MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, JANUARY 11, 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 Mrs. Mildred Roberts and her family, Mr. Rob Martin, Executive Director of Chinook Enterprises, Dr. Joan Armstrong, and Ms. Marie Sather.

The Chair introduced and welcomed new Board member, Ms. Margaret Rojas.

Ms. Rojas stated that she is honored to be a member of the Board of Trustees and that she is excited to be here.

V. CONSENT AGENDA:

The consent agenda item, December 14, 2004 Board meeting minutes, was approved as presented.
VI. ACTION ITEMS:

1. Resolution 05-01, Joan Armstrong Tennis Courts

The Chair stated that at the December 14, 2004 Board meeting, the Trustees approved the naming of the tennis courts as the Joan Armstrong Tennis Courts. The Chair then read the resolution, which follows:

WHEREAS, Dr. Joan Armstrong served as a physical education instructor and coach for 37 years, and

WHEREAS, she is known as the founder of Women’s Athletics at Skagit Valley College, and

WHEREAS, she coached several sports, but was most known as the Skagit Valley College women’s and men’s tennis coach, and

WHEREAS, she coached numerous individual and team champions, and

WHEREAS, she is known not only in the State of Washington but nationally as an advocate for physical education and women’s sports, through serving on many local, state, and national committees and boards;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that the tennis courts on the Mount Vernon Campus will hereafter be named the Joan Armstrong Tennis Courts.

The Chair recognized Mr. Gary Knutzen, Athletic Director, who gave background information on Dr. Armstrong’s career with Skagit Valley College. Mr. Knutzen presented Dr. Armstrong with a tee shirt imprinted with the name Joan Armstrong Tennis Courts.

The Chair and Dr. Tollefson presented Dr. Armstrong with a framed copy of the resolution.

Dr. Armstrong thanked the Board for naming the tennis courts for her contributions. She stated that she felt very honored to be a member of the Skagit Valley College faculty.

Resolution accepted as presented.
2. Resolution 05-02, Walter Roberts Hall

The Chair stated that at the December 14, 2004 Board meeting, the Trustees approved the renaming of the Technical Building on the Mount Vernon Campus as Walter Roberts Hall. The Chair then read the resolution, which follows:

WHEREAS, Walter Roberts served as Dean of Vocational Programs from 1950 to 1983, and

WHEREAS, he provided the leadership necessary to develop many of the professional and technical programs that exist today: Human Services, Diesel, Culinary Arts, Business Management, Electronics, Parks Law Enforcement, and Welding, and

WHEREAS, he was a visionary leader with a positive, forward moving attitude, and

WHEREAS, he was greatly respected and held in the highest esteem by students, faculty, staff, and colleagues at the state level, and

WHEREAS, his service was performed with distinction;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that the Technical Building on the Mount Vernon Campus will hereafter be named Walter Roberts Hall.

The Chair recognized Ms. Susan Tinker, Vice President – Educational Services, who gave background information on Mr. Walter Roberts.

The Chair recognized Mr. Rob Martin who stated that for the last 20 years the building that Chinook Enterprises leases has been known as Roberts Hall, however, he feels it is appropriate to relinquish the name and have it now used as the name for the Technical Building.

The Chair and Dr. Tollefson presented the resolution to Mrs. Roberts.

Mrs. Roberts thanked the Board for honoring her husband by naming the Technical Building as Walter Roberts Hall.

Resolution accepted as presented.

3. Resolution 05-03, Recognition of Elizabeth Hancock
The Chair read Resolution 05-03, honoring Mrs. Elizabeth Hancock’s service as a member of the Board of Trustees.

WHEREAS, Elizabeth Hancock has served Skagit Valley College as a member of the Board of Trustees from October 1999 through December 2004, and

WHEREAS, she served as Chairperson of the Board during the year 2002-2003, at which time under her direction, guidance and judgment the search for the new president of Skagit Valley College resulted in a successful process and selection of a new college president, and

WHEREAS, during her tenure as trustee at Skagit Valley College, she served on the Board of Directors and on the Legislative Steering Committee of the Washington State Trustees Association; served on the task force to develop Board Policies; hosted the state TACTC Conference in May of 2000, and

WHEREAS, her dedication of time and diligent effort resulted in the development of a Board Policies Manual, and

WHEREAS, her willingness to continually be involved and participate on many committees on behalf of the college and the community at large has shown her to be a valued and respected leader who is extremely generous in the giving of her time and expertise;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that Elizabeth Hancock receive special recognition for her significant service to Skagit Valley College, and

BE IT FURTHER RESOLVED, that the Board of Trustees of Community College District No. 4, on behalf of the entire college community, expresses appreciation for her service as a most valued member of the Board and extends sincere appreciation for a job well done and best wishes for the future.

It was moved by Ms. Lisser and seconded by Mr. Takehara to approve Resolution 05-03, Recognition of Elizabeth Hancock.

MOTION PASSED UNANIMOUSLY.

VII. INFORMATION ITEMS:

1. Business Resource Center and Community Education

Dr. Tollefson introduced Ms. Laura Cailloux, Director of the Business Resource Center (BRC), and Ms. Terri Nogler, Community Education Coordinator.
Ms. Cailloux stated that the purpose of the BRC is to provide services and training to create healthy business and increased quality of life concentrating on professional development training and personal enrichment classes. Ms. Cailloux stated that the BRC is revenue generating and self-supporting.

Ms. Cailloux highlighted programs offered:

- Business Resource Center
- Latino Business Retention and Expansion
- Community Education
- Leadership Skagit
- Customized Training
- Intensive Spanish Institute

Ms. Cailloux stated that the BRC assists in the start up or expansion of local businesses. She said that they offer resources such as a computer lab and library and they provide free, one-on-one counseling.

Ms. Nogler presented information regarding Community Education. She stated that Community Education covers three areas:

- Personal Enrichment Classes
- Kid’s College
- Professional Development

Ms. Nogler reviewed the enrollment numbers and some of the strategies used in marketing Community Education classes.

Ms. Nogler reported that she is the coordinator for Leadership Skagit. She stated that Leadership Skagit provides education on accessing community resources and influencing decision-making. Ms. Nogler said that it also provides training on ethical leadership, community diversity, and community stewardship.

Ms. Nogler said that Community Education also provides customized training for the business community. They provide classes in such areas as Command Spanish and flagging.

The Chair thanked Ms. Cailloux and Ms. Nogler for their presentations.

2. McIntyre Hall Revised Budget

Ms. Joan Penney, Executive Director, distributed and reviewed a revised current year budget for McIntyre Hall. She stated that it is a working document that is constantly changing as there are a number of variables, such as number of ticket sales and cost of utilities for the new building.
A question was raised on the endowment. Ms. Penney stated that the $125,000 from the McIntyre’s may go into the endowment. She also reported that when tickets are purchased customers are asked if they would like to donate one dollar to the endowment fund. Ms. Penney stated that the endowment is currently at $500,000, which is the original goal although the current goal is set at one million dollars.

A question was asked about whether or not tickets can be purchased on-line. Ms. Penney replied that it is not currently available but she hopes it will be up and running by February.

A question was raised regarding ushers. Ms. Penney replied that all ushers are volunteers and have gone through training.

Dr. Tollefson stated that McIntyre Hall is a new venture and that the only thing that can be accurately predicted at this point is salary expenses.

Ms. Penney recognized Mr. Steve Craig and Mr. Lyle Hildahl for the numerous hours they have worked on events for McIntyre Hall.

VIII. MONITORING REPORT:

1. Institutional 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 both the January 2003 and January 2004 meetings.

Dr. Pettitt reported that the student access and success data remain fairly consistent during the past three years. She stated that the implementation of a Diversity Framework and a revised Affirmative Action Plan during this current year will provide the college with both additional in-depth data, and more importantly, clearer focus for the college’s diversity efforts.

Dr. Pettitt reported that the college continues to enroll a percentage of students of color that mirrors both the over 18 population of color and the enrollments by ethnicity in the high school population—approximately 19%. Over half of the Hispanic students attending SVC are at the college to acquire basic skills (ABE/ESL/GED) while 18% are at the college to obtain an Associate of Arts General Studies (AAGS) or University & College Transfer (AAUCT). Other students of color are more likely to be seeking a general studies or transfer degree or a professional/technical degree or certificate.
Dr. Pettitt stated that the fall-to-fall retention rate for students of color attending to obtain a professional/technical degree or certificate has been rising over time and is better than for non-minority students. While the retention rate for transfer degree-seeking students of color is lower than their white counterparts, the rate has increased from 38% for the fall 2000 cohort to 46% for the fall 2003 cohort. The percentage of students of color receiving degrees or certificates declined from the prior two years.

Dr. Pettitt reported that 11% of the college’s full-time employees report minority status. The college’s Affirmative Action Plan will set goals to increase these numbers in each job category, in part by increasing the number of minority applicants (currently 8%). Recognizing the limited turnover in some job groups (e.g., Admin/Exempt, Faculty, and Technical), it may be difficult to make significant progress in meeting our affirmative action goals in the short-term.

Dr. Pettitt stated that the college will be administering the Community College Survey of Student Engagement (CCSSE) in Spring 2005. This will provide the college with comparison data to the spring 2003 administration, including questions about the campus environment.

Dr. Pettitt reported that it has been a goal of the college in recent years to provide a strategic plan for institutional diversity that complements the college’s mission, and is compatible with diversity plans required by other State and system entities. She stated that in Fall 2003 the State Board for Community and Technical Colleges created a Framework for Diversity Assessment and Planning “to provide campuses with a tool they can use to assess their efforts in promoting and supporting the academic achievement of students of color.”

Dr. Pettitt stated that the college’s Diversity Steering Committee voted to use the Framework for developing our diversity agenda. In November 2004, a group of nine college faculty, staff and administrators attended the Washington Center-sponsored Campus Equity and Engagement Planning Retreat. The group spent two days reviewing existing data, identifying additional data sources, discussing the implications of the data, and developing possible recommendations in several areas. The group completed approximately two-thirds of the SVC framework and plans to convene later in January to complete their work. The Framework will provide the basis for future goals and activities related to the college’s diversity agenda.

IX. COLLEGE REPORTS:

1. ASSVC

Ms. Eileen Stith reported that the Services and Activities committees are beginning work on the 2005/06 Services and Activities Budget.
The Chair updated Ms. Stith on the plans to lease the Cardinal Cove property to Skagit County until October 2006. Dr. Tollefson asked Ms. Stith to meet with Ms. Linda Woiwod, Dean of Student Services, and Mr. Alan Muia, Director of Student Life, on how the money will be handled if the property is sold. Ms. Stith stated that she is more than willing to participate in any discussions regarding the property.

2. SVCFT

Ms. M.J. Tyler stated that SVCFT would like to welcome Ms. Margaret Rojas to the Board of Trustees and to SVC. Ms. Tyler invited Ms. Rojas to visit classes, attend the Jill Fugate lectures, and to join them for one of their monthly meetings.

Ms. Tyler stated that although this is not a year in which the entire contract is open for negotiations, SVCFT is working on some contract articles. In addition to the article regarding salary, which is negotiated every year, SVCFT is preparing to meet with the administrative team to discuss changes to the professional development section and to the workload section. The professional development work is in part a continuation of an agreement that SVCFT made last year to identify criteria and a process by which faculty can apply for a promotion that they are calling Senior Status. In addition, it is a response to the change in the law regarding certification for professional/technical faculty. Ms. Tyler stated that SVCFT looks forward to being able to report that this work is finished and to ratify those changes to the contract.

Ms. Tyler stated that in the *Seattle Times* on Monday, January 10, there was an editorial entitled “Refueling the engine of higher education.” The writer of the editorial, Kate Riley, commends both the four-year colleges and the community colleges for continuing to do “more with less.” Last year community colleges were over-enrolled by 10,000 students. This year, the over-enrollment figure is 3,400 partly because some funding was eked out of the budget. But cuts have been made elsewhere, and salaries are continuing to lag behind those of higher education employees in the surrounding states. And the increasing tuition costs are making access more difficult for students, especially for those middle class students who cannot afford tuition but, due to parent income, do not qualify for financial aid.

Ms. Tyler reported that SVCFT is glad to be participating in the college wide legislative committee. However, they would like to do more. She stated that this seems like an opportune time for faculty and Board members to work together toward, at the very minimum, maintaining the higher education system and, hopefully, going beyond the minimum to invest in Washington’s future. SVCFT would like to work with the Board in whatever ways seem most effective to keep higher education issues in front of the legislature and the governor during this session.
3. WPEA

There was not a representative from WPEA to report at the meeting, however, Ms. Batchelor did send a written report to the Board.

4. Administrative Services

Mr. Bruce Klewer, Vice President – Administrative Services stated that the proposed lease for Cardinal Cove is being reviewed by Skagit County.

Mr. Klewer distributed and reviewed the budget reports for November and December.

Mr. Klewer reported that Hodson Hall is still under construction and is on time to reopen in spring quarter. He stated that tomorrow there will be a meeting with the architects to discuss the Campus Center building.

Dr. Tollefson stated that the Campus Center is a heavily used building and it needs to be renovated. He hopes to have the design process take place in spring and have construction being during the summer. Dr. Tollefson asked Ms. Stith to relay to students that there will be some “pain and suffering” during the renovation but will try to come up with the best possible plan to lessen the inconvenience as much as possible.

5. Educational Services

Ms. Tinker distributed a flier that is being used to promote ESL certificate classes in the health care field. She stated that this is a collaborative effort with the Northwest Alliance for Health Care Skills, Bellingham Technical College and Whatcom Community College for health care professions career ladder classes. She stated that the Certified Nurse’s Assistant class has 23 students enrolled.

Ms. Tinker stated that the Head Start program has a Director and a Policy Council with ultimate oversight by the SVC Board of Trustees. She said that the Board is provided monthly reports on Head Start but that the Director, Ms. Joan Youngquist, is requesting that a Board member serve as liaison to the Policy Council.

Dr. Tollefson stated that in the past year there has been an effort to bring Head Start closer to the college and that a Board liaison would be another step in bringing a closer relationship.

Ms. Rojas volunteered to serve as the Board’s liaison to Head Start’s Policy Council.
The Chair thanked Ms. Rojas for volunteering and appointed her as the liaison to the Policy Council.

6. Student Services

Ms. Linda Woiwod reported that Mr. Cam Weaver, a graduate and former soccer player for SVC is now at Seattle University and is a player on their soccer team and was voted “Newcomer of the Year.”

Ms. Woiwod stated that Boeing has gifted SVC with 25 laptop computers. The laptops will be distributed throughout the district and available for students to check-out.

Ms. Woiwod reported that Student Services staff members are going through training to provide better support the math programs and students.

7. Whidbey Island Campus

Dr. Mick Donahue, Vice President – Whidbey Island Campus, reported that the Whidbey Island Campus Math Department has been meeting to discuss ways to help students improve in math. He stated that the faculty have been meeting with their Mount Vernon math colleagues and have begun discussions on such items as, having algebra be a three quarter sequence instead of the current two quarters and revising the math assessment test. Dr. Donahue stated that a “math center concept” has been discussed. This concept would allow students to take basic math through calculus at their own pace.

Dr. Donahue reported that he met with the new Commanding Officer of NAS Whidbey last week. He stated that he provided a tour of the Whidbey Island Campus and they discussed Building 12. Dr. Donahue said that he has drafted a letter stating the college’s interest in Building 12 and he will forward it to Dr. Tollefson for his edit.

Dr. Donahue announced that the Whidbey Island Golf Tournament is scheduled for June 24. He invited the Trustees to either volunteer or play in the tournament. Dr. Donahue said that he met with the golf committee and Foundation staff on January 10 to discuss plans for the tournament; and that the fundraising goal is $18,000 to $20,000.

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 on December 16 he toured the PACCAR facility in Burlington. He stated that the facility is the North American testing and development center for Peterbilt and Kenworth trucks. Dr. Tollefson reported that they are very interested in developing more of a relationship with SVC; and they are interested in on-site training. He said that he and Ms. Tinker will meet soon to discuss this in more detail.

Dr. Tollefson reported that he also recently toured the Dri-Eaz plant in Burlington. He stated that they do business worldwide related to clean-up after floods and hurricanes and that their facility provides the equipment and training. Dr. Tollefson said that these connections are a result of the manufacturing summit that was held last October.

Dr. Tollefson thanked Administrative Team members for co-hosting the holiday open house at his home. He thanked the Board members for attending.

Dr. Tollefson reported that Cabinet held a work session yesterday and one of their main topics was on ways to improve the budget process and to make it a more transparent process for the college community.

Dr. Tollefson said that the Regional Skills Center proposal has gathered momentum. He stated that in late December he met with Representative Dave Quall and the school superintendents to discuss details. Dr. Tollefson said he hopes the skills center will locate at SVC.

Dr. Tollefson reported that the fabric art piece has been moved from the Annex lobby into the Board Room and that by next month the SVC logo and Trustee portraits will be located in the lobby. He stated that the Whidbey Island Campus and the three centers will also display the President’s and Trustees’ portraits.

9. Board of Trustees

The Chair stated that he is looking forward to participating in the visit to Beijing Foreign Studies University in March.

X. PUBLIC COMMENT:

No requests.

XI. NEXT MEETING:

Tuesday, February 8, 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 20 minutes to discuss a personnel issue.

CONVENED INTO EXECUTIVE SESSION AT 6:40 P.M.
RECONVENCED 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.

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