

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
TUESDAY, DECEMBER 9, 2008  
3:30 p.m. – Multipurpose Room  
2405 E. College Way  
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Tom Moser, Chair  
Ms. Debra Lisser  
Mr. Don Piercy  
Ms. Margaret Rojas  
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 3:30 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Chair recognized that a quorum of Board members were present.

III. STUDY SESSION: Budget Update

Mary Alice Grobins, Interim Vice President, Administrative Services, provided a review of the 2008-09 operating budget and an update on the current status, which reflects state allocation increases and increased local funds. The following budget reduction information was also presented:

- For 2008-09, SVC reduction planning number (from the Governor through SBCTC) is \$805,000;
- For the 2009-11 biennium, SVC reduction planning number is \$3.854 million (20% of state allocation). This amount is a 13% reduction of the total SVC budget;
- Unlikely that 2009-11 SBCTC capital request will be funded in full;
- Lewis Hall design - #22 out of 60, about halfway down the list in terms of dollars;
- Tight funding could affect 2011-13 construction funding.

Mary Alice stated that since chances are good that 2011-13 construction funding will be affected; it could impact the replacement project for the Whidbey Island Campus. She, along with Mick Donahue and Tom Harker will be meeting tomorrow with Tom Henderson from the State Board to discuss the Whidbey replacement.

Mary Alice reported on the following timelines:

- Governor's budget proposals will be released the week of December 15;
  - 2009 operating supplemental will probably reduce SVC by \$805,000
  - 2009-11 operating biennial will probably contain a 20% reduction
- Legislature convenes January 12;
- Next revenue forecast mid-March;
- Legislative action on supplemental any time during session, end of session for biennial budget
- Legislative session ends April 26.

The Governor is looking for economic stimulus for things that are ready to go to bid, not for new projects. The Governor is also working with the incoming Obama administration for possible federal funds. Mary Alice said that it is not known if the Governor will put anything in her budget that will be directed at certain programs for 2009-11. The shortfall for the budget is forecast at 6 billion.

Mary Alice reviewed SVC's budget reduction planning process for fiscal year 2009, to-date \$730,000 has been identified thus far:

- Hiring freeze – 59%
- Cancellation of equipment purchases – 16%
- Higher tuition revenue expected – 14%
- Other efficiencies, including travel – 11%

Budget reviews are currently underway to identify the remaining \$75,000 needed.

Don Piercy asked for examples of the types of equipment needs that will not be purchased. Mary Alice responded that there were capital items for automotive, welding and other professional technical and academic areas that were to be ordered but have now been canceled. She stated that most equipment items are purchased early in the year so working on canceling purchases that had not yet been ordered.

Mary Alice reviewed the budget reduction principles being used as the budget sub-committee works to identify the \$3.854 budget reduction for 2009-11:

Principles:

- Continuous communication
- Respect for one another
- Commitment to mission
- Innovative solutions
- Shared sacrifice

Mary Alice reviewed the first actions that have been taken for the 2009-11 planning:

- Employees have been asked about possible retirement plans;
- Continue hiring freeze for full-time vacancies;
- Utilize current full-time employees fully before hiring part-time employees;
- Identify and shrink or eliminate all expenditures that are not deemed essential to the college's core mission;
- Identify and shrink or eliminate programs, functions and services that are inefficient or unproductive using objective decision criteria.

Screening tests utilized to evaluate programs, functions and services:

- Is delivery offered in the most efficient, streamlined manner;
- Evaluate performance numbers, enrollments, trends, student-faculty ratios;
- Overhead costs;
- Objective criteria to evaluate everything evenly.

Next actions for the 2009-11 planning process:

- Any remaining cuts necessary will be across the board and proportional;
- Every effort will be made to cut non-personnel related expenditures before affecting personnel.

The budget reduction planning process includes:

- A sub-Cabinet group, that includes the President, formed to plan and review;
- Iterative process with full Cabinet, and with periodic communications with trustees and the college community;
- Detailed timeline in development;
- Potential budget reduction decision packages need to be in place before March.

Mary Alice stated that planning is being based on the worst-case scenario. All decisions may not need to be implemented. Additional budget forums will be scheduled for winter quarter.

Margaret Rojas asked if students were involved in the sub-group or the forums. Dr. Tollefson responded that students have not been involved but that he is currently working with the Public Information Office on a communication to students and plans to include students on the next round of information.

Mary Alice reported that last week the State Board adopted a resolution regarding earmarked funds and legislative proviso funds and the tracking of

enrollment and wanting to give colleges more flexibility. The State Board delegated authority to its Executive Director to loosen up restrictions on earmarked funds. It also authorized staff to work with legislative staff to loosen earmarked money; however, it is up to the legislature to decide whether or not to loosen those funds.

In summary, Mary Alice stated that:

- Planning must proceed quickly in order to be in position to make budget decisions for the 2009-10 budget;
- Legislative timelines are uncertain;
- Multiple timelines are in development based upon different legislative scenarios;
- Implementation of budget decisions is very difficult without legislative action.

Tom Moser asked if there is any attempt by colleges to coordinate a uniform response to a 20% reduction. Dr. Tollefson responded that all presidents want to fit the cuts to their particular institution; they want the ability to make the most independent, beneficial decisions for their colleges.

Don Piercy asked if ways have been developed to increase income. Mary Alice responded that she has been thinking about it and there have also been suggestions from employees. She said the State Board also discussed changing to a per credit tuition charge now instead of phasing in at a future date. There has also been a lot of discussion on charging tuition for Running Start and tuition increases are also being discussed very seriously. Dr. Tollefson stated that the legislature imposed on themselves a 7% limit on tuition increases; however, that could be changed.

Lisa Wochos, Assistant Attorney General, stated that if there is a 4.3% cut it would put in place financial emergency conditions. Mary Alice said that there is a formula used wherein a cut from one year to the next or for the biennium of 4.3% triggers the declaration of a financial emergency. The community and technical colleges are now looking at a 4.1% cut from the guidance issued by the Governor.

Dr. Tollefson said that if we end up with a 20% cut in state allocation, chances are great that we will need the financial emergency to deal with all of our personnel actions. Some action from the legislature will be needed to trigger that to occur. Most legislators, even long term members have not been present when this type of decision has been necessary.

The study session adjourned at 4:20 p.m.

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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.

V. CONSENT AGENDA:

1. Board Meeting Minutes – November 4, 2008

The consent agenda item was approved as presented.

VI. INFORMATION ITEM:

1. Office of Civil Rights Audit

Sue Williamson, Executive Director, Human Resources provided a summary of the College's recent Civil Rights Audit. She reviewed the audit process and the commendation and non-compliance issues. Sue outlined the steps that will be taken to address the non-compliance issues.

VII. COLLEGE REPORTS:

1. ASSVC

Jamaica Sutton reported for Bria Anderson. Jamaica stated that student government is going splendidly. ASSVC has recently chartered the French Travel Club and has helped fund new the new MEDA mentors club, as well as a new copier/printer.

2. SVCFT

Dan Nelson reported that SVCFT has been working closely with administration on several issues. He stated that earlier today faculty agreed to changes to the post tenure review process; this change has been worked on outside of negotiations and in a cooperative spirit. Dan also reported that faculty are concerned but not panicked about budget issues.

3. WPEA

No report.

4. Administrative Services

Mary Alice distributed and reviewed the monthly budget status report for month ending October 31, 2008. She stated that the November month end will run on December 11. Budget tracking of revenue is very close to last year at this same time; expenditures also similar. Mary Alice noted that the increase in expenditures under Plant Operations are for charges for the modulars and some costs related to the Campus Center remodel – these charges will soon be transferred out of that account.

5. Instruction & Student Services

Dr. Harriet Custer reported that enrollments continue to be at a higher level than last fall. Winter enrollments to-date have also increased over this time last year.

Harriet said that the Champions of Diversity event was held in November and that 52 students received scholarships, which totaled over \$120,000. Harriet

also reported that the new financial aid management system (FAM) was implemented at SVC a couple of weeks ago. She said that this has been a difficult change with many new interfaces. Harriet reported that CIS and the software company have commended our financial aid staff for how well they have worked to overcome difficulties. She said that our financial aid staff are now known as experts for implementing FAM and they get calls from other colleges when they are having problems with the new system.

#### 6. Whidbey Island Campus

Dr. Mick Donahue reported that the second class of LPN to RN will begin in winter quarter with full enrollment of 26 students. He distributed and reviewed the proposed calendar of SVC Elderhostel programs for 2009. Mick stated that Elderhostel will be changing their name for marketing purposes and that the new name will be unveiled in spring 2009.

Mick reported that our Elderhostel programs continue to do well financially although not as high as last year. He said that they will carefully monitor programs to see which ones will be successful during these uncertain economic times.

#### 7. President

Dr. Tollefson stated that a copy of his recent activities has been distributed to the Trustees and highlighted the following events:

- November 13, SVC hosted the Chamber "After Hours" event;
- November 22, Champions of Diversity event, thanked Tom Moser, Margaret Rojas, and Debra Lisser for attending. He stated that the recipients appreciate their participation;
- December 4, Holiday open house, very successful and thanked everyone for attending;
- December 5, Accreditation Steering Committee meeting; he thanked Debra Lisser for her participation on the committee;
- January 24, Annual sports auction, will be held at Northern Lights in Anacortes. He invited the trustees to attend.

Dr. Tollefson reported that he along with other administrators have been spending a lot of time working on the budget reduction and the upcoming accreditation visit. He asked Dr. Maureen Pettitt, Director of Institutional Research, to provide an update on preparation for the accreditation visit scheduled for the first week of April.

Maureen thanked Debra Lisser for providing lunch for last week's accreditation steering committee meeting. She reported that the self-study will be completed by the end of December and will go to the printer by the second week of January.

It will be distributed to the accreditation team in February. Maureen said that the standards are posted on the SVC portal for review.

Debra Lisser encouraged the other Board members to read the document. Dr. Tollefson stated that the challenge of the self-study is for it to be descriptive and analytical about what you do and then building the strengths and challenges. Hopefully the accreditation team will find that their visit confirms the self-study.

Dr. Tollefson acknowledged Linda Woiwod, Dean of Student Services, who is retiring later this month. He said that Linda is a special person, who has worked hard and held herself to high expectations and has done so with grace and a sense of humor. Dr. Tollefson said he could not have asked for a better Dean of Student Services. Linda thanked Dr. Tollefson for his comments but said that did not do any of it alone; there are great people at SVC.

#### 8. Board of Trustees

The Chair stated that a naming committee has been formed for the Campus Center Building. He is serving on the committee and said that many names are being submitted; they plan to submit a recommendation to the Board in about 60 days.

Don Piercy reported that he will attend the Foundation reception on December 18 at McIntyre Hall and encouraged other trustees to attend. Dr. Tollefson joined him in encouraging the trustees to attend and said that it is a great opportunity to interact with members of the community.

Don said that it is great to hear that 26 students are enrolled in the LPN to RN program. He stated that the Whidbey General Hospital South bid came in at \$10 million and has now been put on hold. Don stated that Senator Haugen and Representative. Bailey attended a meeting to talk about using it as a work place – construction while being built and when completed, employing nurses and others in the health care field.

Don also reported that Island County has two new commissioners and suggested setting up a meeting with them in the near future.

Don also thanked Linda Woiwod for her years of service and said that he knows the students will miss her.

Debra reminded the trustees of the January 26-27 TACTC Legislative Winter Conference and January 26 legislative dinner. Dr. Tollefson said that he thinks that it is particularly important this year to exchange views and meet with legislators as planned for January 26.

Carl Young, Interim Executive Director of College Advancement and Global Partnerships, stated that we meet with legislators in conjunction with Whatcom Community and Bellingham Technical colleges and they are in the 42<sup>nd</sup>

legislative district. He said that Representative Kelli Linville, 42<sup>nd</sup> District has been elected Chair of Appropriations and she has always been a good friend to the colleges and it will be important to connect with her. Dr. Tollefson said that we never use state dollars for the legislative dinner. Debra Lisser suggested hosting them at a pizza location instead of the past restaurant location. Dr. Tollefson acknowledged that possibility and said that it is important to make contact and do a good job of getting our message to the legislators.

Margaret Rojas and Debra Lisser both congratulated Linda Woiwod on her retirement and stated that she will be missed.

VIII. PUBLIC COMMENT:

No requests.

IX. NEXT MEETING:

Tuesday, January 13, 2009, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

X. ADJOURNMENT:

There being no further business, this meeting was adjourned at 5:20 p.m.

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Tom Moser, Chair

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