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 and that Mrs. Hancock would be delayed due to heavy traffic.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

Ms. Arden Ainley, Director of Public Information, introduced Mr. Moritz Rechberger who was visiting from St. Valentin, Austria.

V. CONSENT AGENDA:

1. Board Meeting Minutes – June 10, 2004

The consent agenda item was approved as presented.

VI. INFORMATION ITEM:

1. Head Start Year End Report

Ms. Susan Tinker, Vice President – Educational Services, introduced Ms. Joan Youngquist, Interim Director of Head Start, and stated that Ms. Youngquist would provide a report on the Head Start Program.

Ms. Youngquist introduced Ms. Carol McCormick, Program Manager, and Mr. Jim Waltrey, community representative to the Head Start Policy Council. Ms. Youngquist distributed and reviewed the annual report for Head Start. Ms. Youngquist reported that Skagit/Islands Head Start provides early childhood education and parent support to low income families in San Juan, Island, and Skagit counties. She stated that the communities served are diverse and include Native Americans, many Hispanic families and growing Russian/Ukrainian and Oaxacan populations. Ms. Youngquist reported that the Early Head Start
program supports infant and toddler development for children from birth to age three. Infant toddler specialists visit in the home each week to work on children’s goals and to support parenting skills. The Preschool Head Start Program is a center-based program for children ages three to five that supports children in school readiness through integrated development across eight learning domains.

Ms. Youngquist reported that all children enrolled in Early Head Start are assessed regularly to ensure children are developing as expected, and to identify early on children who may benefit from special services. She stated that the Head Start Outcomes framework for Preschool Head Start identifies language, literacy, math, science, social/emotional, creative arts, physical, and approaches learning as learning domains. Ms. Youngquist reported that this past year all children in the preschool program were assessed in all domains with the Creative Curriculum Continuum.

Ms. Youngquist reported that this past year six staff members received their AA degree in Early Childhood Education from Skagit Valley College. She stated that an additional six staff members are working on their degree and expect to achieve it within a year. Ms. Youngquist said that all staff members participated in a minimum of three workshops during the year at the local, regional, or national level.

Ms. Youngquist stated that the success of the Skagit/Islands Head Start Program is due in large part to collaboration with school districts, Part C providers, and other community organizations. School District facilities, transportation, food service, and strained staff benefit the Head Start preschool program. Ms. Youngquist reported that Head Start’s involvement and collaboration with partners has supported child and family health, expanded early learning opportunities, and provided training opportunities for early childhood educators and providers in the communities we serve.

Ms. Youngquist reported that Skagit/Islands Head Start has been fiscally sound and solvent. She stated that Head Start is currently using end of year funds for building repair and maintenance, classroom environment enhancements, and purchase of a bus to transport Head Start children in Mount Vernon. Early Head Start funds are also being used for the remodel of the new SVC Child and Family Learning Center.

The Chair thanked Ms. Youngquist for the report.
VII. ACTION ITEMS:

1. Recommendation of Associate of Visual Arts Degree

Ms. Tinker reported that in 2002 discussions began with the Fine Arts Department Chairperson from Washington State University about developing a joint SVC/WSU articulation agreement and transfer degree. This degree was designed to address the concerns of SVC students who wish to major in visual arts, but find that completing a two-year degree makes it impossible to take all the necessary prerequisites for admission as a Fine Arts major at WSU.

Ms. Tinker stated that the Associate in Visual Arts degree will be approved by Dr. Barbara Couture, Dean of the College of Liberal Arts, pending approval of the AVA degree by the SVC Board of Trustees. The proposed degree was reviewed and approved by the Instruction Committee in December 2002 contingent upon final approval of an articulation agreement by SVC and WSU.

Ms. Tinker reported that this transfer degree is representative of the growth in subject area transfer degrees between Washington community colleges and baccalaureate granting institutions. The expectation with these degrees is that the community college transfer student will major in a discipline, completing most of the required courses for that major. Additional required general education requirements will be completed by the transfer student at the four-year institution.

It was moved by Mr. Jess del Bosque and seconded by Mr. Mel Takehara to approve the addition of an Associate in Visual Arts Transfer Degree with Washington State University for inclusion in the 2005-07 Skagit Valley College Catalog.

Dr. Tollefson stated that degrees like this one will probably become more common in the coming years as more movement is made in this direction. Mrs. Lisser asked about the number of students this degree will impact. Ms. Tinker replied that there is a small number at this time but the number will grow in future years.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of President’s Contract

Mr. Moser stated that this item would be deferred until later in the meeting when Mrs. Hancock would be present to participate in the discussion.
VIII. COLLEGE REPORTS:

1. ASSVC

Mr. Alan Muia, Director of Student Life, introduced Ms. Eileen Stith, the ASSVC President for 2004-05.

Ms. Stith stated that she was happy to meet everyone and pleased to be at the meeting. She reported that she recently met with Dr. Tollefson and looks forward to a year of good communication.

Ms. Stith reported that tuition increases continue to be a concern of students. She stated that she wanted to attend this meeting to introduce herself to the Board and to say that she is honored to be the ASSVC President.

2. WPEA

Mr. Mike Merrill reported on behalf of Ms. Carolyn Batchelor.

Mr. Merrill reported that the Master Contract negotiations with the Governor’s office began last week and are expected to continue through the summer. He stated that staff have held several organizational meetings with Head Start classified supervisors and should hear from PERC soon regarding establishing another bargaining unit within the SVC chapter.

Mr. Merrill reported that Labor/Management met on June 16 and that minutes from the previous meetings were submitted and approved. He stated that discussion included the telecommuting policy, leave issues, possible problems and follow-up to the 4/10 summer schedule and training for supervisors on the EDPP procedure. The group also discussed the breakdown in communication between administrators and classified staff and the plan to work on developing different models and tools for communication.

Mr. Merrill stated that Ms. Carolyn Batchelor and Ms. Sue Williamson, Executive Director of Human Resources, will meet regularly this summer to keep each other informed on classified staff issues. Emergent issues include training opportunities, unfilled classified positions and several cyclic employee issues.

Mr. Merrill reported that at the Whidbey Island Campus, Bruce Moen received the Outstanding Classified Staff Award from students for his innovative ideas and enthusiastic approach to campus beautification projects. He stated that on the Mount Vernon Campus, staff members Christina Garcia and Clarissa Mansfield recently attended the Council on Library/Media Technicians Conference in Orlando, Florida. Mr. Merrill stated that Ms. Mindy Coslor, Associate Dean of
Library and Media Services, is to be commended for her support in making it possible for library staff to attend this event.

3. Administrative Services

Mr. Bruce Klewer, Vice President – Administrative Services, distributed a preliminary budget report through June 30. He stated that closing out the fiscal year will take place over the new few weeks. Mr. Klewer stated that he will have expenditures for review at the next Board meeting.

Mr. Klewer stated that he was scheduled to provide an update on the audit but he asked if it should be deferred to the August 26 study session when Mrs. Hancock would be able to participate. The Chair agreed and asked Mr. Klewer to provide an update on the audit at the August 26 study session.

Mr. Klewer stated that completion of construction of McIntyre Hall is still on schedule for September 7. He reported that the first of the inaugural events will take place on October 23 and that event is scheduled to be a hard hat tour for the architects, builder, and construction workers, and that there will also be a small performance that night to test equipment. Mr. Klewer stated that a fire drill will be held after the performance. He said that a “soft touch” tour for the disabled has been scheduled during the inaugural events. Mrs. Lisser asked for a copy of the inaugural events schedule. Mr. Klewer said he will provide a copy of the schedule to the Trustees. Dr. Tollefson asked if commitments have been made for dates and activities. Mr. Klewer responded that the dates have been set but details on the activities are still being worked out.

4. Educational Services

Ms. Tinker reported that the Business Resource Center was reorganized this past year and has been quite successful. She said that Ms. Laura Cailloux, Director of the Business Resource Center, and Ms. Terri Nogler, Community Programs Coordinator, have worked closely with the Economic Development Association of Skagit County on developing Leadership Skagit. Ms. Tinker reported that the first class of Leadership Skagit had 27 participants and that all completed the program. She said that at some point it may be possible to highlight at the American Association of Community Colleges annual conference or some other national conference. Mr. Moser stated that he has heard that Leadership Skagit is an outstanding program. Dr. Tollefson stated that Skagit Valley College has been at the core of the creation and implementation of the Leadership Skagit program.
5. Student Services

Ms. Linda Woiwod, Interim Dean of Student Services, reported that summer 2004 enrollment is down approximately from summer 2003 enrollment. She stated that fall 2004 enrollment is close to meeting expectations.

Ms. Woiwod stated that we are seeing more part time students in relation to full time students than we have seen in the past. Dr. Tollefson asked her if she had a sense of why that was happening. Ms. Woiwod responded that she does not believe it is due to the increase in tuition, but believes that there are more options available to students in the economy.

Ms. Woiwod reported that the college has been given an award of $30,000 for scholarships for students engaged in civic development programs.

6. Whidbey Island Campus

Dr. Mick Donahue, Vice President – Whidbey Campus, reported that graduation went very well and thanked the Trustees for attending. He stated that the golf tournament also went very well, 120 golfers participated. Dr. Donahue said that while the numbers were not yet final he believes the net total will be somewhere between $16,000 to $18,000.

Dr. Donahue stated that if the September levy for a new Oak Harbor Library passes, the library will move in three years. He reported that he and Mr. Klewer have met with representatives from the City of Oak Harbor to discuss options available if the library moves. Dr. Donahue stated that he will keep the Board updated on the status of the library.

Dr. Donahue reported that he was contacted by NAS Whidbey regarding the college’s interest if the Navy were to surplus Building 12 (located next to Sprague Hall). He stated that the Navy is just probing for our interest at this point and they will get back to him. Dr. Donahue stated that he does not know how much land will be available with Building 12.

Dr. Donahue suggested that the Board may be interested in holding a study session on the library, if the levy passes, and Building 12.

Dr. Donahue shared a complimentary letter he received from a student taking a senior class.

7. President
Dr. Tollefson stated that the Whidbey Island Campus Golf Tournament was outstanding and thanked Ms. Fay Shane, Interim Foundation Director, and the Whidbey Island Campus Golf Committee for their excellent work.

Dr. Tollefson reported that on July 7 he met again with Commissioner Dahlstedt, Mayor Norris and Mr. Moser to discuss acquisition and use of the land east of the Mount Vernon Campus. Mr. Moser stated that they discussed possible ways to share the land and the other agencies interest. He reported that all of the above people will be going to Yakima on July 22 to tour the SunDome and meet with Senator Alex Deccio regarding how funding was achieved for that facility as it may be similar to one of the options this group is considering.

Dr. Tollefson reported that on July 19 Mr. Don Wick, Director of the Economic Development Association of Skagit County, will be heading a Community Trade and Economic Development meeting regarding boat manufacturing and the marine trades technology, such as resin infusion. Dr. Tollefson stated that Janicki Industries is probably the world leader in resin infusion technology and there is legislative interest in how they can be helpful in sparking more growth in the boat manufacturing and marine trades area. He said that Ms. Michele Koci’s team is working on grants that may also be helpful.

Dr. Tollefson stated that on July 21 at 4:00 p.m. a walk-thru of McIntyre Hall is scheduled for the Trustees and the Skagit Regional Public Facilities District Board. He said that this will be followed by a 4:30 p.m. meeting between the two boards, at which Mr. Tim Thompson, Regional Manager of the Liquor Control Board, is scheduled to attend and present information and answer questions regarding liquor permit issues. Dr. Tollefson said this will enable both boards to interact and provide direct messages to each other on this issue.

Dr. Tollefson distributed a copy of the Regular Interim Evaluation Report from the Northwest Commission on Colleges and Universities. He stated that it was a good report with three commendations:

1. The College is commended for its model approach to funding a new Performing Arts and Conference through local bonds and community partnerships.
2. The College is commended for its efforts to update and revise the Board of Trustees Policies. The document sets high expectations for the college and identifies roles and responsibilities for the Board, President and college community.
3. The College is commended for its follow through in developing and implementing an assessment plan that identifies clear program outcomes, utilizes data gathering and analysis and provides for program changes using the information that is gathered.
Dr. Tollefson reported that one recommendation was given:

1. While the College has taken significant steps to simplify its Strategic Plan and relate the plan to the Board of Trustees’ Ends Policies, there still is work to be done in linking these plans, appropriate outcome measures and targets with the overall planning process. It is recommended that the College continue its efforts to tie the development of targets, data gathering and analysis, and Board Monitoring Reports with the College’s annual initiative and budget process.

Dr. Tollefson distributed an article from the July 6, 2004, Everett Herald on the three gubernatorial candidates and their opinions on higher education plans.

Dr. Tollefson shared a complimentary letter from a 2004 SVC graduate. He distributed a copy of a letter from the Assistant Director of the University of Washington’s Educational Talent Search which cites the people at Skagit Valley College that were helpful with their recent Talent Search Program at the college.

8. Board of Trustees

Mrs. Hancock reviewed information on the presentations she attended at the June 2004 Association of Community College Trustees Conference in San Antonio, Texas. She highlighted the following conference highlights:

- Participated in an environmental scan for development of topics at future conferences. Ms. Hancock stated that cross-cultural awareness came through as one of the most important topics;
- Attended a session on board retreats. Ms. Hancock said this was an excellent topic and would like to discuss it in more depth;
- Attended a session on legal and ethical issues;
- Attended a presentation by San Francisco City College on biomedical programs they offer to disadvantaged students and the success they have had with those programs;
- Attended a session on the need for soft skills. Many students have the technical skills necessary but are not trained in customer service skills. Ms. Hancock stated that many hospitals have contracted with colleges to teach different skill sets to their employees;
- Attended an excellent session on the board/president relationship.
IX. PUBLIC COMMENT:

No requests for Public Comment were submitted.

X. NEXT MEETING:

Tuesday, September 14, 2004, 4:30 p.m., Mount Vernon Campus – Board Room

XI. 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 5:40 P.M.  
RECONVENED INTO OPEN SESSION 6:30 P.M.

No action was taken during Executive Session.

XII. ACTION ITEM:

1. Recommendation of President’s Contract

It was moved by Mr. Jess del Bosque and seconded by Mr. Mel Takehara to renew Dr. Tollefson’s contract as presented and to run from July 1, 2004 to June 30, 2007.

MOTION PASSED UNANIMOUSLY

XIII. ADJOURNMENT:

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

_________________________  __________________________
Tom Moser, Chair    Gary Tollefson, President
Executive Secretary to the Board
Lisa Radeleff, Secretary to the President