

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, MAY 10, 2011
3:00 p.m. - Oak Hall 306
1900 SE Pioneer Way
Oak Harbor, WA 98277

BOARD MEMBERS IN ATTENDANCE:

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 Vice Chair called the meeting to order at 3:10 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

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

III. STUDY SESSION:

1. Operating Budget:

Mary Alice provided a review of the development of the 2011-2012 Operating Budget and highlighted the following items:

- Operating budget approach in the absence of a state budget and SBCTC allocation;
- SVC budget issues in addition to legislative actions;
- Major sources of 2012 college revenue;
- Expenditures planned for Fiscal Year 2012
- Use of reserves;
- Capital budget;
- Budget preparation for June consideration.

Discussion followed.

Mary Alice stated that it is highly unlikely that the college will receive any further information from the State Board before the June 7 Board of Trustees' meeting. It is recommended that the Board adopt the operating budget based upon planning assumptions and that the Board delegate to the President the authority to adjust the operating budget once the State Board allocation is received and we know the legislative tuition increase and Running Start rates for Fiscal Year 2012.

Discussion followed regarding options on passing a budget without finalization from the legislature. The Chair said that he was comfortable with the recommendation on finalization of the budget.

2. McIntyre Hall Budget

Nida Tautvydas, Executive Director of McIntyre Hall, distributed and reviewed information on the proposed McIntyre Hall Budget for 2011-2012 and an update on the 2010-2011 budget.

Nida stated that she and Dr. Tollefson have met several times to discuss budget issues and it quickly became apparent that all college funding would need to be eliminated. Dr. Tollefson shared the college's budget situation with the Public Facilities District Board (PFD) and looked to them for an increased commitment for the next several years since it is anticipated that the budget situation will be ongoing. The PFD has committed to providing \$150,000 for Fiscal Year 2012.

Don Piercy asked about additional fundraising plans. Nida responded that they will continue with the annual appeal, and are looking to increase advertising support and sponsorships.

The Chair asked if the PFD's support is fixed and firm and how was it accomplished. Nida responded that the amount of support will vary from year to year. Each year the PFD will have a discussion as to what level of support they can provide. Dr. Tollefson said that tax revenue, which is the source of the PFD's income has, from the very beginning, exceeded what is needed for debt service. The PFD has built up a substantial reserve fund.

Debra Lisser asked about the status of the endowment. Nida responded that the combined balance between the Skagit Community Foundation and the Skagit Valley

College Foundation is approximately \$700,000. A meeting will be held in the near future to discuss establishing a minimum level for the endowment before it is accessed.

The Chair stated that it is in our interest to assure that at the point and time when McIntyre Hall is turned over to the college that the facility is in as good condition as possible. It is important that the revenue collection of the PFD goes into the maintenance of the facility.

3. Governance Institute for Student Success

Dr. Maureen Pettitt distributed and reviewed the data that will be presented during the June Governance Institute for Student Success.

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 10, 2011
4:30 p.m. – Hayes Hall 137
1900 SE Pioneer Way
Oak Harbor, WA 98277

BOARD MEMBERS IN ATTENDANCE:

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 4:30 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Chair recognized that a quorum of Board members were present. He stated that, if there no objections, he would move Action Item Number 6 up to Number 3 on the agenda.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

Dr. Tollefson introduced Kathryn Hale, 2011 All Washington representative for the Whidbey Island Campus.

V. APPROVAL OF MINUTES:

1. Board Meeting Minutes – April 12, 2011

It was moved by Don Piercy and seconded by Margaret Rojas to approve the April 12, 2011 meeting minutes as presented.

MOTION PASSED UNANIMOUSLY.

2. Special Board Meeting Minutes – April 29, 2011

It was moved by Debra Lisser and seconded by Lindsay Fiker to approve the April 29, 2011 meeting minutes as presented.

MOTION PASSED UNANIMOUSLY.

VI. ACTION ITEMS:

1. Recommendation of Board Meeting Dates, 2011-2012

Dr. Tollefson reviewed the proposed calendar for the 2011-2012 Board of Trustees' regular meetings:

2011

- July 12, 4:30 p.m. – Mount Vernon Campus
- September 20, 4:30 p.m. – Mount Vernon Campus
- October 11, 4:30 p.m. – Mount Vernon Campus
- November 8, 4:30 p.m. – Mount Vernon Campus
- December 13, 4:30 p.m. – Mount Vernon Campus

2012

- January 10, 4:30 p.m. – Mount Vernon Campus
- February 14, 4:30 p.m. – Mount Vernon Campus
- March 13, 4:30 p.m. – Mount Vernon Campus
- April 10, 4:30 p.m. – Mount Vernon Campus
- May 8, 4:30 p.m. – Whidbey Island Campus
- June 12, 4:30 p.m. – Mount Vernon Campus

It was moved by Debra Lisser and seconded by Don Piercy to approve the 2011-2012 Board of Trustees' regular meeting calendar as presented.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Parking/General Fee Increase

Mary Alice Grobins stated that as part of the budget work done in order to save state operating funds next biennium, staff provided information at the April 12th meeting of the Board of Trustees regarding incorporating parking fees into the general fee and raising the general fee by \$2 per credit up to 17 credits, per quarter.

Parking fees: Current parking fees are \$10 per quarter, or \$25 for an annual parking permit. These fees generate approximately \$50,000 per year in revenue. Fees are paid by Mount Vernon campus students who wish to park on campus. As has been discussed several times over the past few months by staff, a parking fee increase to

\$20 per quarter, or \$50 for an annual parking permit, was anticipated in order to save state operating funds next biennium. The savings would come from paying for parking enforcement staff from fee revenue vs. state funds.

Because students are required to pay in person for parking fees, there are long lines at the cashier's window as a result. The second part of this proposal would eliminate the need for lines at the cashier and will also simplify parking enforcement.

General fee: The current general fee is \$1 per credit, up to 17 credits, per quarter. The general fee was created three years ago to eliminate separate student payments for testing services, transcripts and graduation expenses. This proposal would bring the increased parking fee into the general fee, and increase the general fee to \$2 per credit, up to 17 credits, per quarter.

The increased revenue from this change would – in addition to saving state operating funds– create funds to maintain (sweeping, striping, and seal coating) all of the district's owned parking lots at Mount Vernon, Oak Harbor, and San Juan Island. In addition, funds would be set aside to develop future additional parking lots, with the first investment going to developing a lot on the property now being purchased (with parking fees) at the Mount Vernon campus. Parking permits will be issued to all registered students, eliminating the need for students to pay separately for parking stickers from the college cashier. Since all registered students would receive a parking sticker, parking enforcement for non-payers would be substantially reduced.

It is estimated that the total increase in revenue would be \$170,000 at current enrollment levels.

Don Piercy stated that he had expressed a concern during the April meeting regarding South Whidbey Center students and the fee but his concern has been addressed.

Debra Lisser asked if students had weighed in on this issue. Alan Muia, Dean of Student Services, responded that he has communicated the information to students and while nobody wants a fee increase, everyone understands what we want to do and why and that funding is needed.

Abigail Mumaw, student, asked if all students will pay the fee. Mary Alice responded that except for Adult Basic Education students, all others will pay the general fee.

It was moved by Margaret Rojas and seconded by Lindsay Fiker to approve the incorporation of parking fees into the general fee and increase the general fee to \$2 per credit, up to 17 credits, per quarter, effective Fall Quarter, 2011.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of New Fee for Student General Liability Insurance Coverage

At the April, 2011 Board meeting Mary Alice presented information regarding the possibility of students enrolled in clinical sites being required to purchase General Liability Insurance.

New fee for student general liability insurance coverage

Some hospitals are requiring that colleges take responsibility for any property damage that is caused by students enrolled in clinical settings. Student malpractice insurance does not cover property damage. Colleges in the Seattle area have been unable to place students in some settings due to these new requirements.

The colleges have worked with the Attorney General's office and the OFM Risk Management on this issue, and have determined that if students carry general liability insurance, then students are covered and colleges are not held liable. OFM Risk Management has secured a student liability policy. This policy will be effective July 1 so that coverage can begin summer quarter, and liability coverage is mandatory. The cost is \$2.50 per student.

Starting this coming summer, all clinical students will be required to purchase this coverage.

Skagit Valley College has a practice of charging a student fee for mandatory insurance equal to the cost of the insurance. The college pays for the insurance on behalf of the students.

It was moved by Debra Lisser and seconded by Don Piercy to approve the fee for student general liability insurance coverage of \$2.50 per quarter for clinical courses effective summer quarter 2011.

MOTION PASSED UNANIMOUSLY.

The Chair said none of the Board members enjoys increasing fees as they know this impacts students lives and the affordability of college. However, in order to deal with the current budget situation it is a necessity.

4. Recommendation of Head Start Continuation Grant

Dr. Joan Youngquist, Academic Dean, presented information on the application for the continuation grant on behalf of Mary Ellen Lykins, Director of Head Start. She highlighted the following items:

- Federal funding levels have not yet been decided, the budget is based on current information;
- Anticipating \$181,000 cut to the Head Start budget, this will be met by reducing office staff by two weeks for the contract year;
- Transferring ten slots from the La Conner program to other locations. The La Conner program will be maintained;
- Received notice that ARRA funding has been provided for at least the first six months of the upcoming year and is anticipated to continue. In addition, the ARRA funded expansion slots will be rolled over into continuation funding.

It was moved by Margaret Rojas and seconded by Debra Lisser to approve the application for the Head Start Continuation Grant.

MOTION PASSED UNANIMOUSLY.

5. Recommendation of Exceptional Faculty Awards

Dr. Donahue reported that in 1991, the Legislature established an exceptional faculty award trust fund, appropriating funds to match monies raised by the individual colleges. The SVC Foundation endowments and matching funds from the State Board now total \$969,724. Only the interest earned from the fund may be used to pay expenses for the awards. For 2011-2012, \$48,486 is available—approximately 20% is reserved for employee benefits and recognition plaques. A committee of faculty, administration, and a Foundation representative reviewed requests and nominations for awards that had been solicited from faculty and administrators.

The award guidelines specify that Exceptional Faculty Awards are made for a) proposed activities b) completed accomplishments, or c) proposals to benefit the faculty as a whole. SVC faculty who plan to engage in noteworthy activities leading to individual professional development, SVC program enhancement, or improvement of the faculty as a whole may apply. Faculty with distinguished accomplishments which are recognized within the college or acknowledged by the professional community may be nominated. Individual faculty may apply or be nominated for a maximum award of \$4,000; faculty groups may receive a maximum award of \$8,000.

Two nominations and eleven requests were made to the EFA committee. The EFA committee recommends that one nomination and ten projects be funded.

It was moved by Margaret Rojas and seconded by Lindsay Fiker to approve the award nominations for completed projects/accomplishments for Gail Davern and, for proposed projects by:

- Charles Luckmann;
- Trish Barnes for the Full- and Part-time Mount Vernon Campus English Department;

- Eric Anderson, Anne Ziomkowski and Gail Bruce;
- Val Mullen and a Full-time Nursing Instructor;
- Melissa Cloninger, Neta Cahill and Vicki Talbott;
- Linda Lemberg Ross;
- Barbara Ashe, Sylvia Goodwin and Lisa Spreyer;
- Sarah Bear
- Ben Fackler-Adams;
- Sean Howard, Jere LaFollette, Lou LaBombard and Barbara Martinez-Griego.

MOTION PASSED UNANIMOUSLY.

6. Recommendation of Tenure

Mick Donahue stated that Ms. Sarah Bear, a probationary Nursing faculty member at the Mount Vernon campus, is completing her eighth quarter with Skagit Valley College this spring.

During the last two and a half years as a probationer, she has been evaluated by students and peers on her Tenure Review Committee and by her supervising Dean and the Director of Nursing and Allied Health.

Though the College is presently dealing with significant budget reductions, which has resulted in the layoff of personnel, Ms. Bear is employed in a workforce preparation program with high enrollment and that requires full-time faculty for program accreditation standards. In the judgment of the administrative staff, this program cannot effectively continue operation at planned enrollment levels if Ms. Bear is denied tenure due to budget reductions.

The Chair stated that in this unusual situation of budget reductions, the granting of tenure to this individual is based on maintaining accreditation and effectively running the Nursing program.

It was moved by Don Piercy and seconded by Lindsay Fiker to approve the granting of tenure to Ms. Sarah Bear, Nursing.

MOTION PASSED UNANIMOUSLY.

VII. COLLEGE REPORTS

1. ASSVC

Drew Stone welcomed Lindsay Fiker to the Board and the Whidbey Island campus. He reported the following:

- Honored to have attended the Legislative VOICE training. He felt the training was very valuable;
- Adult Basic Education (ABE) seems to be heavily weighted to the Mount Vernon Campus and there is disparity with the Whidbey Island Campus and South Whidbey Center– would like to see some options for those areas;
- Students are participating in the Relay for Life event in June. To date they have raised \$3,000. A bake sale is scheduled for next week with proceeds donated to Relay for Life;
- Campus Service & Activities committees have made recommendations. On the Whidbey Island campus they will be providing increased funding for tutors;
- Invited everyone to the Whidbey Island Campus Honors reception scheduled for Friday, May 13 at the Oak Harbor Elks Lodge;
- Many Whidbey Island campus students feel their voices are not being heard with distribution of Service & Activities funds.

The Chair asked Drew if he had discussed the ABE issue with administration. Drew stated that he had just heard about the issue that afternoon so has not yet had a chance to talk with administration.

2. SVCFT

Hilda Halliday reported the following:

- The denial of tenure and removing people from tenure track continues to be an issue. SVCFT is continuing to work with administration to find a way to keep people employed. There are many legal issues to sort through. This is a new issue for everyone and they are trying to do their best for those employees impacted;
- Looking forward to working with the Board on the presidential search but not looking forward to Dr. Tollefson's departure.

Dr. Tollefson said he has received some tentative language for a waiver agreement and will discuss with SVCFT at their next meeting.

The Chair stated that on behalf of the Trustees he thanked faculty for their commitment and collaborative input on actions the Board has found necessary to take.

3. WPEA

Carolyn Batchelor, Co-Chief Job Rep for WPEA reported the following:

- Thanked Dr. Tollefson for continuing the PSE Staff Excellence Award;

- Twenty-two classified employees have had hours reduced or were laid off in the budget cuts. This has been difficult for the people left behind to carry on and to continue to provide service to faculty, staff, and students throughout the district. Morale is low among classified staff; there are concerns about workload and the backfilling of some positions with part-time hourly, this will be a discussion item in labor management meetings;
- Anticipating a 3% pay cut from the legislature and expect it to be in part as furlough days;
- Staff members are looking forward to Spring Celebration next Tuesday.

The Chair stated that the Board understands fully the difficulty for those that remain. He thanked staff for working with administration to make the best of the current situation.

Mary Alice stated that the House and Senate are in agreement that classified staff will take a pay cut next year with a reduction in hours the second year. It appears that the salary schedule will be reduced by 3%. She said that there is another proposal that anyone making \$50,000 or more annually will have to take furlough days, amount in accordance with salary.

4. Instruction & Student Services

Dr. Donahue provided a demonstration of Moodle, the replacement for Blackboard. He stated that faculty have done an amazing job transitioning from Blackboard to Moodle; since September over 800 courses have been transferred to Moodle.

5. President

Dr. Tollefson stated that a week ago he announced his retirement effective at the end of December 2011, which presents the Board with challenges and opportunities as they begin the search for a new president.

Dr. Tollefson highlighted the following upcoming events:

- May 13 – the annual James M. Ford Golf Classic will be held at Avalon;
- May 13 – the Whidbey Honors Reception will be held; it is always a wonderful event;
- May 17 – Spring Celebration at McIntyre Hall'
- May 27-31 – he will be going to New York with the Choir and will be there for their performance at Carnegie Hall.

The Chair stated that historically, the Trustees have sponsored one of the holes at the golf tournament. Dr. Tollefson said that he is aware of their past support, but

said that he had issued a challenge to the Foundation Board and wrote a check for \$250 and presented the same challenge to the Trustees.

2. Board of Trustees/TACTC

The Chair said that the Board has a significant task in front of them with Dr. Tollefson's retirement on December 31. Among the things the Board has worked on and has a preliminary draft of, includes a "presidential profile" survey for staff, faculty, students, and community members, to identify qualifications for the president's position. Also, a Request For Proposal (RFP) for a search consultant will be developed and will need approval from the Office of Financial Management (OFM). The Board will also work on refining the search timeline leading up to the December 31 retirement date. They will also work on the composition of the search advisory committee and an application for nomination to serve on the search advisory committee.

The Chair stated that the Trustees are setting up and working on a path to assure that the most capable, competent skill sets can be brought to this institution through this process. The Board will provide information on each of these items as they are finalized. The Trustees are looking forward to working with everyone on this very important process.

VIII. PUBLIC COMMENT:

The Chair reported that he had received six requests for public comment. He asked the presenters to be very specific and limit their comments to one minute.

Jordan Thompson – He has been a student at SVC since fall quarter. He is not in government or on a committee but is a concerned student and is one of the signers of a petition that will be presented to the Board asking that they keep the position of the Student Activities Director on the Whidbey Island Campus.

Abigail Mumaw – She stated that the Student Activities Director is a vital position on the Whidbey Island Campus. She said that it will be more difficult for students to meet project goals in a timely manner without an on-site director. The current director meets those needs on daily basis by guiding students to be leaders.

Kyle Lancaster – Expressed his concern about who will do the coordination of on-site activities.

Lauren Cribb – She is a member of student government and expressed her concern about the Services & Activities process and that the Student Activities Director is a position funded entirely through Services & Activities. She said that she did not

understand the rationale that some positions were receiving raises through grants or other sources while this position was eliminated.

EJ Bittner – He said that the student copy of the guide for the permissible use of Services & Activities fees, says students are to have a loud voice for the use of the money. While he knows that the president has the authority to hire and fire; the Student Activities Director position is one that students want to keep, and pay for with their funds.

Robert Metzger – He is a member of the Services & Activities committee and Treasurer for the Whidbey Island Campus. He stated that some outstanding things have been done with Services & Activities funds such as increasing funding for tutors. He stated that when administration made its decisions on the five positions that had been funded by Services & Activities funds, it freed up \$200,000 that became available for other requests. He asked that the Board not use student funds to preserve the student activities positions but to have the college fund them if they are maintained.

The students presented the Board with a petition requesting that the position of Student Activities Director be maintained.

Alan Muia provided a review of the Services & Activities fee process. He stated that until this budget decision came out, the Services & Activities fee budget funded several positions. The college has decided to eliminate those positions and has changed the funding to the college for the positions that remain.

Lisa Wochos, Assistant Attorney General, stated that there is a dispute resolution process available if that will be needed. Alan responded that the process had not yet reached that point.

The Chair thanked everyone for their input. He stated that they will do follow up on issue.

IX. NEXT REGULAR MEETING:

Tuesday, June 7, 2011, 4:30 p.m., Mount Vernon Campus Board Room – Multipurpose Room.

X. EXECUTIVE SESSION:

The Chair stated that the Board would need to convene into executive session to discuss a personnel issue. He asked Mary Alice Grobins and Maureen Pettitt to stay for the discussion. The Chair stated that the Board did not expect to take action following the executive session.

Convened into executive session at 6:15 p.m.

Reconvened into open session at 6:50 p.m.

The Chair shared some assumptions that will provide guidance to staff on the plan for the presidential search process. This will include working with designated Board co-chairs on the search, himself and Margaret Rojas. The Board would like staff to quickly work up an assessment of presidential qualifications for community input within the week.

Discussion was held on refining the RFP for the search consultant and forwarding the request to OFM for approval in timely manner.

XI. ADJOURNMENT:

There being no further business, and no action taken following the Executive Session this meeting was adjourned at 7:45 p.m.

John Stephens, Chair

Gary Tollefson, President
Executive Secretary to the Board