

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, SEPTEMBER 8, 2009
2:30 p.m.
Multipurpose Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Don Piercy, Chair
Ms. Debra Lisser
Mr. Tom Moser
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 Chair called the meeting to order at 2:35 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. Head Start Training:

Dr. Joan Youngquist distributed and reviewed the Board of Trustees responsibilities for Skagit/Islands Head Start (see attachment). She then reviewed and distributed the monthly report and a copy of the final report of the 2009 Federal Review.

John Stephens asked about the level of background checks for Head Start employees. Joan said that the background checks are done through Washington State Patrol and are a condition of employment. She reported that federal law requires Head Start to follow the laws for child care licensing not individual state standards.

2. Mission Study – State Board for Community & Technical Colleges (SBCTC)

Dr. Tollefson stated that he wanted to provide this study session as a time for the Trustees to review the current draft of the SBCTC's mission study and to provide opportunity for discussion.

Dr. Maureen Pettitt has "crosswalked" the college goals with system mission study and reviewed this information with the Board. The Trustees discussed the proposed mission goals and SBCTC recommendations.

3. Financial Planning:

Mary Alice Grobins distributed and reviewed a handout on SVC's fund balances from 2002 to 2009. This information was presented as follow-up to the Board's discussion at their August retreat. She reported that she is currently doing a forensic study of 2003, when the Board's restricted fund established, and she will follow-up with the Board when she has additional information.

The total fund balance is approximately 16% of the college budget, with the Board designated reserve at five percent of the budget. Dr. Tollefson reported that he and Mary Alice Grobins had met with Dr. Tim Bruce from La Conner School District, and they will make a recommendation to the Northwest Career and Technical Academy (NCTA) Administrative Council concerning equipment acquisition for the Marine Technology Center in Anacortes.

The Chair stated that at the August retreat he had asked Board members to think of potential uses for reserve funds, he presented the items he had listed:

- Emergency health issues – H1N1
- Emerging technology issues
- Property and land acquisition opportunities
- Academic achievement recognition
- Training opportunities
- Operating deficits
- Back up funding for construction

Mary Alice distributed her list of planning uses for fund balances (see attached)

IV. ADJOURNMENT

There being no further business, and no action taken, this meeting was adjourned at 4:29 p.m.

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I. CALL TO ORDER:

The meeting was called to order at 4:35 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 Roger Howard of Skagit Recreation & Event Center Project Phase I.

V. APPROVAL OF MINUTES – June 9, 2009

It was moved by John Stephens and seconded by Tom Moser to approve the June 9, 2009 meeting minutes as presented.

MOTION PASSED UNANIMOUSLY.

VI. ACTION ITEMS:

1. Recommendation to Allocate Reserve Funds Supporting Construction of Softball and Tennis Facilities on the Mount Vernon Campus

Mary Alice reported that Skagit County has a \$987,500 state capital appropriation that they plan to use to improve athletic facilities located at Skagit Valley College. In addition, the softball association is providing \$103,000 and the County has added \$150,000 to the project, bringing the total project budget to \$1,240,500.

On August 25, the Skagit County Commissioners accepted a bid to replace the restrooms and concession stand at the baseball field, and to install a roof and lighting over three of the college's six tennis courts.

The Skagit County Commissioners are asking the SVC Board of Trustees to consider providing \$150,000 in college funds in order to cover and light a fourth tennis court, in recognition of the benefit SVC will receive from these capital improvements.

Mary Alice reported that SVC fund balances at the end of fiscal year 2008-2009 totaled \$5,030,401, of which \$2,551,027 is in unrestricted fund balances.

SVC will have first priority for college use or events, then the County, and then the public.

Roger Howard reported that the current plan is for a steel frame building. If funds become available in the future all six tennis courts could eventually be covered. A cantilevered roof structure will be built to extend beyond the current bleachers and additional bleachers or restrooms could be constructed in the future.

Discussion followed.

It was moved by Tom Moser and seconded by John Stephens to approve the allocation of \$150,000 of unrestricted reserves to be provided to Skagit County in order to expand the tennis facilities project to include covering and lighting a fourth tennis court.

Aye's – 4; No's – 1

MOTION PASSED.

2. Recommendation of Student Fee and Revision to Current Fee

Mary Alice stated that at the May 12, 2009, Board of Trustees meeting the Board adopted motion #09-9 revising student fees in several programs. Subsequent to that meeting, it was determined that some charges that were included in the revised fees were actually costs that students would pay directly to vendors. These charges included \$115 in costs for drug testing and criminal background checks. Total costs for

students are not reduced by this action – they will remain at the level displayed in the “Total” column below.

This recommendation proposes that the following fees adopted in May, 2009, be reduced by \$115 per student as illustrated below:

	Fees adopted by Board of Trustees May 2009					
	Drug Screening & Background Check	Medical Malpractice Insurance	Testing	Total	Reduction	Actual Fee Effective Fall 2009
Nursing 161	\$115	\$16	\$55	\$186	(\$115)	\$71
Nursing 101	\$115	\$16	\$35	\$166	(\$115)	\$51
Nursing 201E	\$115	\$16	0	\$131	(\$115)	\$16
AHE 100	\$115	\$16	0	\$131	(\$115)	\$16
Pharm 130	\$115	\$16	0	\$131	(\$115)	\$16

Extension of medical malpractice fees to additional program:

A review of the student medical malpractice account indicates that student fee revenues are insufficient to offset the costs of this state-sponsored insurance policy. Subsequent analysis indicates that students enrolled in the Nursing Assistant program are included in the insurance coverage but are not currently charged the \$16/year fee, which is the cost charged to the college by the state for the coverage.

Creation of a new student fee for student intern liability insurance:

The State of Washington offers liability insurance to cover actions of student interns. For academic year 2009-2010, approximately 500 students will be covered by the liability insurance, which costs \$13.28 per student intern per year.

Lisa Wochos, Assistant Attorney General, Lisa Wochos explained that student interns and their actions are not covered by the self insurance without the student intern liability insurance. The Chair stated that regardless of the fee approval he believes the college needs to spend the money to acquire coverage for the student interns.

Discussion followed.

It was moved by Margaret Rojas and seconded by John Stephens to approve the medical malpractice insurance fee for the Nursing Assistant Program and the reduction of the \$115 for the five courses identified (Nursing 161, 101, and 201E, AHE 100, and Pharm 130) effective fall quarter 2009.

MOTION PASSED UNANIMOUSLY.

VII. COLLEGE REPORTS

1. ASSVC

No report.

2. SVCFT

No report.

3. WPEA

No report.

4. Administrative Services

Mary Alice distributed and reviewed the final budget report for the 2008-2009 fiscal year.

Discussion followed.

5. Instruction & Student Services

Dr. Mick Donahue distributed and reviewed the *North Whidbey Island Economic Indicators* spring/summer edition newsletter. The newsletter has been a college project and under the direction of Les Stanwood for approximately the past 15 years.

Fall enrollment is currently 17% ahead of this same time last year. Student Services areas are extremely busy. Working on offering more course sections where there is demand.

Laura Cailloux reported that stimulus money coming through the Northwest Workforce Development Council (WDC) have allowed the college to create a four quarter LPN program. The program will serve 20 students; they will receive a full scholarship and are very clear that they are stepping off the nursing program applicant list. They can choose to reapply to the nursing program once they have completed the LPN program. Stimulus funds also allows for the WDC to contract with two-year colleges for targeted training in aerospace, forestry, healthcare, and energy efficiency. Stimulus money was used this summer for Nursing Assistant training.

6. President

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

- Sept. 15: District in-service, 8:00 a.m., McIntyre Hall;
- Sept. 15: Laura Angst Hall dedication, 11:00 a.m. The Chair will not be able to attend, Vice Chair John Stephens will speak on behalf of the Trustees;
- Sept. 17: NCTA Marine Tech Center groundbreaking ceremony, 2:00 p.m., Port of Anacortes;
- Sept. 23: NAS Whidbey Tour

7. TACTC Report

The Chair will serve on the TACTC Legislative Action Committee for 2009-2010 and John Stephens will serve on the committee for 2010-2011.

Debra Lisser reported that last year there was a proposal to the legislature to have student representation on college boards. She said that the proposal was not acted on but the issue will be coming back this year.

Debra reminded the Trustees of the following upcoming meetings and conferences:

- Oct. 1: TACTC Legislative Plenary Session, Renton
- Oct. 7-10: ACCT Conference, San Francisco
- Oct. 29-30: State Board meeting at SVC

8. Board of Trustees

No report.

VIII. PUBLIC COMMENT:

No requests were submitted.

IX. NEXT REGULAR MEETING:

Tuesday, October 13, 2009, 4:30 p.m., Mount Vernon Campus Board Room –
Administrative Annex Building.

X. ADJOURNMENT:

There being no further business this meeting was adjourned at 5:58 p.m.

Gordon C. Piercy, Chair

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

Skagit Valley College

Skagit/Islands Head Start

Review of Board of Trustee Responsibilities

September 2009

- Designated operational oversight of Skagit/Islands Head Start to SVC College president. (*Dr. Gary Tollefson*)
- Ensures appropriate internal controls are established and implemented to safeguard Federal funds. (*Part of college fiscal processes*)
- Approves Shared Governance Policy and Procedures describing how the governing body and the appropriate policy group implement shared decision-making. (*2006*)
- Approves any changes to Policy Council By-Laws annually.
- Appoints Board Liaison to the Policy Council who participates in Policy Council discussions regarding personnel actions, but does not vote. (*Margaret Rojas*)
- Approve procedures when amended for resolving internal disputes, including impasse procedures, between the governing body and policy group (*Approved in 2006*) .
- Resolves any conflict of interest by members of the Board, employees, consultants or agents providing services or goods to the Head Start program. (*College policy and procedures*)
- Approves decisions to hire or terminate the Head Start Director.
- Approves all funding applications and amendments to funding applications for Early Head Start and Head Start, including admin services, prior to the submission of applications to the grantee or to HHS .
- Authorize and receive yearly self-assessment summary. (*in March*)
- As part of yearly grant approval process approves program model, changes in services, program's philosophy, long- and short-range program goals and objectives. (*in May*)
- Establishes procedures and criteria for recruitment, selection, and enrollment of children.
- Receives and reviews financial, self-assessment, federal monitoring and corrective action reports.