

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
TUESDAY, March 10, 2009  
3:00 p.m. – Multipurpose Room  
2405 E. College Way  
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Margaret Rojas, Chair Pro Tempore

Ms. Debra Lisser

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 3:10 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Chair Pro Tempore, Margaret Rojas, recognized that a quorum of Board members were present.

III. STUDY SESSION:

1. Skagit/Islands Head Start

Carol McCormick provided a presentation that reviewed the history of Skagit/Islands Head Start. SVC became the grantee for Head Start in 1968. The presentation provided information and highlights for each of the Head Start centers for 2007-08.

The presentation also highlighted future directions for Head Start:

- Early Head Start expansion
- Preschool expansion
- Strengthening school district partnerships
- College connections for parents
- Focus on father involvement
- Inquiry based curriculum
- Oral health
- Practicum experience for college students

Dr. Joan Youngquist provided information on CRADLE; a national initiative for Early Head Start, established for dual language programs.

Carol highlighted the oral health partnership with the University of Washington Dental School. She reported that this year 89% of the children had dental exams, up from 47% three years ago. Dr. Tollefson reported that when the Northwest Career and Technical Academy (NCTA) is opened they would like to have a dental hygienist program that could then provide cleanings and check-ups for Head Start students.

Joan provided information on the upcoming federal review, with a focus on governance. She stated that during the 2003 review, the program received fairly major findings in the area of governance. At that time the Board was more removed from what was happening at Head Start. Head Start did not give regular reports to the Board; they have taken major strides in correcting that by providing monthly reports that include budget reports and training. Another change has been that the Board now reviews and authorizes the grant each year.

Joan reported that another finding was that the Policy Council was not as strong as it should be. The Policy Council was focused on because it is part of the shared governance. The finding in 2006 was that shared governance was not as it should be, and did not include specific information on how the Policy Council and the Board of Trustees work together.

Joan stated that the Head Start Act of 2007 has a number of items regarding governance and the Board's role, and that the program is working on revising its policies to reflect those changes. She said that the Act emphasizes the role of the Board with Head Start. Joan noted the membership requirements for the Board and said they do not apply to Skagit/Islands Head Start since the Board is state appointed.

Joan provided handouts and training on the Head Start Monitoring for Fiscal Year 2009 Protocol: Governing Body. She stated that the Board of Trustees have access to any and all Head Start documents. Joan acknowledged Margaret Rojas's role as the Board liaison for Head Start; she said Margaret has been outstanding in the role and has served as a strong link with the college.

Joan said the date for the federal review has not been established. They will receive 30 days notice prior to the visit. She stated that the team will consist of five to ten people and occurs over four days.

## 2. Accreditation Update

Dr. Maureen Pettitt provided a review of the upcoming accreditation evaluation team visit. She stated that accreditation is a peer review process that:

- assures educational quality;
- encourages purposeful improvement through evaluations based on institutional mission, accepted standards of quality, and expectations of the public;

- applies to the institution as a whole, not its units or educational programs;
- serves a gate-keeping function: colleges must be accredited to offer federal financial aid.

Dr. Pettitt reported that during the fifth year visit in 2004, a recommendation was made that while we had a great strategic plan, work needed to be done on linking the plan with Board Ends policies. To resolve that issue the new Strategic Plan Goals and Objectives were integrated into the Board of Trustees Ends Policies.

The visit will occur April 6-8 and will begin with a welcome breakfast on April 6, 8:00 a.m. at McIntyre Hall.

Study session adjourned at 4:15 pm.

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

BOARD MEMBERS IN ATTENDANCE:

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

ADMINISTRATIVE SUPPORT:

Lisa Radeleff, Executive Secretary to the Preside

I. CALL TO ORDER:

The Chair called the meeting 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.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

Dr. Gary Tollefson introduced the SVC Women's Basketball Team, second place NWAAC finishers, and their coach, Steve Epperson. Steve has just completed his 32<sup>nd</sup> year as the women's basketball coach, recorded 700 plus wins this year, and was named the Northern Division Coach of the Year.

Steve introduced Deb Castle his assistant coach for the past 15 years. He then introduced each of the team members and stated that the team's overall grade point average for fall quarter was 3.2.

IV. CONSENT AGENDA:

1. Board Special Meeting Minutes – February 3, 2009

## 2. Board Meeting Minutes – February 10, 2009

The consent agenda items were approved as presented

### V. ACTION ITEMS:

#### 1. Recommendation of Tenure

Dr. Harriet Custer reported that three probationary faculty members were completing their eighth quarter with SVC this winter.

- Dr. Roxanne Finney, Chemistry, Mount Vernon Campus
- Ms. Susanna Heinze, Biology, Mount Vernon Campus
- Mr. Jere La Follette, Human Services, Mount Vernon Campus

Harriet stated that 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 division/department chairs and supervising deans. All three are recommended for tenure.

It was moved by Debra Lisser and seconded by John Stephens to grant tenure to: Dr. Roxanne Finney, Chemistry, Mount Vernon Campus; Ms. Susanna Heinze, Biology, Mount Vernon Campus; and Mr. Jere La Follette, Human Services, Mount Vernon Campus.

MOTION PASSED UNANIMOUSLY.

Dr. Tollefson stated that they will be invited to the April 14 meeting for recognition and celebration.

Harriet introduced Abel Gage who served as tenure review committee chair for all three of these instructors.

#### 2. Recommendation of Resolution 09-04 Regarding Delegation of Authority – Amending BSL - 2

Dr. Tollefson reported that the current delegation of authority within Board policies delegates the broad authority of the Board of Trustees to the Chief Executive Officer (college president) for all management affairs of the college district.

Dr. Tollefson stated that in talking with Assistant Attorney General, Lisa Wochos, it was recommended that the delegation of authority for certain personnel actions be specifically delegated to the president.

The proposed Resolution 09-04 (see Attachment A) was drafted by the Assistant Attorney General to provide a policy statement consistent with the intent of the existing policy and that delineates more explicitly the delegated personnel-related authority to be granted to the president, and to specify limitations.

It was moved by Don Piercy and seconded by Margaret Rojas to adopt Resolution 09-04 Regarding Delegation of Authority—Amending BSL-2.

MOTION PASSED UNANIMOUSLY.

VII. MONITORING REPORT – Student Satisfaction & Success: Academic Programs

Dr. Maureen Pettitt distributed and reviewed the monitoring report on Student Satisfaction & Success: Academic Programs (see Attachment B). Discussion followed the report.

VIII. COLLEGE REPORTS:

1. ASSVC

No report.

2. SVCFT

Neta Cahill reported that there has been increased attendance at recent SVCFT meetings. All are concerned about the budget and its impact on students and faculty—very concerned about students and meeting student needs.

3. WPEA

Julie Bishop introduced classified staff members that were in the audience and reported the following:

- WPEA Executive Board voted not to sue the Governor and the State, but opted to go back to the bargaining table with the Governor's office and will renegotiate the contract on March 20, 2009. They expect to have a new contract in place on July 1, 2009. Brian Shelly from WIC represents the SVC classified staff on the negotiating team at this time;
- WPEA is fighting to retain the negotiated health care contribution rates in the 2009-2011 agreements, which some state legislators would like to see renegotiated to increase members' share;
- A Labor/Management Communications meeting is scheduled for March 16. Discussions will include: budget reductions and classified staff layoffs;
- Concern over job loss has made this quarter very stressful for staff;
- Concern about workload for the staff who remain after layoffs;
- WPEA and the classified staff stand in support of the College, the President, and the Board of Trustees. WPEA understands that there are not many options concerning the budget, and asked for support in helping retain jobs.

#### 4. Administrative Services

Mary Alice distributed and reviewed the budget report for month ending February 28. Discussion followed.

Mary Alice reported that the land lease between the NCTA and SVC's Mount Vernon campus has been completed and was signed at the State Board earlier today. She said the lease will be returned very soon and that bids will be coming in later this month.

Dr. Tollefson said that because of the current favorable bid climate he wants to be certain that the size or expansiveness of the project does not increase to the detriment of the funds authorized by the Board of Trustees. He wants it to remain the size and scope anticipated at the time Board made the decision to authorize the funds. He expects that a significant part of the funds authorized will come back to us and not be necessary for the project. Dr. Tollefson said they have had several discussions with the architects and with the NCTA Board about not increasing the size and scope of the project.

#### 5. Instruction & Student Services

Dr. Harriet Custer reported the following:

- Diesel Power Technology faculty have successfully negotiated an articulation agreement with Montana University;
- Disabled Student Services now has software that allows translating any size textbook into Braille;
- Spring quarter has seen an increase of 28% in applications for new enrollment over this time last year;
- As part of Black History Month, Dr. Ernest Tutt provided a presentation on "Why is Barack Obama Black?" It was an excellent, very thought provoking presentation, and was well attended;
- International Week is going on this week, and Ted Maloney has coordinated the event this year. There are a number of excellent programs that will be going on throughout the week.

#### 6. Whidbey Island Campus

Dr. Mick Donahue reported the following:

- The NCTA Marine Technology Center is moving forward, currently in the process of completing the interior design, where equipment needs to be located, what we currently have that will move into the facility, and what equipment will need to be obtained. Bid opening is planned for sometime in May.

- In looking at ways to increase revenue and reduce expenditure, senior classes are a challenge because for a state of Washington resident who is age 60 or over, the tuition rate is greatly reduced. South Whidbey and the San Juan Center are particularly affected because of the demographics of their service area. He has been talking to seniors and sharing the college's difficulties regarding budget and has been gathering input from seniors on how changes would impact them. He said that SVC will need to consider how to do business differently for senior courses. SVC courses charges are well below what other facilities (i.e., hospitals and senior centers) charge.
- Golf tournaments are in the planning stages – May 1 is the date for the Mount Vernon tournament, and June 19 for Whidbey Island.

## 7. President

Dr. Tollefson stated that after last month's discussion about Nursing admission changes, many discussions have been held about how to work with and "grandfather" those on the list who do not meet the minimum competitive grade point average.

Dr. Tollefson reported that at this time there is near agreement on a plan to set aside a percentage of seats each quarter dedicated to those on the list that do not meet the new requirements. He stated that he will report back to the Board once the final plan has been completed.

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

- In February student budget forums were held at both campuses;
- On February 19 he met with Cyndi Shepherd, wife of Bruce Shepherd, the new president at Western Washington University, regarding establishment of a program she developed in Wisconsin, "Phuture Phoenix." It is a mentoring program and would complement our GEAR UP and AVID programs. All funding of the program is through fundraising, state money is not used;
- March 3 he participated in the Phi Theta Kappa (PTK) induction ceremony on the Mount Vernon Campus. Forty-four students were inducted. He said that he asked Kurt Dunbar to take on the role of PTK advisor for Mount Vernon a year ago. Kurt took on the task and has done a wonderful job; last year's ceremony had a very small number of participants. Dr. Tollefson stated that this is a great example of faculty working with and in support of students outside of the classroom;
- International Dinner and Lunasa Performance this Friday;
- Tonight Jim Bergquist, the man who developed the Pike Place Fish marketing program, will be speaking tonight at McIntyre. It is a fundraising event for the Business Management program;
- March 26 is the All Washington Academic Team Ceremony in Olympia. Olga Amigud is the Mount Vernon campus representative and Barbara Hansen is the Whidbey Island campus representative;

- April 6-8 Accreditation Evaluation team visit;
- April 10 Parks Law Enforcement graduation.

John Stephens asked for an update on the status of the lease in Anacortes for the NCTA Marine Technology Center. Dr. Tollefson responded that the NCTA agreed several months ago with the Port of Anacortes on a lease but without specifics on how it would be concluded. He stated that there are a number of things on that front that he will be watching, such as our responsibilities in the lease. Dr. Tollefson said that given our budget issues, we are working with the NCTA about what SVC's responsibilities will consist of and whether we shoulder those responsibilities alone, or if we'll have assistance. He said the Port of Anacortes lease is still a work in progress.

#### 8. Board of Trustees

The Chair said that he has been asked to serve as a mentor for a new trustee at another college.

Debra Lisser stated that a memorial for Fran Ford will be held on March 17, 11:00 a.m., at McIntyre Hall.

Margaret Rojas expressed her interest in putting together a foursome for the upcoming golf tournaments.

#### IX. PUBLIC COMMENT:

No request submitted.

#### X. NEXT MEETING:

Tuesday, April 14, 2009, 4:30 p.m., Mount Vernon Campus – Multipurpose Room

#### XI. ADJOURNMENT:

There being no further business, this meeting was adjourned at 5:40 p.m.

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Tom Moser, Chair

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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 09-04

RESOLUTION OF THE BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 4  
(SKAGIT VALLEY COLLEGE)  
REGARDING DELEGATION OF AUTHORITY and AMENDING BSL-2

WHEREAS, RCW 28B.50.140 sets forth the powers and duties of each community and technical college board of trustees and subsection (3) therein specifically provides that the board of trustees shall employ “members of the faculty and such other administrative officers and other employees as may be necessary or appropriate”.

WHEREAS, RCW 28B.50.852 mandates that the appointing authority shall promulgate rules and regulations implementing RCW 28B.50.850 through 28B.50.869 which provide for the award of faculty tenure following a probationary period of generally nine quarters length;

WHEREAS, RCW 28B.50.851 (5) states “[t]he appointing authority shall mean the board of trustees of a college district;

WHEREAS RCW 28B.50.852 mandates that the appointing authority may render a decision not to renew a probationary faculty as long as notice is timely provided no later than one complete quarter before the expiration of the faculty probationary appointment;

WHEREAS, RCW 28B.50.850 states “RCW 28B.50.850 through 28B.50.869 shall define a reasonable and orderly process for appointment of faculty members to tenure status and the dismissal of the tenured faculty member”;

WHEREAS, RCW 28B.50.140 (14) allows each board of trustees by written order to delegate to the president or district president any of the powers and duties vested in or imposed upon it by chapter RCW 28B.50.

WHEREAS, the Skagit Valley College Board of Trustees desires to delegate certain of its appointing authority powers to the President;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that Board Staff Linkage Policy BSL-2 (Operational Responsibilities) be amended to add subsection (27) which shall provide that “The Chief Executive Officer shall appoint and dismiss all district employees with the exceptions of the decision to award or deny tenure and the decision to dismiss a tenured faculty member which the Board reserves unto itself. Adjunct faculty appointments, temporary full-time faculty appointments, and probationary tenure-track appointments are delegated to the President, including the provision of timely notice of renewal or non-renewal (as required) of these positions.”

COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE

ATTEST:

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Tom Moser, Chair  
Board of Trustees

Dated this 10<sup>th</sup> day of March, 2009

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Gary Tollefson, Secretary  
Board of Trustees

**Attachment B**

**Board of Trustees  
Monitoring Report**

**Student Satisfaction & Success: Academic Program**

**Board Ends Policy/Strategic Plan Goal**

*Board Ends Policy E-4/Strategic Goal #1 – INSTRUCTION & STUDENT SUCCESS*

Provide effective learning options for student success.

1.1 - Evaluate programs and scheduling at all SVC locations, and develop a plan to effectively and efficiently meet community/employer and student needs.

1.3 – Enhance articulation with K-12 and four-year colleges and universities.

1.4 – Support growth of interdisciplinary programs to enrich student learning.

*Board Ends Policy E-8/Strategic Goal #5 – ASSESSMENT*

Enhance instruction, student services, and institutional effectiveness through comprehensive assessment processes.

5.2 – Assess the General Education Learning Values and Learning Outcomes to ensure integration across the curriculum and improve student learning in both academic and technical programs.

**March 10, 2009**



## Background

Forty-one percent (41%) of the 6800 students enrolled at SVC in fall 2008 reported that their goal was to obtain an academic transfer degree. As in the past, this Monitoring Report provides the data for targeted indicators of student success for transfer students that are measurable, including reports of student satisfaction with collaborative courses, student progress in reaching their educational goals, and student achievement points earned. This year the report does not include data for the Community College Survey of Student Engagement (CCSSE) as it was last administered in spring 2007 and findings were reported to the Board in 2008. An administration of the CCSSE is scheduled for spring 2010. The last section of this report provides data from implementing a strategy to increase the success of students in developmental mathematics, reading and English. This data is included in this report since a majority of these students (~75%) intend to transfer.

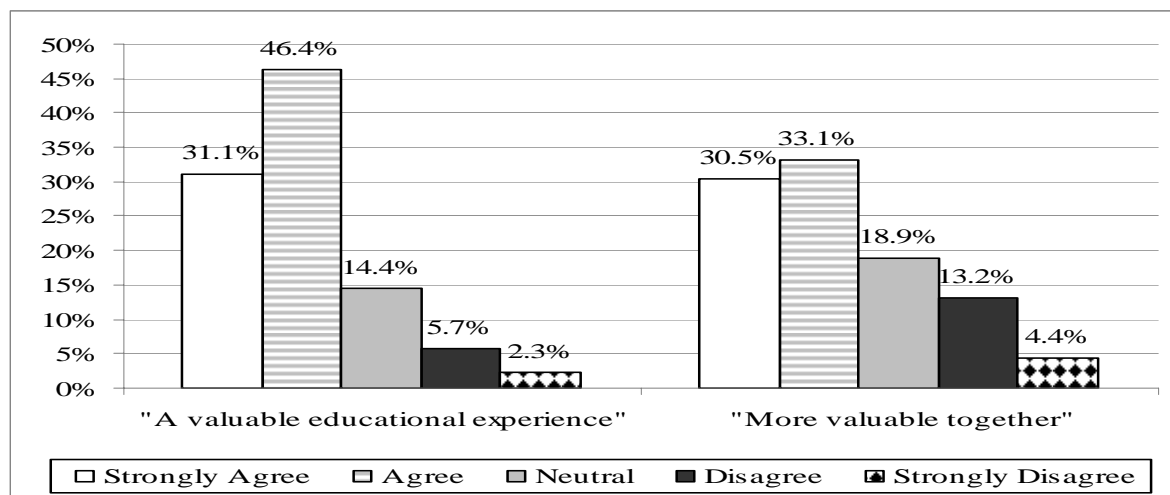
### Section I: Student Satisfaction

#### Student Satisfaction with Collaborative Courses

With the implementation of our new General Education program, the distinction between Learning Communities and English Links has been eliminated. These courses are now all referred to as learning communities. College-level learning communities are taken primarily by transfer students and are offered on the Mount Vernon Campus, Whidbey Island Campus and through eLearning.

Students in all learning communities are surveyed each quarter. Figure 1.1 shows student responses from collaborative courses offered at SVC from winter 2002 through fall 2008. *The percentage of students who report that learning communities were a valuable experience continues to be high—78%. A majority of students (64%) also report that combining classes was more valuable than taking the courses alone.* These percentages have not varied significantly over the past several years.

Figures 1.1 Cumulative Data for Learning Communities (N = 6167)

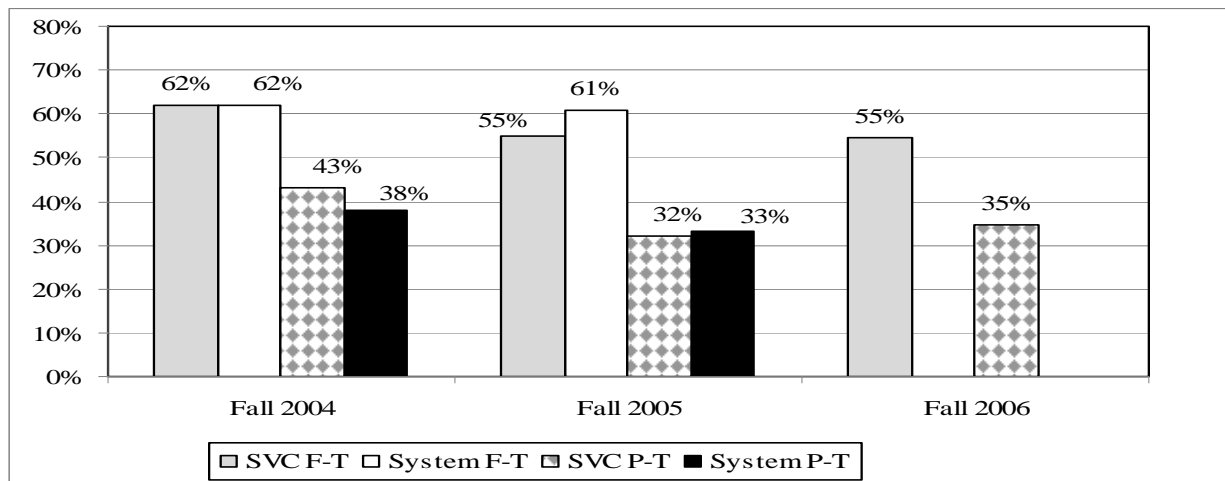


## Section II: Substantial Progress

“Substantial Progress” for degree-seeking students is defined by the State Board for Community and Technical Colleges (SBCTC) as the completion of four or more quarters at the college and/or completion of a degree. This information is provided for each college and for the system annually by the SBCTC using a cohort methodology that tracks students over a two-year period. The last cohort to be tracked was students entering community colleges in fall 2006. While we were able to get a dataset for the college, the SBCTC has not completed the system analysis as of this date.

As shown in Figure 2.1, *part-time students at SVC generally have a substantial progress rate similar or slightly higher than the system, although the performance for the last two years has been below that of the fall 2004 cohort. The substantial progress rate of full-time SVC students for the fall 2005 and fall 2006 cohorts were the same—55%.* It should be noted that the numbers for these cohorts is not large—342 for full-time and 204 for part-time. Consequently, even small changes can result in significant variations.

**Figure 2.1: Substantial Progress of SVC Degree-Seeking Students by Cohort Year and Full-Time/Part-Time Status Compared with System**



Note: The SBCTC has not yet released system-wide data for Fall 2006

## Section III: Student Achievement Initiative Points

As noted in the 2008 Academic Monitoring Report, the SBCTC designed an accountability system based on momentum points. The student achievement database enables colleges to track students and identify the incremental gains they make during the year in the following areas:

- gains made in basic skills courses,
- completing a pre-college math or English course (college ready),
- earning first 15 college level credits,
- earning first 30 college level credits,
- earning first 5 credits in college level math, and
- earning a certificate, degree or apprenticeship award.

These gains are termed “momentum points” because they add momentum to a student’s longer term success. Colleges are measured against themselves rather than comparing them with other colleges. It should be noted, however, that the momentum points gained can be impacted by total enrollments, the ratio of part-time/full-time students, and the mix of student educational goals.

As Table 3.1 indicates, *there were slightly fewer students who were identified as transfer students in 2007-08 when compared to 2006-07. While they achieved fewer total momentum points, a slightly higher percentage of the 2007-08 students earned points (59% versus 57%).* It is worth noting, however, that *a greater number of the 2007-08 transfer students earned their first 30 college credits, a significant momentum point.*

**Table 3.1 Transfer Student Momentum Points: Academic Years 2006-70 and 2007-08**

Increase basic skills	Become college ready	Earn 1st 15 college credits	Earn 1st 30 college credits	Earn at least 5 math credits	Complete degree or certificate	Total Points
<i>2006-2007 (N = 3335 students)</i>						
72 pts. (39 students)	1510 pts. (899 students)	814 pts.	<b>593 pts.</b>	471 pts.	283 pts	3743 points (1910 unduplicated students)
<i>2007-2008 (N = 3130 students)</i>						
65 pts. (18 students)	1398 pts. (869 students)	790 pts.	<b>649 pts.</b>	455 pts.	272 pts.	3629 points (1846 unduplicated students)

Another useful way of examining student achievement points is by full- and part-time status. Table 3.2 analyses only students with no prior college-level momentum points and indicates that *part-time students are less likely to achieve points than their full-time counterparts in all areas with the exception of points earned from successful completion of pre-college courses (i.e., English, mathematics, and reading).*

**Table 3.2 Momentum Points Achieved by Full-Time and Part-Time Students Enrolled in 2007-08 with No Prior College-Level Points**

	All Students <i>N = 1590</i>	Full-Time <i>n=761</i>	Part-Time <i>n=829</i>
Complete a degree or certificate	0.4%	.8%	.1%
CLVL Math Course	11.1%	14.8%	7.7%
30 Cr, No Math	16.0%	27.1%	5.9%
15 Cr Only, No Math	22.4%	27.1%	18.1%
Pre-College Only	12.8%	10.6%	14.7%
No Points	37.2%	19.6%	53.4%

## Section IV: Counseling-Enhanced Developmental Learning Communities

One of the strategies being implemented at the college to increase student progress and point achievement is the integration of counseling and advising into developmental learning communities. Developmental learning communities are generally comprised of a combination of pre-college mathematics, English and/or reading. Counselors focus on study skills, test anxiety and test preparation, time management and educational planning. These topics are integrated into the learning community rather than taught as separate topics.

Fall 2008 was the second year of the project, following a successful pilot in 2007-08. The performance of students in both the developmental learning communities—all with a counseling component—and the matched comparison courses are shown in Table 4.1. *Students who were in the learning communities with a counseling component had a higher pass rate and higher retention rates than their counterparts in the comparison stand-alone developmental courses.*

**Table 4.1 Student Performance in Developmental Learning Communities and Comparison Stand-Alone Courses, Fall 2008**

<b>Performance Measure</b>	<b>Developmental Learning Communities with Counseling Component</b>	<b>Stand –Alone Comparison Courses</b>
Pass rate - any passing grade	83%	78%
Pass rate - C or better	74%	68%
Fall to Winter Retention	91%	85%

Our counseling-enhanced developmental learning communities have come to national attention and will be featured in an upcoming Department of Education publication, *Community Colleges Can!* Additional information on this project is available at [www.communitycollegescan.org](http://www.communitycollegescan.org). Related to this, the college is also a mentor college in a follow-on Department of Education project to “mentor” other colleges about how Skagit has organized and implemented its learning communities with a focus on the developmental learning communities with a counseling component.

**Board Plus/Delta**

10 March 2009

**“What is good about this report?  
What would you like to see changed?”**

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