

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MAY 13, 2008
3:00 p.m. – Oak Hall 306
1900 SE Pioneer Way
Oak Harbor, WA 98277

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:

Lisa Radeleff, Executive Secretary to the President

I. CALL TO ORDER:

The meeting was called to order at 3:05 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. 2008-09 Operating Budget

Tom Harker reviewed the process for preparing the 2008-09 operating budget. Budget forums are scheduled for next week at both the Whidbey Island and Mount Vernon campuses.

Tom distributed and reviewed a summary report of proposed changes to the 2009-09 operating budget, draft information on the State Revenue Budget for 2008-09, and a draft summary sheet of projected revenue and expenditure for 2008-09.

Discussion followed the presentation.

The study session adjourned at 4:03 p.m.

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MAY 13, 2008
4:30 p.m. – Hayes Hall 137
1900 SE Pioneer Way
Oak Harbor, WA 98277

BOARD MEMBERS IN ATTENDANCE:

Ms. Margaret Rojas, Chair
Ms. Debra Lisser
Mr. Tom Moser
Mr. Don Piercy
Mr. John Stephens
Dr. Gary Tolleffson, President & Executive Secretary to the Board

ADMINISTRATIVE SUPPORT:

Lisa Radeleff, Executive Secretary to the President

I. CALL TO ORDER:

The Chair called the meeting to order at 4:30 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.

The Chair asked those in attendance from the Whidbey Island Campus to introduce themselves.

V. CONSENT AGENDA:

1. Board Meeting Minutes – April 15, 2008

The consent agenda item was approved as presented.

VI. INFORMATION ITEM: Whidbey Island Campus Update

Mike Swietzer gave a PowerPoint presentation on the Marine Skills Center. The presentation included a timeline for the project, anticipated opening date is fall 2010, and an update on proposed site locations for the Center.

Student Raynette Parks, Whidbey Island Campus Vice President for 2007-08 reported on the wide variety of student government activities that occurred throughout the year.

Dr. Tollefson stated that Raynette was awarded the Yates Award at the recent Whidbey Island Campus Honors Reception.

VII. ACTION ITEMS:

1. Recommendation of Board of Trustees Meeting Dates for 2008-09

It was moved by Debra Lisser and seconded by Don Piercy to approve the Board of Trustees meeting dates for 2008-09 as listed below:

2008

- July 8, 4:30 p.m. – Mount Vernon Campus
- September 9, 4:30 p.m. – Mount Vernon Campus
- October 14, 4:30 p.m. – Mount Vernon Campus
- November 4, 4:30 p.m. – Mount Vernon Campus
- December 9, 4:30 p.m. – Mount Vernon Campus

2009

- January 13, 4:30 p.m. – Mount Vernon Campus
- February 10, 4:30 p.m. – Mount Vernon Campus
- March 10, 4:30 p.m. – Mount Vernon Campus
- April 14, 4:30 p.m. – Mount Vernon Campus
- May 12, 4:30 p.m. – Whidbey Island Campus
- June 11, 11:00 a.m. – San Juan Center

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Exceptional Faculty Awards for 2008-09

Harriet Custer reported 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 \$1,053,596. Only the interest earned from the fund may be used to pay expenses for the awards. For 2008-2009, \$47,411.79 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.

Six nominations and seven requests were made to the EFA committee. The EFA committee recommends that two nominations and six projects be funded. The committee's recommendations are attached

Lisa Wochos asked if Tamara Oakes recused herself from voting on her proposed award. Maryrose Eannace, Chair of the EFA Committee, stated that Tamara did not vote when her recommendation was up for consideration.

It was moved by Don Piercy and seconded by John Stephens to approve the 2008-09 Exceptional Faculty Award nominations for completed projects/accomplishments for: Jason Lind and Tamara Oakes; and, for proposed projects by: Sally Dixon, Doris Dunn & Don Fotheringham, Amy Edwards & Kathy Larson, Charles Luckmann, Ted Maloney & Chen Baochun, and Linda Smith.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of eLearning Course Fee

Dr. Harriet Custer reported that at their April meeting, the Board was briefed on issues and a potential solution relating to technology needs and funding for the future. As part of the effort to ensure that we are providing students with the level of technology hardware, software, access and support needed, we have re-evaluated the sources of funding for instructional technologies. In addition, administration has been working closely with student leaders to clarify the uses of the Student Technology fee and that the students have endorsed the administration's recommended technology fee and the related \$40 per student per quarter cap.

The revenues generated from these fees will be used to provide student access to a course management system (currently Blackboard) and technical support provided by IT/DE staff via distance as well as in on-campus labs. The College will be able to provide additional training for students and for faculty in current and emerging eLearning technologies. Students will realize increased technical support, orientation to eLearning technologies, and faculty who are well-trained and supported in eLearning strategies. Revenues will also be used to maintain the infrastructure for online course management, as well as to support needs at all delivery sites.

It is estimated that this fee will generate \$238,000, based on 2007-08 enrollments in online and hybrid courses. This will enable the College to continue to provide and increase support services, as we shift resources from the student technology fee to the operational budget.

It was moved by Debra Lisser and seconded by Don Piercy to approve the recommendation to charge a \$20 fee for each course section offered in an online or hybrid format with a \$40 per student, per quarter cap effective fall quarter 2008.

Following lengthy discussion the motion passed unanimously.

4. Recommendation of Approval of Skagit/Islands Head Start Second Year of Cycle Continuation Grant Application

Dr. Joan Youngquist stated that at the April Board meeting, she presented information that included the Head Start self-assessment, strategic plan and goals, budget allocations, and work plan for the Second Year of the Cycle Continuation Grant Application. She said that the changes are minor except for elimination of transportation in Mount Vernon. Joan believes they can continue to maintain quality and service if transportation is eliminated.

It was moved by John Stephens and seconded Tom Moser to approve the second year of the three year cycle continuation grant application, including the self-assessment, strategic plan and goals, budget allocations and work plan.

MOTION PASSED UNANIMOUSLY.

Joan then presented information on a second, smaller grant. The Head Start Office has invited proposals for staff development funds to support staff in obtaining degrees for the new requirements. She stated that three teachers are ready to move on for their BA. Five staff in teaching assistant positions are ready to pursue their AA at SVC. One teacher has completed her AA degree at SVC but needs two more classes to complete the transfer degree. Joan is anticipating the grant request to be a maximum of \$10,000.

Discussion followed.

It was moved by Don Piercy and seconded by John Stephens to approve the submission of a grant application for staff to receive supplemental funds for education.

MOTION PASSED UNANIMOUSLY.

VIII. COLLEGE REPORTS:

1. ASSVC

Chris Palmer reported the following:

- Acknowledged the good work of Math instructor Amy Edwards;
- San Juan Center held their first election and now have their first representative. There was a very large election turnout throughout the district;
- Mount Vernon Campus held a career fair in May, have assisted in facilitating dances for the group People 1st, and have provided support to ESL and international students.

Chris stated that he appreciated the Board's struggle with approving the eLearning fee and thanked them for their thoughtful deliberation.

Chris informed the Board that Dr. Tollefson has been very open in working with student government on the extension of learning outside of the classroom.

2. SVCFT

No report.

3. WPEA

Carolyn Batchelor reported the following:

- Contract negotiations for the 2009-2011 Collective Bargaining Agreement begin this summer;
- Whidbey Island Campus classified staff will have a Brown Bag meeting on May 28;
- WPEA members being recognized for their years of service at next week's Spring Celebration include, Nancy Dooley for 30 years, and Tony Garcia and Ed Kaczmarczyk for 20 years;
- Labor/Management meeting will be scheduled later this month to discuss:
 - Timeliness of responses to union issues;
 - Telecommuting policy;
 - Summer work schedules;
 - Workloads;
 - Job classification ladder.

4. Administrative Services

Tom Harker distributed and reviewed the financial report for month ending April 30; revenue is currently at 102% of projection with expenditures being very close to last year's amount. He noted that at the end of last year revenue was at about 97%. He stated that there has been a strong surge in tuition this year due to higher enrollment.

Tom distributed and reviewed the McIntyre Hall financial report. He stated that it looks very good through April with a year-to-date positive balance of \$30,000. The report does not reflect the PFD support, which has been recently billed but not yet received. A carryover similar to last year is anticipated.

5. Instruction & Student Services

Dr. Harriet Custer reported that there are seven faculty openings, three instructors have been recently hired to fill some of those positions, and those hires were all the top choices of the committees, Dr. Tollefson and herself. She stated that SVC attracts very high quality applicants.

Harriet distributed the current issue of the Teaching & Learning Newsletter. She stated that Linda Smith is responsible for the newsletter and coordinating the Center for Learning and Teaching and has done an excellent job. Next year this position will increase to full time, allowing development of year long training for faculty and providing more training for adjunct faculty, and more services to the Whidbey Island Campus and the San Juan and South Whidbey centers. The new coordinator will be tasked with developing a set of resources such as identifying faculty who are very proficient in an area and that they could then train others.

6. Whidbey Island Campus

No report.

7. President

Dr. Tollefson said that a copy of his recent activities has been distributed to the Trustees. He stated that May and June are busy months with many events and celebrations—with graduation as the culmination of the progress of our students in learning and moving forward.

Dr. Tollefson stated that the San Juan Center graduation will be held on June 12, Whidbey Island Campus graduation is scheduled for June 14 and the Mount Vernon graduation will be held on Sunday, June 15.

Dr. Tollefson said that the Whidbey Island Campus Honors Reception was held last Friday and that it was an exceptionally creative and fun event. He acknowledged and congratulated Penny Perka and Robyn Wynn for their work on the event.

Dr. Tollefson distributed copies of Arlene Arnspargers's article in *Diverse Issues in Higher Education* and her mention of SVC's success in our outreach to our increasingly diverse community.

8. Board of Trustees

Tom Moser stated that the James Ford Golf Tournament was a great event and that he is looking forward to the Whidbey golf tournament in June.

IX. PUBLIC COMMENT:

The Board received correspondence from Josef Kunzler.

Dr. Tollefson recognized Sherry Walker and thanked her for hosting the Board meeting and making all of the arrangements.

The Chair recognized Penny Perka. Penny stated that it is important for everyone—students and faculty/staff to know what is happening in Olympia and present information to our legislators on our needs.

Debra Lisser said TACTC is meeting this week to work on the legislative agenda for next year. She said that the trustees hear the concerns of students and faculty/staff. Debra stated that within our district there is a legislator that is on the technology committee and one that chairs the education committee. She encouraged communication with them regarding needs and to look for meetings they hold in the community. Student representation is very, very important. Debra said that TACTC is working early to get issues into next year's session. Dr. Tollefson said the presidents usually meet in July to establish legislative priorities but this year they discussed the issues in April in order to advance the schedule and to be more proactive.

X. NEXT MEETING:

Tuesday, June 10, 2008, 4:30 p.m., Mount Vernon Campus – Czarna Collins Room

XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:37 p.m.

Margaret Rojas, Chair

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