I. CALL TO ORDER:

The Vice Chair called the meeting to order at 3:35 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

Due to the Chair’s absence, Don Piercy, Vice Chair, recognized that a quorum of Board members were present.

III. STUDY SESSION:

1. Skagit/Islands Head Start – Review of Responsibilities

Carol McCormick, Interim Director of Skagit/Islands Head Start, distributed and reviewed the following information:

- Board of Trustees’ Responsibilities relating to the Head Start Program;
- Shared Governance Policies and Procedures/Procedures for Shared Decision-Making;
- September 2008 Report;
- 2008-09 Budget updates for Preschool and Early Head Start;
- Summary for creative Curriculum Outcomes Winter 2008;
- 2008-09 Selection Criteria;
- Impasse Procedure.

The term “Board of Directors” in the Impasse Procedures will be corrected to read as “Board of Trustees” and to add the word “college” after Skagit Valley under the third item.

The installation of a modular at Washington Elementary is nearing completion. Half of the modular will be used for Head Start students and the other half will be used by SVC as classrooms for ABE/ESL classes. Dr. Tollefson stated that the college
has had a successful relationship with Mount Vernon School District and wants to serve the parents at that location.

Trustee John Stephens indicated that he would like to see a trend report on how Head Start funding levels have changed over time, service level to students, and the number of students served. Dr. Tollefson asked that the information be provided to the Board at either the October or November meeting.

Mr. Stephens also asked for information on unmet needs and how Skagit/Islands Head Start performs compared to the regional and national level.

Trustee Margaret Rojas asked if there were wait lists. Carol responded that there are many names on the wait lists for Mount Vernon and Burlington.

2. Budget Update

Mary Alice Grobins, Interim Vice President - Administrative Services, provided a summary of the Governor’s request for all state agencies to identify savings in 2008-09 budgets. She explained that while the community and technical colleges are not cabinet agencies, the State Board feels it is prudent to make cuts.

Five target areas have been identified for savings: travel, energy, purchasing, hiring, and personal service contracts. Mary Alice stated that Governor Gregoire has acknowledged the need for student access to higher education.

The State Board is working with OFM on potential targets—SVC’s target amount is $178,000 for this year, however, Mary Alice believes this is a minimum amount, that it could be higher if the next revenue forecasts continue downward. She stated that her plan is to look at short term expense cuts and then plan for longer term cuts.

Dr. Tollefson stated that the Whidbey Island Campus has had block scheduling for quite some time which benefits students in lowering their commute costs. The Mount Vernon Campus will be moving in that direction and he has asked instruction areas to look at ways to implement block scheduling.

Dr. Tollefson stated that the college is required to give the State Board progress reports on meeting the $178,000 target and that the information will also be given to the trustees. He stated that he is working on a message for all employees that will serve as a road map for spending restrictions.

Mary Alice reported that the college currently has $2.8 million in unrestricted reserves and the Board has a restricted reserve of $1.479 million.

The study session was adjourned at 4:27 pm.
MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, SEPTEMBER 9, 2008
4:30 p.m. – Multipurpose Room
2405 E. College Way
Mount Vernon, WA  98273

BOARD MEMBERS IN ATTENDANCE:
Mr. Don Piercy, Vice Chair
Ms. Margaret Rojas
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 Vice Chair called the meeting to order at 4:30 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:
The Vice Chair recognized that a quorum of Board members were present. He requested a moment of silence for the victims and families involved in the September 2 tragedy that occurred in Skagit County.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:
Dr. Tollefson introduced Jennifer Fix, Interim Director of Public Information. Jennifer is serving in that role while Arden Ainley is on leave. He also introduced Mary Alice Grobins, Interim Director of Administrative Services.

V. CONSENT AGENDA:
   The consent agenda item was approved as presented.

2. Board Special Meeting Minutes – August 26, 2008
   The consent agenda item was approved as presented.
VI. ACTION ITEMS:

1. Recommendation of Addendum to President’s Contract

It was moved by Margaret Rojas and seconded by John Stephens to amend the current Presidential Contract with respect to the salary received by the President. The President currently receives an annual salary of $156,899. As of September 1, 2008 this amount shall increase to an annual salary of $160,037. This rate is based on an increase of a 2% COLA approved by the State Legislature effective September 1, 2008 and received by other SVC exempt employees.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Resolution 08-01, Authorization of Use of Unrestricted College Reserves for Purchase of an Emergency Notification System

Dr. Tollefson reported that over the past year, college staff have been engaged in evaluating emergency notification systems. A system has been identified that has the ability to broadcast messages in real time throughout both campuses. The cost of the system is approximately $150,000.

Dr. Tollefson stated that a fire alarm system was installed this summer at the San Juan Center at a cost of approximately $20,000. The San Juan Center has not been equipped with an alarm system. Dr. Tollefson said that he feels it is appropriate to include those costs in Resolution 08-01 and requested that the amount identified in the resolution as $150,000 be increased to $170,000.

Discussion followed.

It was moved by John Stephens and seconded by Margaret Rojas to approve Resolution 08-01, Authorization of Use of Unrestricted College Reserves for Purchase of an Emergency Notification System (Attachment A) as amended, $170,000 for the three sites—Mount Vernon and Whidbey Island Campuses and the San Juan Center.

MOTION PASSED UNANIMOUSLY.

VII. COLLEGE REPORTS:

1. ASSVC

Alan Muia, Associate Dean of Student Life and Retention, reported that student government will attend a three day leadership orientation later this week; 24 students will participate.

2. SVCFT

Dan Nelson reported that faculty are looking forward to another productive year.
3. WPEA

No report.

4. Administrative Services

No report.

5. Instruction & Student Services

Harriet Custer, Executive Vice President, Instruction & Student Services, reported that enrollment is continuing at a brisk pace. Summer enrollment increased by 5% over summer 2007.

A number of new faculty and administrators in the instruction area attended the new faculty orientation in Everett. Harriet stated that she is very pleased with the caliber of the new hires.

6. Whidbey Island Campus

Mick Donahue, Vice President, Whidbey Island Campus, distributed copies of the North Whidbey Island Economic Indicators Newsletter spring-summer 2008 edition. The newsletter is compiled by the Technical Writing students each year and is provided to document the changing economic conditions in the Oak Harbor region.

Mick highlighted the following:

- The Washington State Patrol has completed emergency mapping of the Whidbey Island Campus and both the South Whidbey and San Juan Centers;
- South Whidbey Center has again received the ARISE grant for women in transition;
- The golf tournament netted $14,000 for scholarships;
- Elderhostel summer enrollment has been very good. Elderhostel will soon begin offering three wine country programs in the Yakima Valley.

7. President

Dr. Tollefson stated that a copy of his recent activities has been distributed to the Trustees.

Dr. Tollefson shared a note written by State Board member, Jim Bricker, stating his appreciation at being invited to join the Board for the August 26 retreat.
Dr. Tollefson also shared a letter from the Medical Assisting Education Review Board that states the Medical Assisting Program has maintained Continuing Accreditation and that the next comprehensive review will occur in 2017.

Dr. Tollefson reported that the Foundation auction is scheduled for September 12 and Fall In-service will be held on September 16.

Dr. Tollefson said that the Art Selection Committee for the new science building had selected an artist for the project; however, the Washington State Arts Commission was not able to arrange the project with the selected artist. The committee will meet on September 24 to begin the process of selecting another artist.

8. Board of Trustees

Margaret Rojas wished all a good year and thanked everyone for the work they accomplish.

VIII. PUBLIC COMMENT:

A request was submitted prior to the meeting; however, the individual that made the request was not in attendance.

IX. NEXT MEETING:

Tuesday, October 14, 2008, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

X. ADJOURNMENT:

There being no further business, this meeting was adjourned at 5:15 pm
RESOLUTION OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 4 (SKAGIT VALLEY COLLEGE) AUTHORIZING THE USE OF UNRESTRICTED COLLEGE RESERVES FOR PURCHASE OF AN EMERGENCY NOTIFICATION SYSTEM

WHEREAS, over the past year, college staff have been engaged in evaluating emergency notification systems, and

WHEREAS, notification systems have been identified that are appropriate for both the Mount Vernon and Whidbey Island campuses at an estimated cost of $150,000, and

WHEREAS, the identified systems provide the necessary capability to inform employees, students, and campus visitors of emergency situations with one message in real time, and

WHEREAS, the proposed action will, therefore, allow the college to proceed with the implementation of a comprehensive emergency notification system;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Community College District No. 4, authorizes the use of up to $150,000 in unrestricted college reserves for a Local Capital Fund to be used for acquisition and installation of emergency notification systems for the Mount Vernon Campus and the Whidbey Island Campus of Skagit Valley College.

COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE

ATTEST:

Gary Tollefson, Secretary
Board of Trustees

Dated this 9th day of September 2008

[Signature]
Tom Moser, Chair
Board of Trustees