

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, FEBRUARY 16, 2010
3:30 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

I. CALL TO ORDER:

The Chair called the study session to order at 3:39 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

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

III. STUDY SESSION: Lewis Hall Design Process

Keith Schreiber, Principal Architect with Schreiber Starling and Lane, provided a PowerPoint presentation as an update on the current design process for the new Lewis Hall.

IV. ADJOURNMENT

There being no further business, and no action taken, this meeting was adjourned at 4:30 p.m.

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, FEBRUARY 16, 2010
4:30 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

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:

No guests were present.

V. APPROVAL OF MINUTES – January 12, 2010

It was moved by Debra Lisser and seconded by Margaret Rojas to approve the January 12, 2010 meeting minutes as presented.

MOTION PASSED UNANIMOUSLY.

VI. INFORMATION ITEMS:

1. McIntyre Hall Update

Nida Tautvydas highlighted the following information in her report:

During fiscal year 2009 the following areas were focused on:

- Financial Stability and Sustainability
- Incorporating Catering and Concessions into MH Operations
- Fundraising/Development
- Facility Usage/Rentals
- Facility and Event Promotion
- SVC & Community Collaborations

Accomplishments for 2009 included:

- Collaborated with student activities, theater and music departments and various other SVC departments
 - Provided campus technical support
 - Theatre Arts & Music Depts.—approximately 200 hours
 - Student Activities Events
 - Meetings & other Campus gatherings
 - Hosted numerous SVC meetings, receptions, graduations, lectures and performances at MH
 - Facilitated educational and cultural enrichment through diverse programming and international programs
 - Presented a lecture for students with a visiting artist
Samite - Uganda
 - Presented one program as part of International Week
Lunasa - Ireland
- Implemented and expanded marketing plan
- Presented the second season of McIntyre Hall Presents
- Expanded fundraising efforts
 - Annual Appeal
 - Lodging Tax Grants
 - Sponsorships
 - In-Kind Support
- Increased the operating reserve
- Improved Catering & Concessions
 - Established internal systems and controls
 - Improved quality and presentation
 - Created operating efficiencies
 - Eliminated catering/concessions operating shortfall of \$35,000

Nida also reported:

- A 14% increase in annual attendance occurred in fiscal year 2009
- Third season of McIntyre Hall Presents
- The Hall realized a net operating reserve of \$31,322

- The percentage of earned to contributed revenue has continued to increase; for fiscal year 2009 it was at 72%
- Major focus for 2010 is to balance financial operations without compromising services, quality, accessibility, or programming
- Construction – work began in November to expand the box office and increase backstage storage space, completion is expected by mid-March. The new additions will make significant improvements to the operations and general use of the facility
- For 2011:
 - Looking at fee structure policy—hope not to increase
 - Adding radio advertising, have received three grants that will allow for increased marketing

Discussion followed.

VII. COLLEGE REPORTS

1. ASSVC

No report.

2. SVCFT

Neta Cahill reported that faculty have been communicating with legislators and going to Olympia as much as possible and are waiting to see what will come out of Olympia.

Neta stated that GlobalFest has been a great success and thanked the Trustees for attending the International Dinner.

3. WPEA

No report.

4. Administrative Services

Mary Alice Grobins provided a PowerPoint presentation as an update on the current State Budget process. Included in the presentation was an outline of the current state budget picture:

- \$2.8 billion shortfall:
 - Decreased state revenues
 - Rising costs for “caseload” costs (K12, human services)
- Of the \$31 billion state budget, only \$8 billion eligible to be cut
- Limit on how much higher education budget can be reduced due to federal maintenance of effort requirements (Gov. assumed \$80 million limit)

Mary Alice reported that freezes in salaries, personal services contracts, out-of-state travel, and equipment expenditures have been signed into law and will go into effect mid-March and will extend through the biennium.

The SVC budget planning process will follow the same approach and criteria as were used last year:

- Three tier approach:
 - Identify items with lowest possible impact to programs and personnel
 - Identify programs, services and functions that meet certain criteria for reduction or elimination
 - Spread any remaining required reductions across the college

The SVC Budget Development Timeline is as follows:

- Cabinet work underway now
- Second round of budget forums March 3 (first forums were held January 29)
- More information to the Board at March 16 meeting, including first discussion of 2011-2013 capital budget request
- Third round of budget forums April 2
- Board action on capital request at April 13 meeting

January 2010 budget report—expenditures are tracking normally; no concerns to report.

5. Instruction & Student Services

Dr. Mick Donahue reported:

- The atmosphere has remained positive during faculty negotiations
- State FTEs up 8.6% over last year, all funds are up 7.5%.
- He distributed a handout on San Juan and South Whidbey Center enrollments, have scaled back some of the courses being offered at each center and making an effort to offer a curriculum that will ensure maximum enrollment
- The City of Oak Harbor is once again considering relocation of the city's library to a larger facility. He has met with Oak Harbor administration to discuss SVC's support for moving the library and that the college would be interested in obtaining the vacated building space for future growth
- Earlier in fall there was real concern about a pandemic flu outbreak and how instruction would continue if such an event occurred—faculty was strongly encouraged to have a Blackboard presence for all courses. Currently 85% of faculty have a Blackboard component for their classes. This demonstrates

faculty's commitment to students and the training and support that has been provided by the college.

- Open Source Gates Grant – we have five faculty members making proposals for open source materials
- A new course for college success in online learning has been developed—CSS 104. It will be offered in spring quarter. The course is designed to prepare students who are enrolled in their first online class, or who will be enrolling in an online class. Technology and self management are the two main components of the class.

6. College & Community

No report.

7. President

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

- Distributed a thank you card from Roberta Piercy
- GlobalFest Dinner and Rick Steves' presentation "Travel As a Political Act" were extraordinary events—many people in the community have made positive comments about these events. He acknowledged Neta Cahill and Ted Maloney's leadership on GlobalFest and also recognized Ted for his work on the upcoming Supreme Court visit to the college.

The Chair noted that Dr. Tollefson recently received the North Puget Sound Association of Realtors "Citizen of the Year Award." Dr. Tollefson stated that he very much appreciated receiving the award and felt it was given to him as a recognition for the entire college.

8. TACTC

Debra Lisser reported that the ACCT meeting has been rescheduled to March 10-12, 2010.

9. Board of Trustees

Margaret Rojas commented on how wonderful she found the GlobalFest Dinner and Rick Steves' presentation.

VIII. PUBLIC COMMENT:

No requests were submitted.

IX. NEXT REGULAR MEETING:

Tuesday, March 16, 2010, 4:30 p.m., Mount Vernon Campus – Multipurpose Room.

X. EXECUTIVE SESSION:

The Chair stated that the Trustees would need to adjourn into Executive Session to review the performance of public employees. He expected the Executive Session to run for approximately 30 minutes and asked Dr. Mick Donahue and Mary Alice Grobins to participate in the discussion.

Adjourned into Executive Session at 5:35 p.m.

Reconvened into Open Session at 6:50 p.m.

XI. ADJOURNMENT:

There being no further business, and no action taken following the Executive Session this meeting was adjourned at 6:51 p.m.

Gordon C. Piercy, Chair

Gary Tollefson, President
Executive Secretary to the Board