MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
TUESDAY, SEPTEMBER 13, 2005  
3:30 p.m. – Board Room  
2405 E. College Way  
Mount Vernon, WA  98273  

BOARD MEMBERS IN ATTENDANCE:  
Ms. Debra Lisser, Vice Chair  
Mr. Jess del Bosque  
Mr. Tom Moser  
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 Vice Chair, Ms. Debra Lisser, called the meeting to order at 3:30 p.m.  

II. DECLARATION OF A QUORUM:  
The Vice Chair recognized that a quorum of Board members were present.  

III. STUDY SESSION:  
1. Veteran’s Waivers  
   Ms. Linda Woiwod, Dean – Student Services, provided a handout and background information on the recent legislative changes (House Bill 1174) to tuition waivers for veterans. The changes repeal the exemption from tuition and fees increase to Vietnam and Persian Gulf veterans.  

   After reviewing the information with the Board, Ms. Woiwod stated that her recommendation is to do nothing more than we are legislated to offer unless we hear from veterans that our position is causing problems for them. She said that there have been no complaints from our current veteran status students and that there would not be any change in the services currently offered to veterans.  

   Mr. Moser asked if Ms. Woiwod if she thought more students would be attracted to enroll if waivers for veterans were offered. Ms. Woiwod responded that we have the same number of veteran students as before and she sees nothing that would make that change.  

   Dr. Tollefson concurred with Ms. Woiwod’s recommendation to do nothing more than authorized by the legislature and review the subject again after one year.
2. Campus Center Building Renovation

Mr. Dennis Rohloff, Director of Facilities, introduced the architects for the Campus Center Building renovation, Mr. Lowell Larson and Mr. Brian Poppe with the Henry Klein Partnership.

Mr. Larson presented renderings and provided detailed information on the renovation plans for the building and identified the changes that will occur in each of the affected areas. The building is currently at 27,000 square feet and the renovation will increase the size to 41,000 square feet.

Mr. Larson stated that the professional estimator at the Henry Klein Partnership puts the total cost at $4.5 million plus taxes, architect and engineering fees for a total of $6.4 million. Dr. Tollefson stated that the college has identified funds to finance $5.2 million of the project and is recommending that the Board authorize $1.3 million from reserves to fully complete the project.

Mr. Tom Harker, Interim Vice President – Administrative Services, stated that the college has reserves in three categories: unrestricted reserves of a little over $2.4 million, Board designated reserves of just under $1.5 million, and a revenue reserve, generated from local funds, of just under $2 million, for a reserve total of just under $5.9 million. Mr. Harker recommended using the funds in the unrestricted reserve account.

Dr. Tollefson stated that the renovation of the Campus Center Building is a high priority issue of staff and that it is a high use area for students and the community. He said that the college has identified $5.2 million dollars of the funding but is short of the total cost to complete the project unless reserve funds are used.

Mr. Moser asked how the selling of Cardinal Cove will fit into the funding plan for the renovation. Mr. Harker responded that $450,000 from the sale of Cardinal Cove, Mount Vernon’s share, will be allocated to the renovation of the Campus Center Building. Mr. Alan Muia, Director of Student Life, stated that the students are supportive of those funds going to the Campus Center project.

Dr. Tollefson recommended setting up another study session to give the project more review and discussion.

IV. ADJOURNMENT:

There being no further business, the study session was adjourned at 4:35 p.m.
I. CALL TO ORDER:

The Vice Chair called the meeting to order at 4:35 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Vice Chair recognized that a quorum of Board members were present and that Mr. Takehara and Ms. Rojas would not be in attendance.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

No guests were in attendance.

V. CONSENT AGENDA:

1. Board Meeting Minutes – July 12, 2005

The consent agenda item was approved as presented.

2. Board Meeting Minutes – August 23, 2005

The consent agenda item was approved as presented.

VI. ACTION ITEMS:

1. Recommendation of Head Start Program Governance

Dr. Tollefson introduced Dr. Joan Youngquist, Director of Head Start. Dr. Youngquist distributed handbooks to each of the Board members. She stated that the handbook provides information on both the Head Start and Early Head Start program. Dr. Youngquist stated that the program will be reviewed this year by the federal government.

Dr. Youngquist provided an overview of the program, stating that SVC became the grantee for Skagit/Islands Head Start with a preschool program in 1968. She reported that since that time over 10,000 children in Skagit, Island, and San Juan counties have benefited from early learning opportunities. Early Head Start became a component of the program in 2001.
Dr. Youngquist reported that there is a great need for Head Start services in our three county area. The program is funded to provide services for 83 Early Head Start children (age 0-3) and 348 preschool age children (3-5). In addition to Skagit/Islands Head Start there is Migrant Head Start, Samish Longhouse Head Start, and Upper Skagit Head Start in Skagit County and a SVC ECEAP program on Whidbey Island. She stated that all together these programs serve less than 15% of the eligible low income children in our area.

Dr. Youngquist then reviewed the 2005-2006 budget for Skagit/Islands Head Start/Early Head Start, program information, and Program Governance responsibilities. The Program Governance policy was sent to the Trustees as part of their Board meeting information packet.

It was moved by Mr. Jess del Bosque and seconded by Mr. Tom Moser to approve the Program Governance Policy as presented.

MOTION PASSED UNANIMOUSLY.

Dr. Youngquist then reviewed the Policy Council By-Laws that were approved by the Policy Council June 16, 2005 and the current Skagit/Islands Head Start/Early Head Start update.

2. Resolution 05-06, Authorizing the Sale of the Property (Cardinal Cove) at Big Lake

Dr. Tollefson stated that two years ago the students recommended that the college sell the property at Big Lake known as Cardinal Cove.

A question was asked if the college could be the developer or agent. Both Mr. Harker and Ms. Lisa Wochos, Assistant Attorney General, agreed that the General Administration Office needs to be involved in the sale. Dr. Tollefson stated that Ms. Lisser had asked him if it was possible to divide the land into two separate parcels. Mr. Harker will pursue this option with the General Administration Office.

Mr. Moser stated that he has felt that there should be an opportunity to maintain the property for public access, however, after numerous efforts to pursue having the land be sold or leased to other public agencies have not come to fruition he is supportive of selling Cardinal Cove.

It was moved by Mr. Tom Moser and seconded by Mr. Jess del Bosque to approve Resolution 05-06, Authorizing the Sale of the Property (Cardinal Cove) at Big Lake.

MOTION PASSED UNANIMOUSLY.
3. Resolution 05-07, Authorizing the Use of Unrestricted College Reserves for a Local Capital Fund to be Used for the Renovation of the Campus Center Building

Dr. Tollefson stated that since there was a small quorum of Board members and their first opportunity to hear about the use of the money in the earlier study session that he believes they probably do not feel ready to act on this resolution at this meeting. He recommended tabling the item to the October Board meeting and having the Board direct him to set up another study session to gather more information on the subject.

Mr. Moser stated that he will be unable to attend the October Board meeting but believes the Board should move forward on it at the next meeting.

It was moved by Mr. Tom Moser and seconded by Mr. Jess del Bosque to table Resolution 05-07 to the October 11 Board meeting and directed the President to set up a study session prior to that meeting.

MOTION PASSED UNANIMOUSLY.

VII. COLLEGE REPORTS:

1. ASSVC

Ms. Nickole Evans, ASSVC President, reported that student government will be attending a leadership conference this week and that today they participated in a one-day training session.

Ms. Evans stated that ASSVC is working on a Hurricane Relief fund and a scholarship for community college students displaced by Hurricane Katrina by selling links in a “Chain of Hope” for one dollar per link.

2. SVCFT

Ms. Vicki Talbott, SVCFT Co-President, reported that faculty returned to work on September 8 and there is a lot of positive energy on campus. She stated that during fall quarter, in addition to teaching, faculty will be working on strategic planning, general education, and preparation for contract negotiation.

Ms. Talbott stated that the current contract expires in June of 2006, so this is the year that the entire contract is open. She said that SVCFT hopes to use interest based bargaining in our negotiations.

Ms. Talbott said that this year she and Ms. Trish Barnes are co-presidents of SVCFT and will be sharing the leadership responsibilities. She stated that they will also be sharing the reporting responsibilities again with other members of the Executive Board.
Ms. Talbott reported that the other officers in SVCFT for 2005-06, are Val Mullen, vice president; Brad Smith, treasurer; MJ Tyler and Anne Ziomkowski, co-secretaries, and Greta Kocol, lead negotiator.

Ms. Talbott stated that she and Ms. Barnes would be happy to talk with any of the Board members about faculty issues and also to arrange for classroom visits if you would like to see learning in action.

3. WPEA

No report.

4. Administrative Services

Mr. Harker distributed month-end budget reports for July and August 2005. He reviewed the changes made to the format of the report and stated that he plans to provide updates as the budget amount changes throughout the year.

Mr. Moser asked if financial information on McIntyre Hall was included in the report. Mr. Harker responded that the information was not in the reports he distributed. Dr. Tollefson stated that McIntyre Hall like the bookstore is not reflected in the monthly reports but a report can be generated that shows the status of all funds.

Mr. Harker introduced the Controller, Ms. Kim Cook, to the Board.

5. Educational Services

Ms. Susan Tinker, Vice President – Educational Services, reported that the last week and a half as been devoted to beginning the school year. She said it has been a very positive experience with a heavy focus on enrollment, textbook costs, and schedules. She stated that the district-wide in-service was held on Monday at McIntyre Hall and included wonderful performances by Dr. Diane Johnson and Mr. Andy Friedlander. The faculty-in-service was held today and included afternoon workshops.

6. Student Services

Ms. Woiwod reported that Student Services theme for the year is “getting students and working with students.” She stated that Student Services is working with ASSVC in assisting displaced students affected by Hurricane Katrina. Two displaced students will be enrolled when school starts and there is a current student living at Campus View Village whose parents were affected by Hurricane Katrina and the Foundation has stepped in to help that student.

Ms. Woiwod reported that the “No Parent Left Behind” information program has been launched on the SVC website. She stated that it will be a good place for parents and students to connect for information.
7. Whidbey Island Campus

Dr. Donahue reported that the new math and tutorial lab will be open fall quarter in Sprague Hall. The lab will offer basic math through college level at a self-paced format. He reported that a new five year lease as been signed for the South Whidbey Center and that the college is in the process of hiring a new San Juan Center Director—interviews will take place September 15 and 16.

Dr. Donahue stated that enrollment continues to be a struggle but they are working hard to increase.

8. President

Dr. Tollefson stated that a list of his activities for the past two months has been distributed to the Board. He highlighted the GEAR UP grant media event that will take place on September 14, 10:00 a.m. in the Board Room. Dr. Tollefson stated that for the past year the Hispanic/Latino Advisory Group has been interested in bringing the GEAR UP grant to SVC and the community and are pleased to be written into the University of Washington and Yakima Valley Community College grant.

Dr. Tollefson stated that last week he along with Don Wick, Director of the Economic Development Association of Skagit County, Skagit County Commissioner Ken Dahlstedt, and Sharon Hart, Director of the Economic Development Association of Island County attended the initial meeting of the higher education assessment needs Project Coordination Team and Advisory Group. He reported that Don Wick, Commissioner Dahlstedt, and Sharon Hart are interested in meeting with the SVC Board of Trustees so they can better represent the higher education needs in our region. Dr. Tollefson will set up a meeting within the next few weeks.

Dr. Tollefson stated that he believes there is very positive energy and feeling that this will be a very good year—there is a lot going on with facilities and the revision of the strategic plan. He feels the year has gotten off to a good start and there is much to be accomplished this year.

Dr. Tollefson stated that the February TACTC legislative conference and the annual legislative dinner will conflict with the regular February Board meeting. He asked the Board to consider moving the February meeting to either the 7th or 21st of that month. This will be discussed again at the October meeting.

9. Board of Trustees

Mr. Moser and Mr. del Bosque, along with Dr. Tollefson, recently attended the Association of Community College Trustees national conference in Seattle.
Mr. Moser reported that it was an interesting conference and that he spent some time with a college president from Mississippi who stated that 17 community colleges had been severely affected by Hurricane Katrina.

Mr. Del Bosque said that he enjoyed the conference and one of the sessions he attended was an interesting seminar on the low college enrollment of African-American, male students.

VIII. PUBLIC COMMENT:

No requests were presented.

IX. NEXT MEETING:

Tuesday, October 11, 2005, 4:30 p.m., Mount Vernon Campus – Board Room

X. EXECUTIVE SESSION:

The Vice Chair stated that the Trustees would need to adjourn to Executive Session for approximately 20 minutes.

CONVENED INTO EXECUTIVE SESSION AT 5:50 P.M.
RECONVENED INTO OPEN SESSION P.M. 6:15 P.M.

XI. OPEN SESSION:

The Board reconvened into open session at 6:15 p.m.

It was moved by Mr. Tom Moser and seconded by Mr. Jess del Bosque to approve Resolution 05-08, Authorizing Indemnification as amended.

MOTION PASSED UNANIMOUSLY.

XII. ADJOURNMENT:

There being no further business, this meeting was adjourned at 6:20 p.m.

Debra Lisser, Vice Chair
Gary Tollefson, President
Executive Secretary to the Board
Lisa Radeleff, Secretary to the President