MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MAY 8, 2007
3:30 p.m. – Oak Hall, Room 306
1900 SE Pioneer Hwy.
Oak Harbor, WA  98277

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 3:30 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. Tech Prep

Dr. Tollefson introduced Ms. Mary Lou Meader, Tech Prep Director.

Ms. Meader presented an overview of the Tech Prep program and information on the Students in Manufacturing Technology Project. She stated that the purpose of the project was to encourage students to study math, science, engineering and technology, and to explore opportunities for careers in those fields.

Ms. Meader shared a DVD of the Sedro-Woolley High School and Janicki Industries team project, which was to devise a universal instrument for clamping polypropylene tubes.

The Chair stated that she has attended two manufacturing summits and encouraged the other Board members to attend a future summit. She stated that Ms. Meader has taken the program to a new level and that she will be missed.
2. 2007-08 Operating Budget

Mr. Harker reviewed the budget process to-date and stated that allocations have not yet been received from the State Board. He stated that SVC will not qualify for general FTE funds but will receive funds for apprenticeship and Adult Basic Education.

Dr. Tollefson stated that he does not see a need for budget cuts but the college will be pressed to do much beyond the base budget.

Dr. Tollefson said that the next step options for approval of the 2007-08 operating budget includes the following: present the budget information at the June 7 regular meeting and then call a special meeting before July to approve the budget; or, at the June 7 meeting, present the budget and the Trustees may authorize a continuation of spending authority at present levels and approve the budget at the July 10 meeting.

Dr. Tollefson stated that he is committed to a transparent budget process and that is not easily done if the budget is not approved by early July. He said that another budget forum for faculty and staff will be scheduled before faculty leave in June.

Mr. Harker stated that he will provide the Trustees with greater detail on the base budget before the June 7 meeting.

IV. ADJOURNMENT:

There being no further business this meeting was adjourned at 4:30 p.m.
MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MAY 8, 2007
4:30 p.m. – Hayes Hall 137
1900 SE Pioneer Hwy.
Oak Harbor, WA 98277

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 4:50 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:

Dr. Joan Youngquist introduced Kylie Allen, a member of the Head Start Policy Counsel and a 2005 graduate of Skagit Valley College.

Dr. Tollefson requested that the SVCFT report be moved to this point in the meeting as the presenter, Jeff Stady, had class at 5:00 p.m.

Jeff read the following on behalf of SVCFT:

As the final weeks of the 2006-2007 academic year approach, faculty are engaged in the usual press of end-of-the-year activities.

SVCFT is pleased to report that the faculty and administrative negotiation teams have been working collaboratively on a number of issues and are making progress. An SVCFT meeting is scheduled for June 7 so that we can ratify the agreements that the teams reach. We are hopeful that the salary issues can be
resolved and that contracts can be issued in June for the 2007-2008 academic year. Once again we want to express our appreciation to Dr. Tollefson and to the negotiators: Sue Williamson, Tom Harker, Dick Barclay, and Mick Donahue for their work with us.

On June 7 we will also be holding SVCFT elections. We will forward the list of new officers to you after the election. Trish Barnes and Vicki Talbott are not running but will be available during the summer to help with the transition.

Four faculty from SVCFT were recently recipients of the first annual Excellence in Teaching and Learning Award presented at the state learning and assessment conference. These faculty were Mike Witmer, Lynn Dunlap, Claus Svendsen, and Marilyn Chu.

SVCFT would like to join with the rest of the college in congratulating Dr. Christina Pflugfelder for achieving tenure.

We look forward to your joining us in celebrating graduation this year at our campuses and centers and thank you for your work for SVC in the past academic year.

Dr. Tollefson introduced Arlene King and William Zerby the All Washington Academic Team participants for 2007.

Dr. Tollefson presented Jeff Stady with a gift from Phi Theta Kappa recognizing his 10 years as the Alpha Omicron Sigma Chapter advisor. Dr. Tollefson stated that Jeff recently received Phi Theta Kappa’s Distinguished Chapter Advisory Award for 2007.

Dr. Tollefson introduced Charles “Chuck” Luckmann. Chuck thanked the Board for his sabbatical in fall 2005, as it allowed him time to edit X Stories: The Personal Side of Fragile X; an anthology of essays by parents, siblings, physicians, and therapists.

V. CONSENT AGENDA:

1. Board Meeting Minutes – April 10, 2007

The consent agenda item was approved as presented.

Dr. Tollefson stated that an additional agenda item, “Recommendation of Approval of Section 5, SVCFT Negotiated Agreement” had been added to today’s meeting agenda.
VI. RECOGNITION OF TENURE

The Trustees and Dr. Tollefson recognized and congratulated Dr. Christina Pflugfelder on her award of tenure at the March 13, 2007 Board meeting.

The Chair announced that the Board would take a five-minute break for cake and refreshments.

At 5:15 p.m. the meeting adjourned for a five-minute break and reconvened into open session at 5:20 p.m.

VII. ACTION ITEMS:

1. Recommendation of the Whidbey Island Campus Master Plan

Dr. Donahue introduced David Hall and Brian Poppe, architects with the firm of the Henry Klein Partnership. David and Brian gave a PowerPoint presentation that reviewed the Whidbey Island Campus Master Plan process.

Discussion followed the presentation.

It was moved by Mr. Don Piercy and seconded by Mr. Jess del Bosque to accept the proposed Master Plan for the Whidbey Island Campus.

Ms. Rojas asked if there was any plan to move Head Start and ECEAP closer to the campus. Dr. Donahue responded that it was not in the plan at this time but he would not rule it out at some future point.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Tenure – Sheila Kenning

Dr. Tollefson stated that during the last two and a half years as a probationer, Sheila Kenning has been evaluated by students and peers on her Tenure Review Committee, and by her department chair, supervising dean and vice president. Ms. Kenning has successfully completed her probationary review and has become a valued member of the college community.

It was moved by Ms. Margaret Rojas and seconded by Mr. Tom Moser to approve the awarding of tenure to Ms. Sheila Kenning as an instructor for Nursing.

MOTION PASSED UNANIMOUSLY.

Dr. Tollefson stated that Ms. Kenning will be recognized at the September Board meeting.
3. Recommendation of Approval of Section 5, SVCFT Negotiated Agreement

Dr. Tollefson informed the Board that SVCFT ratified the following changes to Section 5, Exceptional Faculty Awards, of the negotiated agreement. The changes are noted in bold type.

**Award Amount:** The maximum amount available for award in any academic year will be the accumulated interest in the Exceptional Faculty Award Trust Fund account as of **March 1** (formerly September 1) of that year.

**Award Limits:**
- Individual – **up to $4,000** (formerly $2,000)
- Group – up to $8,000 (**maximum $4,000 per person** [formerly $2,000 per person])
- Faculty as a whole – awards can be made at the discretion of the Exceptional Faculty Award Committee in accordance with WAC 131-16-405.

It was moved by Mr. Jess del Bosque and seconded by Mr. Tom Moser to approve the proposed changes to Section 5, Exceptional Faculty Awards, of the SVCFT Negotiated Agreement.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of Exceptional Faculty Awards, 2007-08

Dr. Tollefson stated 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 $1,067,381. Only the interest earned from the fund may be used to pay expenses for the awards. For 2007-2008, $53,369 is available—approximately 20% is reserved for benefits & awards. A committee of faculty, administration, and a Foundation representative reviewed requests and nominations for awards that had been solicited from faculty and administrators.

The award guidelines specify that Exceptional Faculty Awards 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 $4,000; faculty groups may receive a maximum award of $8,000.
Nine nominations and twelve requests were made to the EFA committee. The EFA committee recommends that seven nominations and nine projects be funded—eleven for less than originally requested.

It was moved by Mr. Tom Moser and seconded by Mr. Jess del Bosque to approve the Exceptional Faculty Award nominations for completed projects/accomplishments for: Gail Bruce, Neta Cahhill, Eve Deisher, Diane Johnson, Vicki Matzen, Chuck Stevens, and Ernest Tutt. And, for proposed projects by: Gary Eckermann, Jan Helm, Louis LaBombard, Candace Lower, Leslie Lukasik, Stephanie Machlin, Ruth Meacham, Ben Munsey, Angel Santana, Dan Nelson, Ted O’Connell, Lisa Spreyer, Jean Markert, Theresa Donavon, and Elizabeth Stutzman.

MOTION PASSED UNANIMOUSLY.

5. Recommendation of Head Start/Early Head Start Grant Renewal

Dr. Joan Youngquist stated that as reviewed at the April 10, 2007 Board of Trustees meeting, the Head Start/Early Head Start Grant renewal is required to be submitted in May with the Board of Trustees approval. She stated that the only major change in the grant is that Early Head Start slots will be moved from Friday Harbor to Skagit County.

It was moved by Ms. Margaret Rojas and seconded by Mr. Jess del Bosque to approve the submission of the Head Start/Early Head Start Grant renewal as presented.

MOTION PASSED UNANIMOUSLY.


Dr. Tollefson stated that following committee and faculty review, the 2008-09 (Attachment A) and 2009-10 (Attachment B) academic calendars are recommended to the Board of Trustees for approval.

It was moved by Mr. Jess del Bosque and seconded by Ms. Margaret Rojas to approve the 2008-09 and 2009-10 academic calendars as presented.

MOTION PASSED UNANIMOUSLY.

7. Recommendation of Board of Trustees Meeting Dates for 2007-08

The following calendar for 2007-08 Board meeting dates was proposed to the Trustees:

**2007**
July 10, 4:30 p.m. – Mount Vernon Campus
September 11, 4:30 p.m. – Mount Vernon Campus
October 9, 4:30 p.m. – Mount Vernon Campus
November 13, 4:30 p.m. – Mount Vernon Campus
December 11, 4:30 p.m. – Mount Vernon Campus

2008
January 8, 4:30 p.m. – Mount Vernon Campus
February 12, 4:30 p.m. – Mount Vernon Campus
March 11, 4:30 p.m. – Mount Vernon Campus
April 8, 4:30 p.m. – Mount Vernon Campus
May 13, 4:30 p.m. – Whidbey Island Campus
June 12, 11:00 a.m. – San Juan Center

It was moved by Mr. Tom Moser and seconded by Mr. Jess del Bosque to approve the recommended Board meeting dates for 2007-08 as presented.

MOTION PASSED UNANIMOUSLY.

VIII. COLLEGE REPORTS

1. ASSVC

No report.

2. WPEA

Brian Shelley provided the following report on behalf of WPEA:

Labor/Management met twice in April. The April 11 meeting was called by management to discuss issues including:
- electronic paycheck advice via the intranet (cease printing of paper);
- training on the new contract;
- The impact of Head Start raises on staffing.

The union called the April 27 meeting to discuss:
- frequent Human Resources response delays in resolving issues related to classified staff issues including grievance and reallocation;
- training committee issues and funding;
- safety and security issues and concerns.

We will meet again on May 29 to continue discussion of these issues.
- Most classified staff will work 4-10s again this summer. HR will notify staff of their work schedules;
- District meetings are now held quarterly. We also plan quarterly brown-bag lunches at each campus;
WPEA is presently conducting elections for chief job steward and assistant chief job steward for each agency. SVC job stewards are Carolyn Batchelor, Julie Bishop, Larry Cook, Marilyn Haren and Brian Shelly. Whichever two are elected will lead the SVC classified staff for the next 2 years. We no longer elect chapter officers.

Members are excited about the new contract which goes into effect July 1. The legislature approved the governor’s budget which included:
- a 5.2% pay increase over the next 2 years;
- an added step “L” for people topped out;
- funding to bring all state workers up to at least 25% behind the private sector;
- WPEA members will receive $756 on July 25 as part of the health care grievance settlement.

Members being recognized for their years of service at next week’s Spring Celebration include Lily Garza, 35 years, Larry Cook, 20 years and Linda Hurd who is retiring after 20 years.

Dr. Tollefson commented on the Human Resources issue. He stated that there has been a response to the grievances pending and there are differences of opinion on how they should be handled. One of the grievances is going to arbitration with the Governor’s office.

3. Administrative Services

Mr. Harker stated that the budget information for April would run later tonight; he will send the information to the Trustees prior to the June Board meeting.

He stated that the acquisition of the church property land east of the Mount Vernon Campus was in process and that the transaction would soon be completed.

The Chair asked Dr. Tollefson his preference on handling approval of the 2007-08 Operating Budget. Dr. Tollefson responded that he would prefer to provide a draft of the 2007-08 Operating Budget at the June 7 regular Board meeting and then call a special Board meeting for June 19 for approval of the budget.

There was consensus by the Board to hold a special meeting on June 19, 4:30 p.m. to take action on the proposed 2007-08 operating budget.

5. Instruction & Student Services

Ms. Woiwod highlighted the following items:

- International Week was held April 30 through May 4 – it provided interesting, compelling and thought-provoking events, highlighted by the
International Dinner and keynote speaker, Dr. Allan Goodman and the Farmworker Solidarity March on Sunday;

- Tours are being given to high school students giving them an opportunity to meet with current Fire Fighter, Marine Tech, and Art students;
- The Mount Vernon Honors’ Reception was held on May 3 with over $380,000 in scholarships awarded to students;
- The 50th high school counselors lunch meeting was held last Thursday;
- A parent’s academy for GEAR UP students will be held on May 9;
- Eastern Washington University will host a “Bachelor party” at SVC on May 9.

6. Whidbey Island Campus

Dr. Mick Donahue stated that the Whidbey Island Campus Honor’s Reception will be held on May 11 at the Elks Club in Oak Harbor.

Dr. Donahue introduced Ms. Ann Avary, Director of the Center of Excellence for Marine Manufacturing & Technology. Ms. Avary presented background information on the Center of Excellence and provided information on the marine industry in the State of Washington.

7. President

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:

- International Week and dinner were excellent events and he acknowledged all involved;
- Thanked the Board for their time meeting with the Mount Vernon School Board of Directors. He stated that the meeting went very well and both Boards acquired valuable information;
- He encouraged the Board to attend the Honors’ Reception at the Whidbey Island Campus on May 11;
- Spring Celebration will be held at McIntyre Hall on May 15;
- Commencement ceremonies will be held on June 3 for the Mount Vernon Campus, June 7 for the San Juan Center, and June 9 for the Whidbey Island Campus.

Dr. Tollefson stated that the recent phone threats received by the Mount Vernon Campus have caused a great deal of frustration for students, faculty, and staff. He said that the campus has been getting better at responding to the threats, but an enormous amount of time and energy has been spent dealing with the threats.
8. Board of Trustees

The Chair stated that the TACTC Conference will be held May 17-19 in Spokane and that she and Mr. Piercy would be attending. A slate of officers for TACTC 2007-08 will be presented at the conference; she stated that proxies could be given to her or Mr. Piercy.

Mr. Moser stated that he and Dr. Tollefson met with the Mount Vernon Police Chief, Mayor, and City Prosecuting Attorney to discuss the recent phone threats and concluded that it is time for the college to change the response to the phone threats.

The Mount Vernon Police Department has assessed the threats as low risk that an actual event is likely to occur. Dr. Tollefson stated that with authorization of the Board he would like to develop a response plan for this specific threat that is less drastic than a full-scale campus evacuation, but one that still provides for heightened security measures.

Dr. Tollefson stated that efforts to identify a suspect are still being pursued but at this point there are no plans for an arrest.

Discussion continued on developing a modified response to the threats.

It was moved by Mr. Jess del Bosque and seconded by Mr. Tom Moser to authorize the President to develop alternative emergency responses, as the situation requires.

Ms. Rojas stated that she wants to make sure that students are informed of any emergency situation so they can make a choice as to whether to stay or leave campus and she wants to ensure that each situation is handled individually. Dr. Tollefson agreed with her concerns and said that each situation would be evaluated based on what was known at the time.

MOTION PASSED UNANIMOUSLY.

IX. PUBLIC COMMENT:

No requests were submitted.

X. NEXT REGULAR MEETING:

Thursday, June 7, 2007, 4:30 p.m., Mount Vernon Campus – Czarna Collins Room, Library
XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 7:45 p.m.

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