BOARD MEMBERS IN ATTENDANCE:
Ms. Debra Lisser, Chair
Mr. Jess del Bosque
Mr. Tom Moser
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, Ms. Debra Lisser, called the meeting to order at 3:30 p.m.

II. DECLARATION OF A QUORUM:
The Chair recognized that a quorum of Board members were present.

III. STUDY SESSION:

1. 2005-06 Budget Year Close-Out and Fund Balance

Mr. Harker reviewed the close-out process for the 2005-06 budget year. He stated that a mid-year budget review was held in January with all budget managers. These meetings made managers aware of the budget process and informed the Business Office of the details and needs of each area.

Mr. Harker reported that a May 1 purchasing cut-off was instituted and that this allowed for a more routine closing and a more efficient use of staff time.

Mr. Harker distributed and reviewed the final budget report for the fiscal year ending June 30, 2006. He reported that during each year there are changes to the budget that occur because of State increases to the budget allocation, therefore, when that occurs the budget needs to be adjusted. Mr. Harker stated that he will incorporate those changes into each monthly report to the Board. He distributed information on the current budget/allocation reconciliation.

Mr. Harker distributed and reviewed the fund balance reserve summary report for fiscal year 2006. He stated that an additional $300,000 in local funds had been received in 2005-06 than had been budgeted. He reported that the college was about $1 million under what had been budgeted for 2005-06 in
Mr. Harker stated that $150,000 will also be transferred from the fund balance--$50,000 to the motor pool for purchase of two replacement vans; and, $100,000 into the local capital fund. The local capital fund will be used for minor repairs that do not qualify for RMI (Repairs and Minor Improvements) funds and to develop a Master Plan for the Whidbey Island Campus and an upgrade to the Master Plan for Mount Vernon.

Mr. Harker stated that in all it had been a very successful year end. He introduced Ms. Kim Cook, Controller, as the lead person who works on the budget closing.

Dr. Tollefson stated that the college tries to be very conservative about the operating side and where money is spent and that is why there is a greater amount of revenue.

The Chair thanked Mr. Harker and Ms. Cook for their work and stated that the information looked good.

2. Proposed Revisions to Board Ends Policies

Dr. Maureen Pettitt stated that she had received information from Ms. Margaret Rojas stating her concern about a lack of specificity and visibility of an institutional diversity policy in the Board Ends Policies. Dr. Pettitt proposed that a new E-3 policy be created that would include institutional diversity and all of the other proposed policies would remain the same.

Dr. Tollefson stated that this issue was struggled with during the strategic planning process. He agreed that there should be a separate Ends policy on diversity. Dr. Tollefson stated that he and Dr. Pettitt have discussed how this effects the accreditation process and linking the Board Ends policies with the Strategic Plan in a clear way so that that the accreditation team will understand the connection.

Dr. Tollefson recommended tabling the approval of the Ends policies during the regular meeting and a new diversity policy will be created and distributed to the Board for their consideration at the October 10 meeting.

The Chair stated that Ms. Rojas also expressed a concern regarding some of the terminology used in the policies. Dr. Pettitt stated that during the strategic planning process compromises were made regarding language so that the plan could come together.
Mr. del Bosque stated that he believed the language was adequately discussed during strategic planning meetings.

Dr. Pettitt stated that she will develop a new E-3 policy on diversity. Dr. Tollefson stated that it will incorporate the existing E-6 policy on diversity as well as language to tie it to the new Strategic Plan.

Dr. Pettitt stated that she will also add “The college will…” after each strategic goal listed in the Ends policies.

IV. ADJOURNMENT:

There being no further business, the study session was adjourned at 4:05 p.m.
The consent agenda item was approved as presented.

VI. ACTION ITEMS:

1. Recommendation of Board Ends Policies

The Chair stated that the recommended Board Ends Policies were discussed at the Board study session immediately prior to this meeting and there is still work to complete on the policies before they are approved.

It was moved by Mr. Jess del Bosque and seconded by Mr. Tom Moser to table action on the Board Ends Policies to the October 10, 2006 meeting.

MOTION PASSED UNANIMOUSLY.

VII. INFORMATION ITEM:

1. Head Start Federal Review and Response

Dr. Joan Youngquist stated that the September Program Update for Skagit/Islands Head Start had been sent to the Trustees as part of their Board meeting information material.

Dr. Youngquist went through the federal review findings and discussed the corrective action taken by Skagit/Islands Head Start. She stated that both Dr. Tollefson and Ms. Rojas, Board of Trustee liaison to Skagit/Islands Head Start, have reviewed the information.

Dr. Youngquist reported that Head Start expected by be fully enrolled when classroom services begin on September 18.

VIII. COLLEGE REPORTS:

1. ASSVC

No report.

2. SVCFT

Mr. Mike Witmer reported that faculty returned on September 7 and are pleased to be back to work. He stated that the last couple of days have been productive and fruitful.

Mr. Witmer stated that the first SVCFT meeting of the year had been held earlier that day and it was decided that SVCFT would continue to work on adjunct
faculty issues during the year. He reported that implementation of General Education recommendations will occur this year. He stated that a committee has been working on General Education reform issues for the last few years and this year the recommendations will be implemented.

Mr. Witmer announced that a Washington Learns Forum will be held in McIntyre Hall on September 20.

3. WPEA

No report.

4. Administrative Services

Mr. Harker distributed the month-end budget report for August 2006. He stated that he has added a column to the report that will illustrate the increases in allocation. A second document was distributed that showed the allocation/budget increases by category. Mr. Harker reported that some of the increased allocation came from receiving a high demand enrollment grant of $180,000 and general enrollment that was not anticipated; however, since we were within 99% of the enrollment band we received funding for 64 additional FTEs that totaled $89,600.

Mr. Harker stated that $150,000 will be transferred from the fund balance--$50,000 to the motor pool for purchase of two replacement; and, $100,000 into the local capital fund. The local capital fund will be used for minor repairs that do not qualify for RMI (Repairs and Minor Improvements) funds and to develop a Master Plan for the Whidbey Island Campus and an upgrade to the Master Plan for Mount Vernon.

Mr. Harker reported that purchase of the Big Lake property (Cardinal Cove) is in process. He stated that the purchase price is $851,000. Two bids over $800,000 were received. A $10,000 deposit has been paid by the purchaser and escrow is expected to close on October 16.

Dr. Tollefson informed the Board that if they wanted to know more about the purchaser he could supply that information to them.

Dr. Tollefson recognized Ms. Michele Koci for her work on the high demand enrollment request. He said she submitted a well written proposal and thanked her for her excellent work.

Ms. Koci thanked him for the acknowledgement and reported that funding of $100,000 was received for a two-year aluminum welding grant. This money is to assist in ABE/ESL integration and for equipment.
5. Instruction & Services

Mr. Barclay stated that all five deans did an excellent job with in-service. He made special acknowledgement of Dr. Maryrose Eannace and her work on the content and planning of the in-service program.

Mr. Barclay highlighted the following during his report:

- As of today fall enrollment is up one percent over this date last year;
- Information Technology staff have been working very hard and have many new plans they will be unveiling soon;
- Student Services held a retreat on the Whidbey Island Campus in late August. Visakan Ganeson conducted an excellent presentation on “Culture Comfort;”
- Student Services was also busy this summer with fairs and events;
- Home stays for 20 international students are needed;
- Campus View Village has undergone some remodeling;
- 363 veterans are currently enrolled and using veterans’ benefits.

The Chair stated that she found in-service to be a great event and she was very pleased to be a part of the day.

6. Whidbey Island Campus

Dr. Donahue distributed copies of the “North Whidbey Island Economic Indicators” newsletter. After a hiatus of two years, the newsletter has returned under the efforts of instructor Les Stanwood. Beginning this year, the newsletter will again be compiled and published by the technical writing students of SVC’s Whidbey Island Campus.

Dr. Donahue stated that the Library at the Whidbey Island Campus is a partnership between the college and the City of Oak Harbor. He said that Whidbey Island Campus sits on two parcels of land—one that is owned by the college, and the second parcel that has not yet been occupied by the college for the required 30 years.

Dr. Donahue said that he was visited by a staff member of the Department of Education. He said that this person stated their opinion that since SVC does not own the land the college should not have been in a partnership to build other buildings. Dr. Donahue reported that on the building agreement document there is a signature from a representative of the Department of Education.

Dr. Donahue said that a rumor has been circulating that the city library would need to move out of the building; however, that is not true. Dr. Donahue has met with the Mayor of Oak Harbor and the library staff and there are no problems. He stated that he wanted the Board to be aware of the situation in the event they heard the rumor or were asked questions about the situation.
7. President

Dr. Tollefson stated that information on his recent activities had been distributed to the Trustees.

Dr. Tollefson reported that meetings were held in late July and August regarding the Regional Skills Center. The first meeting was with all Skagit County school superintendents and was held to determine the best possible location. SVC was identified as the preferred location. The area on LaVenture between the Rutledge House and the Maintenance Shop is the area targeted for the location.

A second meeting was held with Representative Dave Quall, several of the superintendents, and the capital projects supervisor from OSPI to develop the request that will be presented to the legislature. At that meeting they were told that Skagit was number one on the list for new skill center requests and that there is a total of $5 million available. Five million dollars will not go far in requesting land and a building; no precedent has been set for that aspect. Dr. Tollefson said that he has had two conversations with Tom Henderson at the State Board for his advice on how to proceed.

Dr. Tollefson stated that it will be important for the Board of Trustees to weigh in on this issue and what the college is willing to accept for mitigation costs; such as leasing as opposed to selling the land; and what to do about the two houses and the Maintenance Shop.

Dr. Tollefson will meet with Tim Bruce, La Conner School Superintendent, on Friday to discuss some of the options. Mr. Bruce will be invited to an October Board study session along with one or two other superintendents to provide information to the Board so the Trustees can develop a sense of what is in the best interest of SVC. Dr. Tollefson has stated that the issue has become more complicated because of the land and mitigation costs.

Dr. Tollefson highlighted the following events:

- In-service was terrific, fun and informative;
- A letter from Skagit County Youth and Family Services stating appreciation for KSVR’s “Support for Victim’s Project.” The letter was signed by Jere LaFollette then Resource Manager for Skagit County Youth and Family Services but now working for SVC as a full-time instructor in Human Services;
- Washington CEO magazine special report on Washington Community & Technical Colleges—SVC is featured on the cover and in several other sections;
- Association of Community College Trustees certificate of membership;
- Executive Vice President for Instruction and Services search brochure.
8. Board of Trustees

The Chair stated that she, Dr. Tollefson and Ms. Rojas attended the TACTC conference on September 7. The Chair reported that she and Dr. Tollefson will be attending the State Board meeting tomorrow afternoon at Whatcom Community College.

The Chair asked the Board what types of programs they would like to see profiled at future Board meetings. Nursing, KSVR, Math, and ADA accommodations for the website, were some of the topics identified. The Chair asked Board members to contact her if they have other areas they are interested in learning more about.

Dr. Tollefson stated that that Cabinet will also be discussing programs and areas to profile to the Board.

IX. PUBLIC COMMENT:

No requests were presented.

X. NEXT MEETING:

Tuesday, October 10, 2006, 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 15 minutes to discuss a personnel issue.

CONVENED INTO EXECUTIVE SESSION AT 5:30 P.M.
RECONVENED INTO OPEN SESSION AT 6:00 P.M.

XI. OPEN SESSION:

The Board reconvened into open session at 6:00 p.m.

It was moved by Mr. Jess del Bosque and seconded by Mr. Tom Moser to approve a one year extension to Dr. Gary Tollefson’s contract, extending the contract from September 1, 2006 to August 31, 2009 with other provisions as stated in the contract, including a 1.6% COLA as approved by the state legislature.

MOTION PASSED UNANIMOUSLY.

XII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:05 p.m.