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

BOARD MEMBERS IN ATTENDANCE:
Mr. Mel Takehara, Chair
Ms. Debra Lisser, Vice Chair
Mr. Jess del Bosque
Mr. Tom Moser
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. Mel Takehara, 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:
Ms. Ainley introduced Mr. Vince Raish, an ASSVC Representative.

Ms. Susan Tinker introduced Ms. Cao Haiying, Beijing Foreign Studies University exchange instructor. Ms. Cao thanked the faculty and staff of SVC and the Trustees for supporting this exchange opportunity.

V. CONSENT AGENDA:
1. Board Meeting Minutes – October 11, 2005
   The consent agenda item was approved as presented.

2. Board Meeting Minutes – October 24, 2005
   The consent agenda item was approved as presented.
VI. ACTION ITEMS:

1. Recommendation to Establish a Paralegal Fee

Ms. Tinker stated that the Paralegal Program has provided Westlaw, a proprietary legal research database and search engine, to paralegal students without charge. This service provides students with access to a nearly unlimited universe of legal documents. Our approval from the American Bar Association requires that students have access to resource material that we cannot afford in print and that is not available at the county law library. Westlaw has increased their rate from $108/month to $225/month and will now allow the ability to assign and re-assign 40 passwords throughout the year. The department has recommended a one-time per quarter fee of $20 for any student registering for one of the following courses: PARALG 102, 113, 201, 202, 203, 205, 206, 207, 208, 210, 251-255, 290.

It was moved by Mr. Jess del Bosque and seconded by Mr. Tom Moser to approve the establishment of the recommended $20 Paralegal Fee for the courses identified effective winter quarter 2006.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Associate in Pre-Nursing Degree

Ms. Tinker reported that a workgroup comprised of Washington community colleges, baccalaureate institutions, the Higher Education Coordinating Board, the Workforce Training and Education Coordinating Board, and the State Board for Community and Technical Colleges has developed a state-wide pre-nursing pathway for community college students preparing for upper-division Bachelor of Science, Nursing (BSN) degrees. In May 2005, this agreement was approved by the Instruction Committee (on behalf of the WA State community and technical colleges) and the following seven baccalaureate institutions: Northwest University, Pacific Lutheran University, Seattle University, Seattle Pacific University, University of Washington, Seattle, Walla Walla College, and Washington State University Intercollegiate College of Nursing. In October 2005 this degree was approved by the SVC Instruction Committee and forwarded to the President for action by the Board of Trustees.

The proposed SVC Pre-Nursing degree will provide students with a broad selection of academic courses for upper-division BSN direct transfer. Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive and requires a high GPA from the applicant. Completion of the SVC Pre-Nursing degree does not guarantee admission to a BSN program.

Currently, Skagit Valley College has an agreement with the University of Washington, Bothell that allows SVC Associate in Technical Arts Nursing
graduates to transition into the UW-Bothell’s Bachelor of Science Nursing program (RN-BSN completions program). SVC’s proposed Associate in Pre-Nursing Degree is not applicable to and does not alter this RN-BSN completions agreement.

It was moved by Ms. Debra Lisser and seconded by Mr. Jess del Bosque to approve as presented the Associate in Pre-Nursing Degree: Bachelor of Science, Nursing Direct Transfer Agreement/Major Ready Pathway effective winter quarter 2006.

MOTION PASSED UNANIMOUSLY.

VIII. COLLEGE REPORTS:

1. ASSVC – Nicole Evans
   - Finalizing the fundraising effort for the Chain of Hope;
   - A meeting to facilitate communication between clubs and ASSVC will be held this quarter.

2. SVCFT – Dr. Tollefson was asked by SVCFT to read the following report on their behalf.

   “At the November general membership meeting of SVCFT, faculty voted to make November Equity Awareness Month. We will be using posters and buttons along with radio spots and newspaper articles to continue to tell the story of adjunct faculty. We deeply appreciate the commitment of [be sure you read this part, Gary] Dr. Tollefson and each of you on the Board to work toward equity for the part time instructors here at SVC. We would be glad to provide information about this issue and even the power point presentation that Greta Kocol gave to the State Board last month to any group you may know of that might be interested in supporting this work. We hope you will join us in expressing our gratitude to the part time faculty here for their outstanding work with our students. We also want to thank Dr. Tollefson for being our spokesperson today.”

3. WPEA – No report

4. Administrative Services – Tom Harker

Mr. Harker stated that the cutoff for October budget reporting is today so a report is not available. He then provided an update on the projects that will be submitted for the 2007-09 Capital Budget request. The two projects are:

- Lewis Hall Replacement: This replacement will include a full range of important services for our students: Admissions and Registration, Student Services, Learning Center, and Student Support Services. In addition, the
Lewis Hall replacement will include departmental space for Math, English, Speech, and ABE/ESL;
- Hodson Hall Phase II: This renovation will complete the construction of Hodson Hall and will include an expanded Phillip Tarro Theatre, faculty offices, patron lobby, practice room, dressing room, and a scene shop, as well as the addition of two classrooms. One of the classrooms will be "oversized" to include space for productions.

Mr. Harker reported that the Science and Allied Health Building design phase is underway and that the firm of Schreiber, Starling and Lane are the architects.

The Chair asked for an update on the fire loop project. Dr. Tollefson stated that the fire loop project was cut from the budget at the end of the last legislative session. It is being resubmitted as part of the supplemental request for the 2006 legislative session. He said that he feels confident the request will be approved.

5. Educational Services – Joan Youngquist

Dr. Youngquist informed the Trustees that Skagit/Islands Head Start will be undergoing a federal review the week of December 5 and distributed information on the review and a response document to the Summary of Findings from the 2003 federal review. She also distributed a program update and an update on the 2005-2006 program budget. Dr. Youngquist stated that the budget will go to the Policy Council for approval on November 17 and will be forwarded to the Trustees in January.

Dr. Youngquist stated that the review committee will contact the Trustees—most specifically Mr. Takehara as Chair of the Board and Ms. Rojas as the liaison to Head Start.

The Chair thanked Dr. Youngquist for putting together a Board notebook that includes information on the role of the Board of Trustees and Policy Council, monthly updates, budget summaries and quarterly reports, self-assessment and planning reports.

6. Student Services – Linda Woiwod

- Working on retention resources;
- Student Services frontline staff from all campuses and centers recently attended the Washington State Registrar Council Meeting, which provided an excellent professional development opportunity;
- GEAR UP grant meeting will be held at SVC on November 17. SVC will be responsible for providing tutoring, parent information, and information to the media;
• Financial Aid – in a recent survey SVC was rated the most efficient Financial Aid department in the state and had the sixth highest ratio of staff to students.

7. Whidbey Island Campus – Dr. Mick Donahue

• An auditor was on campus November 4—all seemed to be in good shape, a few minor adjustments were noted and those change have already been implemented;
• Phi Theta Kappa (PTK) held an induction ceremony on November 4. Amanda Kirkland, President of the Alpha Omicron Sigma Chapter is running for national president of PTK;
• Building 12 – Still in process, not sure of the timeline at this point.

8. President – Dr. Gary Tollefson

• Distributed a letter from a McIntyre Scholarship recipient; acknowledging how the assistance helped him achieve a Bachelor’s Degree in Civil Engineering from the University of Washington;
• Hodson Hall Open House was held on October 19 – a great event with good attendance;
• Champions of Diversity will be held on November 17—encouraged the Board to attend;
• The Governor’s Conference for Boards and Commissions will be held on December 13 in Olympia;
• December 16 Holiday Open House at Dr. Tollefson’s home.

Discussion regarding the regularly scheduled December Board meeting, it is scheduled for the same date as the Governor’s Conference. Since there are no action items to come before the Board, a decision was made to cancel the December Board meeting.

9. Board of Trustees – Mel Takehara

• The Chair recently met with Mr. Gene Chase, TACTC Treasurer, and he reinforced the importance of having Trustees participate in all conferences and attend committee meetings;
• Mr. del Bosque attended the Chinook Enterprises 25th anniversary celebration and accepted an award presented by Chinook in recognition of SVC’s “outstanding commitment to create employment and training opportunities for people with disabilities in Washington;”
• Ms. Lisser stated that the staff made an excellent presentation to the State Board during their October meeting at SVC. She said the message was well received and they really hit the mark on the point of part time faculty salaries.
IX. PUBLIC COMMENT:

No requests were presented.

X. NEXT MEETING:

Monday, January 10, 2006, 4:30 p.m., Mount Vernon Campus – Board Room

XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 5:20 p.m.

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Mel Takehara, Chair  Gary Tollefson, President
Executive Secretary to the Board  Lisa Radeleff, Secretary to the President