

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, JUNE 9, 2009
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
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 3:30 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. Proposed Non-Resident Tuition Waiver

Mary Alice Grobins stated that the State Board for Community and Technical Colleges (SBCTC) has delegated authority to colleges' boards of trustees to waive all or part of the nonresidential operating fee differential. In order to be eligible for this waiver, students must be U.S. citizens or Immigration and Naturalization Service (INS) permanent residents.

The Board of Trustees of Skagit Valley College has utilized this authority to create a nonresident student operating fee waiver under which eligible students pay the same operating fees as resident students.

Currently, the SBCTC operating fee schedule charges students on a single per credit basis for credits 1 through 10, and credit hours 11 through 18 are charged on a lower per credit charge.

In response to the legislative budget reductions, it has been proposed that the nonresident student operating fee waiver be changed in order to generate additional revenues for college operations while not impacting nonresident student enrollments in general.

The proposal is that eligible nonresident students pay operating fees at the resident student per credit rate, with all nonresident student credit hours charged at the resident student rate for credit hours 1 through ten.

It is estimated – based upon 2008-09 enrollment patterns – that this change would increase college revenues by approximately \$65,000 per year. Mary Alice distributed Washington tuition rates for 2008-09 for resident and non-resident. She said that it is felt that it would not be a deterrent to non-resident students.

Discussion followed.

2. Proposed 2009-2010 Services and Activities Fee Budget

Alan Muia introduced Laura Morris and Brian Murphy, staff members, who have spent many hours working with the students on the Services and Activities Fee Budget.

Bria Anderson, ASSVC President, distributed and reviewed the proposed 2009-2010 Services and Activities Fee Budget; she said that the committee worked very hard on the process. She said that during the process they act in union, as one student body.

The recommendation of the Services and Activities Fee Budget Committee is to increase the fee by 2.5%; they could have gone up to 7%, the amount of the tuition increase.

Discussion followed.

Don Piercy thanked the committee for their time and effort on the process.

3. Proposed 2009-2010 McIntyre Hall Budget

Nida Tautvydas distributed and reviewed the proposed 2009-2010 McIntyre Hall Budget and information on the current year budget. She said that although a few setbacks in 2009 including postponing construction totaling 3 months of impact and cancellation of 22 dates by several community arts organizations, they did gain additional facility rentals and continued to operate with a strong fiscal focus.

Nida stated that operational changes made regarding the culinary and catering departments as well as continued SVC operating support helped McIntyre Hall realize an operating surplus of approximately \$46,694. This amount brings the total operating reserve to \$196,135. Earned revenue is now at approximately 64% (up from 57% in 2008).

Nida provided an update on the fiscal year 2009 goals:

- Increased Development Focus and Contributions
 - Annual appeal and sponsorships increased approximately 40%
 - Sponsorships remained level
 - In-kind support was developed totaling \$5,400

- Lodging tax grants increased 100%
- Improve Marketing quality and effectiveness
 - Focus on facility and program marketing
 - Focus on branding
- Programming
 - Second year of McIntyre Hall Presents, a small series of national and international artists and educational opportunities, resulted in a net of \$2,825. Six artists were presented, including youth and family programs and enrichment opportunities for SVC students.
- Operations
 - Reorganized catering and culinary operations, results in in a \$12,087 surplus (this figure is inclusive of a non-budgeted one-time expense of \$12,226).
- Facility Improvements
 - Postponed

Discussion followed.

4. Proposed 2009-2010 Operating Budget

Mary Alice distributed and reviewed a summary of the proposed 2009-2010 Operating Budget. She highlighted the following items:

- The \$800,000 2009-2010 budget shortfall has been resolved;
- Estimating that the 7% tuition increase will generate approximately \$164,000;
- Estimating \$100,000 revenue increase in 2009-2010 from Running Start;
- Elderhostel – there will be no contribution in FY 2010 because of the downturn in the economy. They anticipate that they will break even but will not have revenue to contribute; there will not be loss;
- Anticipate an Oak Harbor City Library revenue increase of \$25,000;
- Anticipate a total revenue increase of \$229,000;
- The proposed 2009-2010 budget includes a request for one-time use of fund balance for a one-time cost of \$400,000;
- The proposed budget includes an administrative reduction of \$120,000.

Mary Alice reported that there is no new money this year; the budget is a carry forward budget, which means it is simply moving the current year budget into the 2009-2010 budget.

Dr. Tollefson stated that enrollment for fall compared to last year at this time is up 60%, summer enrollment compared to last year at this time is up 40%. He stated that there is tremendous pressure on our services which is why they have worked hard to do everything possible to preserve services to students.

The study session as adjourned at 4:26 p.m.

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Mr. Tom Moser, Chair
Ms. Debra Lisser
Mr. Don Piercy
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 meeting was called 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:

Arden Ainley introduced Kate Martin, a reporter with the Skagit Valley Herald.

V. APPROVAL OF MINUTES:

1. Board Meeting Minutes – May 12, 2009

The minutes were approved as presented.

VI. ACTION ITEMS:

1. Recommendation Regarding Non-Resident Student Operating Fee Waiver

Mary Alice Grobins presented information during the study session held earlier in the day. She stated that the recommendation is for the Board of Trustees to adopt, effective fall quarter 2009, a revised operating fee waiver for eligible non-resident

students as follows: Eligible non-resident students shall pay operating fees for each credit hour at the rate resident students pay for a single credit.

It was moved by Margaret Rojas and seconded by John Stephens to adopt, effective fall quarter 2009, a revised operating fee waiver for eligible non-resident students as follows: Eligible non-resident students shall pay operating fees for each credit hour at the rate resident students pay for a single credit.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of 2009-2010 Services & Activities Fee Budget

Alan Muia reported that the 2009-2010 Services & Activities Fee Budget recommendation was presented at the study session held earlier in the day. The recommendation is based on the work of the 3 committees involved in the process. Alan stated that the recommendation for the 2009-2010 Services & Activities Fee Budget is to increase the fee by 2.5%, they could have increased to a maximum of 7%. Alan reported that the recommended budget was based on a 2.5% increase. He said that the budget process was collaborative and time consuming and all are glad the process has been completed.

It was moved by John Stephens and seconded by Don Piercy to approve the 2009-2010 Services & Activities Fee Budget as presented.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of 2009-2010 McIntyre Hall Budget

Nida Tautvydas reported that 2009-2010 McIntyre Hall Budget was presented at the study session held earlier in the day. She stated that the recommended budget reflects the following assumptions:

- Revenues budgeted conservative, assuming reduction in usage;
- Base rental fee increased by 3%, all other fees remain unchanged;
- SVC support reduced approximately 7%;
- SPAC projected support is \$10,000;
- Reduction of fundraising revenues (sponsorship, annual appeal);
- Full-time staff position continues to be left vacant;
- Reduction in part-time staff hours and continued adjustments to operations;
- McIntyre Hall Presents includes 4-5 programs;
- No reduction in services.

It was moved by Debra Lisser and seconded by Margaret Rojas to approve the 2009-2010 McIntyre Hall Budget as presented.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of 2009-2010 Operating Budget

Mary Alice Grobins reviewed the process used to develop the proposed 2009-2010 Operating Budget. She stated that principles for the budget were established and that a total of six forums were held for faculty, staff, and students as well as Board of Trustees' study sessions as the budget process was underway.

Mary Alice stated that the proposed 2009-2010 Operating Budget reflects a 10% reduction from the current year budget.

It was moved by Don Piercy and seconded by Margaret Rojas to approve the 2009-2010 Operating Budget as presented.

MOTION PASSED UNANIMOUSLY.

John Stephens stated that the budget work done by the President, Cabinet, and all staff has been remarkable. He said that the approach and handling was done well and truly protected the core mission of the college.

The Chair stated that the budget issues have not been a pleasant situation. Classes are full; many employees are taking on additional responsibilities and working hard to serve our students. He thanked everyone at the college and expressed his appreciation for their diligent work in serving students and everyone in the district.

5. Recommendation of Approval of Application for Early and Pre-School Head Start Expansion Grants

Carol McCormick stated that she was seeking approval of applications for Early and Pre-School Head Start expansion grants—20 slots for Early Head Start and 15 slots for Pre-School. The expansion requests are for Skagit County centers.

It was moved by Margaret Rojas and seconded by John Stephens to approve the applications for Early and Pre-School Head Start Expansion Grants.

MOTION PASSED UNANIMOUSLY.

6. Election of Board of Trustees' Vice Chair

It was moved by Debra Lisser and seconded by Margaret Rojas to nominate John Stephens as Vice Chair for 2009-2010.

MOTION PASSED UNANIMOUSLY.

Dr. Tollefson presented a gavel plaque honoring Tom Moser's service as Board Chair. Dr. Tollefson stated that Tom Moser has been strong chair and supportive of the college and is someone he has been able to contact for assistance in solving issues and

problems. He said that Tom Moser represents a level of work that has benefited the college.

Tom Moser said he has enjoyed working with Dr. Tollefson and the rest of the staff.

VII. COLLEGE REPORTS:

1. ASSVC

No report.

2. SVCFT

Dan Nelson reported that faculty are looking forward to the end of the year, especially after this difficult budget year.

3. WPEA

No report.

4. Administrative Services

Mary Alice Grobins reported the following:

- Angst Hall construction proceeding on schedule and in budget. Classes will begin in the building in September;
- Site work and excavation have begun for the Northwest Career and Technical Academy (NCTA) building that will be located on SVC's Mount Vernon Campus.

5. Instruction & Student Services

Dr. Mick Donahue reported the following:

- Busy time of year, finals, grading, and Summer School begins June 22;
- Enrollment is up in all instructional units. Working with staff to figure out which sections to add on-line and how that affects on-ground classes. Good collaboration with Dr. Joan Youngquist and Laura Cailloux;
- The NCTA Marine Technology Skills Center went before the Anacortes Planning Commission on June 8. The architects' presentation was very well done. Many positive comments from audience members. The only concern was around parking and that will be addressed by access to the Educational Services District parking. No negative comments or expression of concerns. The Planning Commission will meet on June 10 to walk the site location. The NCTA is seen as very positive for the community;
- Last week a meeting was held to discuss equipment for the NCTA Anacortes site. Close to finalizing and prioritizing equipment needs;

- Math Center at Whidbey was put in a few years ago as a self-paced method. Many of our students are not able to complete Math in one quarter and take incompletes; however, there has been very good retention of students returning to complete the class; due in large part to the time and energy faculty put forth in keeping in contact with students and encouraging them to complete the course.

6. Whidbey Island Campus

Included in above report.

7. President

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

- May 22, Gary Knutzen Cardinal Center naming celebration was an outstanding event. The speakers shared a theme of the values that are a part of SVC and our important place in the community;
- June 11, San Juan Center Commencement;
- June 13, Whidbey Island Campus Commencement – will be held on the Mount Vernon Campus in the Pavilion;
- June 14, Mount Vernon Campus Commencement;
- June 19, Whidbey Island Golf Classic – The Trustees are sponsoring a hole and Dr. Tollefson has challenged the Foundation Board of Governors, as he has every year, in putting \$400 toward a hole and have asked them to match.

Dr. Tollefson said that this year has been tough on everyone. Having been through this kind of year in the past, though not quite as severe, he is proud of how this group held together, were open and willing to play a role in making the hard decisions. Cabinet has done a terrific job and all deserve our gratitude. This year would have been twice as difficult if faculty and staff were not as understanding in recognizing that things were going to have to change—they helped and encouraged us in that process.

8. Board of Trustees

The Chair reported that he had a number of people from the community who came to him after the Knutzen naming celebration and said it was a great event.

Don Piercy said that he attended the Coupeville High School graduation last week. The class has 89 members and about ten of them said they are planning to attend SVC.

Don Piercy also reported that he serves as the treasurer for the Whidbey General Hospital Foundation and one of the grants awarded was \$1800 to Head Start for their good work.

Debra Lisser thanked Kate Martin for the wonderful articles on graduation in the Skagit Valley Herald and especially the one on Mrs. Lois Hagman obtaining her high school diploma.

VIII. PUBLIC COMMENT:

No requests were submitted.

IX. NEXT REGULAR MEETING:

Tuesday, July 14, 2009, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

X. ADJOURNMENT:

There being no further business this meeting was adjourned at 5:05 p.m.

Tom Moser, Chair

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