I. CALL TO ORDER:

The Chair, Mr. Mel Takehara, called the meeting to order at 11:00 a.m.

II. 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:

1. Board Meeting Minutes – May 9, 2006

The consent agenda item was approved as presented.

2. Board Special Meeting Minutes – May 22, 2006

The consent agenda item was approved as presented.

VI. ACTION ITEMS:

1. Recommendation of Additional Exceptional Faculty Awards

Ms. Tinker stated that the Board of Trustees, at the May meeting, approved a total amount of $38,000 for the recommended Exceptional Faculty Awards, this
left a remaining amount of $2,090. Ms. Tinker requested that the Board approve
the applications of Charles Luckmann for “Bridging the Divide: Toward a Bicultural
American Identity” in the amount of $1,045 and Jim McLeery for “Analysis of
Success Rates for Math 96, 97, 98, and 99” in the amount of $1,045.

It was moved by Mr. del Bosque and seconded by Ms. Lisser to approve the
awards as presented.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Fee Increase for AJ 228

Ms. Koci reported that this lab fee increase request is for the multiple activities
encountered by student cadets enrolled in AJ 228, Parks Law Enforcement
Academy. The fee covers student class materials, textbooks, ammunition,
targets, firearms leaning consumables, EVOC driving materials,
investigations consumable items used by the student, and items directly
associated with student learning. Increases in cost of ammunition, tires,
fuel, and the implementation of more textbooks cause this fee to be requested.

Ms. Koci stated that this fee has not been increased in five years, and the
number of performance hours in the Academy has changed by approximately 50
hours in that time. The fee will also fund the replacement of costs of
individually-used criminalistics items, such as fingerprint powder, swabs,
reagents, packaging, impression casting materials, and tapes.

Ms. Koci reported that Cabinet reviewed the fee increase on May 23, 2006 and
recommended that the request be forwarded to the Board of Trustees for
approval.

It as moved by Mr. Jess del Bosque and seconded by Ms. Margaret Rojas to
approve the recommended increase of the student lab fee for Administration of
Justice (AJ) 228 from $600 to $800 effective winter quarter 2007.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Fee for AJ 227 – Reserve Officer Academy

Ms. Koci informed the Board that Skagit Valley College has been asked, for the
first time in at least two decades, to host a law enforcement Reserve Officer
Academy (AJ 227). This academy trains local officers to WA Criminal Justice
Training Commission standards. In doing so, it is recognized that students will
require certain textbooks, and will go through a variety of expendable materials
in their learning, specifically targets, investigations supplies, fuel and tires.

Ms. Koci stated that the requested lab fee will cover the direct cost of targets,
chemical agents, training supplies, fuel and tires for this academy. This is
based on actual cost models derived from the college’s 16-year history operating AJ 228 Parks law Enforcement Academy.

Ms. Koci reported that Cabinet reviewed the fee increase on May 23, 2006 and recommended that the request be forwarded to the Board of Trustees for approval.

It was moved by Ms. Lisser and seconded by Mr. del Bosque to approve the fee of $140 for Administration of Justice (AJ) 227 effective fall quarter 2006.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of 2006-07 Services and Activities Budget

Ms. Woiwod stated that that the Board received the information on the 2006-07 Services and Activities (S&A) Budget at the May 22 study session. She stated that since that meeting there is nothing new to present and recommended the Board approve the S&A Budget as presented.

It was moved by Mr. del Bosque and seconded by Ms. Rojas to approve the 2006-07 Services and Activities Budget as presented.

MOTION PASSED UNANIMOUSLY.

5. Recommendation of 2006-07 McIntyre Hall Budget

Mr. Harker reported that the Board received the information on the proposed 2006-07 McIntyre Hall Budget at the Board study session on May 22. He reviewed the projected revenue and expenditures for the 2006-07 fiscal year.

It was moved by Ms. Lisser and seconded by Mr. del Bosque to approve the 2006-07 McIntyre Hall Budget as presented.

Dr. Tollefson stated that the Board, and particularly the Chair and Vice Chair have worked diligently this year to create a new understanding with the PFD Board which will place the operation of McIntyre Hall on a firm foundation for the future. He congratulated the Board on this achievement.

MOTION PASSED UNANIMOUSLY.

6. Recommendation of 2006-07 Operating Budget

Mr. Harker reported that the proposed 2006-07 Operating Budget was presented at three budget forums, once at the Whidbey Island Campus and twice at the Mount Vernon Campus. The proposed budget was also presented at the Board of Trustees study session on May 22. He stated that the changes in the final version of the budget reflect a net increase of funds of $80,000. The change incorporated allocation of the $40,000 in net profits from the International
English Language Institute, which was omitted as a net increase from the draft budget and the increase in indirect cost revenue of $40,000 to reflect the College’s current experience in that source of revenue. He also noted that the state allocation includes a Smart Buy Program reduction of $30,000. This reduction was eliminated during the legislative session, but was reinstated by action of the Governor.

Mr. Harker stated that local fund estimates are based on actual experience from the current fiscal year and are within the current level of receipts. The allocation of new resources was driven by the strategic planning effort and allocation decisions can be directly linked to the College’s goals and objectives.

It was moved by Ms. Rojas and seconded by Mr. del Bosque to approve the 2006-07 Operating Budget as presented.

Dr. Tollefson stated that this was possibly the most organized budget process he had been through in a very long time. He stated the reasons were that there was a clear tie of the operating budget to the Strategic Plan and that fact that Mr. Harker possessed a very good knowledge of the budget. Dr. Tollefson expressed his appreciation to Mr. Harker and to the rest of the staff for their diligent work in developing the proposed operating budget.

The Chair stated that as he has looked through the proposed budget he has noted a good distribution of resources. He also stated that the Board of Trustees budget will not increase in 2006-07.

Dr. Tollefson reported that in preparing for questions at the budget forums he wanted to be able to answer questions on how the new fiscal resources would be allocated, he also wanted to know whether there were more or less faculty, administrative and staff positions. He stated that 62% of the new money was directly related to classroom instruction and that the additional 38% has been directed to enrollment development and retention.

Dr. Tollefson reported that when he looked at where SVC stands on staffing he noted that there are now five more full time faculty than three years ago and two fewer administrators than three years ago and there has been an increase in classified staff. He stated that Yakima Valley Community College and Pierce College have both added more administrators during that time frame but have fewer faculty and classified staff.

Dr. Tollefson stated that the goal has been to consistently support enrollment and instruction—those issues drive our budget and we have been successful in lowering administrative costs while increasing funding for instruction.

MOTION PASSED UNANIMOUSLY.

The Chair thanked Mr. Harker for his work on the operating budget process.
7. Election of Board of Trustees’ Vice Chair for 2006-07

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 Ms. Debra Lisser, the current Vice Chair, will serve as Chair for 2006-07.

The Chair called for nominations for the position of Vice Chair for 2006-2007.

It was moved by Mr. del Bosque and seconded by Ms. Lisser to nominate Ms. Rojas as Vice Chair for 2006-07.

MOTION PASSED UNANIMOUSLY.

The Chair congratulated Ms. Rojas.

VII. INFORMATION ITEM: San Juan Center Update

Dr. Denise King provided an overview and update on the San Juan Center. Dr. King reported that the San Juan Center serves the community by providing college transfer degree options, ABE/ESL classes (the San Juan County immigrant population has doubled in the past ten years), professional certificates, senior enrichment courses, and community education.

Mr. Randy Martin, Elderhostel Coordinator, presented information on the Elderhostel Program at the San Juan Center. The Elderhostel Program offers a variety of local and regional programs and is the largest Elderhostel Program in the Pacific Northwest, offering 35-40 sessions per year.

Dr. Tollefson thanked Dr. King and Mr. Martin for their presentations.

VIII. COLLEGE REPORTS:

1. ASSVC

No report.

2. SVCFT

No report.

3. WPEA

No report.

4. Administrative Services – Mr. Tom Harker
Mr. Harker informed the Board that the Business Office is currently preparing for closing and the process will continue into mid-August.

5. Educational Services – Ms. Susan Tinker

Ms. Tinker reported that there were three major initiatives worked on this past year: 1) General Education Task Force—they have completed their work and have recommendations that will go through the governance process next year; 2) Technology Initiative—Upgrade of equipment/technology in classrooms; and, 3) Partnership with Skagit Community Action Agency—Combining resources to offer Adult Basic Education and English as a Second Language classes.

6. Student Services – Ms. Linda Woiwod

Ms. Woiwod reported that 285 graduates attended the Mount Vernon commencement ceremony—the most ever in attendance.

Ms. Woiwod stated that SVC has received an increase in the GEAR UP budget amount and this has allowed KSVR to hire a Hispanic Program Coordinator. This position will lead Spanish language programming on KSVR, aimed at informing Spanish-speaking residents of our community about educational issues and opportunities for children and parents.

7. Whidbey Island Campus – Dr. Mick Donahue

Dr. Donahue stated that when he took on the administrative oversight for the San Juan Center two years he realized the value of the Center. He stated that Ms. Colleen Clancy was the director for the first year and then during the six months before Dr. King became director, he was visiting the Center one to two days per week to advise students, and work with faculty. Dr. Donahue acknowledged the excellent work of Mr. Randy Martin, Dr. Denise King, and Ms. Cathy Degnan who will be leaving later this month after over five years at the San Juan Center.

Dr. Donahue stated that traditional students are not the main attendees at the San Juan Center—Elderhostel and community partnerships provide the majority of the enrollment. He reported that a major effort has been put forth to upgrade the facilities and gave special acknowledgement to the landscape work of Mr. Tito Neiser Bayas. He commended all of the staff at the Center and remarked that the faculty are very high quality with amazing backgrounds.
8. President – Dr. Gary Tollefson

Dr. Tollefson noted that the Skagit/Islands Head Start Monthly Update had been distributed to the Board.

Dr. Tollefson reported the following:

- He has been elected Chair of the TechPrep Executive Committee for 2006-07;
- Regional Skills Center – The Skagit County school districts are in the process of passing resolutions in support of the Regional Skills Center. The physical location of the center has not yet been decided but SVC is a possible site. Once the resolutions are passed and the location approved, the request will go to the legislature for construction funding.
- Center of Excellence Marine Manufacturing and Technology – An assessment visit was held on June 5. The assessment team reviewed the goals and accomplishments of the past year and gave a positive report at the end of the review. He stated that Ms. Dolores Blueford did a good job in presenting the information and a good foundation has been established, however, there is still much more to be done.
- Ms. Susan Tinker will be transitioning to her new role in International Initiatives effective July 1. The search for an interim Executive Vice President for Instruction and Student Services is in process. He has met with faculty and staff about the position and hopes to make a selection quickly. The permanent position will be advertised in August and September with interviews being held in late October or early November.
- Budget – The budget that was approved today was built on what was known at the time. The college may receive additional high demand/high cost FTE’s for nursing—the program can be funded with existing dollars but if the funding comes through it can be used for other items on the budget priority list. There is also a good possibility of receiving funding for achieving our FTE band—that money can be spent on one-time expenditures such as equipment and marketing, and that is not obligated for future funding. Those funds are not in the current budget but if the funding is received the information will come to the Board along with a plan for spending the funds.

9. Board of Trustees

Ms. Rojas remarked that the Mount Vernon commencement was well done. The Chair stated that the San Juan Center graduation will be held at 3:30 p.m. this afternoon and the Whidbey Island Campus graduation is scheduled for Saturday, June 10.

Ms. Lisser, on behalf of the Board of Trustees, thanked Mr. Takehara for serving as Chair during the past year and presented him with a gift. Ms. Lisser stated that Mr. Takehara put in a lot of time and hours during his time as Chair and thanked him for his efforts.
IX. PUBLIC COMMENT:

No requests were filed.

X. NEXT MEETING:

Tuesday, September 12, 2006, 4:30 p.m., Mount Vernon Campus – Board Room

XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 12:45 p.m.

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Mel Takehara, Chair  Gary Tollefson, President
Executive Secretary to the Board  Lisa Radeleff, Secretary to the President