

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, JUNE 10, 2008
3:00 p.m. – Café
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Margaret Rojas, Chair
Ms. Debra Lisser
Mr. Don Piercy
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 Services & Activities Fee Budget

Alan Muia, Associate Dean of Student Life and Retention, distributed a draft of the 2008-09 Services & Activities Fee Budget and explained the development process. He stated that the committee met diligently through the last two quarters to complete the work on the budget and that hearings were held across the district. The committee voted to recommend a two percent increase for the 2008-09 Services & Activities Fee and they will carryover a fund balance of \$46,996

Discussion followed.

2. 2008-09 McIntyre Hall Budget

Nida Tautvydas, Executive Director McIntyre Hall, distributed preliminary information on the 2008 fiscal year budget; a carryover is projected again this year.

Nida reported that the earned to contributed ratio has been under review and that in 2005 McIntyre Hall was at a 36% contributed to earned rate and that in 2008 it is at a rate of approximately 57%; great strides have been made in improving the ratio amount. She stated that college usage of the Hall has

also increased—this year the college made up 23% of the total usage of the Hall.

The McIntyre Hall Presents series began this past year and it provided collaborative opportunities for SVC students as well as attracting many new patrons to the Hall.

Nida reviewed and distributed the proposed McIntyre Hall budget for fiscal year 2009. She stated that the expansion of the Hall will begin next year although the roadway will probably be moved sometime this summer. Usage will be affected next year—mainly impacting the conference center; the theatre should not be impacted. She is looking at other alternatives for conference space use on the college campus.

Another change this year is the plan to merge catering and concessions into McIntyre Hall operations. The hope is to gain operating efficiencies and improve customer service

Nida stated that one of the major items to note in the 2009 fiscal budget is that there will be no financial support from the PFD. She anticipates using approximately \$15,000-\$16,000 out of operating reserves because of the possible financial impact of the construction. Other budget items remain consistent with past years.

McIntyre Hall Presents will have seven to nine shows in 2008-09; also working with area high schools and SVC's International Programs for some of next year's events.

A question was raised about SPAC's contribution to McIntyre Hall. Nida responded that under the terms of the Building for the Arts grant SPAC is not able to change their status until 2015.

Discussion followed.

3. Proposed Course Fee for Biology 107

Dr. Harriet Custer, Executive Vice President for Instruction and Student Services reported that this summer, Biology 107, Citizen Action in the Global Environment, a multidisciplinary course, will be offered on a "one-time" only basis. The course will be offered during the month of July, and will use a variety of action-oriented learning environments, including field trips (to the North Cascades, the Olympic Peninsula, Eastern Washington, Lower Skagit Watershed, San Juan Islands, etc.), kayaking in other areas, and guest lecturers. This is a unique offering intended to focus students on learning elements of environmental biology and other disciplines in the environments in which they occur; in effect, it will provide a living laboratory for faculty and students. Harriet stated that a course fee of \$300 is proposed to cover the costs of the field trips and kayaking.

Lisa Wochos, Assistant Attorney General, asked about contracting and liability for the kayaking. Dr. Maryrose Eannace, Academic Dean, stated that she will ask Claus Svendsen as he is making the arrangements. Maryrose said that other sections of Biology 107 will be offered on ground and via eLearning. This one section is specifically geared toward an action-oriented experience for international students.

4. Emergency Preparation and Equipment

Dr. Tollefson acknowledged the work of Bill Overby, Pat McVicker, and Carl Young in preparing the emergency response plan.

Dr. Tollefson stated the need for a broadcast notification system for both campuses. The College is looking for a system that can deliver real-time information and voice commands as to what dangers are perceived and the action that needs to be taken. This type of a broadcast system will take a fair amount of money to install and we are exploring options with different vendors.

Tom Harker, Interim Vice President, Administrative Services, reported that emergency kits are being created for each building—the total cost will be approximately \$9,000. The broadcast notification system estimate has a wide price range: \$20,000 to \$50,000. He stated that another need is for renovations to the locking systems. Dr. Tollefson reported that Bill Overby has developed a strapping system for the double doors, however, for many of our doors/locks that solution will not work.

Dr. Tollefson stated that he does not want to wait for the state to designate funding; however, he is reluctant to take that amount of money out of an already starved institutional equipment budget. A proposal will be developed to present to the Board with the exact costs for the equipment. He said he will ask the Board to authorize funding up to a specified dollar amount from the College's fund balances for use on purchasing this equipment. Dr. Tollefson stated that the College's current equipment funding is very small and this purchase would be a one-time cost, appropriate to take out of fund balance.

Discussion followed.

5. Capital Issues

Tom distributed and reviewed information on several local capital issues including:

- Building removal for the Skills Center;
- Updating Connite House;
- Preplanning Whidbey Island Campus Major Project;

- Remodel vacant space in the Tech and Nelson buildings after Science and Allied Health Building is completed;
- Purchase 30th Street Church property;
- Miscellaneous Projects:
 - Sidewalks
 - Painting
 - Gym Floor
 - Landscape Plan
 - Signage

Tom reported that the Skills Center lease is also one of the capital issues; he is working with General Administration on the language and it has been sent to the consortium attorney. The lease will need to be approved by General Administration and the State Board. Other leases are related to the Marine Skills Center in Anacortes. One lease for the property with the Port of Anacortes and the second lease will be with the consortium for use of the space. Tom said that if the College adds funds to the project then it would need to show partial ownership – similar to ownership of a condominium; this would also require State Board approval.

Dr. Tollefson stated that some time ago he agreed in principle to be responsible for the property lease with the Port of Anacortes since we are placing our Marine Tech Center in the facility. The Port of Anacortes took action about a month ago on the property and they are looking for rent of approximately \$8,500 per month, more than we had planned to pay. He said the College would typically pay the rent out of operating budget but since that money is tight, he proposed to the Port Director that if at some point we put some capital dollars (sale of current Marine Tech facility) into the project we could exchange that for a substantial reduction in ongoing operating costs.

Dr. Tollefson said that the current Marine Tech building is valued at one million dollars. Don Piercy asked for the preferred monthly rent amount. Dr. Tollefson responded that we are looking at approximately \$5,000/month or below. He said that it is difficult to know the exact amount at this time and that we are currently working with the consortium, the architect, and the Port to determine the per square foot value.

Tom stated that a capital issue related to the location of the Skills Center on the Mount Vernon Campus is for the removal of some of the houses on the west side and the relocating of programs that are currently located in those buildings.

Tom reported that over the past year part of Connite House has been updated for International Program; currently working on an update of the larger portion of the house. Also working on the pre-planning for a major project at the Whidbey Island Campus—this is a critical request because of the age of the two buildings. December 2009 is the timeline for the next

submission so he is now working on the pre-planning. He said it could shorten the total project timeline by two years if pre-planning is done. Dr. Tollefson said this will help sharpen the focus of our request and provide a stronger case for the replacement of Old Main/Sprague Hall.

Tom stated that another capital item will be for an opportunity to do some renovation work for faculty offices in Roberts Hall following completion of the new Angst Hall.

Tom reported that there may also be an opportunity to purchase the church on 30th Street. There are two parcels—the back parcel is appraised at \$300,000 plus and front at \$600,000. Our priority is the back parcel because it would provide access to 30th Street after some arrangements with the county. Tom said that Dr. Tollefson sent a letter yesterday restating our interest in the property.

Miscellaneous projects include repair of sidewalks, painting, gym floor—this year will need to be stripped down and the three-point line has to be moved back so restriping will need to occur. There is a landscape plan to tie everything together campus wide so when we have an opportunity to do a section we can start to make progress. Don Piercy asked about the cost. Tom responded that a comprehensive plan would cost approximately \$100,000.

Signage is another issue that needs to be addressed. The plan is to provide more consistent signage that will make it easier to get around the campus.

Dr. Tollefson stated that the Phillip Tarro Theatre renovation is also about to begin. Tom said that the design phase has been completed and now renovation will move forward; the bid process will occur this summer.

The study session was adjourned at 4:27 pm.

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Ms. Debra Lisser
Mr. Tom Moser
Mr. Don Piercy
Dr. Gary Tollefson, 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.

V. CONSENT AGENDA:

1. Board Meeting Minutes – May 13, 2008

The consent agenda item was approved as presented.

VI. ACTION ITEMS:

1. Recommendation of BIOL 107 Course Fee

Harriet Custer reviewed the information presented during the study session and stated that a summer, Biology 107, Citizen Action in the Global Environment, a

multidisciplinary course, will be offered on a “one-time” only basis. The course will be offered during the month of July, and will use a variety of action-oriented learning environments, including field trips (to the North Cascades, the Olympic Peninsula, Eastern Washington, Lower Skagit Watershed, San Juan Islands, etc.), kayaking in other areas, and guest lecturers. This is a unique offering intended to focus students on learning elements of environmental biology and other disciplines in the environments in which they occur; in effect, it will provide a living laboratory for faculty and students. Harriet stated that a course fee of \$300 is proposed to cover the costs of the field trips and kayaking.

It was moved by Debra Lisser and seconded by Tom Moser to approve as presented the assessment of a \$300 course fee for BIOL 107, to be offered on a one-time basis during summer 2008.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of 2008-09 Operating Budget

Tom Harker presented the proposed Operating Budget for 2008-09—a total of \$29,450,082. He stated that this budget is designed to generate 3,320 FTEs.

It was moved by Tom Moser and seconded by Don Piercy to approve the Operating Budget for 2008-09 as presented.

MOTION PASSED UNANIMOUSLY.

The Chair thanked Tom for his work on the budget.

3. Recommendation of 2008-09 Services & Activities Fee Budget

Alan Muia reviewed the Services & Activities Fee Budget information that was presented during the study session. He stated that the committee met diligently through the last two quarters to complete the work on the budget and that hearings were held across the district.

It was moved by Tom Moser and seconded by Debra Lisser to approve the 2008-09 Services & Activities Fee Budget as presented.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of 2008-09 McIntyre Hall Budget

Nida Tautvydas reviewed the information presented during study session. She noted two areas that will impact the 2008-09 McIntyre Hall Budget:

- Construction;
- Merging the catering concession into McIntyre Hall.

Nida stated that due to the impact of construction she anticipates using some funds from the operating reserve next year.

It was moved by Don Piercy and seconded by Tom Moser to approve the 2008-09 McIntyre Hall Budget as presented.

MOTION PASSED UNANIMOUSLY.

5. Election of Board of Trustees' Vice Chair

It was moved by Debra Lisser and seconded by Tom Moser to nominate Don Piercy as Vice Chair for 2008-09.

The Chair asked if there were any other nominations; hearing none she asked for a vote on the motion.

MOTION PASSED UNANIMOUSLY.

The Chair congratulated Don on his election as Vice Chair for 2008-09.

VII. COLLEGE REPORTS:

1. ASSVC

Chris Palmer reported that students are busy with finals and getting ready for graduation. He announced that Bria Anderson has been elected as the ASSVC President for 2008-09.

Chris stated that there are so many good things going on at SVC that it is easy to focus on the positive things. He said his only request is to adjust parking for students as construction continues. Chris thanked the Trustees for a great year.

The Chair thanked Chris for his reports throughout the year and stated that he provided informative reports.

2. SVCFT

Dan Nelson reported that he is proud of the work the negotiations team have done and said that the agreement was ratified earlier today by the membership.

Dan introduced Neta Cahill, who will serve with him as co-president for 2008-09.

3. WPEA

No report.

4. Administrative Services

Tom Harker distributed and reviewed the budget report for month ending May 31, 2008. He reported that we are on track for a positive closing, with revenues received exceeding expectations; and that expenditures are running a little above last year. Tom stated that he is planning to transfer some construction costs so that he can close the Campus Center construction project in good shape. He stated that he anticipates a net positive this year and will not need to use the \$350,000 that the Board approved last year for enrollment and retention efforts.

Nida Tautvydas distributed and reviewed the McIntyre Hall budget report for month ending May 31. She said that it remains positive thru May and she anticipates a \$45,000 carryover.

The Chair stated her appreciation for Tom's work and wished him well in the future.

5. Instruction & Student Services

Harriet Custer provided an update on SVC's IBEST program (integrating basic skills in program areas). We have four IBEST programs: Early Childhood Education, Arc Welding, Patient Registration, and Nursing Assistant. This summer we will offer a light maintenance technician program in Automotive. At the end of this first year; 12 of the students in Early Childhood Education completed ESL and Math 97. Welding had 16 with a 56% student retention rate and 44% with level gains. Eight students completed course requirements for micro certificates. Harriet stated that instructors are very excited about the positive results

Harriet reported that a consultant will come in this summer to work with the Nursing program on some retention issues. She said faculty have identified two areas they would like to address: admission criteria and retention support while students are in the program.

Discussion followed.

6. Whidbey Island Campus

Dr. Mick Donahue announced that the annual Whidbey golf tournament will be held on Friday, June 20 and will be followed by a dinner and auction. He stated that the San Juan Center graduation will be held on June 12 at 2:30 p.m. and the Whidbey Island Campus graduation is scheduled for 3:30 p.m. at Oak Harbor High School.

Mick reported that a couple of years ago the Sno-Isle Library talked about relocating to downtown Oak Harbor, however, the bond was not approved by voters and the idea was tabled. Mick said that the new Mayor of Oak Harbor has

resurrected the possibility of the move so the idea is back in discussion. He said that informal talks between the City of Oak Harbor, Sno-Isle Library and SVC have been held. Mick stated that the City would like to move the library to the old town area and use it as part of the economic base for the old town Oak Harbor area. If the library does move out of its current space, Mick said that the space can only be used for educational purposes because it is on military federal property and that the College would need to think about purchasing facility if the library moves.

Mick said he received a call yesterday from Goosefoot, the organization that is hoping to develop the Bayview property. Goosefoot would like the College to relocate the South Whidbey Center to that area. Mick said that Goosefoot plans to develop the area fairly soon, within the next six to eight months. He said that he told the group to contact him when they are ready for a serious discussion

Mick reported that Western Washington University is moving out of the Oak Harbor site. They are moving because they have not been able to get another elementary education program off the ground or any other program. Mick said he plans to move the nursing program to that site which will give them more visibility and will be an upgrade for the program.

Mick distributed and reviewed enrollment comparison information for 2007-08 and 2006-07 for the Whidbey Island Campus, San Juan Center, and the South Whidbey Center.

Mick distributed and reviewed information on the Whidbey Island Campus Nursing programs—full-time Practical Nursing Program, Part-time Practical Nursing Program, and the Part-time Registered Nursing program.

7. President

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

Dr. Tollefson reported that on May 21 SVC hosted the State Board's Workforce Training Advisory Committee; Ann Avary our Center of Excellence Director for Marine Maintenance & Technology delivered an excellent presentation at the meeting. He stated that Ann also arranged for the entire committee (people from labor, marine industry and state board staff) to tour a local marine manufacturer. Dr. Tollefson distributed a thank you card from State Board stating that Ann's presentation was excellent.

Dr. Tollefson acknowledged Tom Harker's work over the past three years. He said that Tom brought a level of confidence with faculty and staff. This is Tom's final Board meeting and he wanted to let him know how much his contributions have been appreciated.

Dr. Tollefson also acknowledged Maryrose Eannace's leaving to take a vice president position at Mohawk Valley Community College in New York. He said that this is an excellent move both professional and personally for Maryrose. Dr. Tollefson said that Maryrose has been a powerful presence for SVC and connected with faculty in ways that were needed—she has been a tremendous positive influence.

Dr. Tollefson congratulated Debra Lisser on her election as TACTC President-Elect.

8. Board of Trustees

Debra Lisser said that she attended the recent Foundation meeting that was held at Campus View Village (CVV) and that it was an interesting experience for her. One of the issues discussed was wireless access and the cost for residents of CVV. Tom Bates said he had not received a request about wireless access for CVV but it is something that Information Technology can work on with the CVV staff.

The Chair stated that the Board would be setting an August retreat date. She said that Trustee Stephens is interested in discussing the "13th year" program. Dr. Tollefson said that he met today with State Board member Jim Garrison and they discussed the 13th year program. He said that if the Board is interested in learning more about the program it may be a good idea to invite Mr. Garrison and State Board member Jim Bricker to the discussion

Dr. Tollefson distributed a copy of letter that Dennis Rohloff, Director of Physical Plant, recently sent regarding the development of property east of the College's property. He said that Lisa Wochos, Assistant Attorney General, has been assisting us with some development of property on 30th Street. Lisa Wochos stated that she and Dennis met with representatives of the City of Mount Vernon's Planning Department and said that SVC will dedicate a small boundary along 30th Street to Martin Road for the building of homes in that area. It may also be possible for the College to sell some of the development credits.

Mr. Tom Moser said he is the attorney for the developer, Martin Loberg, and also the hearing examiner so he will recuse himself from this issue if there is any action to be taken.

Dr. Tollefson reminded everyone of the Campus Center Building Grand Opening immediately following the Mount Vernon Campus graduation ceremony on June 15.

Dr. Tollefson presented the Chair with a gavel plaque in recognition of her year of service as Board Chair; he stated that Margaret has done a tremendous job as Chair.

The Chair then passed the gavel to the incoming Chair, Tom Moser.

The Chair acknowledged the hard work and dedication of Maryrose Eannace and Tom Harker and wished them well as they leave SVC.

VIII. PUBLIC COMMENT:

The Board received correspondence from Josef Kunzler.

IX. NEXT MEETING:

Tuesday, July 8, 2008, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

X. EXECUTIVE SESSION:

The Chair stated that the Board would convene into executive session to discuss matters that could lead to possible litigation and that she anticipated the discussion would take ten minutes.

**CONVENED INTO EXECUTIVE SESSION AT 5:45 P.M.
RECONVENED INTO OPEN SESSION AT 6:05 P.M.**

XI. ADJOURNMENT:

There being no further business and no action taken during Executive Session, this meeting was adjourned at 6:06 pm

Margaret Rojas, Chair

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