

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, NOVEMBER 13, 2007
3:30 p.m. – Czarna Collins Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Margaret Rojas, Chair
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 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. Emergency Response Plan

Patrick McVicker and Bill Overby distributed and reviewed the new All Hazards Emergency Response Plan. The college is federally mandated to have an emergency response plan and this new plan falls in line with the terminology and plans already used by emergency responders—fire, police, etc.

Training on the plan has begun and will continue throughout the quarter. Ultimately drills to reinforce the training will be scheduled.

Dr. Tollefson stated that at the security workshop he attended last spring, along with Patrick and Bill and several others from the college, one of the main things that was expressed was making lockdowns possible in the college setting. The K-12 system has more controls and access built into their buildings. Ultimately, the college will need to spend some money on putting a lockdown system in place. Another important issue is having a PA system or some type of communication across campus. We need to be able to send a single message from a single source to all personnel and students. This is a challenging issue but there are options available. Cabinet has discussed a text messaging system and had begun searching for a software system; however, Bellevue Community College has developed a system that will perform text, email and web

messaging. They are offering the system to all of the colleges free of charge. Dr. Tollefson has talked with the Bellevue Community College president and SVC will be one of the first colleges to have the system in place. He stated that part of the legislative request for 2008 will include funding so solutions can be found to the installing lockdown systems and communication devices.

Discussion followed the presentation.

2. Emergency Training Facility

Patrick and Bill distributed a progress report on the Regional Emergency Training Facility. They stated that the Skagit Valley College Regional Emergency Services Training Center is known for graduating the best prepared student in the emergency service industry. SVC is the first college considered by students new to the field and by employers seeking candidates.

After developing mission, values and vision statements for emergency services; Bill and Patrick put together a marketing booklet to describe their vision for a regional training center. They took their proposal to Washington, DC in spring 2005 and met with Senators Cantwell and Murray and a member of Representative Rick Larsen's staff to inform them of the value that a regional training center could bring to Washington. While the trip did not result in any funding proposals by the legislators, they met many people during this process who have maintained an interest in the proposal.

In spring 2006 the college contracted with the Interact Business Group to conduct a feasibility study and business planning. The study included surveying the region's emergency service agencies to determine the need for various components of a training center. It was found that a training enterprise was warranted and could be supported by the College's needs and those of a variety of public response agencies. A potential site at the Port of Skagit County has been identified. The Port has communicated an interest in offering a parcel of land that is up to 75 acres in size. The Port has also committed up to \$50,000 to study its topography, soils, and wetlands in preparation for use by the College.

Now that a potential land site has been identified, the business plan will be completed during the spring of 2008 that will identify priorities in construction, an enterprise management model, funding, and services to be initially offered. This type of a training facility will augment current programs and allow expansion into other areas.

Dr. Tollefson stated that the next step for us is to do more work on funding. There are models for us to check out and we will visit some during winter quarter. Funding for the project will probably take a package that includes federal, state and some regional funding.

Discussion followed the report.

Adjourn 4:30 p.m.

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BOARD MEMBERS IN ATTENDANCE:

Ms. Margaret Rojas, Chair
Mr. Tom Moser
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 Chair called the meeting to order at 4:35 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:

No guests were present.

V. CONSENT AGENDA:

1. Board Meeting Minutes – October 9, 2007

The consent agenda items was approved as presented.

VI. INFORMATION ITEM:

1. Proposed Improvements to McIntyre Hall Performing Arts and Conference Center

Marc Estvold presented information and displayed renderings of proposed enhancements to McIntyre Hall. Identified improvement areas are:

- Theatre – improvement will increase storage that will allow for concurrent usage and staffing efficiencies;
- Mechanical Pit Lift – this will provide the ability to “turn over” stage configuration quickly and safely and allow for events to be booked back to back;
- Audio – completion of original sound infrastructure design using current technology
- Marquee Sign – marketing tool and increased visibility;
- Box Office – improved cash handling, audit controls, safety;
- Conference Center improvements/Increased seating capacity – the conference center capacity will increase from approximately 150 to 280. For events using the conference center and lobby the capacity will increase to over 400;
- Concurrent usage – will provide for cost savings with staffing efficiencies, opportunities to increase usage to double current availability and increase earned revenues, opportunity of decrease in SVC/PFD operating support;
- Self-contained kitchen – operating efficiencies gained, reduced overhead, improved student learning opportunities.

Marc stated that these improvements are under consideration by the PFD, and they are very interested in the Board of Trustees thoughts, concerns, and desires regarding the proposed improvements.

Nida Tautvydas reviewed usage and data from fiscal year 2007. She stated that concurrent usage capability would allow expansion and growth of community usage for events. Nida stated that she frequently turns down events that would create a conflict with conference center and theatre usage. She said that for approximately six months out of the year the conference center cannot currently be used on the weekend because of theatre usage.

Discussion followed the presentation. A question was raised about the expansion of the conference center on the egress of the south driveway to the campus. Marc explained that dealing with that issue has not been put into budget but it would probably be considered as part of the project.

Dr. Tollefson stated that after the bond is paid, in approximately 20 years, the building will become part of SVC and that these improvements will add value to the building. The service we can provide will expand and will increase usage by the community; and we can do a better job with storage, ticket booth. He stated that the houses on campus that have been used for a lot of that storage have been taken away by campus expansion.

Questions were asked as to the funding of the project expansion and about the current bonding. Marc provided background on the forming of the PFD and the bond structure.

Dr. Tollefson stated that he placed the resolution on the agenda because of wanting to move quickly to get in front of the PFD before their action on the improvements; however, if the Board has additional questions or needs additional time, the resolution can be tabled as an action item and brought back for the December agenda.

The Chair asked if other options were on the table. Marc responded that yes, they looked at different ways to remodel ticket booths, restroom configurations, and other expansion items. He stated that there has been a lot of give and take with Nida, the staff and architects, trying to make positive impact in each of these areas.

John Stephens asked if Skagit County will need to provide input since they are secondary. Marc responded that yes, the county has been involved and it will go to the commissioners for final approval. Dr. Tollefson said that he had the same question and has talked to two of the commissioners and both have told him they believe it is a good project and will be supportive.

VII. ACTION ITEMS:

1. Recommendation of Resolution 07-08, Support of Proposed Changes to McIntyre Hall Performing Arts and Conference Center

It was moved by Debra Lisser and seconded by John Stephens to approve Resolution 07-08 (Attachment A) as presented.

Ms Lisser stated that she has been involved for many years with McIntyre Hall and that the proposed improvements were in the original plan. She stated the importance of accomplishing the projects and the value the improvements will bring to McIntyre Hall.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Resolution 07-06, Recognition of Jess del Bosque

The Chair read Resolution 07-06, Recognition of Jess del Bosque (Attachment B) and presented photos, a framed copy of the resolution and a crystal paperweight to Mr. del Bosque. Each trustee shared their appreciation of Jess del Bosque's role as a trustee and commented on his steadfastness and commitment to SVC. Dr. Tollefson congratulated Mr. del Bosque on his ten years of service to SVC.

It was moved by Tom Moser and seconded by Debra Lisser to approve Resolution 07-06, Recognition of Jess del Bosque as presented.

MOTION PASSED UNANIMOUSLY

The Chair announced that the Board would recess for ten minutes for coffee and cake.

Recessed at 5:40 pm; reconvened into open session at 5:50 pm.

3. Recommendation of Resolution 07-07, Regarding Skagit Valley Skills Center

Dr. Tollefson said that Resolution 07-07, Regarding Skagit Valley Skills Center (Attachment C) was presented as information to the Board at the October meeting. He stated that the resolution is intended to give the President direction on moving forward in development of the Skills Center – most specifically for the main center that will be constructed on the LaVenture side of the Mount Vernon Campus on a three acre site and the marine center to be built in Anacortes.

It was moved by Mr. John Stephens and seconded by Mr. Don Piercy to approve Resolution 07-07, Regarding Skagit Valley Skills Center as presented.

MOTION PASSED UNANIMOUSLY.

VIII. COLLEGE REPORTS:

1. ASSVC

Chris Palmer distributed biographies and photos of all of the new student leadership members and highlighted the following:

- Great Halloween events;
- Experiments for science club;
- Program boards from Oak Harbor and Mount Vernon are in competition to come up with fun ideas, the Whidbey Island Campus recently held a swing dance and Mount Vernon Campus had a showing of Hairspray. They are also planning to develop “secret friends.”
- The fall play, “Boy Gets Girl” is currently on stage at the Tarro Theatre, he encouraged everyone to attend.

Chris thanked Tom Bates and the Information Technology staff for making accommodations for student study space while construction is underway. He also thanked faculty for coming in on weekends to do tutoring.

2. SVCFT

Greg Tate said that he was very happy to report that faculty voted today to ratify the proposed negotiated agreement. He thanked Sue Williamson and the negotiation team for their efforts.

Greg stated that artist Jacob Lawrence's work will be the first show in the new Art Gallery and will be held in February.

Greg reported that last Friday the Art Selection Committee selected the artist for the new Angst Hall. Dr. Tollefson stated that the artist is from Vancouver, British Columbia and has existing pieces that overlook North Vancouver harbor. He said the artist uses wind and water in his sculptures.

3. WPEA

No report.

4. Administrative Services

No report.

5. Instruction & Student Services

Dr. Joan Youngquist reported that Congress is expected to sign reauthorization today for Head Start and it looks like there will be significant funding increase. She stated that Head Start is celebrating its 40th year anniversary with SVC this year and they are planning a spring celebration.

Joan welcomed John Stephens to the Board and presented him with a Head Start handbook. She stated that he is a long time supporter of Head Start in La Conner.

6. Whidbey Island Campus

Dr. Mick Donahue highlighted the following items in his report:

- Finalizing work on the Master Plan, hope to have it completed by end of month, if forwarded to the legislature and approved it will mean the demolition of Old Main and Sprague Hall and the creation of one new building;
- Marine Tech Skills Center - still no site decision;
- Continuing to work with the American Boat and Yacht Council to become a regional training center, in the process of reviewing by-laws;
- Continuing to work with staff at the San Juan and South Whidbey Center to figure out what classes to offer. He shared that enrollment at the San Juan Center is a struggle. Enrollment is currently down about 100 students in headcount, also down significantly in FTE, but Distance Education is picking up. Elderhostel continues to grow and is expanding. The Centers are impacted as more options are available to student;
- South Whidbey is up 30 FTE from last fall and up 37 in headcount—they do offer some DE classes and have more Running Start students this year. Also possible that students are not commuting to Edmonds, Everett

or Whidbey due to gas prices, and we have a good counselor/advisor who has been there for the last couple of years;

- Distributed newsletter "The Connector" published by the South Whidbey Center that featured on Deon Matzen her art work that has recently been featured nationally.

Dr. Tollefson said that the Trustees have not heard much about the centers and there was talk some time back to discuss the possibility of closing the South Whidbey Center. He stated that Rick Stewart at South Whidbey and Dr. Denise King at San Juan have done good jobs at each center. The San Juan Center has the successful Elderhostel program that ends up paying for our efforts out there and the dollars invested at the South Whidbey Center give us a good return. He stated that since his tenure as president there has not been discussion on closing either of the centers; they provide a powerful presence for college at the edges of our district. Those communities appreciate the fact that we are there and our commitment to serving those areas.

7. President

Dr. Tollefson stated that information on his recent activities have been distributed to the Board along with the Head Start report. He thanked Debra Lisser for participating at WACTC in October and representing the Trustee Association Board. He stated that during the meeting there was a lot of interest in how McIntyre Hall operates and how it was created. He highlighted the following items in his report:

- Emergency Response Plan training is underway and plan to begin drills during winter quarter;
- Champions of Diversity event is scheduled for November 15, he encouraged the Trustees to attend. Forty-seven students will be recognized and 41 of those students will receive scholarships. Approximately half of those scholarships are for students who will be attending Skagit Valley College;
- A delegation from the Department of Education for Jalisco Mexico will be visiting the Mount Vernon Campus on Nov. 29. We plan to sign a pre-agreement to develop a marine tech program in Puerto Vallarta and a TESL program in Guadalajara. Neta Cahill and Vicki Talbott will be in Jalisco in mid-December providing TESL instruction;
- December 6 is the date for the annual holiday party;
- He shared a letter from president of South Seattle Community College who led an accreditation team for Mount Hood that acknowledged the fine work of Dr. Denise King who served on the accreditation team. He also shared a letter from the National Council for Marketing & Public Relations stating that SVC's Public Information Office received three awards; a Bronze Award for "Currents," a Silver Award for original photograph, and a Bronze Award for "Out of the Box" Concept for the Asian Infusion

invitation—congratulations to Arden Ainley, Don Cairns, and Marie Duckworth;

- Distributed an article from the Channel Town Press on John Stephen's appointment and an article on community colleges in the October 28 Seattle Times that mentioned our "No Parent Left Behind" information on the website.

8. Board of Trustees

The Chair stated that a TACTC meeting will be held on November 16; she and Don Piercy will attend using interactive television and Debra Lisser will attend the meeting in person

The Chair encouraged Trustees to attend some or all of the events mentioned during the meeting.

IX. PUBLIC COMMENT:

Chris Palmer expressed some concern on the appearance of the San Juan and South Whidbey Centers. He said it would be helpful if the centers would reduce clutter.

X. NEXT MEETING:

Tuesday, December 11, 2007, 4:30 p.m., Mount Vernon Campus – Czarna Collins Room

XI. EXECUTIVE SESSION:

The Chair announced that the Board would convene into executive session to discuss negotiated contract issues and anticipated that the discussion would take 30 minutes. She asked Mick Donahue and Sue Williamson to stay for the executive session. The Chair stated that no action would be taken when they returned to open session.

**CONVENED INTO EXECUTIVE SESSION AT 6:20 P.M.
RECONVENED INTO OPEN SESSION AT 6:55 P.M.**

XII. ADJOURNMENT:

There being no further business and no action taken during Executive Session, this meeting was adjourned at 6:56 p.m.

Margaret Rojas, Chair

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

BOARD OF TRUSTEES
SKAGIT VALLEY COLLEGE
(COMMUNITY COLLEGE DISTRICT NO. 4)

RESOLUTION NO. 07-08

RESOLUTION OF THE BOARD OF TRUSTEES OF
SKAGIT VALLEY COLLEGE
(COMMUNITY COLLEGE DISTRICT NO. 4)
SUPPORT OF PROPOSED CHANGES TO
MCINTYRE HALL PERFORMING ARTS AND CONFERENCE CENTER

WHEREAS, the original scope and design of McIntyre Hall included larger storage, conference, and support facilities that were reduced during the design process due to financial consideration, and

WHEREAS, current demand for rental, functionality and increased facility capacity is outgrowing the current facility, and improvements will aid in the long term viability of McIntyre Hall Performing Arts and Conference Center, and

WHEREAS, there is a recognized need for improvement to the functionality and capacity of McIntyre Hall Performing Arts and Conference Center, and

WHEREAS, the identified improvements will provide opportunities for concurrent events, increased capacity, operating efficiencies, and will increase revenue and reduce contributed income portions of the McIntyre Hall Performing Arts and Conference Center Operating Budget, and

WHEREAS, the further development of the McIntyre Hall Performing Arts and Conference Center will immediately benefit Skagit Valley College, community arts organizations, and the community and will add to the value to be realized when the Hall eventually becomes the property of Skagit Valley College;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Skagit Valley College supports and endorses the proposed additions and improvements to McIntyre Hall Performing Arts and Conference Center subject to final negotiations, by the President, of details including but not limited to the impact of expansion on the south college entry way from College Way.

PASSED AND APPROVED by the Board of Trustees of Community College District No. 4 at a meeting thereof duly held this 13th day of November 2007.

SKAGIT VALLEY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 4

Margaret Rojas, Chair
Board of Trustees

ATTEST:

Dated this 13th day of November 2007

Gary Tollefson, Secretary
Board of Trustees

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 4
RESOLUTION 07-06

RESOLUTION OF THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 4
(SKAGIT VALLEY COLLEGE)
REGARDING MR. JESS DEL BOSQUE

WHEREAS, Mr. Jess del Bosque has served Skagit Valley College as a member of the Board of Trustees from January 1998 through September 2007, and

WHEREAS, he served as Chairperson of the Board for two terms during the years 2001-02 and 2003-04, and

WHEREAS, his direction, guidance and judgment during the search for the new president of Skagit Valley College, resulted in a successful process and selection of a new college president, and

WHEREAS, his willingness to continually be involved and participate on many committees on behalf of the college and the community at large has shown him to be a valued and respected leader who is extremely generous in the giving of his time and expertise;

WHEREAS, such service, devotion, and leadership deserves official recognition;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that Mr. Jess del Bosque receive special recognition for his significant service to Skagit Valley College, and

BE IT FURTHER RESOLVED, that the Board of Trustees of Community College District No. 4, on behalf of the entire college community, expresses appreciation for his service as a most valued member of the Board and extends sincere appreciation for a job well done and best wishes for the future.

COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE

ATTEST:

Margaret Rojas, Chair
Board of Trustees

Dated this 13^h day of November 2007

Gary Tollefson, Secretary
Board of Trustees

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 4
Resolution No. 07-07

RESOLUTION OF THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 4 (SKAGIT VALLEY COLLEGE)
REGARDING SKAGIT VALLEY SKILLS CENTER

WHEREAS, the Board of Trustees of Skagit Valley College recognize the increased need in our community for vocational and technical training opportunities for both youth and adults; and

WHEREAS, the Board of Trustees recognize the value of constructing a skills center to address those needs; and

WHEREAS, the Board of Trustees recognize the value to Skagit County residents and Skagit Valley College of constructing a training center on the Mount Vernon Campus of Skagit Valley College; and

WHEREAS, the Board of Trustees further recognize the value to Skagit County residents and Skagit Valley College of constructing a marine technology training center in western Skagit County;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby authorizes the college president to enter into negotiations with representatives of the Skagit Valley Skills Center, for the purposes of the sale (or lease) of real property to be utilized as the site of the proposed Skagit Valley Skills Center in Mount Vernon. The property under consideration for this purpose is located on the west side of the Mount Vernon Campus of Skagit Valley College; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby authorizes the college president to enter into negotiations with representatives of the Skagit Valley Skills Center, for purposes of establishing the extent to which Skagit Valley College will pay lease costs for real property to be used for a Marine Technology Skills Center in western Skagit County; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby authorizes the college president to accept on behalf of Skagit Valley College, membership on the governing council of the Skagit Valley Skills Center, with the understanding that the college will be accepting membership with the same rights, privileges, and responsibilities as provided the school district members; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Community College District No. 4, further stipulates that the sale and/or lease of college property be: 1.) for purposes of a Skills Center; 2.) with the understanding that should the Skills Center cease to operate as a Skills Center pursuant to RCW Chapter 28C.22, provisions be made for the specified land and improvements to return to the college's ownership and use; and 3.) Contingent upon approval by the State Board for Community and Technical Colleges.

COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE

ATTEST:

Margaret Rojas, Chair
Board of Trustees

Dated this 13th day of November 2007

Gary Tollefson, Secretary
Board of Trustees