

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, OCTOBER 13, 2009
4:30 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Don Piercy, Chair
Ms. Debra Lisser
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 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:

Dr. Tollefson introduced Chen Ying, BFSU exchange instructor, and her son Jerry.

V. PRESENTATION OF AWARD:

Dr. Tollefson introduced and welcomed Rosey Hernandez, Regional Manager of Opportunities Industrialization Center of Washington (OIC). Rosey presented the 2009 OIC Eagle Award to Anita Ordóñez, Director of Multicultural Student Services. Anita received the award for her dedicated work with farm worker families and students, enabling students to enroll and continue in school and for many of them to transfer to a four-year university.

VI. APPROVAL OF MINUTES:

1. Board Meeting Minutes – August 27, 2009.

It was moved by Debra Lisser and seconded by Margaret Rojas to approve the August 27, 2009 minutes as presented.

MOTION PASSED UNANIMOUSLY.

2. Board Meeting Minutes – September 8, 2009

It was moved by Debra Lisser and seconded by John Stephens to approve the September 8, 2009 minutes as presented.

MOTION PASSED UNANIMOUSLY.

VII. ACTION ITEM:

1. Recommendation of Fee

Mary Alice Grobins reported that a discussion was held at the September 8, 2009 Board of Trustees meeting concerning whether to obtain student intern liability insurance and to create a new student fee to cover the costs of the insurance. The Board requested that staff obtain information about whether other community colleges have obtained this insurance and about what the claims history has been.

The Office of Financial Risk Management Division manages this insurance policy, and they report that 17 community and technical colleges have obtained this coverage for approximately 2,200 students. The policy has been in place for three years, and thus far no claims have been filed against the policy. Cost per student per year for this insurance coverage is \$13.28; the fee would be tied to one course so a student will only pay once per year.

At Skagit Valley College, it is estimated that approximately 500 students enrolled in 17 programs will participate in student internships during the 2009-2010 academic year.

Discussion followed.

It was moved by Margaret Rojas and seconded by Debra Lisser to approve obtaining student intern liability insurance and that a new student intern liability insurance fee be established at \$13.28 per year, per student, effective Academic Year 2009-2010.

MOTION PASSED UNANIMOUSLY.

VIII. PROGRAM PROFILE – Financial Aid

Steve Epperson, Director of Financial Aid, introduced Shelley Lacey, Assistant Director, and provided information on the role of the financial aid department—identifying types of funding available and explaining the application process.

The Financial Aid department has been impacted by the large increase in applications for financial aid—47% increase over this same period last year. Steve reported that this year SVC will give out between ten and eleven million dollars in financial aid: approximately seven million dollars in grants, three million dollars in loans, \$250,000 in scholarships, and \$450,000 through employment. These dollars have a huge impact for our students and our communities.

Steve reported that SVC switched to the federal direct program this year, it will be required by August 2010 so the college will be head of the curve on that transition.

Dr. Tollefson stated that Steve and his staff do an outstanding job, especially in this time of increased enrollment. All areas have been impacted by the high enrollment and at a time when cuts in personnel have been made. All faculty and staff are working hard, not complaining, and getting the job done for students to succeed.

Discussion followed.

IX. COLLEGE REPORTS

1. ASSVC

Alan Muia introduced Tyler Murphy ASSVC Vice President for the Mount Vernon Campus and Laura Morris, advisor for student government. Alan reported that Christopher Clatterbuck has resigned as President and that Tyler will be reporting until a new president is elected.

Tyler reported the following:

- Fall elections will be held October 19-20, on-line voting this year through MySVC. Computers will be set up on campus for students voting;
- First district meeting has been held, discussed events and upcoming budget process;
- Working on student survey for Mount Vernon Campus—what students expect from ASSVC and what they would like to see changed.

2. SVCFT

Neta Cahill reported the following:

- SVCFT meeting was held earlier in the day;
- Contract negotiations begin a week from Friday. Committees are being formed regarding workload, performance reviews of faculty, etc. Faculty are using Blackboard and a website to enhance communication;
- High enrollment in classes and while days are busy there is still time for other work as well;
- Atmosphere on campus is positive; the high student enrollment brings a lot of energy. Good year so far.

3. WPEA

No report.

4. Administrative Services

Mary Alice reported the following:

- Getting ready to kick off design process for Lewis Hall. Architect, Keith Schreiber, briefed Cabinet on the process earlier today. The total project cost is estimated at \$31.2 million—includes everything, furniture sales tax, etc. We have just over two million dollars for design and next biennium will receive funding for construction. The ground floor footprint of the new Lewis Hall is larger than the upper two stories so there may be an opportunity to add square footage to the second story, it would probably be 5,000 square feet as it would need to stay in the 70,000 square foot limit. Next summer will prepare construction bid documents; goal is to have it go to bid in May 2011 and then breaking ground as soon as the money is appropriated, July 2011. Keith Schreiber will come to a future Board meeting and provide an update;
- UW Bothell Nursing partnership: UW Bothell, as of last Monday, is using our new Angst Hall to offer their BSN program making it possible get a BSN degree without leaving the SVC campus. This is a great arrangement and they are pleased to on campus. Carl Young added that there are 28 students in the current UW Bothell class, 11 are former SVC students;
- Our partnership through Everett Community College and Central Washington University provided extra funding for ITV rooms for Angst Hall;
- State auditors arrive the week of October 19 and will be here for approximately three weeks. They will meet with the Trustees during the latter part of October. Areas of audit focus this year are bid compliance for personal services contracts, services and activities fees checking to see if students had an active voice in planning and if the money was spent on student needs. Another area of focus is out of state travel—checking for justifications for travel and if travel occurred during the freeze was the appropriate documentation submitted. The audit will cover fiscal years 2008 and 2009;
- A state revenue forecast revenue report was issued today; revenues are \$20 million lower than projected in the September report;
- Distributed and reviewed the budget report for month ending September 30, 2009.

5. Instruction & Student Services

Dr. Mick Donahue reported the following:

- Enrollment is currently four percent higher than this time last year, both in state and all funds. Number of overall classes offered is lower this year a total of 785, last year 899;

- South Whidbey and San Juan Centers always have different enrollment patterns because of their demographics. Average enrollment at South Whidbey is 21 students per class—largest enrollment is 33 (room capacity). San Juan Center offering 10 classes, a PE class has 27 students, average number of students per class is 17.9;
- Open source textbooks – he would like to do a program profile at the next Board meeting on open source textbooks and have a faculty member who is using them do a presentation;
- Distributed a September 19, 2009 Wall Street Journal article that announces the new name of Elderhostel—it is now called Exploritas and has also reduced its age restriction to 21, it has been at least 55 years old or traveling with someone in that age group. Elderhostel nationally has been struggling for the past few years, however, our San Juan program has done very well with a strong growth pattern;
- Distributed a summary of professional development opportunities offered to faculty and staff.

Mick introduced Mindy Coslor, Dean of Library, Learning Resources and Basic Skills. Mindy distributed and reviewed a handout on Basic Skills enrollment (see attachment). Washington State Adult Literacy Week is scheduled for October 18-24 and an invitation was extended to a literacy celebration on October 20 that will be held at the Skagit County Commissioner's Hearing Room. As part of the event, three students who submitted personal essays will read them at the celebration.

Discussion followed.

6. College & Community

Carl Young stated that this is a new report that has been added to the Board's regular agenda. The report will provide information on college projects and events and inform the trustees on strategic moves SVC is making to increase its communication effectiveness with students and the communities we serve.

7. President

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

- Recognized Debra Lisser for her outstanding work on the fall TACTC meeting;
- Recent NAS Whidbey tour with Mick Donahue and Megan Wise, SVC Foundation President. Very informative and valuable visit.
- Recent meeting with Skagit Valley Hospital regarding their work with Pacific Northwest University of Health Sciences in Yakima and their DO program (equivalent to a MD program but with a different focus). The relationship began a year ago and there are several people from Skagit including one of our graduates who was a McIntyre scholarship recipient in the program. They

will probably make an agreement with Skagit Valley Hospital for third and fourth year rotations for their doctors and then eventually residencies for some of the participants. Pacific Northwest University is interested in our new Angst Hall and even more excited when they were told them about the ITV classrooms. They want to inform our nursing and other students about health career pathways. This is a very exciting project and Pacific Northwest University is very interested in working with SVC;

- Reminder that the annual Advisory Dinner is scheduled for October 20 and the State Board will be holding their next meeting at SVC on October 29 and 30.

8. TACTC

Debra Lisser thanked the trustees for attending the recent TACTC conference and reminded them that the ACCT conference in Washington, DC will be held in February. She gave a brief description of presentations that took place at the recent ACCT conference in San Francisco.

9. Board of Trustees

The Chair reported the following:

- He recently, along with Carl Young and other Foundation members, attended a workshop on fundraising, the second half of the training will take place later this week;
- ACCT membership has been renewed for 2009-2010.

Margaret Rojas thanked Debra Lisser for putting together a wonderful and informative TACTC meeting. She also thanked Dr. Tollefson, Carl Young, and Arden Ainley for forwarding all news release information to the trustees.

X. PUBLIC COMMENT:

No requests were submitted.

XI. NEXT REGULAR MEETING:

Tuesday, November 10, 2009, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

XII. EXECUTIVE SESSION:

The Chair stated that the Board would convene into executive session to review the performance of public employees and to discuss matters that could lead to possible litigation. He asked Mick Donahue to stay for the executive session and stated that he expected the discussion would take one hour.

**CONVENED INTO EXECUTIVE SESSION AT 6:20 P.M.
RECONVENED INTO OPEN SESSION AT 7:24 P.M.**

XIII. OPEN SESSION - ACTION ITEM:

1. Recommendation of Amendment to President's Contract

It was moved by John Stephens and seconded by Debra Lisser to amend the current Presidential Contract with respect to the appointment term of Dr. Gary Tollefson. With this amendment, the appointment shall run from, July 1, 2009 through and including June 30, 2012.

MOTION PASSED UNANIMOUSLY.

XIV. ADJOURNMENT:

There being no further business this meeting was adjourned at 7:25 p.m.

Gordon C. Piercy, Chair

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