

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, JANUARY 10, 2006
4:30 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Mel Takehara, Chair
Mr. Jess del Bosque
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:

Dr. Mick Donahue introduced Dr. Denise King the new Director of the San Juan Center.

V. CONSENT AGENDA:

1. Board Meeting Minutes – November 8, 2005

The consent agenda item was approved as presented.

VI. ACTION ITEMS:

1. Recommendation of Skagit/Islands Head Start Impasse Procedure

Dr. Joan Youngquist stated that the Skagit/Islands Head Start Impasse Procedure presented describes the process that would be used should the Policy Council and the Board of Trustees be in disagreement.

It was moved by Mr. Jess del Bosque and seconded by Ms. Margaret Rojas to approve the Skagit/Islands Head Start Impasse Procedure as presented.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Skagit/Islands Head Start Planning Procedure

Dr. Youngquist reported that the Trustees were sent a recommended planning procedure for Skagit/Islands Head Start. She stated that Head Start undergoes a yearly cycle of planning required by Performance Standards to include community assessment, self-assessment, and goal setting. The procedure that Skagit/Islands Head Start uses for program planning must be approved by the Board of Trustees and the Policy Council. It is anticipated that the Policy Council will approve the planning procedure at their January 19 meeting.

It was moved by Ms. Margaret Rojas and seconded by Mr. Jess del Bosque to approve the Skagit/Islands Head Start Planning Procedure as presented.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Skagit/Islands Head Start Application for a Hispanic Institute Grant

Dr. Youngquist stated that Skagit/Islands Head Start is seeking approval to apply for \$2,000 from the National Head Start Bureau to send two staff members to the Second National Head Start Hispanic Institute in Colorado in February.

Dr. Tollefson stated that in 2003 the Board delegated authority to him to approve and sign these types of applications, however, not specifically noted for Head Start. He said that language identifying the appropriate delegation will be brought to the Board for approval.

It was moved by Ms. Margaret Rojas and seconded by Mr. Jess del Bosque to approve the application for the Hispanic Institute Grant.

MOTION PASSED UNANIMOUSLY.

Dr. Youngquist distributed a 2005-06 program year budget update and a monthly program update to the Trustees. She reported that the federal review went very well with no preliminary findings in Child Development Services or Family and Community Partnerships. She acknowledged the good work of Kim Cook and Tom Howard, for the excellent review of the financial area.

VII. MONITORING REPORT - Diversity

Dr. Maureen Pettitt, Director of Institutional Research, distributed and reviewed the monitoring report on Institutional Diversity. She stated that monitoring reports on institutional diversity have been presented to the Board at their meetings in January 2003, 2004, and 2005.

Dr. Pettitt reported that the student access and success data remain fairly consistent during the past four years, with some exceptions. Sixteen percent of the students in the 2004-05 high school senior class in our district were students of color. In contrast, the college enrollment of students of color in fall 2005 was 19% unchanged from fall 2004. The greatest percentage growth of students of color enrollments is at the San Juan Center. The percent of Hispanic students attending SVC to acquire basic skills (ABE/ESL/GED) and for other non-degree goals has increased while the percent attending to obtain an Associate of Arts General Studies (AAGS) or University & College Transfer (AAUCT) has declined. Other students of color, including International Students, are more likely to be seeking a general studies or transfer degree or a professional/technical degree or certificate.

The fall-to-fall retention rate for students of color declined from the prior year; however, the percent of students of color receiving awards (degrees and certificates) increased. Students of color were more likely during this past year to obtain a professional/technical certificate than a degree.

As a result of specific advertising and hiring practices, the college has seen an increase in the percent of applicants of color—from 8% to 18%—and an increase in the employment of minority faculty and staff—from 11% to 14%.

Dr. Pettitt reported that the Community College Survey of Student Engagement (CCSSE) was administered in spring 2005. The results indicate that students of color were more likely than white students to have prepared two or more drafts of a paper or assignment and to report that they worked harder than they thought they could to meet an instructor's standards or expectations. Students of color were also significantly more likely to report that the college 1) helped them cope with their non-academic responsibilities (work, family, etc), 2) provided the support they needed to thrive socially, and 3) provided the financial support they need to afford their education.

Discussion followed the report.

VIII. COLLEGE REPORTS:

1. ASSVC

No report.

2. SVCFT – Mr. Mike Witmer read the following report on behalf of SVCFT:

“The Skagit Valley College Federation of Teachers wants to wish each of you a happy new year. We are looking forward to a year of continuing growth for our students, ourselves, and SVC as a learning college.

One of our tasks in the coming months is to prepare for negotiations. As you know, our current contract expires in June. Working together with the administrative

negotiations team, we hope to complete contract negotiations before the end of the current contract.

Regarding the 2005-2006 salary negotiations which are almost complete, we want to again thank Dr. Tollefson and the Board for your support of the 100% match by the college of the state equity funds for adjunct instructors. We want to thank you too for your continuing commitment to best practices for adjunct instructors. We hope to incorporate these into the contract during the upcoming negotiations.

As you may remember, in 1996 the state legislature required the State Board to bring together a Task Force to identify best practices for adjunct faculty. This task force did its job and recommendations were made to college districts, the state board, and the legislature.

In 2005, the legislature asked that a Task Force be reconvened to identify the overarching principles that represent best practices and required the State Board to

- Adopt and update periodically the set of best practices for colleges to follow regarding adjunct faculty.
- Use the best practices in developing budget requests for each biennium
- Encourage and, to the extent possible, require each local governing board to adopt, revise, and implement the principles.

These are the ten best practice principles:

1. Salary. Part-time/adjunct faculty should be paid a rate equal to that paid full-time faculty having the same qualifications and experience for doing the equivalent instructional and non-instructional work.
2. Benefits Participation. Eligible part-time/adjunct faculty should receive all state mandated benefits and college provided employee benefits, proportionate to those received by full-time faculty.
3. Faculty Mix. The ratio of full-to part-time faculty at each college district should be based upon program and student need. The funding necessary to improve services to students through increasing courses taught by full-time faculty should be provided by the Legislature.
4. Initial Recruitment and Selection. Part-time faculty should be selected and retained through a structured professional interview process that is based on the same or similar criteria as applied to full-time faculty.
5. Job Security. Upon successfully completing a review period, regularly employed part-time/adjunct faculty should achieve a form of job security.
6. Performance Review. Part-time faculty should be evaluated using comparable criteria, standards and procedures which are applied to evaluate full-time faculty.
7. Professional Development. Colleges should assist part-time faculty to identify and address their development needs in ways which are accessible and affordable.

8. Support Services—Professionalism. Part-time faculty should be treated with the same professionalism as full-time faculty and provided the necessary support services to do their jobs.
9. Communications. Part-time/adjunct faculty should be afforded easy access to communications from the college and have the means to communicate with the college community.
10. Best Practices Report. The best practice principles should be used in making state and local decisions and agreements affecting part-time faculty. The “Part-Time Faculty Best Practices Report” will be published and distributed to all college presidents, human resources directors, trustees, and local faculty union presidents. At least annually, each college should conduct a review of their actions related to achievement of these best practices.

We look forward to working with you in the adoption and implementation of these principles.”

3. WPEA – No report
4. Administrative Services – Mr. Tom Harker

Mr. Harker distributed and reviewed the financial reports for October, November, and December. He stated that a review of the reports indicates that expenditure patterns are running slightly behind last year’s rate. This trend, coupled with a more organized fiscal year end closeout process, should provide adequate control as the last half of the fiscal year is completed.

Mr. Harker stated that he forwarded to the State Board the Board’s approval to sell Cardinal Cove. He stated that the General Administration Office is researching whether or not it would be financially beneficial to the college to either subdivide the property or leave as one parcel. Mr. Harker also reported that the General Administration office is preparing advertisements for the property which will first be sent to public agencies.

5. Educational Services – Ms. Susan Tinker

Ms. Tinker referenced the recent article in the Skagit Valley Herald recognizing the WorkFirst program. She stated that the current Parks Law Enforcement Academy began on January 2 with 28 students enrolled.

Ms. Tinker introduced Ms. Marie Johnson and Mr. Visakan Ganeson who presented information on the China Study Abroad Program scheduled for June 2006.

Ms. Johnson stated that the China Study Abroad Program will provide students, faculty, administration, staff and community members a unique opportunity for immersion and direct learning experience in China. The participants will experience and actively engage in the direct study of Chinese culture in order to foster and enhance sensitivity to, appreciation for, and an understanding of the global community. She reported that the first part of the trip will be linked with Beijing

Foreign Studies University (BFSU) and will include a tour of the campus, group visits to classrooms and an evening function with BFSU faculty and staff.

Dr. Tollefson informed the Board that Ms. Tinker will be a member of the study abroad group and will meet with the new president of BFSU.

Dr. Tollefson reported that an International Week will be held during spring quarter with the intention of developing a stronger international curriculum and developing opportunities to think globally.

6. Student Services – Ms. Linda Woiwod

Ms. Woiwod reported that beginning fall 2006 a College Hour from 12:30 pm to 1:30 pm will be scheduled each Tuesday. She stated that this will be a time events can be scheduled that will enhance programs and the educational experience for students.

Ms. Woiwod stated that this year the college recouped 60% of the students who were dropped for non-payment of tuition by assisting them in finding alternative methods of payment.

7. Whidbey Island Campus – Dr. Mick Donahue

Dr. Donahue reported that discussion regarding Building 12 is still in process. He has talked with the Oak Harbor mayor and city council regarding Building 12 and they do not appear to have an interest in the building.

Dr. Donahue stated that discussion has begun regarding possibly establishing a regional center for marine trades in Anacortes. He said that Mr. Mike Swietzer, Marine Technology Instructor, is spending time researching the idea to see if it would be possible. Dr. Donahue reported that the Oak Harbor Marina is working on their Master Plan and contacted him to see if the Marine Tech Program would like to relocate to the marina. He responded that there is possible interest, however, establishing a regional center in Anacortes is being considered.

Dr. Donahue stated that like all other areas they have been working hard on enrollment. He said that South Whidbey Center enrollment was up slightly over last fall and winter enrollments have also increased. Dr. Donahue acknowledged the good work of Ms. Lynn Hahn, Mr. Rick Stewart and faculty at the South Whidbey Center and the remodel of the facility as contributing to the increase in enrollments.

8. President – Dr. Gary Tollefson

Dr. Tollefson thanked the Trustees for attending the Champions of Diversity event, he stated how much it means to the students to have them participate. He reported that the holiday open house went very well with a good turn out, and if Administrative Team is willing to support will probably hold it again this year.

Dr. Tollefson said that the TACTC Legislative Conference is scheduled for February 12-14 in Olympia. He distributed information on a comparison of the State Board's budget request and Governor Gregoire's budget proposal.

9. Board of Trustees – Jess del Bosque

Mr. del Bosque presented an update on the Strategic Planning process. He stated that the combined Strategic Plan Steering Committee and Writing Team has been meeting twice monthly since September to work on draft documents, revising repeatedly based on input from the campus community via focus groups, web surveys, and responses to several iterations of the documents.

After the meeting last Friday, a fifth draft of Mission, Vision, and Values Statements and a Strategic Plan with Goals and Objectives was developed. This draft document also includes the definitions that guided the committees' thinking and decisions about what should be included in each statement.

Ms. Rojas thanked everyone involved for the time and effort spent on the process. Dr. Tollefson agreed and acknowledged all of those who have put time and energy into reviewing the documents, asking questions and suggesting alternative wording.

Dr. Pettitt stated that a study session will be held for the Board in February to review the final draft of the Strategic Plan and the Mission, Vision and Values Statements.

IX. PUBLIC COMMENT:

The Chair recognized Mr. Josef Kunzler.

Mr. Kunzler distributed information and stated his concern regarding having transparency and clarity regarding public records requests and Board of Trustees' email accounts.

X. NEXT MEETING:

Tuesday, February 21, 2006, 4:30 p.m., Mount Vernon Campus – Board Room

XI. EXECUTIVE SESSION

The Chair stated that the Board would need to adjourn to executive session for approximately 30 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. He stated that no action would be taken and requested that Mr. Harker participate in the executive session.

**CONVENED INTO EXECUTIVE SESSION AT 6:00 P.M.
RECONVENED INTO OPEN SESSION AT 6:35 P.M.**

XII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:35 p.m.

Mel Takehara, Chair

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