`MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, JUNE 14, 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
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

No guests were present.

V. CONSENT AGENDA

The May 10 and 23, 2005 Board meeting minutes were approved as presented.

VI. ACTION ITEMS

1. Recommendation of Associate of Applied Science in Early Childhood Education Transfer Degree

Ms. Susan Tinker, Vice President – Educational Services, stated that each Washington community and technical college Associate degree program in Early Childhood Education has developed individually and independently over time, resulting in a wide variety of program configurations. While content is generally similar, degree titles, course titles, numbers and credit levels vary widely. The incorporation of general education coursework varies as well. Students need the
intensity and depth of a professional technical education in Early Childhood Education to obtain employment, and then later find a Bachelor’s degree is desirable and necessary to advance in their field.

In January 2003, the Washington Association for Educators of Personnel in Early Childhood Programs (Early Childhood Education Department chairs in two and four-year colleges) agreed to work on providing a “…degree that meets immediate employment needs as well as provides transfer opportunity, in order that students may advance within their chosen field of early childhood education.” Head Start and local school district pre-kindergarten staff requirements for BA degrees encouraged this work. Loretta Seppanen, of the Washington State Board for Community and Technical Colleges, led statewide discussions on the degree template and the AAS-T requirements.

The AAS-T in Early Childhood Education was designed to promote the development of a professional-technical Associate degree program option for students that is consistent state-wide, agreed upon by community and technical colleges and participating four-year institutions and which allows transfer into a Bachelor’s degree program with junior-level standing. The degree must have 40 credits of general education and 50 credits of early childhood education (meeting competencies as identified by the National Association for the Education of Young Children and the Washington State Office for Superintendent of Public Instruction). The proposed Skagit Valley College degree has 95 credits and meets these requirements.

Bellevue, Big Bend, Centralia, Columbia Basin, Olympic, Peninsula, and Spokane Falls Community Colleges now offer the AAS-T in Early Childhood Education. Six other community colleges are in the process of review and preparation of this degree. Four-year colleges and universities with specific Bachelor’s degree programs that accept the Associate in Applied Science-T in Early Childhood Education are City University, DeVries, Eastern Washington University – Child Studies Degree, Evergreen State College, Seattle Pacific University, University of Phoenix, and Washington State University – Human Development.

It was moved by Mr. Mel Takehara and seconded by Mr. Jess del Bosque to approve the Associate of Applied Science Transfer Degree in Early Childhood Education as presented, effective fall 2005.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Exceptional Faculty Awards

Ms. Tinker reported that in 1991, the Legislature established an exceptional faculty award trust fund, appropriating funds to match monies raised by the individual colleges. The SVC Foundation endowments and matching funds from the State Board now total $986,527.13. Only the interest earned from the fund may be used to pay expenses for the awards. For 2005-2006, $44,378.60 is
available—approximately 20% is reserved for benefits & awards. A committee of faculty, administration, and Foundation representatives reviewed requests and nominations for awards that had been solicited from faculty and administrators.

The award guidelines specify that Exceptional Faculty Awards (EFA) are made for a) proposed activities b) completed accomplishments, or c) proposals to benefit the faculty as a whole. SVC faculty who plan to engage in noteworthy activities leading to individual professional development, SVC program enhancement, or improvement of the faculty as a whole may apply. Faculty with distinguished accomplishments which are recognized within the college or acknowledged by the professional community may be nominated. Individual faculty may apply or be nominated for a maximum award of $2,000; faculty groups may receive a maximum award of $8,000.

Seven nominations and nine for requests were made to the EFA committee. The EFA committee recommends that all 16 awards be funded—two for less than originally requested.

It was moved by Mr. Jess del Bosque and seconded by Mr. Mel Takehara to approve the awards for nominations of completed projects/accomplishments and for proposed projects, as recommended.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Waiver of Out-of-State Tuition Fee

Mr. Bruce Klewer, Vice President – Administrative Services, said that he believed that the revenue generated from waiving the non-state resident fee was greater than the funds that would be received from not continuing with the waiver, which would negatively effect out-of-state enrollment.

Mr. Klewer stated that the college recommended continuing with the out-of-state tuition waiver for identified students.

Mr. Takehara asked how many non-resident students were enrolled. Ms. Linda Woiwod, Dean – Student Services, replied that she did not have an exact number but knew that it primarily benefits military dependents and students in the Marine Tech and Environmental programs. She stated that she will let the Board know the number of students enrolled under the out-of-state tuition waiver.

It was moved by Mr. Jess del Bosque and seconded by Mr. Mel Takehara to approve the continuation of the out-of-state tuition waiver for identified non-resident students.

MOTION PASSED UNANIMOUSLY.
4. Recommendation of 2005-2006 Services and Activities Fee Budget

Ms. Woiwod introduced Mr. Alan Muia, Director of Student Life, and requested that he present the 2005-2006 Services and Activities Fee Budget to the Board.

Mr. Muia provided a brief overview of the Services and Activities Fee Budget process and reviewed the information presented to the Board at the May 23 study session. He stated that due to the $40,000 carryover, the students decided not to increase the fee for 2005-06.

It was moved by Mr. Mel Takehara and seconded by Mr. Jess del Bosque to approve the 2005-2006 Services and Activities Fee Budget as presented.

MOTION PASSED UNANIMOUSLY.

5. Recommendation of 2005-2006 Operating Budget

Mr. Bruce Klewer, Vice President – Administrative Services, distributed the proposed 2005-2006 Operating Budget. He stated that the information was the same information that was distributed at the May 23 study session, except for a few minor revisions and the addition of the bookstore financial information.

Mr. Takehara asked if the budget reflected the Cost of Living Adjustments (COLAs) approved by the legislature. Mr. Klewer responded that the budget included the COLAs and increases to insurance benefits. Discussion followed.

It was moved by Mr. Mel Takehara and seconded by Mr. Jess del Bosque to approve the 2005-2006 Operating Budget as presented.

MOTION PASSED UNANIMOUSLY.


Mr. Klewer distributed comparison information on the 2004-2005 tuition and fee schedule and the proposed 2005-2006 tuition and fee schedule. He stated that tuition rates are established through a combination of statues, legislative budget language, State Board action and local college board action. Mr. Klewer stated that the community colleges are required by law to have the same basic structure, rates and waiver authority, with few exceptions.

It was moved by Mr. Jess del Bosque and seconded by Mr. Mel Takehara to accept the proposed tuition and fees schedule for 2005-2006, as mandated by the State Board.

MOTION PASSED UNANIMOUSLY.
7. Election of Board of Trustees’ Vice Chair for 2005-2006

The Chair stated that Board Policy, GP-6, By-Laws, requires that each year at the June meeting of the Board of Trustees, the Board shall elect from its membership a Vice Chair to serve for the ensuing year. He said that the Vice Chair will assume the Chair’s position the following year, and that Mr. Mel Takehara, the current Vice Chair will serve as Chair for 2005-2006.

The Chair called for nominations for the position of Vice Chair for 2005-2006.

It was moved by Mr. Jess del Bosque and seconded by Mr. Mel Takehara to nominate Ms. Debra Lisser as Vice Chair for 2005-2006.

MOTION PASSED UNANIMOUSLY.

VII. INFORMATION ITEM

1. McIntyre Hall Budget for 2005-2006

Ms. Joan Penney, Executive Director – McIntyre Hall, reviewed the 2004-2005 budget to-date and the proposed budget for 2005-2006. She reviewed some of the highlights:

- Rentals of the hall are far exceeding expectations;
- Awarded a $350,000 grant from the State;
- The PFD will reimburse the college for the $200,000 worth of equipment that was purchased to get the Hall up and running;
- As of today, event tickets may be purchased online.

Ms. Penney reported that she is projecting 2005-2006 revenues to be at $490,000 and expenses at $490,000.

Discussion followed. Ms. Penney requested that the Board contact her if they have any questions regarding the budget. She stated that the McIntyre Hall budget will be brought to them as an action item at the July meeting.

VIII. COLLEGE REPORTS:

1. ASSVC
   No report.

2. SVCFT
   No report.
3. WPEA

No report.

4. Administrative Services

Mr. Bruce Klewer distributed and reviewed the May 2005 budget update.

5. Educational Services

Ms. Tinker reported that the new 11 week Truck Driver Training Program is fully enrolled for summer quarter.

6. Student Services

Ms. Woiwod reported that the end of spring quarter is a time of celebrations, culminating with graduation on June 5.

7. Whidbey Island Campus

Dr. Donahue reported that ten students graduated at the San Juan Center on June 9. He stated that a luncheon was held that same day to recognize Ms. Colleen Clancy for her work as Director of the Center. Ms. Clancy will be leaving at the end of June and taking a position as Director of the Benton Center at Linn-Benton Community College in Oregon.

Dr. Donahue reported that the Whidbey Island Campus graduation was held on June 11; he thanked Mr. Takehara and Ms. Rojas for attending. Dr. Donahue stated that at the graduation it was announced that the Whidbey Island Campus Part-Time Faculty of the Year award went to Ms. Carly Furukawa, Mathematics and the full time award went to Ms. Doris Dunn, CIS. He reported that the staff award went to Ms. Cheryl Jason, Co-op Coordinator, and that Mr. Jeff Stady, Mathematics, received the Puget Sound Excellence Award.

8. President

Dr. Tollefson thanked all of the people involved with planning the three commencements that took place throughout the district. He gave special acknowledgement to Ms. Linda Woiwod, Mr. Alan Muia, Ms. Sindie Howland, Dr. Mick Donahue, Ms. Penny Perka, Ms. Robyn Wynn, Ms. Colleen Clancy, and Ms. Cathy Degnan.

Dr. Tollefson stated that interviews for the Academic Dean position took place last week and reference checks were now in process.
Dr. Tollefson distributed copies of letters from the Skagit County Board of Commissioners stating that they were no longer interested in leasing and/or buying the Cardinal Cove property. The letter also states that they have recently purchased the Rogers’ property east of the college and are looking to working with SVC for future development of that property. He also distributed a letter that he received today from the Skagit County Public Health Department regarding testing for tuberculosis. Dr. Tollefson stated that he will discuss the issue with the Board at the July meeting.

Dr. Tollefson distributed a letter from the Western Association of College and University Business Officers acknowledging the good work Mr. Klewer has performed for the association during the past year.

9. Board of Trustees

No report.

IX. PUBLIC COMMENT:

No requests.

X. NEXT MEETING:

Tuesday, July 12, 2005, 4:30 p.m., Mount Vernon Campus

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 5:30 P.M.
RECONVENED INTO OPEN SESSION 5:50 P.M.

No action was taken during Executive Session.

XII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 5:50 p.m.