

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, FEBRUARY 24, 2004
1:00 p.m. – La Conner Seafood & Prime Rib Restaurant
614 First Street
La Conner, WA 98257

BOARD MEMBERS IN ATTENDANCE:

Mr. Jess del Bosque, Chair
Mr. Tom Moser
Mrs. Elizabeth Hancock
Mrs. Debra Lisser
Mr. Mel Takehara
Dr. Gary Tollefson, President & Executive Secretary to the Board

ADMINISTRATIVE SUPPORT:

Ms. Lisa Radeleff, Administrative Assistant/Executive Secretary to the President

I. CALL TO ORDER:

The Chair, Mr. Jess del Bosque, called the meeting to order at 1:00 p.m.

II. DECLARATION OF A QUORUM:

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

III. FACILITIES MASTER PLANNING

Dr. Tollefson identified the facility needs listed and reviewed the priorities of the 2001 Master Plan. He introduced Mr. Lowell Larson, Mr. Neil McCarthy and Mr. Paul Whitehill, architects with The Henry Klein Partnership.

Mr. McCarthy stated that the Master Plan is a 20-year plan that turns the college's strategic plan and programs into campus facilities. He reported that the Master Plan is required for permitting by the city and the state requires an approved Master Plan for funding requests. Mr. McCarthy stated that requests must be well defined in the plan.

Mr. McCarthy reported that he and the other architects have made similar presentations regarding the Master Plan to Cabinet and Administrative Team and on March 4 they are scheduled to hold campus forums for faculty, staff and students.

Mr. McCarthy reviewed and discussed the current status of recent and planned projects. Projects currently include McIntyre Hall (in process), East Parking (almost complete), Hodson Hall (estimated start construction in Spring 2004), the Science Building (in pre-design), Angst Hall (in pre-design), West Parking (in planning), Culinary Arts (estimated start construction in Spring 2004), Campus Center (currently looking for alternative funding), South Parking Lot, Tennis Courts (completed) and Lewis Hall (pushed ahead on schedule). Discuss followed.

Mr. McCarthy then reviewed information that has been gathered to date. This included:

- Future Growth
 - Future strategies with existing buildings
 - Future programs and trends
 - Cooperative partnerships
 - Property acquisition

- Campus Identity
 - Distinguishing characteristics
 - Building form, density, materials
 - “Collegiate” identity
 - Site characteristics, landscaping, gardens
 - Impact of adjacency to Skagit River – protected river – environmental design

- Campus Layout
 - Legibility, signage, way-finding, entry sequence, landmarks
 - Grouping like functions
 - Student/Faculty interaction

- Pragmatic Issues
 - Parking
 - Site lighting
 - Servicing
 - Wetlands

Dr. Tollefson discussed the issue of land acquisition. He stated that the land on the east side of the campus, off 30th Street is currently open but that the area is in a rapid state of development. Dr. Tollefson said that the issue of future growth and planning needs to be addressed and that he believes the college should work on acquiring the land as soon as possible. A question was raised as to what money would be used for the acquisition. Dr. Tollefson explained that it would could from the local fund balance, non-state money that is held from biennium to biennium—this money can be put toward future land acquisition. Mr.

Klewer, Vice President – Administrative Services, stated that there is approximately \$1.4 million in the Board's designated reserve and another \$1 million in an undesignated reserve. He then reviewed the parcels of land and the various issues of each of the properties. Mrs. Hancock asked if there were wetlands on any of the parcels. Mr. Klewer responded that one parcel does have a wetlands area. Mr. Larson then discussed the two drainage areas of the campus. He stated that having additional land to expand the campus may encourage possible development with a four-year university.

Mrs. Lisser asked about Washington State University (WSU) and their expansion in downtown Mount Vernon. Dr. Tollefson responded that WSU has been planning the west side expansion and is not ready to talk about more of a presence at SVC at this time. He stated that co-located campuses are a great way to take advantage of infrastructure that is already in place.

Mr. McCarthy then reviewed the materials that will be used for the Hodson Hall remodel and discussed whether the look used for this building will impact other buildings on campus.

Mr. Moser inquired about security issues—he stated that in the past couple of years there had been several car prowls in the parking lots. Mr. Dennis Rohloff, Director of Facilities, replied that this issue has improved and that they are now in the process of activating power at light poles for future installation of security cameras.

Mr. Rohloff discussed the issue of landscape irrigation in future plans as currently sprinklers are not installed and that during the summer months hoses are brought in to water certain areas. He also stated that in the Facilities Condition Survey it was noted that the fire system needs to be replaced. Mr. Rohloff said this issue will probably be addressed in the next round of capital requests.

Mrs. Hancock stated that it is important to her to work with any wetlands and not to eliminate those areas. Dr. Tollefson replied that the college is required to work with any wetlands issues and would not eliminate any areas.

Dr. Tollefson stated that he will bring periodic progress updates to the Board; the next one will probably be in four to six months. He asked the Trustees if they were in agreement that the college should pursue interest in land acquisition. There was consensus from the Board to pursue the issue of land acquisition.

IV. STRATEGIC PLANNING AND PROPOSED 2004-05 ANNUAL INITIATIVES

Dr. Tollefson briefly reviewed the Strategic Planning and Annual Initiatives process. He stated that this February meeting is held in order to establish

initiatives for the coming academic year and then to have the Strategic Plan and the Initiatives drive the budget. Mr. Moser noted that in the handout illustrating the planning schedule there was no mention of the Board adopting the Budget. The planning illustration has been revised to include information regarding the Board adopting the operating budget in June of each year (see attachment).

Dr. Maureen Pettitt, Director of Institutional Research, reported that the Administrative Team held a work session on December 17, 2003 to review the 2003-04 Annual Initiatives, identify the strengths and weaknesses of the college and to discuss the changes/challenges and responses the college is facing. Dr. Tollefson stated that a final draft of accomplishments during the year toward achievement of ends, goals and annual initiatives will be provided by Cabinet members by mid-June and a complete annual report from each area is due by mid-August.

Dr. Pettitt then reviewed and discussed the strengths, weaknesses, changes/challenges and responses identified at the December 17 Administrative Team work session.

Dr. Tollefson addressed one of the issues under changes/challenges and responses—the issue of employee workload and salaries. He stated that exempt employees have not received a pay increase for the past three years and nothing is expected this year. Dr. Tollefson said that this is a big issue for the college but one that is being worked on.

Dr. Tollefson addressed the issue of under-prepared students; he stated that he recently received a call from a representative of the Gates Foundation regarding a current project they have at a community college in New York. Dr. Tollefson said the project is about the establishment of a “middle college”—grades 10-14, for at-risk students. He reported that he will be attending a meeting on May 19, along with Dr. Mack Armstrong, Superintendent of Mount Vernon School District, regarding this project. Discussion followed.

Dr. Pettitt then reviewed the proposed Annual Initiatives for 2004-05. She stated that these initiatives were developed during the December 17 Administrative Team work session. Dr. Pettitt provided feedback from the college community regarding the 2004-05 Initiatives.

The proposed 2004-05 Annual Initiatives, listed in rank order, are:

- 1. Facilities, Facilities Master Planning & Accommodating Construction**
 - Master planning process
 - Planning for construction and disruptions
 - Planning that supports being a learning college

2. Budget & Fiscal Planning

- Programs offered
- McIntyre Hall
- Enrollments and revenues
- Foundation and other sources of funding for scholarships, etc.—fundraising focus and priorities
- Infrastructure—technology, classrooms, library, equipment (need to make sure we can appropriately staff and that we have replacement plan, especially for IT)

3. Professional Development

- Training and support for faculty, staff and students in the implementation and uses of modern technologies
- Training for staff (including administrators) about administrative technology and reporting systems

4. Diversity Agenda

- Build an agenda of things we want to accomplish and strategies for how we will achieve those things (i.e., possibly address structure, faculty and staff, curriculum requirements, access and success of students
- Include International, ESL and other diverse populations

5. Enrollment Planning & Management

- Mix of State, non-State (contract, Community Service, etc. offerings)
- Programs offered, delivery of programs, etc.
- Long term planning; scenarios

6. Student Retention & Progression

- Structure and funding for supporting students in gateway and basic skills courses

Mrs. Hancock stated that last year the Board chose Culinary Arts as one of the budget priority issues due to the creation of McIntyre Hall Performing Arts and Conference Center. She stated that it is an area the college needs and that healthcare was also a priority. Mrs. Hancock asked about the status of Culinary Arts.

Dr. Tollefson responded that there is funding for the bakery area expansion, however, there is not enough funding for a dedicated classroom. Mrs. Hancock stated that she believed student services would provide \$200,000 for the remodel. Dr. Tollefson stated that the students may be supportive of allocating the money, however, he asked them not to allocate the money until a complete plan for the building is done. He stated that he hoped the plan

and the funding would take shape by the end the year so that a year from now the work could begin.

Mrs. Hancock stated that the Culinary Arts Program is still a high priority for her and that it is important they receive what they need, because that area will be a funding source from McIntyre Hall. Following discussion the Culinary Arts Program was added to the list of 2004-05 Annual Initiatives

Mrs. Hancock stated her concern about student access to counselors. Dr. Tollefson replied that earlier in the morning Cabinet had a discussion about improving access to advising. Dr. Donahue stated that enrollment growth adds stress to limited student services and agreed that it is an area that needs to be improved.

Dr. Tollefson inquired if the Board would decrease instruction to augment counseling. Mr. Moser replied that he believes that instruction is the most important area to preserve.

Ms. Linda Woiwod, Interim Dean of Student Services, stated that the college does provide faculty advising, however, students prefer to access counselors rather than look for a faculty member. She stated that student services staff members encourage students to access faculty advisors.

Following this discussion an additional bullet point was added to the Student Retention & Progression Initiative—"Improve access to advising."

Mrs. Lisser stated that the priorities look staff driven and not oriented towards students and she believes student issues should be moved to the number one priority. Following discussion it was decided that the 2004-05 Annual Initiatives be revised as follows:

1. Student Retention & Progression

- Structure and funding for supporting students in gateway and basic skills courses
- Improve access to advising

2. Enrollment Planning & Management

- Mix of State, non-State (contract, Community Service, etc. offerings)
- Programs offered, delivery of programs, etc.
- Long term planning; scenarios

3. Diversity Agenda

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faculty and staff, curriculum requirements, access and success of students

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5. Budget & Fiscal Planning

- Programs offered
- McIntyre Hall
- Enrollments and revenues
- Foundation and other sources of funding for scholarships, etc.—fundraising focus and priorities
- Infrastructure—technology, classrooms, library, equipment (need to make sure we can appropriately staff and that we have replacement plan, especially for IT)

6. Facilities, Facilities Master Planning & Accommodating Construction

- Master planning process
- Planning for construction and disruptions
- Planning that supports being a learning college
- Support for Culinary Arts role with McIntyre Hall

V. NEXT MEETING

Tuesday, March 9, 2004, 4:00 p.m., Work Session – Board Room, Mount Vernon Campus

VI. ADJOURNMENT

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

Jess del Bosque, Chair

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