

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, FEBRUARY 10, 2009
4:30 p.m. – Multipurpose Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Don Piercy, Vice Chair
Ms. Debra Lisser
Ms. Margaret Rojas
Mr. John Stephens
Dr. Gary Tollefson, President & Executive Secretary to the Board

ADMINISTRATIVE SUPPORT:

Lisa Radeleff, Executive Secretary to the President

I. CALL TO ORDER:

The meeting was called to order at 4:30 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Vice Chair recognized that a quorum of Board members were present and that the Chair was away on an excused absence.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

Arden Ainley introduced Skagit County Commissioner Ken Dahlsted, Skagit County Parks and Recreation Director, Bob Vaux, and Skagit Valley Herald reporter, Kate Martin.

Dr. Tollefson presented Gary Knutzen with a framed copy of the resolution naming the Campus Center Building as the Gary Knutzen Cardinal Center (see Attachment A).

Gary introduced his family to the Board and stated that of all the honors he has received, he is proudest of this recognition.

At 4:45 p.m. the Vice Chair announced that there would be a ten-minute adjournment for cake and refreshments.

The Vice Chair reconvened the meeting at 4:55 p.m.

V. CONSENT AGENDA:

1. Board Meeting Minutes – January 13, 2009

The consent agenda item was approved as presented.

VI. INFORMATION ITEMS:

1. Head Start Update

Carol McCormick distributed and reviewed the following documents:

- Skagit/Islands Head Start Monthly Report (February 2009);
- A spreadsheet listing the credit card purchases for December 2008;
- Updated budgets for Preschool and Early Head Start;
- A graph illustrating that Head Start and Early Head Start programs have experienced an 11% real cut in federal funding during fiscal years 2002-2008;
- Office of Head Start Monitoring Fiscal Year 2009 Protocol.

Carol reported that Skagit/Islands Head Start was not on the list of second quarter programs for a Federal Monitoring Review; however, she anticipates the review will occur in the third quarter, either April or May, and that they have been notified to send pre-review documents.

Carol stated that the program participated in its first Risk Management Meeting at the Region X office in Seattle on February 9. Discussion was held on strengths, challenges, and areas for growth. The central office management team, fiscal specialist Tom Howard, and Joan Youngquist as acting Executive Director attended, as well as Debra Lisser and Margaret Rojas who participated as grant managers.

Carol shared a photo of a mural that the Pacific Place classroom children have painted on canvas under the direction of the center's SPARC aide Diane Cannon, also an area artist. The seven foot mural will be framed and showcased, with assistance from SVC's Art Department, during an evening Artist's Reception that will be held in the Multipurpose Room (date to be established). Diane and the children will make a presentation during the event.

2. Mount Vernon Campus Nursing Program Update

Rory Rochelle distributed and reviewed information on the changes to the admissions policy for the Registered Nurse (RN) Program on the Mount Vernon Campus.

Rory reported that in 2005, the U.S. Department of Labor estimated that, by 2014, 29.4% more new nurse graduates will be needed to fill registered nurse (RN) positions. Increasing the number of RNs in an effort to address the nursing shortage is dependent on several factors:

- the number of applicants accepted into entry-level RN programs;
- the number who progress to graduation, and

- the number who successfully pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The RN program on the Mount Vernon Campus has typically experienced high pass rates on the NCLEX. However, in recent years the progression of RN students to graduation (retention) has declined—to the point where too frequently only about half of the students who enter the program actually graduate and enter the workforce. Rory stated, that as a community college, our goal is to meet the needs of local health care agencies by providing as many qualified graduates to the “bedside” as possible—at the same time that we make the best use of our limited budget resources.

Nursing is a very rigorous program with high academic and performance standards; with the need to find the best balance between access and quality. For this reason, RN programs at community colleges are typically not “open door,” but practice selective admissions. We want to continue to produce graduates who pass the NCLEX at a high rate, while seeing a substantial increase in the progression of students to graduation. The current admission process at SVC has operated on a first-come, first-served basis: once prospective students complete the program prerequisites, they are placed on a wait list and admitted in that order. This method allows students into the program regardless of their performance in prerequisite courses; furthermore, a student may “wait” for entry for up to three years—increasing the time between completion of prerequisites and beginning the program. Because of the length of the wait list, we are losing some of our best prospective students to other community colleges that consider performance in prerequisites in their admission practices

Rory reported that according to a number of state and national studies, the number one predictor of nursing student success is science GPA, while the second predictor is math and reading comprehension skills. The *Admission Policies and Attrition Rates in California Community College Nursing Programs* reports the results of a research study finding four significant predictors of success in RN programs: overall college GPA, English GPA, core biology GPA, and the number of times a student repeated any of the biology prerequisite courses. The data supporting the relationship between performance in science GPA and in the RN curriculum is consistent and compelling.

Rory stated that SVC began to address the retention issue in the RN program last spring. Following analysis of the national literature and examination of practices and their results in other Washington community and technical colleges, the nursing faculty on the Mount Vernon Campus determined that a change in our admission practices was necessary—a critical first step in improving student progression to graduation and employment. Based on these reviews and analyses, the faculty developed a change in the admissions policy for the RN program. Rory reported that this new policy was approved by the nursing faculty and by the SVC Instruction Committee. In brief, it calls for higher overall and prerequisite GPA (2.0 to 3.0), completion of a nursing assistant certificate, and a structured interview. Students will no longer be placed on a wait list; each quarter in which a new RN class is started, the applicants with the highest GPA and a successful interview will be admitted into that class. Each quarter, prospective students will reapply, their GPAs will be recalculated, and they will be admitted based

on those criteria. This policy is consistent with nursing admission practices in other Washington community and technical colleges.

Rory reported that currently 80 of the students on the wait list meet the higher standards for admission. Students admitted to the spring 2009 class entered under the current system. The new policy will be in place for students admitted for fall 2009. All students on the wait list have been informed of the change, and their qualifications have been evaluated. There are, however, some students who were close to the top of the wait list who do not meet the new GPA requirements. He stated that nursing and counseling staff are working with these students to help them consider the options available to them.

Rory stated that as a community college, SVC has an obligation to create a system that allows as many students as possible to successfully complete the program so that we can meet the needs of local health care providers and help those students achieve what is often a life-long dream. He said that based on the review of research literature on successful nursing student progression to graduation, we know that with this revised process; more students will be successful in graduating and successfully passing the NCLEX. Implementing this process is one major step in addressing the retention in the Mount Vernon RN program. Additional strategies to support student success include tutoring, academic support in the science prerequisites and in the nursing program. These additional steps have already begun to be implemented.

Discussion followed.

VIII. ACTION ITEMS:

1. Recommendation of Head Start Reporting Change

Dr. Tollefson stated, that while the Board of Trustees are responsible for the oversight of the Skagit/Islands Head Start program; our Interim Academic Dean and former Director of Head Start is very aware of the requirements of that program and believes it will be a good move to have Dr. Joan Youngquist serve as the Executive Director.

It was moved by John Stephens and seconded by Margaret Rojas to approve the appointment of Dr. Joan Youngquist as Executive Director of Skagit/Islands Head Start effective February 11, 2009.

MOTION PASSED UNANIMOUSLY.

Carol McCormick reported that she gave the Board members information on monitoring report items for which they are responsible. Dr. Tollefson stated that the March 10 study session will include information on the Head Start federal review.

2. Recommendation of Resolution 09-02, Support of Skagit County Recreation and Event Center Phase 1 Project.

The Vice Chair recognized Skagit County Commissioner Ken Dahlstedt. Commissioner Dahlstedt stated that the County and the College have had a long and vibrant partnership with recreation facilities and McIntyre Hall.

Commissioner Dahlstedt stated that when McIntyre Hall was built, the tennis courts were relocated and the hope was to eventually cover them as part of the planned Recreation and Event Center. He reported that Representative Jeff Morris secured \$1 million from the legislature through the Department of Community, Trade, and Economic Development for that project. The County is now planning to spend the allocated money and work with SVC to add a roof to the tennis courts and construct new restrooms/concession facilities at the playfields as Phase I of the overall project. Commissioner Dahlstedt said that the local softball association has committed funds and they will be meeting soon with the tennis association and asking them for funds.

It was moved by Margaret Rojas and seconded by Debra Lisser to approve Resolution 09-02, Support of Skagit County Recreation Event Center Phase 1 Project (see Attachment B).

MOTION PASSED UANIMOUSLY.

Dr. Tollefson stated, on behalf of the college, that Commissioner Dahlstedt has been a wonderful liaison to work with on collaborative projects that benefit the entire community.

3. Recommendation of Resolution 09-03, Transfer of Property

Dr. Tollefson reported that Dennis Rohloff has been working for some time with the City of Mount Vernon regarding the completion of 30th Street between Martin Road and Trumpeter Road. He said that in the past the City has talked about completing the road and asking SVC to pay for part of the project.

Dennis said the City has wanted to put 30th through for quite awhile, they want it be another main arterial and relieve some of the traffic load. The only part of 30th that has not been completed is between Martin and Trumpeter. SVC owns half of the road area. He said that on each new building or remodel the City has brought up us the idea of SVC completing 30th Street. A developer will be building on the land just east of 30th and he will build three-fourths of the road. Dennis said that SVC has negotiated with the contractor to do a value of what the project is worth and has negotiated to obtain impact credits that can be sold at a discounted rate to other developers. We have six years to sell traffic impact fees.

The Vice Chair asked about the current discount rate. Dennis responded that it varies, a couple of years ago traffic impact fees were being discount by 40% and today some are now being discounted ten percent.

Dr. Tollefson said this could have cost us money and would have been out of our control. He said that Dennis has worked diligently on this issue and has obtained what will be an eventual benefit to the college.

John Stephens commended Dennis for turning a potential liability into an asset.

It was moved by John Stephens and seconded by Debra Lisser to approve Resolution 09-03, Transfer of Property (see Attachment C).

MOTION PASSED UNANIMOUSLY.

The Vice Chair thanked Dennis for his good work on this issue.

IX. COLLEGE REPORTS:

1. ASSVC

Bria Anderson reported the following:

- Currently revising and updating the constitution, 90% complete;
- Campus S&A committees will meet for first time this week. Members were selected today;
- Mount Vernon purchased additional microwaves, which should alleviate some of the long lines;
- Tech fee committees have met and are accepting recommendations;
- Commended Dr. Tollefson for holding student budget forums on both campuses.

2. SVCFT

Dan Nelson reported the following:

- Budget issues are of great interest to most faculty;
- Faculty have asked for the budget process recommendations to be transparent and they would like to have a seat at the table when decisions are being made.

3. WPEA

No report

4. Administrative Services

Mary Alice Grobins reported that she has been looking into open source textbooks and has contacted other states, California and Arizona, and Cable Green at the State Board to get more information and access. She wants to find out if anyone in Washington is using open source textbooks. Mary Alice said that the college is very interested in pursuing this possibility. She said that there are a number of websites, and there will need to be a review process by faculty and those who make textbook decisions.

Dr. Tollefson said the college is interested in working on this because of the financial burden of textbook costs on students. He believes our faculty will be open to reviewing the open source text books; see what is available, and try to get them to students, at either a free or reduced cost, on-line. Bria offered her assistance.

Mary Alice reported that a decision was made to release a special economic forecast on February 19. She said the State Board may use the special forecast to fine-tune their work; however, the legislature's supplemental budget will not be released until after the March forecast.

Mary Alice distributed and reviewed the December financial report. The books for January closed today so that information will be shared at the March meeting. She said that everything looks good, we have collected half of our revenue and we are tracking close to last year.

5. Instruction & Student Services

Dr. Harriet Custer reported the following:

- Thanked Rory for the report earlier in the meeting and his work and leadership on the RN admission policy change;
- Culinary students were invited to serve food at the Governor's inauguration ball;
- Diane Johnson, this year's NISOD awardee submitted a proposal along with adjunct art instructor Eve Deisher on learning communities. The proposal was accepted and they will be presenting at the annual conference in May—quite an honor.
- Winter quarter enrollments are up and there was a large turnout for winter quarter orientation.

6. Whidbey Island Campus

Dr. Mick Donahue reported the following

- Last week he attended the ribbon cutting for the new Waste Management facility. The college was recognized for the vital role it plays in economic development. Waste Management currently employs 70 people and that will increase to 110 by June;
- Elderhostel publication for summer is now out. We will be running several summer programs this year.

7. President

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

- Work on accreditation is ongoing. The Trustees have received a copy of the ten-year self-study. He acknowledged that although there are many people who worked on the self-study no one has put as much time and energy into the process as Dr. Maureen Pettitt. He said he has been involved in three prior accreditation visits and that this is by far the best in way of leadership and thanked Maureen for her diligent efforts;
- Budget reduction discussions have not been a pleasant activity to go through—reducing or cutting things that so many throughout the whole institution have planned and worked so hard to build has been very difficult. However, we have wonderful financial leadership under Mary Alice and a system she developed that is in real time to look at cost implications. We have good cohesive group process moving through the information and could not ask for better work;
- He stated that a lot of time and work has gone into a draft of the ground release for the Northwest Career and Technical Academy (NCTA) lease on the Mount Vernon Campus. He believes we have a good, viable document and that it is now being reviewed by our partner institutions. The proposed lease will go to the NCTA board on February 25. Bid advertising will occur in about two weeks. He acknowledged the efforts of Mary Alice and Lisa Wochos for their work on the document;
- Distributed a letter from La Conner High School acknowledging Steve Epperson's excellent service in providing financial aid information to La Conner High School parents. He stated that this letter exemplifies Steve and our financial aid department. He also noted Steve's recent accomplishment of achieving 700 wins as SVC's women's basketball coach.

8. Board of Trustees

Debra Lisser asked about a Board work session on accreditation. Dr. Tollefson responded that information will be covered during the March 10 study session. He said that he and Maureen have a conference call with the team leader tomorrow and once they have talked with her he will have a better idea of what type of schedule to set up.

The Vice Chair commented on the value of the TACTC Olympia conference and Cable Green's comments. Debra Lisser said the committee is hoping to have the Gates' Foundation Technology person and Cable Green present at the May TACTC conference.

Dr. Tollefson stated that Debra Lisser is President-elect of TACTC this year and thus serves as program chair for the conference. He thanked Debra for her work and stated that it was a valuable and informative conference.

John Stephens commended Debra and the committee for the program. He stated that Cable Green's presentation was very optimistic in ways that money can be saved if diligent and honest effort work on online textbooks can be established

IX. PUBLIC COMMENT:

The Vice Chair acknowledged Dianna Roth.

Dianna Roth stated that she has been on the wait list for the RN program for the past 14 months. She gave a brief review of her background and said that while she supports the new admission requirements, she believes that people who have been on the wait list should be allowed to enter the program. She also stated her frustration with the way the change in policy has been communicated.

The Vice Chair responded that he understood her concerns and frustration but was glad that she understood the reason for the changes. He said that he was pleased to hear, during Rory's report that counseling will occur.

X. NEXT REGULAR MEETING:

Tuesday, March 10, 2009, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

XI. EXECUTIVE SESSION:

The Vice Chair stated that the Trustees needed to convene into executive session to review the performance of public employees and anticipated the discussion to take approximately 20 minutes. He asked Harriet Custer to stay for the discussion and stated that no action would be taken when they reconvened into open session.

Adjourned into executive session at 6:25 p.m. Reconvened into open session at 7:14 p.m.

XII. ADJOURNMENT:

There being no further business, and no action taken during executive session, this meeting was adjourned at 7:15 p.m.

Gordon C. Piercy, Vice Chair

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

Attachment A

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 4
Resolution No. 09-01

RESOLUTION OF THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 4 (SKAGIT VALLEY COLLEGE)
NAMING THE CAMPUS CENTER BUILDING AT THE MOUNT VERNON CAMPUS
AS THE "GARY KNUTZEN CARDINAL CENTER"

WHEREAS, Gary Knutzen's long-time commitment to Skagit Valley College and its students is unparalleled, and

WHEREAS, Gary has made important contributions to the College and the community in developing and supporting student learning and leadership both within the classroom and in student life and activities, and

WHEREAS, Gary Knutzen began his work at Skagit Valley College in 1963 as the wrestling team coach, leading two teams to win the Washington State Junior College Championships, becoming a full time physical education instructor in 1965 and was promoted in 1968 to his current position as Athletic Director, and

WHEREAS, he has provided the leadership, knowledge, and dedication to develop one of the strongest and most comprehensive athletic programs in the Pacific Northwest and has received the Northwest Interscholastic Athletic Activities Elmer Clarkson Meritorious Award in 2003 for his outstanding effort in student activities, the Reiman-Driscoll-Campbell Award for his lifetime devotion to the sport of wrestling, the Dutch Triebwasser Athletic Director of the Year Award for his outstanding leadership and the Paul Harris Rotary Fellow Award. He was inducted into the Burlington-Edison High School Hall of Fame in 2006 and the Wrestling Coaches' Hall of Fame in 2007, and the Gary Knutzen Spirit of Wrestling Award is presented every year in his honor to a team that shows outstanding sportsmanship, and

WHEREAS, he is greatly respected and held in the highest esteem by students, faculty, staff, and the community, and received an Exceptional Faculty Award in 2000-2001, and

WHEREAS, his service to students has been performed with distinction for forty-five years;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that Mr. Gary Knutzen shall be honored by this action of the Board: the Campus Center Building on the Mount Vernon Campus will hereafter be named the Gary Knutzen Cardinal Center.

COMMUNITY COLLEGE DISTRICT NO. 4

SKAGIT VALLEY COLLEGE

ATTEST:

Tom Moser, Chair
Board of Trustees

Gary Tollefson, Secretary
Board of Trustees

Dated this 13th day of January 2009

Attachment B

BOARD OF TRUSTEES
(COMMUNITY COLLEGE DISTRICT NO. 4)
Resolution No. 09-02

RESOLUTION OF THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 4 (SKAGIT VALLEY COLLEGE)
IN SUPPORT OF THE SKAGIT COUNTY RECREATION AND EVENT CENTER
PHASE I PROJECT

WHEREAS, two years ago the Washington State Legislature allocated one million dollars (\$1,000,000.00) through the Department of Community, Trade and Economic Development for the Skagit County Parks and Recreation Events Center (REC) Phase I project, which includes: covering the Joan Armstrong Tennis Courts and the addition of a new restroom/concession stand facility at the Skagit Valley Playfields Softball Complex, and

WHEREAS, the completion of this project will allow the College and the County to amend the long-standing interlocal agreement between the two entities, that has been such a valuable benefit to each, as well as the region as a whole, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Skagit Valley College supports the completion of REC Phase I project, which will provide enhancements that will benefit the entire community.

COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE

Gordon C. Piercy, Vice Chair
Board of Trustees

ATTEST:

Dated this 10th day of February 2009

Gary Tollefson, Secretary
Board of Trustees

Attachment C

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 4
Resolution No. 09-03

RESOLUTION OF THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 4 (SKAGIT VALLEY COLLEGE)
TRANSFER OF PROPERTY

WHEREAS, Skagit Valley College has recommended the transfer of 39,199 square feet of property (portions of P25006 and P25012) on the east side of the Mount Vernon Campus to the City of Mount Vernon, and

WHEREAS, the City of Mount Vernon desires to complete 30th Street north of Trumpeter Road to Martin Road, and

WHEREAS, the College's property is within jurisdiction of the City of Mount Vernon, and

WHEREAS, transferable impact fee credits of \$101,917.40 will be provided to the College as consideration, and

WHEREAS, the College recognizes that this transfer will provide valuable future access to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Community College District No. 4, supports the transfer of 39,199 square feet of property (portions of P25006 and P25012) on the east side of the Mount Vernon Campus to the City of Mount Vernon.

COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE

Gordon C. Piercy, Vice Chair
Board of Trustees

ATTEST:

10th day of February 2009

Gary Tollefson, Secretary
Board of Trustees