the language drafted attempts to do away with any differences between expectations for professional/technical faculty and academic faculty. For professional/technical faculty, timely completion of this negotiation is especially important.

SVCFT invites the Board to join them for two activities this spring. The final Jill Fugate presentation will be on Thursday, April 21, at 3:30 in Ford Hall 101. Mr. Jason Lind, speech instructor at SVC, will be talking about his home building experiences. The title of his presentation is "Constructing Self."

On June 1 and 2, students from a number of social science and humanities classes will be participating in the annual Social Issues Symposium. This year's symposium title is "Popular Culture: Creating or Corroding Community." We hope you will be able to join us for some of these presentations to see the learning of our students in action.

3. WPEA

No report.

4. Administrative Services

Dr. Tollefson distributed the February 2005 budget update to the Board.

5. Educational Services

Ms. Tinker reported that Ms. Vi Hilbert a tribal elder from the Upper Skagit, is archiving her work to the University of Washington and will also be providing copies for the Skagit Valley College Library. Ms. Tinker stated that the college is deeply honored to receive copies of her work.

Ms. Joan Youngquist, Head Start Interim Director, distributed a Head Start program update for the month of March and copies of the grant application for the Early Head Start and Preschool Head Start Programs. She stated that the grant will come to the Board for approval in May and that she will be meeting with Ms. Rojas to review the grant prior to the meeting.

6. Student Services

Ms. Woiwod provided an update on the tuberculosis case. She explained that since we were notified by the Health Department three weeks ago that a student was diagnosed with active tuberculosis, administration has worked diligently to contain the exposure and to take a proactive stance by identifying close contacts of the individual and to test those individuals. Ms. Woiwod said that anyone who has tested positive on the skin test has begun an observed preventative treatment program that will last for nine months. She said that other than the individual diagnosed with active tuberculosis, no one else has tested positive for active tuberculosis. Ms. Woiwod stated that a follow-up test will be given in June for all those that tested negative on the initial test. She stated that we are now talking with the Health Department on what health screening processes they would like us to consider in the future.

Dr. Tollefson stated that we have worked closely with the Health Department and have scrupulously followed their instructions in handling the tuberculosis case. He said that Ms. Woiwod, Mr. Muia and Ms. Ainley have done an outstanding job handling and communicating information.

Ms. Lisser stated that she was approached by a doctor from the Health Department regarding our policies. Ms. Woiwod stated that we are looking at information on health screenings and need to make sure we are in our rights if we require certain health screening. She said that we would be the first in the state to make radical requirements but it is something we are reviewing. Dr. Tollefson stated that if the Health Department recommends pre-emptive testing for international students we would consider implementing. Ms. Woiwod stated that other schools desire a recent tuberculosis skin test but they do not prohibit enrollment if the student does not have the test. Dr. Tollefson said that the best course is to work with the Health Department, but international enrollment may be damaged if we require tests that other schools do not. He stated that he will keep the Trustees updated on this issue.

7. Whidbey Island Campus

Dr. Donahue stated that the ECEAP budget is currently being worked on and that due to required salary adjustments there will need to be a reduction of some staff positions. He said that the goal of ECEAP is to prepare children for kindergarten and provide nutrition, health and family services.

Dr. Donahue distributed a flyer on spring quarter events prepared by Robyn Wynn and Penny Perka.

Dr. Donahue reported that Western Washington University (WWU) is attempting to get an Environmental Studies program off the ground. He said that they currently offer a program that is tied-in with Peninsula College. Dr. Donahue said that this program would be with WWU, Peninsula and SVC's Whidbey Island Campus.

8. President

Dr. Tollefson stated that a list of his activities for the past month has been distributed to the Trustees.

Dr. Tollefson said that after meeting with the Beijing Foreign Studies University (BFSU) faculty who have taught at Skagit Valley College over the past 16 years he realized the importance of doing a better job administratively with the BFSU faculty member that we host each year. He feels this would make their visit more worthwhile for them and the college.

Dr. Tollefson thanked Ms. Lisser for attending the March 24 All Washington Academic Team event in Olympia. He stated that he would be leaving later this evening for the American Association of Community Colleges annual conference in Boston and that he will be participating on the Portland Community College accreditation team visit April 17-20.

Dr. Tollefson distributed a letter from the Higher Education Coordinating Board regarding increasing the minimum admission requirements for freshmen at Washington's public four-year colleges and universities.

Dr. Tollefson explained that shortly after he came to Skagit Valley College he charged a committee made up of Administrative and Exempt Professional Staff to develop a salary schedule for administrative and professional exempt positions and to identify salary adjustments for positions as appropriate. He stated that the committee has recently completed its work and distributed copies of their report and recommendations.

9. Board of Trustees

Ms. Lisser reported that on March 31 she participated in the college's Legislative Day in Olympia. She stated that they met with all representatives and senators from the 10th, 39th, and 40th districts. Ms. Lisser said that the day went well and felt that the legislators heard the message that was being delivered. Dr. Tollefson stated that he felt it was a successful way of raising the legislators' awareness of the needs of Skagit Valley College and all community colleges in the state.

X. PUBLIC COMMENT:

No requests.

XI. NEXT MEETING:

Tuesday, May 10, 2005, 4:30 p.m., Whidbey Island Campus – Hayes Hall 137

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 6:05 P.M.
RECONVENED INTO OPEN SESSION 6:30 P.M.**

No action was taken during Executive Session.

XIII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:30 p.m.

Tom Moser, Chair

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