

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, OCTOBER 9, 2007
3:30 p.m. – Library, Czarna Collins Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Debra Lisser
Mr. Don Piercy
Mr. John Stephens
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 meeting was called 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. Skagit County Technical Skills Center

Dr. Tollefson introduced Dr. Tim Bruce, Superintendent of La Conner School District, and Ms. Maureen Harlan, Skagit County Technical Skills Center Facilitator.

Dr. Bruce reviewed and discussed the timeline for the Skills Center. The project is scheduled to be ready for opening fall 2010 but he hopes that it will be ready as early as fall 2009.

The main center will be built on the Skagit Valley College Mount Vernon Campus, and a separate marine technology skills center will be built in Anacortes. A site for the marine skills center location has not yet been picked, several sites are under consideration:

- Land owned by the Port of Anacortes and located near the Educational Service District 189 office;
- A 26-acre site owned by the City of Anacortes;
- Land owned by the Swinomish Tribe.

Dr. Bruce stated that it is important to have water access and good visibility for K-12 and college students.

Ms. Harlan stated that the marine technology skills center satellite would be the first in the state. She said that she has met with career and technical education instructors, principals, and superintendents throughout the county to discuss student access to the center. This will be a great opportunity for the young people in our region. Ms. Harlan mentioned that San Juan County schools are also very interested in participating.

Dr. Bruce stated that the center started as just for students in Skagit County because it had to be proven that it could draw the needed enrollment. He said that it will be possible for outside districts to participate and it will have to be decided if they join the consortium or stay as an outside participant that is being served.

Dr. Bruce stated that marine technology is one program that is highly likely to be offered by the skills center. Other probable program offerings are "DigiPen," a Nintendo game programming sequence, and culinary arts. More discussion will be held to determine other programs that will be offered.

Dr. Bruce stated that the skills center will be located on the west side of the Skagit Valley College Mount Vernon Campus. He presented a document that showed drawings of Phase 1 and Phase 2 of the skills center. Dr. Bruce said that they hope to acquire the SVC property at the lowest price possible.

Ms. Harlan stated that the concerns voiced by some at the high schools regarding losing their programs, should not be a concern. She stated that the skills center will enhance current offerings—offering capstone courses that will take students to the next level.

A question was raised on how adults would enter the skills center. Dr. Bruce responded that adults would enter through the college; it will function very similar to a reverse version of Running Start.

Dr. Bruce stated that they are just getting started with the architects. The plan is to bid the project late summer of 2008 and begin construction in fall 2008 with the hope of being ready to open fall 2009.

Discussion followed after the conclusion of Dr. Bruce's presentation.

IV. ADJOURNMENT:

There being no further business this meeting was adjourned at 4:28 p.m.

Debra Lisser, Chair Pro Tempore

Gary Tollefson, President
Executive Secretary to the Board
Lisa Radeleff, Secretary to the President

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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:

Mrs. Lisser called the meeting to order at 4:35 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

Mrs. Lisser recognized that a quorum of Board members were present, however, due to the absence of the Chair and Vice Chair a Chair Pro Tempore needed to be elected for the meeting.

It was moved by Mr. John Stephens and seconded by Mr. Don Piercy to elect Mrs. Debra Lisser as Chair Pro Tempore.

MOTION PASSED.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

Dr. Tollefson introduced Mr. Chen Baochun, Beijing Foreign Studies University exchange instructor, and new trustee, Mr. John Stephens. Dr. Tollefson and the Board welcomed them both to Skagit Valley College. He stated that the college will hold a formal farewell for Mr. Jess del Bosque at the November 13 Board meeting.

V. CONSENT AGENDA:

1. Board Meeting Minutes – September 11, 2007

The consent agenda item was approved as presented.

VI. PROGRAM PROFILE – McIntyre Hall Performing Arts & Conference Center

Ms. Nida Tautvydas reported that fiscal year 2007 was a time of significant organizational development and growth with a focus on financial management, operating policies, practices and efficiencies, facility usage, and attendance at events. Accomplishments for the year include:

- Collaborated with student activities, theater and music departments and various other SVC departments to provide college technical support;
- Provided technical training for community arts organizations;
- Developed new website;
- Developed a volunteer recognition program;
- Revised rate structure;
- Implemented operating efficiencies;
- Developed new rental forms, contracts and process;
- Created a marketing and development timeline/plan;
- Improved financial recordkeeping;
- Established an operating reserve.

Total use of the facility increased 15% over the previous years. Conference center usage and theater performances at McIntyre Hall attracted over 50,626 patrons, reflecting a 42% increase in attendance over the prior year. Usage by Skagit Valley College increased 115% over fiscal year 2006.

McIntyre Hall realized a net surplus of \$89,188, creating an operating reserve. The surplus is attributed to a combination of factors including continued SVC and PFD support, increased rental revenues, increased attendance, and decreased expenditures. In fiscal year 2007, a seven percent increase in earned revenues to represent 50% of the total budget was experienced.

Fiscal year 2008 improvement will focus on:

- Financial stability and sustainability;
- Fundraising/development;
- Facility improvements;
- Facility usage/rentals;
- Facility and event promotion;
- SVC and community collaborations;
- McIntyre Hall Presents Series.

Ms. Tautvydas stated that she is continuing to look for ways that the facility can be double booked for events. Remodeling of the kitchen/conference center area—adding storage, improved sound design, lighting and the box office entry will begin in June 2008.

Dr. Tollefson stated that just two years ago the Board was struggling with some of the many operational issues facing McIntyre Hall; and gave his congratulations

to Ms. Tautvydas on doing an incredible job working with the college, increasing usage and putting together an operating budget, all while working on all of the other issues she needs to handle.

VII. INFORMATION ITEM:

Dr. Tollefson presented a draft of Resolution 07-06, Regarding Skagit Valley Skills Center, for the trustees review and consideration. Dr. Tollefson stated that it is important for the Board to go on record supporting the skills center. He will bring the resolution to the before the Board on November 13 for their action; he asked that they contact him if they have any questions.

Ms. Lisa Wochos, Assistant Attorney General, asked Dr. Tollefson if he is a sitting member of the skills center board. Dr. Tollefson responded that the board has not yet been formed; however, he and each of the school superintendents in Skagit County will be on the board.

Dr. Tollefson said that the details on whether the land will be sold or leased for the skills center still needs to be finalized. He stated that the superintendents are interested in having the college gift the land, but he feels that a long term lease may be in the better interest of the college and may offer less legal challenges. Further work needs to be done on program offerings and accommodating participation from other areas, i.e., Island County, Stanwood, etc.

VIII. COLLEGE REPORTS:

1. ASSVC

Chris Palmer highlighted the following items in his report:

- Mount Vernon Campus elections are currently taking place—five offices have openings. Whidbey Island Campus elections will be held in two weeks. Election posters in Japanese and Spanish have been posted around the district, this will hopefully let International students know they have a home in this community and encourage them to participate in the elections. Half of the candidates running for office are current International students. The intent is to have posters for all events printed in several languages and hopes that will set a precedent for future events;
- Atomic clocks have been installed in the cafeteria on the Mount Vernon Campus and in several classrooms; some clocks have also been installed at the Whidbey Island Campus. ASSVC's goal is to have atomic clocks installed in all student areas throughout the district.
- Student morale on the Mount Vernon Campus has been dropping because of various construction issues. He has been working with Dennis Rohloff, Tom Bates and Alan Muia to handle these issues.

Mrs. Lisser asked for a quick update on the Camps Center. Dr. Tollefson responded that we are pressing for the construction to be completed on time. They did an amazing job to get the cafeteria open at the beginning of the quarter. Some concerns were expressed by the Mount Vernon Fire Department because some areas are accessed through construction areas; however, those concerns have been addressed.

2. SVCFT

Greg Tate and Dan Nelson reported the following on behalf of SVCFT:

- Committee assignments have been completed for the year;
- Negotiations on part-time faculty issues are still ongoing—looking forward to a speedy closure;
- Recently held their first general membership meeting;
- They are looking forward to meeting with Dr. Tollefson later this week

Dr. Tollefson asked Ms. Sue Williamson, Executive Director of Human Resources, for an update on the part-time faculty issues. Ms. Williamson responded that they have been working on a couple of items and are trying to move them forward.

3. WPEA

Julie Bishop reported the following on behalf of WPEA:

- Quarterly district meetings and brown bag lunch discussions are scheduled for the academic year;
- Julie was on the negotiation team for the new WPEA contract. Two major items in the contract: \$752 medical reimbursement and the shift differential increase; first increase in more than 20 years.

4. Administrative Services

Mr. Harker distributed and reviewed:

- Budget Report for month ending August 31, 2007;
- Cardinal Bookstore Income Statement for year ended June 30, 2007;
- Bookstore Benchmark Report;
- Fund Balance Summary for Fiscal Year 2007.

Mr. Harker said that there has been a shift to new textbooks versus used textbooks as publishers are coming out with new editions more frequently. Also, textbooks often come up a web component that cannot be passed on through a used textbook.

Mr. Harker stated that the purchase of the back half of the church property on the east side of the Mount Vernon Campus has been finalized and the process to purchase the remaining property is underway.

5. Instruction & Student Services

Dr. Custer highlighted the following items:

- Participated along with other staff members via interactive television in a meeting with an Anchorage, Alaska school district regarding their need for student law enforcement training. Some of the Alaska students will travel to SVC to receive training and will then take that knowledge to their home district to train other students;
- Conducted Tenure Review Committee orientation and shared her belief on the importance of the tenure review process. She stated that any issues need to be addressed early in the process so that a plan for improvements can be put into place quickly and effectively.

6. Whidbey Island Campus

Dr. Donahue highlighted the following items:

- Master Plan will be completed by mid-November; the Board will have time to review before the submission deadline. He is optimistic that the planned improvements will be placed high on the priority list;
- American Boating & Yacht Council (ABYC) invited SVC to their home office and presented a business plan that is a partnership, a "Marine League," of eight to ten community colleges and universities. SVC would be the first West Coast ABYC training center. There would be a cost but not at the front end but would be paid over time; there will be no additional cost to involve the skills center. The ABYC has a long standing reputation and is recognized for their standards. No other school in our area would be able to be a part of the partnership (120 mile limit and vote will be taken when adding a new partner). Upon graduation students would receive an ABYC certification as well as a diploma from SVC. Dr. Tollefson stated that this will put us in an elite status for marine technology;
- He was invited by the Economic Development Association of Island County to participate in the recruitment of a business interested in relocating to Island County;
- Met with the new Coupeville School Superintendent, Patty Page. Coupeville has a "College in the High School" program with the University of Washington and they are interested in talking with SVC about a possible partnership;
- Faculty and staff are engaged in the accreditation self-study and are enjoying going through the process;

- Western Washington University (WWU) will close its Elementary Education Program as of June 2008. He believes that WWU will be off campus after that time but the building will belong to SVC.

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:

- Shared the Community Partner Award presented to SVC by the American Red Cross Mount Baker Chapter;
- SVC has been selected as a program partner for the 2007-08 Washington Campus Compact *Student in Service AmeriCorps Program*;
- The SVC Foundation sent a letter to the Trustees acknowledging their generous donation of \$500 toward the Asian Infusion auction;
- A detailed plan for responding to emergencies has been drafted by Pat McVicker and Bill Overby and reviewed by the Administrative Team. Changes are being made on an on-going basis to further clarify responsibilities and add detail. Training on the basis of the plan will begin within the next few weeks and before the end of fall quarter full scale training exercises will begin. The emergency response plan will be presented at the Board's November 13 study session;
- The Trustees have been invited to participate with Cascadia, Edmonds, Everett, and Shoreline community colleges in a joint board meeting on November 8. The meeting is being held to discuss the upcoming legislative session and the benefits to developing a regional team message and to discuss the UW North branch campus efforts.

8. Board of Trustees

Mr. Piercy attended the ACCT conference in San Diego. He reported that the conference reinforced the importance of the role of community colleges in higher education.

IX. PUBLIC COMMENT:

Mr. Chris Palmer thanked Mr. Piercy for his comments during Mr. Harker's report on the bookstore.

X. NEXT REGULAR MEETING:

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

XI. ADJOURNMENT:

There being no further business and no action taken, this meeting was adjourned at 6:15 p.m.

Debra Lisser, Chair Pro Tempore

Gary Tollefson, President
Executive Secretary to the Board
Lisa Radeleff, Secretary to the President