MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
THURSDAY, AUGUST 26, 2004
10:00 a.m.
Farmhouse Inn
13724 La Conner-Whitney Road
Mount Vernon, WA  98273

BOARD MEMBERS IN ATTENDANCE:
Mr. Tom Moser, Chair
Mr. Mel Takehara
Mr. Jess del Bosque
Mrs. Elizabeth Hancock
Mrs. Debra Lisser
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. Tom Moser, called the meeting to order at 10 a.m.

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

III. STUDY SESSION:
Dr. Tollefson provided an overview of the agenda for the study session.

Accomplishments 2003-04

The report on 2003-04 Accomplishments in Meeting the Board of Trustees Ends Policies was reviewed and discussed, along with a review of the annual planning cycle.

Fiscal Year 2003 Audit

Mr. Klewer reviewed the two audit findings, maintaining adequate controls and monitoring over revenues and complying with state competitive bid laws, in the Fiscal Year 2003 State Auditor’s Report.
Mr. Klewer provided information on the procedures that have been implemented to address each of the finding areas.

2004-05 Annual Initiatives and Targets

The Annual Initiatives and Targets for 2004-05 were reviewed and discussed. Following the discussion it was decided to add the following targets to the Annual Initiative, “Budget & Fiscal Planning.”

- Identify employees who handle funds and provide training for them;
- Conduct internal audits;
- Ensure clear policies and procedures.

It was also decided that a mid-year update on the Annual Initiatives and Targets will be provided to the Board of Trustees in February 2005, with a final report at the end of the year.

Proposed 2004-05 Monitoring Reports

The schedule for the proposed 2004-05 Monitoring Reports was reviewed and discussed. Consensus by the Board that the schedule was acceptable.

Facilities Master Plan

Ms. Woiwod presented examples of the new banners that will soon be in place. The banners will create a welcoming environment for students and visitors. She also showed examples of the two new, lighted directional signs, one will be installed at the College Way main entrance and the other will be at the East College Way entrance for student and event parking.

Ms. Woiwod reported that new computer kiosks have been set up in the hallway in front of registration. These computers will facilitate students registering and paying for classes. She also reported that the cafeteria and student lounge have recently been painted and new carpet will be installed in the student lounge this weekend.

Mr. Klewer provided an update on the status of the Master Plan and gave background information on the changes to the plan. He reported that the architects have met with faculty, staff, and students for their comments on the plan.

A question was asked regarding the status of the land acquisition east of the Mount Vernon Campus. Mr. Klewer responded that a real estate appraisal request regarding the Rogers property and the Library in Oak Harbor has been submitted to the State. He stated that it will take approximately three to six months to finalize the appraisal.
Mr. Klewer stated that he and Mr. Moser will be meeting with the owners of the property between the college and the Rogers property in the near future. He reported that he is working with Commissioner Dahlstedt on the 911 Emergency Control Center property, but that contact still needs to be made with the one remaining property owner.

Mr. Klewer reported that the steel beams are up on Hodson Hall and that the Bakery Lab is completed and the move in is scheduled for next week.

Discussion on possible surplus of NAS Whidbey’s Building 12; Dr. Donahue stated that the Navy is currently checking on the college’s interest in the building, but has nothing new to report at this time. He said that he believes nothing more will happen until the base alignment process is completed.

A question was raised as to what is happening with Cardinal Cove. Mr. Klewer stated that the County is interested in a two-year lease, through October 2006, so that they can evaluate the usage through two summers. Dr. Tollefson asked the Board how they felt about leasing it to the County for two years. He said that the County would assume liability and insurance while leasing the property. The Board indicated two years would be satisfactory.

IV. ADJOURNMENT:

There being no further business and no action taken, this meeting was adjourned at 2:00 p.m.

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Tom Moser, Chair    Gary Tollefson, President

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