

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
TUESDAY, MAY 11, 2010  
3:00 p.m.  
Oak Hall 306  
1900 SE Pioneer Way  
Oak Harbor, WA 98277

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 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. Operating Budget 2010-2011

Mary Alice provided a review of the development of the 2010-2011 Operating Budget and highlighted the following items:

- \$1.3 million legislative budget reduction;
- Estimated \$300,000 needed to cover 2011 essential spending increases;
  - 75% are increases related to compensation: faculty promotion increases, additional counseling time in summer
  - 25% to cover rate increases, decreasing revenues, new State Board budget skims
- Major sources of 2011 college revenue: tuition and local funds;
- Expenditures for 2011—another “carry-forward” budget;
- Excess enrollment revenues—2010 estimate is 400, expect to roll \$400,000-\$500,000 into fund balance at the end of 2010;

- Projected excess enrollments for 2011—assume same as in 2010, 400 excess enrollments;
- Designated uses for fund balances – prioritize future SVC needs for possible funding;
- Preparation for June Board budget action – forums were held on May 6, budget reviews have been held with each Cabinet member, currently completing budget expenditures and revenue reconciliations, preparing policy-level budget documentation for Board consideration.

Discussion followed the presentation.

## 2. Services and Activities Budget 2010-2011

Alan Muia distributed and reviewed the Services and Activities Budget Summary for 2010-2011. He stated that the 2010-2011 Services and Activities Budget Committee has opted to recommend the maximum allowable increase. While the committee does not like to burden students with an increase, they realize that some items have been put off that need to be handled. He stated that Services and Activities Budget for 2010-2011 will come before the Board for their consideration at the June 8 meeting.

Discussion followed.

## 3. McIntyre Hall Budget 2010-2011

Nida distributed and reviewed information on the proposed McIntyre Hall Budget for 2010-2011 and proposed rate increases for fiscal year 2011 and fiscal year 2012.

Highlighting the following items:

- Revenues budgeted conservatively, assuming similar facility usage;
- SVC support reduced by approximately 6.5%;
- SPAC support reduced, anticipate \$2,500;
- Reduction of fundraising revenues (sponsorship, annual appeal);
- Base Rental Fee increases resulting in a one to four percent increase;
- Vacant full-time staff position;
- Continued reduction in part-time staff hours and continued adjustments to operations;
- Substantial increase in benefit costs (health insurance, retirement);
- McIntyre Hall Presents series reduced to include four to five programs;
- No reduction in services.

The McIntyre Hall Budget for 2010-2011 will come before the Board at the June 8 meeting.

Dr. Tollefson thanked all of the presenters for their work on the budgets and presentations. He said that if the Trustees have questions, or would like additional information, to please contact him.

#### IV. ADJOURNMENT

There being no further business, and no action taken, this meeting was adjourned at 4:25 p.m.

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
TUESDAY, MAY 11, 2010  
4:30 p.m. – Hayes Hall 137  
1900 SE Pioneer Way  
Oak Harbor, WA 98277

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

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 Jacob Paul, son of Dave Paul, Associate Dean of Student Services and Instruction at the Whidbey Island Campus. Jacob was attending on behalf of his Boy Scout Troop.

V. APPROVAL OF MINUTES – April 13, 2010

It was moved and seconded to approve the April 13, 2010 meeting minutes as presented.

MOTION PASSED UNANIMOUSLY.

VI. RECOGNITION OF RECENTLY TENURED FACULTY

Dr. Mick Donahue introduced Ms. Gail Davern, instructor for English Composition and Literature at the Whidbey Island Campus. Gail was awarded tenure by the Trustees at their March 16, 2010 meeting.

The Chair announced that the Trustees would recess for 15 minutes for celebratory refreshments.

The Board adjourned at 4:40 p.m. and reconvened into open session at 4:55 p.m.

## VII. ACTION ITEMS

### 1. Recommendation of Board Meeting Dates, 2010-2011

It was moved by Margaret Rojas and seconded by Debra Lisser to approve the 2010-2011 Board meeting dates as listed below:

#### **2010**

- July 13, 4:30 p.m. – Mount Vernon Campus
- September 14, 4:30 p.m. – Mount Vernon Campus
- October 12, 4:30 p.m. – Mount Vernon Campus
- November 9, 4:30 p.m. – Mount Vernon Campus
- December 14, 4:30 p.m. – Mount Vernon Campus

#### **2011**

- January 11, 4:30 p.m. – Mount Vernon Campus
- February 8, 4:30 p.m. – Mount Vernon Campus
- March 8, 4:30 p.m. – Mount Vernon Campus
- April 12, 4:30 p.m. – Mount Vernon Campus
- May 10, 4:30 p.m. – Whidbey Island Campus
- June 14, 4:30 p.m. – Mount Vernon Campus

MOTION PASSED UNANIMOUSLY.

### 2. Recommendation of Head Start Continuation Grant

Carol McCormick, Interim Director of Head Start, stated that the budget information for the 2010-2011 Head Start Continuation Grant Application was distributed at the April 13, 2010 Board of Trustees meeting. She reviewed the summary of program changes for fiscal year 2010 and distributed copies of the monthly update, report of credit card expenditures, and current budget status. She said that she was recommending that the Board approve the Head Start Continuation Grant Application for 2010-2011.

Margaret Rojas informed the other Trustees that the budget and other informational items had been presented to the Head Start Policy Council at their April meeting. She stated that she also recommended approval of the Head Start Continuation Grant Application for 2010-2011.

It was moved by Margaret Rojas and seconded Debra Lisser to approve the Head Start Continuation Grant Application for 2010-2011.

MOTION PASSED UNANIMOUSLY.

## VIII. COLLEGE REPORTS

### 1. ASSVC

Alan Muia introduced Laura Martinez, Drew Stone, and Penny Perka. Drew Stone gave the ASSVC report and highlighted the following items:

- Both campuses recently held elections;
- A subcommittee is working on revisions to the bylaws;
- Aluminum and plastic bottle recycling containers are now located through the Whidbey Island Campus;
- The lab has received new computers and updated lighting;
- The Martial Arts Club has been reinstated. ASSVC provided funding for the Rainbow Alliance's Drag Fashion Show;
- The District S&A Committee has decided to recommend raising fees to the maximum allowable for 2010-2011.

### 2. SVCFT

No report.

### 3. WPEA

Carolyn Batchelor highlighted the following items in her report:

- Expressed appreciation to Puget Sound Energy and SVC's administration for the creation of the PSE Staff Excellence Award. At next week's Spring Celebration ceremony a classified staff member and an exempt professional staff member will be recognized;
- Contract negotiations have begun in Olympia. Brian Shelley will represent SVC;
- Labor/Management meetings have not been held this year. One was scheduled for last week but canceled as there were no issues to discuss;
- Staff are concerned about workloads, there is a vacant position in the Business Office at the Whidbey Island Campus;
- Staff appreciates administration's handling of the fiscal situation—no layoffs or furloughs this year.

### 4. Administrative Services

Mary Alice Grobins invited the Trustees to attend Dennis Rohloff's retirement party, scheduled for June 3. Dennis has worked at SVC for 35 years. Dave Scott who has

been at the college for 20 years will take over Dennis's position and a new assistant director has been hired, he will begin on June 7.

Dr. Tollefson said that Dennis's retirement will be a real loss to the college; however, he is very confident in Dave's abilities and that of the new assistant director.

#### 5. Instruction & Student Services

Dr. Mick Donahue introduced Dr. Joan Youngquist, recently selected as the Dean of Academic Education. Dr. Youngquist has been serving as the interim dean for the past two years.

Mick highlighted the following items in his report:

- Summer enrollment is currently up 15% over this time last year, and fall is currently up 14%;
- Whidbey Island Campus Honors' Reception will be held on Friday, May 14;
- Commended faculty and staff for dealing with the issues that arise with the increased enrollment.

#### 6. College & Community

Carl Young highlighted the following items in his report:

- The Foundation will provide over \$300,000 in scholarships this year;
- Endowments are doing very well;
- The Ford golf tournament met its sponsorship stretch goal, the community has been very supportive;
- The Whidbey Island Campus Honors' Reception will be held on May 14, the Mount Vernon Honors' Reception was held on May 6;
- The Whidbey golf tournament is scheduled for June 18;
- Greg Mortenson, author of *Three Cups of Tea* and *Stones Into Schools*, and a nominee for the Nobel Peace Prize, will be speaking January 27, 2011 at the GlobalFest Dinner. Acknowledged Ted Maloney's work in securing Greg Mortenson as a speaker.

#### 7. President

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

- Summer Board retreat—considering August 23, with a start time of noon.
- Kudos to all involved with the Mount Vernon Honors' Reception—it was a wonderful evening, with a large crowd in attendance;
- Representative Morris visited the Mount Vernon Campus last Friday and took a tour of Angst Hall, which included the rooftop photovoltaic panels;

- Acknowledged the work of Kelli Tolf and Jennifer Fix on the Ford golf tournament, outstanding organization and attention to detail;
- The Whidbey Island Campus Honors' Reception will be held on May 14;
- Spring Celebration will be held next Tuesday, May 18;
- TACTC Spring Convention May 20-21 in Wenatchee;
- In April he participated in a cross-promotional campaign with the Skagit Valley Herald. They have launched a new ad campaign that features community partners. During the photo session and facility tour he took the opportunity to raise a concern about the difficulty we have in sharing SVC articles that run in the Herald with others who are not subscribers. An agreement was reached that we would find a way to make their article links about SVC available to a broader audience. As a possible solution, we talked about creating a page on the SVC web site where we could post these links. The Skagit Valley Herald's publisher approved our linking strategy.

## 8. TACTC Report

Debra Lisser stated that the TACTC Spring Convention will be held in Wenatchee, May 20-21. Convention topics will be: succession planning, presidential search process, and policy governance.

## 9. Board of Trustees

The Chair stated that at the April TACTC Legislative Committee meeting, which was held via ITV and worked wonderfully, they discussed lack of revenue and preparing for no revenue solution and a stagnant economy. Colleges in the system are currently overenrolled by 20,000 and one-third of those are worker retraining students.

Debra Lisser stated that Washington will participate in the Gates Initiative in Student Success. The state of Ohio is a pilot program this year and Washington will be the second pilot state. The initiative will bring in resources and people. The purpose of the initiative is to raise the bar on student completion.

Dr. Tollefson stated that a couple of months ago he shared with Cabinet information on a shared initiative between the Gates and Ford foundations. They are interested in major education revisions and changes on how full-time students experience their freshman year. There are a number of model programs around and there has been discussion on how we can learn from those programs and how much we can apply.

## IX. PUBLIC COMMENT:

The Chair recognized Drew Stone. Drew stated that he has heard about the stagnant economy and lack of revenue and wondered what would provide the most help for SVC. Dr. Tollefson responded that increased resources would provide the biggest benefit. Currently resources are stretched very thin with the number of students enrolled. He

said that the community college philosophy has always been that we will do everything in our power to provide opportunities for students. Our faculty and staff have done a job beyond what anyone could expect in serving our students and providing access.

Debra Lisser stated that another important area is affordability. She recommended that Drew look online at the PBS *Frontline* feature on private colleges.

The Chair recognized Penny Perka. Penny provided a brief update on the Rainbow Alliance Club sponsored drag show that was held last week.

X. NEXT REGULAR MEETING:

Tuesday, June 8, 2010, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 5:50 p.m.

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Gordon C. Piercy, Chair

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Gary Tollefson, President  
Executive Secretary to the Board