

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, JUNE 7, 2011
3:30 p.m. – Multipurpose Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. John Stephens, Chair
Ms. Lindsay Fiker
Ms. Debra Lisser
Mr. Don Piercy
Ms. Margaret Rojas

I. CALL TO ORDER:

The meeting was called to order at 3:30 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

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

III. EXECUTIVE SESSION:

At 3:31 p.m., the Board convened into Executive Session pursuant to RCW 42.30.110(1) (g) and (h) in order to review the performance of public employees and to evaluate the qualifications of applicants for either public employment or for appointment to assist in the presidential search process.

IV. ADJOURNMENT:

There being no other items for discussion, and no action taken, the meeting was adjourned at 4:30 p.m.

John Stephens, Chair

Gary Tollefson, President
Executive Secretary to the Board

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Mr. John Stephens, Chair

Ms. Lindsay Fiker

Ms. Debra Lisser

Mr. Don Piercy

Ms. Margaret Rojas

Dr. Gary Tollefson, President & Executive Secretary to the Board

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:

Jennifer Fix introduced Rachael Wallace, a guest of Lindsay Fiker and currently a law student at Willamette University.

The Chair introduced Tom Moser, special guest and past trustee. He stated that Tom has been looked to as a role model for service to the community and to the college. The Chair then read Resolution 11-02 (see April 12, 2011 Board meeting minutes) recognizing Tom's service as a trustee. Dr. Gary Tollefson presented Tom with a framed copy of the resolution and a gift on behalf of the college.

Dr. Tollefson stated that Tom was a special member of the Board; that he set a high standard for others to follow and thanked him for his service.

The Chair announced that the Board would recess for ten minutes for cake and coffee.

Recessed at 4:40 pm; reconvened into open session at 4:50 pm.

V. APPROVAL OF MINUTES – May 10, 2011

It was moved by Debra Lisser and seconded by Lindsay Fiker to approve the May 10, 2011 meeting minutes as presented.

MOTION PASSED UNANIMOUSLY.

VI. INFORMATION ITEM:

1. First Reading of Service & Activities Budget for 2011-2012

Alan Muia, Dean of Student Services, presented a review of the Services and Activities Budget process along with a draft budget summary

The Board requested adding information on current year funding to the budget summary and clarification of the term “capital request.” Alan replied that he would add the information on current year funding and stated that the term “capital request” is essentially an equipment request and will change the name on the final draft of the budget that will be brought before the Board at the July 12 meeting.

VII. ACTION ITEMS:

1. Recommendation of Tenure

Dr. Mick Donahue, Executive Vice President of Instruction and Student Services, stated that three probationary faculty members who completed their eighth quarter with Skagit Valley College this winter, were denied tenure at the March 2011 Board meeting due to significant budget reductions which were anticipated in 2011-2012:

- Ms. Mary Iverson, Art, MV
- Mr. Cliff Palmer, Biology, MV
- Ms. Lora Winslow, Speech, WIC

Because the legislative budget cut was less than what had been planned for, the Board is being asked to reconsider tenure. During the last two and a half years as probationers, they have been evaluated by students and peers on their Tenure Review Committee and by their supervising Dean/Associate Dean.

It was moved by Margaret Rojas and seconded by Don Piercy to approve the granting of tenure to Ms. Mary Iverson, Art; Mr. Cliff Palmer, Biology; Ms. Lora Winslow, Speech.

MOTION PASSED UNANIMOUSLY.

The Chair stated that this was a joyful action for the Board after the budget situation that occurred earlier in the year.

2. Recommendation of Appointment to the McIntyre Hall Endowment Advisory Committee

Dr. Tollefson stated that the Skagit Valley College Foundation and the Skagit Community Foundation each have endowments for McIntyre Hall. Last year, an agreement was negotiated between four entities, Skagit Valley College, the Skagit Regional Public Facilities District (PFD) and the two foundations, that clarified the terms and conditions under which monies earned in the endowments may be expended.

The agreement established a five-member Endowment Advisory Committee which meets at least annually to advise the PFD regarding priorities for distributing available funds and provide recommendations for maintaining and increasing the endowment funds.

The membership of the committee is: the Executive Director of McIntyre Hall, the Director of the Skagit Community Foundation, the Director of the Skagit Valley College Foundation, a member designated by the PFD, and a member designated by the SVC Board of Trustees.

It is recommended that Megan Scott O'Bryan fill the Trustee-appointed position. Megan is the daughter of Jim and Mary Scott, who were deeply involved in the McIntyre Hall capital campaign. Megan is a well-respected business person at Windermere Realty and is involved in numerous local business and service groups. Her appointment will bring the perspective of young families and future community leaders in our area upon which the success of McIntyre Hall for the long run will depend.

It was moved by Don Piercy and seconded by Debra Lisser to approve the appointment of Megan Scott O'Bryan to the McIntyre Hall Endowment Committee.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of McIntyre Hall Budget for 2011-2012

Nida Tautvydas, Executive Director of McIntyre Hall, reported that a draft of the McIntyre Hall budget for 2011-2012 was presented to the Board at their May 10 study session.

The Chair asked about the commitment of the Public Facilities District (PFD) if budget circumstances continue. Nida replied that, fortunately over the last few years there has been a build up of operating reserve that gives a good cushion for any reasonable downturn. The PFD has operating and capital reserves; this budget does not contain any capital items for this year. She stated that this year's budget has been developed very conservatively. Dr. Tollefson reported that the PFD has looked very closely at their resources and decided they have ample resources to provide operating budget assistance for at least several years.

It was moved by Margaret Rojas and seconded by Lindsay Fiker to approve the McIntyre Hall Budget for 2011-2012 as presented.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of Operating Budget for 2011-2012

Mary Alice Grobins reported that at its May study session, the Board was briefed on legislative operating budget proposals and their potential impacts on the College's operating budget for the coming fiscal year. At that time, it was not known if the legislature would reconcile its budget differences and enact an operating budget before the next Board of Trustees' meeting. The staff and Board also discussed the likelihood that even if the legislature completed its work within its 30-day special session, the State Board for Community and Technical Colleges (SBCTC) would not have completed its allocation of funds to colleges.

The legislature did complete its work on May 26, but the SBCTC will not meet to allocate funds and make tuition increase decisions until June 22-23. Attachment One summarizes key elements of the legislative operating budget that now awaits the Governor's signature.

Therefore, the operating budget summarized in Attachment Two represents an estimate of state funds that will be allocated to SVC.

In general, the state funds allocation to SVC is expected to be reduced by approximately \$2.7 million from this year to next. Tuition revenues have been cautiously and conservatively budgeted and incorporate assumptions around reduced enrollment and a new SBCTC 3% tuition skim. Local fund revenues are expected to be greater next year due to increased grant indirect fees. Other fund revenues are unchanged.

It was moved by Don Piercy and seconded by Margaret Rojas to approve the estimated SVC 2011-2012 operating budget as presented in Attachment Two. Further, for the Board of Trustees to delegate authority to the President to adjust the operating budget based upon the SBCTC initial allocation of state funds, the 2011-2012 tuition rates adopted by the SBCTC, and the 2011-2012 Running Start reimbursement rate established by the Office of the Superintendent for Public Instruction. And as quickly as possible that the President prepare a report summarizing the 2011-2012 operating budget in comparison to the estimated adopted budget as presented in Attachment Two.

MOTION PASSED UNANIMOUSLY.

5. Selection of Members of the Presidential Search Advisory Committee

The Chair stated that at the May Board meeting the trustees shared with the public their desired structure of a Presidential Search Advisory Committee, which is: two trustees, three community members, three faculty members, two student representatives, one classified staff member, one exempt staff member, and one administrator.

Margaret Rojas stated that the criteria used in selection of the committee members was to look at geographic location, gender, ethnicity, and time at the institution.

The committee members selected are as follows:

Trustee Representatives and Committee Co-Chairs

Margaret Rojas

John Stephens

Community Representatives

Thomas Doughty (Mount Vernon), VP of Administration for Janicki Industries

Robert Hyde (Anacortes), Executive Director of the Port of Anacortes

One position is not yet filled and will be held for one week for a representative from Whidbey or the San Juan Islands.

Faculty Representatives

Sarah Bear, Nursing (Mount Vernon Campus)

Jeff Stady, Mathematics (Whidbey Island Campus)

Dr. Ernest Tutt, Communication Studies (Mount Vernon Campus)

Student Representatives

Cullen Sedgwick (Whidbey Island Campus)

Miriam Witt (Mount Vernon Campus)

Classified Staff

David Hauser, Plant Operations (Whidbey Island Campus)

Exempt Staff

Jennifer Fix, SVC Foundation/Resource Development (Mount Vernon Campus)

Administrative Staff

Laura Cailloux, Dean of Workforce Education (Mount Vernon Campus)

It was moved by Margaret Rojas and seconded by Lindsay Fiker to appoint the above named people to serve on the Presidential Search Advisory Committee.

MOTION PASSED UNANIMOUSLY.

The Chair thanked all who applied; there was a good, robust pool of applicants. The Board feels the committee is a balanced representation and will be helpful in assisting the Board in the presidential search process.

6. Election of Board of Trustees' Vice Chair for 2011-2012

The Chair stated that Board Policy, GP-6, By-Laws, Article VII Officers of the Board, requires that each year at the June regular meeting of the Board of Trustees, the Board shall elect from its membership a Vice Chair to serve for the ensuing year. The Vice Chair will assume the Chair position the following year.

It was moved by Debra Lisser and seconded by Lindsay Fiker to nominate Margaret Rojas as Vice Chair for 2011-2012.

MOTION PASSED UNANIMOUSLY.

7. Recommendation of Approval of Application of Early Head Start Expansion Grant

Carol McCormick, Head Start Assistant Director, presented information on the application for the third year of the Early Head Start Expansion Grant. The request is for \$256,250 to fund ongoing services in Early Head Start Expansion for 20 children, prenatal to age 3, and their families in the communities of Mount Vernon and Burlington.

It was moved by Margaret Rojas and seconded by Debra Lisser to approve the application for the third year of the Early Head Start Expansion Grant.

MOTION PASSED UNANIMOUSLY.

VIII. COLLEGE REPORTS

1. ASSVC

No report.

2. SVCFT

Hilda Halliday said that faculty are thrilled that Mary Iverson, Cliff Palmer, and Lora Winslow were awarded tenure earlier in the meeting.

3. WPEA

No report.

4. Administrative Services

Mary Alice reported that she had noticed an error in the April budget report and will send the Board a corrected version prior to the July Board meeting.

5. President

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

- May 27-31, he accompanied the choir for their performance at Carnegie Hall. Our group was part of a 200 member combined choir, it was a fantastic event. Dr. Diane Johnson, music instructor, said it went very smoothly and it was a wonderful experience for students to work with a famous conductor like John Rutter;
- June 9, the San Juan Center Commencement will take place at 2:00 p.m;
- June 11, Whidbey Island Campus Commencement will take place at 3:30 pm at Oak Harbor High School;
- June 12, Mount Vernon Campus Commencement will take place at 3:00 pm;
- June 12-15, Attending the Achieving the Dream Institute;
- June 17, Whidbey Island Campus annual golf tournament;
- June 22, the Secretary of Education for the State of Jalisco, Mexico will visit to renew and expand on our agreement regarding our Marine Tech program;
- June 26-28, Attending the Governance Institute on Student Success with the trustees;
- June 29-30, Attending the AVID National Advisory Board meeting.

Dr. Tollefson presented the Chair with a gavel plaque recognizing his service as Board Chair for 2010-2011. Dr. Tollefson said that though it has been a tough year in many ways, John has provided good leadership and thanked him for his service.

6. Board of Trustees/TACTC Report

The Chair reminded the trustees that the Governance Institute for Student Success will take place June 26-28.

The Chair stated that it has been a very interesting year; revenue, budget, personnel situations. While challenging, working with colleagues, administration, and faculty and staff it has been remarkable to work through some of the most difficult issues the college has ever faced. He thanked everyone for being respectful and collegial through this time.

IX. PUBLIC COMMENT:

None.

X. NEXT REGULAR MEETING:

Tuesday, July 12, 2011, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

XI. EXECUTIVE SESSION:

The Chair stated that the Board needed to convene into executive session to evaluate the qualifications of applicants for public employment. He asked Mary Alice Grobins to stay for the discussion. The Chair stated that he anticipated the discussion would take approximately 60 minutes and the Board did not plan to take action following the executive session.

Convened into Executive Session at 5:55 p.m.

Reconvened into Open Session at 8:15 p.m.

XII. ADJOURNMENT:

There being no further business, and no action taken following the Executive Session, this meeting was adjourned at 8:16 p.m.

John Stephens, Chair

Gary Tollefson, President
Executive Secretary to the Board

Attachment One

SBCTC 2011-2013 Legislative Operating Budget

- General budget reductions totaling \$113 million
- 3% salary reductions - \$30 million
- Efficiency reductions - \$7.5 million
- Higher education retirement plan cost shift to colleges - \$10 million
- Life Transition program eliminated - \$0.824 million
- Funding for leases, new building operations – SVC receives \$102,000 for Port of Anacortes lease
- Running Start:
 - Maximum reimbursement of 1.2 FTE
 - K12 pay cut will affect reimbursement rate
 - SBCTC must decide if tuition will be charged
- No change to SBCTC system enrollment targets
- Health benefit costs will go up for state employees who will pay higher share of cost
- State Need Grant funding covers tuition increases, but does not cover all eligible students
- State Work Study cut
- Tuition may be increased by SBCTC by up to 12% per year. SBCTC allowed to take up to 3% of operating fee revenue for Innovation Fund.

Attachment Two

Skagit Valley College
Fiscal Year 2011-2012
Estimated Operating Budget

Revenue	2010-11	2011-12
State Funds	\$18,102,179	\$14,732,511
Tuition	10,132,232	9,732,232
Local Funds	2,063,682	2,213,600
Other Funds	78,000	78,000
Use of Reserves	<u>0</u>	<u>903,739</u>
Total Initial Funds Available	\$30,376,093	\$27,660,082

Expenditures	2010-11	2011-12
Instruction	\$17,169,156	\$15,489,405
Academic Administration	762,971	583,286
Library	739,407	581,981
Student Services	3,897,458	3,670,088
Institutional Support	4,023,871	4,259,736
Plant Operations	<u>3,783,230</u>	<u>3,075,586</u>
Total Expenditures	\$30,376,093	\$27,660,082

Skagit Valley College
Fiscal Year 2011-2012
Estimated State Revenue Budget

State Funds Allocation as of June, 2011

Base Budget	\$17,464,084
Technical Adjustments	(133,623)
Maintenance Fund Shift to Capital	(345,500)
Port of Anacortes Lease	102,000
Student Achievement FY11 Points	16,899
Student Achievement FY12 Skim	(53,760)
3% Salary Reduction	(426,196)
Increased L&I Costs	30,000
SBCTC ERP Skim	(55,383)
General Budget Reduction	(1,514,968)
Efficiency Reduction	(56,000)
Eliminate Life Transitions	(43,000)
TIAA/CREF Cap	(237,725)
TIAA/CREF Supplemental Benefit	<u>(14,317)</u>
Total Estimated Initial State Funds Available	\$14,732,511

Skagit Valley College
Fiscal Year 2011-2012
Schedule of Local Funds

Running Start	\$1,800,000
Road Scholar	537,383
Indirect Funds	330,000
Anticipated Indirect	91,900
Oak Harbor City Library	50,000
Clearwire Lease	48,200
Online Survey Assessments	<u>3,000</u>
Total Local Funds Revenue	\$2,860,483
Less Expenses	<u>646,883</u>
Net to Operating Budget	\$2,213,600

Skagit Valley College
Fiscal Year 2011-2012
Schedule of Other Funds

General Fee	\$46,000
Interest Income	22,000
Miscellaneous Income	<u>10,000</u>
Total	\$78,000