I. CALL TO ORDER:

The Chair called the meeting to order at 11:15 a.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:

No guests were present.

V. CONSENT AGENDA:

1. Special Board Meeting Minutes – May 2, 2007
2. Board Meeting Minutes – May 8, 2007

The consent agenda items were approved as presented.

VI. INFORMATION ITEMS:

1. 2007-08 Operating Budget

Mr. Harker presented information on the 2007-08 Operating Budget. Board approval will be requested at the June 19 meeting.
Dr. Tollefson stated that as occurs every year in developing the budget, several million dollars in requests came up through every division of the college at both campuses and all three centers. He stated that early in the budget development process Cabinet decided that if sufficient budget dollars were available to more than carry existing operations forward, the college would need to focus on initiatives that could help build enrollment and retain students. If we are to sustain our current level of operations, we need to meet or exceed our enrollment targets so that we can receive increased funding in the future. Another strategy is to find ways to increase local revenues by increasing international enrollments, Running Start enrollments, and contract training.

Dr. Tollefson stated that sustaining and building enrollment in our traditional program offerings is not easy. He stated that the college district has nearly full employment and employers are desperately seeking additional workers. Many of our potential students are choosing to work rather than invest in further education. With that in mind, the requests were narrowed down to a list that would cost about $350,000. Unfortunately, our new allocation and our projection of local funds through such things as tuition collections and Running Start revenue were too low to support the list of enrollment and retention initiatives that will help us move into the future.

After reviewing and thinking about this information, Dr. Tollefson stated that he has decided to ask the Trustees to authorize the use of $350,000 from reserves so that we can support these new enrollment-oriented initiatives. He stated that his rationale for using to use this one-time money is that if the college does not build enrollment and local revenues, we will begin a downward spiral for revenue at a time when the college has so many great opportunities to move forward in improving full-time and adjunct faculty salary schedules, moving more part-time positions to full-time, continuing our strong support of sabbaticals, moving forward with ways to increase our international education and exchange opportunities for both students and staff, developing our environmental sustainability agenda, and continuing our leadership in curriculum reform and teaching and learning.

Dr. Tollefson stated that he has taken this position because he believes it will be an important investment for Skagit Valley College to make at this time. He said that it also means that we must work hard to meet our FTE goals and increase our revenues so that we can sustain these expenditures in next year’s budget.

This plan has been discussed at two college forums.

Discussion followed with further details provided for the Board.

2. 2007-08 Services & Activities Budget

Mr. Alan Muia presented the 2007-08 Services & Activities Fee Budget allocations. He stated that the students recommend that the fee remain flat
except for state adjustment. This budget will come to the Board for approval at
the June 19 meeting.

3. McIntyre Hall Budget for Fiscal Year 2008

Ms. Nida Tautvydas presented the proposed McIntyre Hall budget for fiscal year
2008. She stated that the next two to three years are transitional years as work
is done to establish solid and sustainable operations. The major focus will be on
development, marketing, programming, and facility improvements, with continued
attention to financial stability, operating efficiencies, customer service, and
community relationships.

Ms. Tautvydas reported that she is projecting an operating reserve of $74,815 for
fiscal year 2007. She said this is due to a combination of frugal operations,
operating efficiencies, increased usage of the facility and increased attendance.

For fiscal year 2008, four new initiatives are planned:

- Development
- Marketing
- Programming
- Facility Improvements

Ms. Tautvydas reported that the fiscal year 2008 budget reflects a balanced
budget with the following assumptions:

- Revenues budgeted conservatively;
- SVC support is increased;
- PFD support is decreased;
- SPAC projected support of $35,000 is eliminated due to change in
  agreement;
- Full-time staff position left vacant, potential to fill vacant position mid-year;
- Modest fundraising goal
- Decrease in operating expenses.

Dr. Tollefson reminded everyone that 18 months ago the Trustees held meetings
with the PFD to discuss how to make things work for McIntyre Hall and that much
of the success of McIntyre Hall goes back to the work of the Board at those
meetings and making the good decision to hire Nida Tautvydas.

The Chair thanked Ms. Tautvydas for the report.

The Chair stated that she was moving the action item up on the agenda, as Mr.
Tom Moser needed to leave for another appointment.
VII. ACTION ITEM:

1. Election of Board of Trustees' Vice Chair for 2007-08

It was moved by Mr. Jess del Bosque and seconded by Mr. Don Piercy to nominate Mr. Tom Moser as Vice Chair for 2007-08.

The Chair asked if there were any other nominations; hearing none she asked for a vote on the motion.

MOTION PASSED UNANIMOUSLY.

The Chair congratulated Mr. Moser on his election as Vice Chair for 2007-08.

Return to Information Items:

4. San Juan Center Update

Dr. Denise King presented an overview and update of the San Juan Center. She stated that the Center serves the communities of the San Juan Islands by providing outreach to high schools and senior centers and this past year the Center has focused on Shaw, Orcas and Lopez islands. Also, this past year the Center has provided Native American and East Indian speaker presentations that have been open to the public.

Dr. King stated that the Center has partnered with the Displaced Homemaker Program and Office Technology and is pursuing the development of the hospitality trades industry.

Dr. King reported that Elderhostel has a fill rate of 85%, with net revenue this past year of $81,000. She stated that the San Juan Elderhostel Program is one of the top 25 in North America and the largest in the Pacific Northwest.

Randy Martin, Elderhostel Coordinator, stated that the San Juan offerings are the first and third top selling out of 1000 programs. He stated that the San Juan Program will be on the cover and in a color insert in the 2008 International Elderhostel information piece—this has a circulation of 500,000.

VIII. COLLEGE REPORTS:

1. ASSVC – No report.

2. SVCFT – No report.

3. WPEA – No report.
4. Administrative Services – The April budget report was distributed. Mr. Harker stated that the report does not reflect current revenue for Running Start as that is received quarterly; the amount will be approximately $150,000.

Mr. Harker reviewed the McIntyre budget report for fiscal year 2007. He stated that the PFD commitment has not been received at this point, however, as Nida stated earlier, a carryover of approximately $75,000 is anticipated this year.

5. Instruction & Student Services – New Executive Vice President for Instruction & Student Services, Dr. Harriet Custer, will be at the college for two days in late June and will officially start on July 16. He highlighted the following items:
   • Fall in-service program has been developed—the emphasis will be on technology and safety;
   • Displaced Home Program graduated 16 students this past quarter;
   • International Week will be scheduled in March next year to coordinate with events scheduled at McIntyre Hall;
   • The Filipino cultural event raised $2,900;
   • Campus View Village maintenance projects are underway.

6. Whidbey Island Campus – Dr. Donahue stated that his report for this meeting was the San Juan Center update.

7. President - Dr. Tollefson stated that a copy of his recent activities and the June Head Start report had been distributed to the Trustees.

Dr. Tollefson highlighted the following recent activities:
   • He and several others recently attended a workshop on campus security—the workshop provided valuable information. Bill Overby and Patrick McVicker have delivered a proposal for an emergency plan to be developed on the behalf of the safety committee. The plan will be in place fall quarter and training sessions will begin at fall in-service;
   • At the recent sustainability fair, Representative Jeff Morris, stated that he will work with us on a grant for acquiring solar panels for the new Angst Hall science and allied health building;
   • June 27, 3:30 pm is the scheduled date and time for the new Angst Hall groundbreaking – Governor Gregoire will attend the event;
   • The July 10 Board meeting will need to be rescheduled as Dr. Tollefson and Jess del Bosque will be gone on the Governor’s Education Mission to Mexico July 9-13.
8. Board of Trustees – Ms. Margaret Rojas acknowledged Ms. Debra Lisser’s role as Board Chair for 2007-08; she stated that she appreciated the time and effort Ms. Lisser put forth for the college and the careful consideration she gave to running each meeting. On behalf of the Trustees, Ms. Rojas presented Ms. Lisser with a SVC vest.

The Chair thanked the Board for the gift and said she will wear the vest with pride.

Dr. Tollefson distributed a May 21, 2007 letter from Western Washington University stating that they were terminating their elementary education program in Oak Harbor because of low enrollments.

Dr. Tollefson asked if any of the Trustees were interested in attending the September ACCT Conference in San Diego. He asked them to please contact Lisa Radeleff if they would like to attend.

Ms. Rojas presented Ms. Lisser with a gift from Washington State University for all of the good work she does on their behalf.

IX. PUBLIC COMMENT: No requests were submitted.

X. NEXT MEETING:

Tuesday, June 19, 2007, 4:30 p.m., Mount Vernon Campus – Czarna Collins Room

XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 1:00 p.m.

_________________________________  ____________________________
Debra Lisser, Chair  Gary Tollefson, President
Executive Secretary to the Board  Lisa Radeleff, Administrative Assistant