MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MAY 10, 2005
4:30 p.m. – Hayes Hall 137
1900 SE Pioneer Way
Oak Harbor, WA  98277

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. CONSENT AGENDA:
The April 5, 2005 Board meeting minutes were approved as presented.

V. RECOGNITION OF TENURE:
Ms. Susan Tinker introduced Ms. MJ Tyler, Nursing Instructor, and gave a brief review of her background. Ms. Tyler was awarded tenure by the Board of Trustees at the March 8, 2005 meeting.

The Chair congratulated Ms. Tyler and announced that they would take a ten-minute break for cake and refreshments.

At 4:35 p.m. the meeting adjourned for a ten-minute break and reconvened into open session at 4:45 p.m.

VI. INFORMATION ITEM:
1. Presentation of Phi Theta Kappa Certificate

Dr. Tollefson presented a certificate to Mr. Jeff Stady, Advisor to the Alpha Omicron Sigma Chapter of Phi Theta Kappa, for the chapter’s participation in Phi Theta Kappa’s community service initiative, Project Graduation, Feed a Body, Feed a Mind.

Mr. Stady introduced the Alpha Omicron Sigma Chapter officers, Dale Esperum, Rabbitt Boyer, Marquitta Walker, and Amanda Kirkland.

The Chair thanked the officers for attending the meeting and congratulated them on their chapter achievements.

VII. ACTION ITEMS:

1. Recommendation of Head Start Continuation Grant

Dr. Joan Youngquist, Interim Head Start Director, introduced Ms. Sherry Smith, Oak Harbor Center Director, and distributed the May program update to the Trustees. Dr. Youngquist briefly reviewed the Head Start Continuation Grant proposal that was brought to the Trustees for information at the April 5 Board meeting.

Ms. Lisser remarked that she noticed that the Conway area was not being served by Head Start. Dr. Youngquist stated that she did not know the history on why Conway was not being served. She stated that there are a limited number of slots available and those are all filled at this time and there is no additional funding available for new slots. Dr. Youngquist stated that she would keep the Conway area in mind during assessment of future needs.

Ms. Smith then presented a slide show that gave an overview of the Skagit/Islands Head Start Program.

It was moved by Mr. Mel Takehara and seconded by Mr. Jess del Bosque to approve the recommended Skagit/Islands Head Start Second Year of Cycle Continuation Grant Application.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of 2005-06 Board Meeting Dates

It was moved by Mr. Jess del Bosque and seconded by Ms. Debra Lisser to approve the 2005-06 Board of Trustees’ meeting dates as follows:
2005
- July 12, 4:30 p.m. – Mount Vernon Campus
- September 13, 4:30 p.m. – Mount Vernon Campus
- October 11, 4:30 p.m. – Mount Vernon Campus
- November 8, 4:30 p.m. – Mount Vernon Campus
- December 13, 4:30 p.m. – Mount Vernon Campus

2006
- January 10, 4:30 p.m. – Mount Vernon Campus
- February 14, 4:30 p.m. – Mount Vernon Campus
- March 14, 4:30 p.m. – Mount Vernon Campus
- April 11, 4:30 p.m. – Mount Vernon Campus
- May 9, 4:30 p.m. – Whidbey Island Campus
- June 8, 11:00 a.m. – San Juan Center

MOTION PASSED UNANIMOUSLY.

3. Resolution 05-04, C.A. Nelson Hall

Dr. Tollefson stated that at the April 5, 2005 Board of Trustees’ meeting the renaming of the N-Building on the Mount Vernon Campus to C.A. Nelson Hall was approved. He said that Resolution 05-04 was being presented to formalize the renaming of the building.

Dr. Tollefson read the proposed resolution:

WHEREAS, in the mid-1920’s C.A. Nelson, Superintendent of the Mount Vernon schools, became interested in the junior college movement, and

WHEREAS, he believed that Mount Vernon met the criteria for the location and creation of a junior college and

WHEREAS, with great zeal and determination, he advocated for the establishment of the junior college in Mount Vernon, and

WHEREAS, he identified the first instructors of the college and led the effort to convince the Board of Directors of the school district and community members to support the establishment of the new junior college, and

WHEREAS, he contributed significantly to the formation of the college district;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that the N-Building on the Mount Vernon Campus will hereafter be named C.A. Nelson Hall.
It was moved by Ms. Debra Lisser and seconded by Mr. Jess del Bosque to approve Resolution 05-04, C.A. Nelson Hall as presented.

MOTION PASSED UNANIMOUSLY.

VIII. MONITORING REPORT:

1. Enrollment Planning & Management; Professional Development

Dr. Maureen Pettitt, Director of Institutional Research, distributed and reviewed the monitoring report, which provided information on two of the college’s current annual initiatives that were not covered in previous monitoring reports: Enrollment Planning and Management, and Professional Development. Discussion followed.

IX. COLLEGE REPORTS:

1. ASSVC

Ms. Eileen Stith reported that elections will take place next week. She stated that the pilot project in the math and science areas is now in effect and that both teachers and aides are pleased that students grades being positively impacted.

2. SVCFT

Mr. Jim McCleery reported the following on behalf of SVCFT:

The Whidbey CIS program can be completed in a distance education format with in place options for students that wish some classroom environment - giving them the best of both worlds. Also, the Whidbey Island Campus networking program is using the latest remote access tools to allow students to use on-campus hardware to complete courses.

The math departments, with excellent leadership from Mr. Jeff Stady and Mr. Daniel Graber, have successfully modified the curriculum for the new catalog and are prepared to implement the changes beginning this summer.

The supplemental instruction tutoring program started this quarter for math and BISC 101 and has been a big success. This program is funded by the students.

In a couple of weeks, the Whidbey BA/ECON department will be attending the Sixth Biennial International Business Institute for Community College Faculty (tuition is funded by a grant received from the Northwest International Business Educators Network) in May and also selected to participate in the Council on International Faculty Exchange faculty development seminar on International
Institutions and the Challenge of Globalization to be held in Brussels, Belgium in June.

Last week Marine Technology in partnership with Composites One, the world’s largest supplier of composite material, presented composite training to the marine industry. There were over 120 participants from the Pacific Rim for this two day work shop. This was the second year for this training. “Training the Trainers” is taking place this week. Twenty-five of Composites One’s technical sales representatives will be attending a three day work shop in our infusion lab. The week of June 6th Mr. Andre Cocquit will hold a week long VIP workshop for boat builders in our area, and the West Coast in general. We are very fortunate to have Mr. Cocquit with us for the training, as he is the authority in vacuum infusion. We are also very fortunate to have Composites One support our Marine Tech program as they supply our infusion lab with materials for the training in vacuum infusion that we provide to our students.

The SVCFT and the District have successfully concluded negotiations dealing with Professional Development and Senior Status.

3. WPEA

No report.

4. Administrative Services

Mr. Bruce Klewer distributed and reviewed the March and April 2005 budget updates. He stated that the Budget Committee has been holding regular meetings to review requests and expenses; the next meeting is scheduled for May 16.

Mr. Klewer stated that the Skagit County Parks Board recently voted against pursuing a lease/purchase interest in Cardinal Cove. He said that the county commissioners are supporting the Board in not pursuing Cardinal Cove. Mr. Klewer said the college is now at a point of drafting language for how a sale would be worked out with the students, and that the college would like to put the land up for sale.

Ms. Lisa Wochos, Assistant Attorney General, stated that a resolution of interest in selling the property could be written up but that any discussion of sale price would need to be discussed in executive session. She stated that the Board of Trustees and the State Board would need to approve putting the property up for sale. Dr. Tollefson stated that he would like to develop a resolution to pursue options for Cardinal Cove and then bring to the Board of Trustees for approval.

Dr. Tollefson distributed a copy of the recent article in the Skagit Valley Herald on the Rogers’ property being sold to Skagit County. He stated that the college is
working with the county on future development options for the property, which includes plans for a multi-use recreation facility. Dr. Tollefson said that the Skagit County Parks Board is forming an advisory committee made up of a broad spectrum of citizens to pursue and gain county support for the facility. He stated that he is serving as a principal member of the group.

Mr. Klewer stated that he is still working on obtaining appraisals for the other two pieces of property that are of interest to the college. He said that the 911 Emergency Center land is owned by the county and they are interested in developing it into a center for search and rescue operations, and they have had discussions with Mr. Bill Overby, Administration of Justice instructor, regarding Homeland Security.

Mr. Klewer stated that the renewal of the lease for the Toddler Learning Center (TLC) at the Whidbey Island Campus is currently in process. Mr. Klewer said that the TLC is interested in enlarging a portion of the building and he is working with the assistant attorney general on expanding the current agreement. He stated that there will be a caveat in the lease for development of a capital reserve fund for repairs; at the end of 15 years, any remaining funds will revert to the college. Dr. Donahue stated that the TLC would like a long-term lease on the building as is today, and that once the lease is secure they would like to add and pay for additional square footage.

5. Educational Services

Ms. Tinker reported that during the year several district math instruction meetings have been held, and that a recent “Math Connections” meeting was held in which Bill Moore from the State Board was a presenter. Ms. Tinker stated that district wide meetings have also been held with accounting and business administration instructors.

Ms. Tinker reported that an audit on the Integrated Basic Skills grant has recently been completed. She stated that the program was a good first effort and will continue next year. Ms. Tinker reported that the Center for Excellence will also be funded again next year.

Ms. Tinker reported that she attended the Family Heritage Celebration held at SVC on May 7. She stated that it was an excellent, heartwarming, cultural event. Ms. Tinker reported that Ms. Elizabeth Ibañez, coordinator for the event, said that she feels SVC is welcoming the community with open arms.

6. Student Services

Ms. Woiwod clarified a point from the earlier ASSVC report. She stated that students do not fund instruction, that the pilot program in math and science is a “supplemental instruction” or tutoring program but does not take the place of instruction.
Ms. Woiwod informed the Board that Mr. Eric Anderson, Counselor in Disabled Student Services, was recently recognized for outstanding leadership by the Washington Association of Post Secondary Education and Disability Counselors.

Ms. Woiwod reported that the Student Support Services TRIO grant had been renewed for 2005-2006, which will be for the 25th year. She stated that $45,000 has been allocated by the state for work study and can be used for student recruitment, which will provide work for 20 additional students.

Ms. Woiwod reported that the Career Fair was held on May 3, she said many positive comments have been received. She stated that participants especially liked the placement of information on SVC programs next to like industry booths.

7. Whidbey Island Campus

Dr. Donahue introduced Ms. Becki Applegate, ASSVC District Secretary, and Ms. Penny Perka, Student Programs Coordinator for the Whidbey Island Campus. He stated that the Honors’ Reception was held on May 6 and that 160 students were in attendance. Dr. Donahue read an email he received from a student who attended the event that stated how enthusiastic and motivating he found the Honors’ Reception.

Dr. Donahue stated that Governor Gregoire was at the campus today for a meeting with representatives from all of the military bases in the State of Washington. He said that the first list of base closures will be announced on May 16.

Dr. Donahue distributed copies of the April 2005 issue of the Greater Oak Harbor Chamber of Commerce’s newsletter “Business Voice” and the spring edition of the South Whidbey Center newsletter “The Connector.”

Dr. Donahue then introduced Mr. Bob Holmberg, part time Photography instructor.

Mr. Holmberg informed the Board of his class’s ongoing exchange with the university in Naigano, Japan. He stated that this is a way to bring international students into the classroom via email. Dr. Donahue stated that this is an excellent way to bring in cultural diversity and awareness to the students. Mr. Holmberg provided the photo journal created from the exchange for review. He said that he is hoping to build a website for the class next year.

8. President

Dr. Tollefson stated that he participated on the accreditation evaluation team for Portland Community College in April. He said that he always finds serving on a team informative as to what the evaluation process is and what other colleges are doing, and has shared that information with Cabinet.
Dr. Tollefson reported that TACTC will be meeting May 19 and 20 and the Board will hold a study session on the operating budget on May 23.

9. Board of Trustees

Ms. Rojas acknowledged Ms. Perka for her role in coordinating and facilitating the Honors’ Reception.

X. PUBLIC COMMENT:

No requests.

XI. NEXT MEETING:

Thursday, June 9, 2005, 11:00 a.m., San Juan Center, Friday Harbor

XII. 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 6:25 P.M.
RECONVENED INTO OPEN SESSION 6:50 P.M.

No action was taken during Executive Session.

XIII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:50 p.m.

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