MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, FEBRUARY 20, 2007
3:00 p.m. – Library, Czarna Collins Room
2405 E. College Way
Mount Vernon, WA  98273

BOARD MEMBERS IN ATTENDANCE:
Ms. Debra Lisser, Chair
Mr. Jess del Bosque
Mr. Tom Moser
Mr. Don Piercy
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 called the meeting to order at 3:00 p.m.

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

III. STUDY SESSION:
1. McIntyre Hall Update

Ms. Tautvydas reported that the Skagit Regional Public Facilities District (PFD) will be meeting on February 21 and one of their discussion items will be that the Skagit Performing Arts Council (SPAC) would like to change their role and responsibilities in the McIntyre Hall agreement. She stated that SPAC would like to maintain their use of McIntyre Hall but would like to be released from some of their fundraising responsibilities.

Dr. Tollefson explained that he and Ms. Tautvydas have been meeting with PFD members on an individual basis to discuss SPAC’s desires. He said that the income generated from SPAC was relatively small, $19,000 from the SPAC auction last year.

Dr. Tollefson said that any changes made would effect the operating agreement, the bonding and other issues. He asked the Trustees to contact him if they had any strong feelings on this issue.

Ms. Tautvydas gave an overview of the strategic planning process for McIntyre Hall. She stated that the preliminary outline for the strategic plan has been
developed through a review of written materials as well as a series of informal meetings and conversations with McIntyre Hall staff, SVC leadership and Trustees, PFD board members, arts organizations and general community members over the course of the last six months. The outline is to provide a launching off point for further discussion and development and will be discussed at the PFD's February 21 meeting.

Ms. Tautvydas distributed information on the proposed fundraising structure/contribution opportunities for McIntyre Hall, which includes establishing a “Friends of McIntyre Hall” program. She provided a comparative analysis on rental rates for other venues in the region.

Ms. Tautvydas provided information on the current rate structure and the proposed rental rates for the theatre and the conference center.

Discussion followed the presentation.

2. Mid-Year Progress Report for 2006-08 Strategic Priorities

The Mid-Year Progress Report for the 2006-08 Strategic Priorities was reviewed and discussed (See Attachment A).

IV. ADJOURNMENT:

There being no further business this meeting was adjourned at 4:00 p.m.

_________________________ ______ ____________________
Debra Lisser, Chair   Gary Tollefson, President
Executive Secretary to the Board
Lisa Radeleff, Secretary to the President
I. CALL TO ORDER:

The Chair called the meeting to order at 4:30 p.m. and welcomed Mr. Don Piercy to the Board.

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:


2. Board Meeting Minutes – January 22, 2007

The consent agenda items were approved as presented.

VI. ACTION ITEMS:

1. Recommendation of Academic Calendar for 2007-08

Mr. Barclay explained that only one year is being presented for approval instead of the typical two-year calendar. He stated that this change is due to Common
Course Numbering discussions in the community and technical colleges system and SVC’s decision to produce an addendum to the current catalog. He stated that calendars for 2008-09 and 2009-10 would be presented at a future meeting.

It was moved by Ms. Margaret Rojas and seconded by Mr. Jess del Bosque to approve the 2007-08 Academic Calendar as presented.

MOTION PASSED UNANIMOUSLY.

VII. PROGRAM PROFILE – Distance Education

Dr. Frank Roberts stated that Distance Education supports students locally and all over the world. He noted that there are three ways in which Distance Education is used: 1) Hybrid classes – a mix of on-line and on-ground courses; 2) Support for on-ground courses; and 3) All on-line courses.

Dr. Roberts gave a demonstration using the Blackboard system. He stated that SVC is one of the largest providers of Distance Education in the system; 20% of students take Distance Education courses, two to four percent are enrolled in hybrid classes, and 21% are enrolled in on-ground classes that are supported by Distance Education. Dr. Roberts reported that it is possible for a student to complete all of the requirements for an AAUCT degree on-line.

Dr. Roberts stated that Distance Education is in the process of developing programs for incoming faculty and that Washington On-Line offers four-week training classes for faculty. He said that faculty may also receive training through the Learning and Teaching Center.

Dr. Roberts reported that Blackboard has been upgraded from the Basic version 6.1 to Enterprise version 7.1, allowing the college to integrate our Blackboard system with the Student Management System; in the future we can create a Blackboard course site for every class that is offered, and automatically enroll students into those class sites. The upgrade will be fully completed this summer.

VIII. COLLEGE REPORTS:

1. ASSVC

No report.

2. SVCFT

Mr. Mike Witmer reported the following on behalf of SVCFT:

We are delighted to report that negotiations have begun on the contract for the next three years using an interest based bargaining approach. The SVCFT negotiation team members have reported that the first meetings have been collegial and productive, and they look forward to continuing the work.
On February 19, three SVCFT members participated in the higher education lobby day in Olympia. They met with seven of the nine legislators for the three districts served by SVC and talked with them about the Faculty and College Excellence campaign bills that are in committee in both the House and the Senate. These bills address the staffing crisis in higher education with legislation for higher faculty salaries, an increase in the number of full time faculty positions, and adjunct best practice issues including priority hiring and job security.

A SVC graduate and portion of the SVC campus were recently featured on the cover of the *Northwest Runner* magazine.

One of our full-time faculty members, Angelica Hernandez, was very seriously injured in Seattle a week ago Saturday when she was hit by a car while she was crossing a street at a corner with a walk signal. According to her doctor, she will be out for at least ten weeks. We are all keeping her in our thoughts.

3. WPEA

No report.

4. Administrative Services

Mr. Harker distributed the Budget Report for month ending January 31, 2007. He stated that while our tuition has been behind the budgeted target due to a decline in enrollment, the situation has improved over the last month. We are currently tracking about four percent below the target or about $260,000. To offset this trend, Mr. Harker has identified that the “other revenue” will be approximately $293,000 greater than estimated. This amount is made up of a reduction of expenditure in the International Program Development account of $145,000 and an increase in revenues of $148,000 in the International English Language Institute account. The net effect is that the overall budget is within the funds available. In addition, the overall expenditures are tracking behind last years pace.

Mr. Harker reported that he has met with Budget Managers to review their accounts as of December 31, 2006. The review process discovered some errors that have been corrected; however, most of the accounts were within the original plan. He stated that a routine closing is expected and anticipates that the expenditures will be within the budgeted amount.

Mr. Harker distributed the financial report for McIntyre Hall. He stated that the financials for McIntyre Hall continue to improve and the financial position is currently in a positive position if the PFD commitment is considered.

Mr. Harker reported that SVC has begun the 2007-08 budget development process with the publishing of the budget development documents and with budget forums to outline the State Board and Governor’s budget requests. He
stated that this process will include monthly budget forums to update the progress of the budget request in the legislative process and to present the final budget and how those decisions support our Strategic Directives.

Discussion followed Mr. Harker’s presentation.

5. Instruction & Student Services

Mr. Barclay highlighted the following items:

- Recruitment for 2007-08 faculty positions is in process;
- As mentioned earlier, an addendum to the current catalog will be published for 2007-08;
- Development of the Annual Schedule is in process;
- On February 19, Ms. Mindy Coslor presented to the House Higher Education Committee on Library needs;
- Shared positive comments from a former student;
- The Mount Vernon Campus Library now has wireless access as does Hayes Hall at the Whidbey Island Campus;
- Carlos Bejar is working with local middle school students through GEAR UP and Tonalli Cultural Center on a KSVR drive-time project.

6. Whidbey Island Campus

Dr. Donahue distributed copies of the South Whidbey Center newsletter “The Connector.” He highlighted the article on the Whidbey Island Writer’s Conference that will be held March 2-4 and the “Dates to Remember” information on the back page—he stated that the March 10 Payless Sit-In is being held to promote classes and the Center.

Dr. Donahue provided information on one of the Elderhostel Programs—a seven-day program that has activities in Seattle, Friday Harbor, and Victoria. He stated that there were issues with the provider of services in Victoria and that the San Juan Center is now the vendor of the portion of the program in Victoria.

Dr. Donahue reported that the Whidbey Island Campus Art Stroll and Oak Harbor Chamber of Commerce “After Hours” event will be held on March 2. He stated that each year the students donate two pieces of artwork to the campus; this year the pieces are by Irish artists.

Dr. Donahue stated that the Whidbey Island Campus Master Plan process has begun and that on March 15 at 5:30 pm and March 30 at 12:30 pm there will be visioning sessions held by the architects for the community to provide input.
7. President

Dr. Tollefson stated that it is important to complete the Master Plan for the Whidbey Island Campus as the building request for the next biennium will most likely include a facility for the Whidbey Island Campus. He encouraged the Trustees to attend one of the visioning sessions.

Dr. Tollefson stated that information on his recent activities had been distributed to the Trustees along with a monthly update for Skagit/Islands Head Start.

Dr. Tollefson highlighted the following events:

- On February 8 he met with the architects, a representative from General Administration, Mr. Dennis Rohloff and Mr. Tom Harker to discuss when the Angst Hall replacement bid process would begin. The architects suggested bidding the project in two phases: site and foundation and then building construction. The General Administration representative indicated that the state supports this type of bid process and a significant number of projects use this process. He stated that this will probably be the right way to go for this project to ensure getting started with a good timeline;

- On February 13 Dr. Al Johnson from the Northwest Commission on Colleges and Universities (NWCCU) was at the college to discuss the April 6-8, 2009 accreditation visit. Dr. Tollefson stated that he would like a Trustee to serve on the accreditation steering committee;

- On February 15 Mr. Don Piercy went before the Senate Higher Education Committee for confirmation and today we were notified that his nomination has been forwarded to the Senate Rules Committee with a “do confirm” recommendation. There may be a vote of the full Senate to confirm the nomination by the end of the week;

- As Mr. Witmer mentioned earlier, Ms. Angelica Hernandez suffered multiple injuries when she was hit by a vehicle in Seattle;

- On March 3 the Concert Choir is holding their auction/dinner to raise funds for their trip to perform at Carnegie Hall. Dr. Tollefson will host a table and invited the Trustees to attend;

- The Economic Development Association of Skagit County will hold their annual forecast dinner on February 22—Skagit Valley College has two tables of attendees for the event;

Dr. Tollefson asked Dr. Pettitt to provide information on the Met Life Foundation’s Best Practices in Student Retention recognition.

Dr. Pettitt explained that since 2002, the MetLife Foundation Initiative on Student Success has recognized 16 community colleges for their exemplary efforts to improve student retention. At the heart of the strategies employed by these
colleges is a focus on building connections between students and faculty, staff, and other students.

Dr. Pettitt stated that the Met Life Foundation has identified Skagit Valley College as one of four colleges that also demonstrated unusually high performance on a set of CCSSE (Community College Survey of Student Engagement) survey items that relate to students’ relationships on campus.

8. Board of Trustees

Mr. Piercy reported that he found the questions at the Senate confirmation hearing interesting and challenging. He said that after the hearing he and Dr. Tollefson met with Senator Haugen and he thanked her for the nomination.

Ms. Rojas stated that she found the TACTC conference and the legislative dinner very positive and informative—she feels it will be a great year for education.

Ms. Rojas reported that she and the Chair attended the ACCT legislative seminar in Washington, DC last week. She stated that they met with Senator Murray and Representative Larsen. Ms. Rojas said that Senator Murray is very interested in addressing early childhood education issues through post secondary education.

The Chair stated that she would like to send Senator Murray letters on how students have been assisted through federal funding: Pell grants, Perkins, GEAR UP, etc., and to please send her any information as soon as possible.

IX. PUBLIC COMMENT:

No requests were submitted.

X. NEXT REGULAR MEETING:

Tuesday, March 13, 2007, 4:30 p.m., Mount Vernon Campus – Czarna Collins Room, Library

XI. EXECUTIVE SESSION:

The Chair announced that the Trustees would need to convene into Executive Session for approximately 30 minutes to discuss collective bargaining issues and to review the performance of public employees. She asked Mr. Dick Barclay, Dr. Mick Donahue, and Ms. Sue Williamson to please stay for the Executive Session.

CONVENED INTO EXECUTIVE SESSION AT 6:05 P.M.  
RECONVENED INTO OPEN SESSION AT 6:45 P.M.
XII. ADJOURNMENT:

There being no further business and no action taken, this meeting was adjourned at 6:45 p.m.

_________________________ ______ ____________________
Debra Lisser, Chair   Gary Tollefson, President
Executive Secretary to the Board
Lisa Radeleff, Secretary to the President