

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, JANUARY 12, 2010
3:30 p.m. – Multipurpose Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Debra Lisser

Mr. Tom Moser

Dr. Gary Tollefson, President & Executive Secretary to the Board

I. CALL TO ORDER:

The President called the meeting to order at 3:30 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

A quorum of members were not present.

III. STUDY SESSION:

1. Hall of Fame:

Carl Young and Gary Knutzen provided background information on the establishment of SVC Hall of Fame. The Hall of Fame induction ceremony is scheduled for April 7, 2010. Nominations are currently being accepted and will be reviewed by the Hall of Fame Selection Committee on February 8.

IV. ADJOURNMENT

There being no further business, and no action taken, the study session was adjourned at 3:58 p.m.

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BOARD MEMBERS IN ATTENDANCE:

Ms. Debra Lisser

Mr. Tom Moser

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. It was moved by Debra Lisser and seconded by Margaret Rojas to nominate Tom Moser to serve as Chairperson Pro Tempore for the meeting.

MOTION PASSED.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Chairperson Pro Tempore recognized that a quorum of Board members were present.

III. FLAG SALUTE

IV. INTRODUCTION OF GUESTS:

Arden Ainley introduced Roger Howard with the Skagit Recreation & Event Center Project Phase I.

V. APPROVAL OF MINUTES – December 8, 2009

It was moved by Debra Lisser and seconded by Margaret Rojas to approve the December 8, 2009 meeting minutes as presented.

MOTION PASSED UNANIMOUSLY.

VI. INFORMATION ITEMS:

1. Tennis Court Project Update

Roger Howard reported that the contractor broke ground on the project a few days before Christmas. The fence has been removed and installation of the steel piling was completed today. The manufacturer of the building has notified him of a delay in fabrication of the building's steel frame, so the timeline of the project will be adjusted accordingly. The restroom and concession building for the playfields is also prefabricated and is expected to be delivered sometime in March. Roger said that the project is currently on budget and that the contractor is taking great care to protect the tennis courts and surrounding area. He stated that he has enjoyed working with Gary Knutzen and Dennis Rohloff on this project.

Gary Knutzen read from minutes of the local tennis club meeting, "The dream of covered courts in the valley is coming true." The tennis club began fundraising at that meeting—an anonymous donor has come forward with a \$400,000 donation and by the end of the meeting an additional \$70,000 had been raised.

2. Head Start Update

Carol McCormick distributed and reviewed the Head Start monthly report, budget update and an itemization of credit card expenditures for November 2009.

Carol highlighted the following items:

- Program monitoring indicates that Performance Standards for the month of December were met;
- Enrollment figures for the end of December indicate 85 children enrolled in Early Head Start, over-enrolled by two, and 351 children enrolled in Preschool;
- During fall quarter 28 parents and seven staff members were enrolled at SVC. Seven additional staff members have completed their transfer degrees and are nearing completion of their BA degrees;
- Head Start classrooms provide lab school opportunities for both SVC and Western Washington University (WWU) Early Childhood and Human Services students. There are currently three WWU interns at the Burlington center and two at the Child and Family Learning Center;
- Partnering with Sedro-Woolley and Burlington-Edison School Districts and the ESD 189 on the Gates Grants;

- Skagit/Islands Head Start was chosen as a model program for the National Head Start training webinars on Dual Language. Three classrooms were filmed. Teachers and Education/Child Development Lead, Becky Richter, provided interviews.

VII. PROGRAM PROFILE – KSVR

Dr. Mick Donahue introduced Rip Robbins, radio program manager for KSVR.

Rip stated that the radio station recently received two federal grants, one grant provided an opportunity for the college to broadcast to the upper Skagit River area, this station is KSVU 90.1, it went on air this past summer. He said that there are only certain windows of opportunity to expand radio broadcasting and the college pursued this opportunity because they wanted to serve the upper Skagit area. The new station will allow expansion of service, it will not be a simulcast with KSVR because they serve different audiences, however, there will be some sharing of programming.

Rip provided a PowerPoint presentation that highlighted the history of the radio station from its beginning in 1973 when it was a student club to its current status as a radio station.

KSVR provides programming for the Hispanic community and with the efforts of volunteers the station offers valuable programs. The station benefits from business sponsors who believe in what the radio station is accomplishing and that in turn allows the station to expand. KSVR is vital to the Hispanic community who depend on the station for news and other information. Grants have helped the station to build a non-commercial educational opportunity structure

The KSVR website provides online streaming of programs and details about programs and upcoming events. The radio station is hosting the upcoming Citizenship Day Collaboration. This is a workshop that KSVR has hosted for the past five years, working with attorneys who help people with immigration applications. We have filed more applications in our area than any other area in the state of Washington.

KSVR has contributed to scholarships since 1995. For the past three years the station has provided \$5,500 in scholarships.

KSVR has started membership drives, two have been held and the station has over 100 members and has received \$3500 in donations.

Dr. Tollefson stated that Rip does a wonderful job keeping the station running. He noted the importance of KSVR to the Spanish speaking community as it is the only Spanish language station in the Skagit Valley. This gives us a tremendous opportunity

for us to communicate with people for potential ESL classes and GEAR UP information for parents. KSVR provides linkage to the Hispanic community that no one else provides and he is proud that the college meets the needs of the community.

VIII. MONITORING REPORT – Institutional Diversity

Dr. Maureen Pettitt, Director of Institutional Research, distributed and reviewed the monitoring report on Institutional Diversity (see attachment). Discussion followed the report.

IX. COLLEGE REPORTS

1. ASSVC

Alan Muia introduced Alee Lambert, newly elected Secretary of Whidbey Campus. She will begin providing the monthly report to the trustees as Tyler Murphy has a class that conflicts with the Board meeting time.

Alee highlighted the following items in her report:

- Whidbey Island Campus – investigating a recycling and sustainability project for students;
- Five new student organization representatives;
- San Juan Center – WiFi is now accessible;
- District Student Government – funded \$2,093 for the Track and Cross Country team for travel and registration fees. A student rally in Olympia is planned for February 15. Students are filling out the legislative response cards.

2. SVCFT

Neta Cahill reported:

- Faculty are scheduled to hold a rally day in Olympia on the Martin Luther King, Jr. Holiday. They also are hoping to get 20,000 signatures on an initiative by AFT for no more cuts to higher education and expect to see a strong show of support – more faculty are participating than in the past;
- Membership meeting was held earlier today. Performance review, workload, and adjunct issues are items they are focusing on this year'

- Voted today to have a SVCFT historian that will document the history of the group; this position will be funded from SVCFT funds. Information will be up on their website by June.

3. WPEA

No report.

4. Administrative Services

Mary Alice reviewed the budget report for month ending November 30. She reported that the mid-year budget review process will occur in February. This is an annual event in which all accounts are reviewed to ensure that the budget is on target for the year.

Mary Alice reported that the fund balance allocation of \$400,000 for one-time costs for this year, which included unemployment and other items, appears to be on target at this point. There is a considerable amount of lag time with unemployment costs, but it appears that the allocation will cover costs.

5. Instruction & Student Services

Dr. Mick Donahue reported:

- Fall quarter's high enrollment continues for winter quarter. As of today 7.93% ahead of goal and 11.48% ahead of last year at this time—district wide. South Whidbey and San Juan are areas of softer enrollment—not a surprise because the two centers have been trending that way. Many classes in the district are at capacity. Faculty have added students over the capacity because they do not want to turn students away.
- Search process for the Dean of Academics and Dean of Student Services is underway—screening will begin in March with interviews to be held in April.
- Ten years ago the college went to a two-year cycle for publishing the catalog. However, things change very rapidly and with a two-year cycle the catalog becomes out-of-date very quickly. This year the college will move to a one-year catalog. It will be produced as an online catalog although a small amount will be available in print and on DVD. The benefit will be less paper use and will allow for better planning and making changes more efficiently.

6. College & Community

Carl Young reported the following:

- Rick Steves will be the keynote speaker on February 9; this will kick-off our Global Festival.
- Despite budget cuts, many new initiatives continue to occur. One initiative is that a group of Whidbey Island Campus faculty and staff are working on a partnership with three institutions in Chile. Leslie Lukasik, Doris Dunn, Mary Darden, and Dana Stone have traveled to Chile and are working on a set of goals, recognizing costs and distance limitations. This effort is largely self-funded. Dr. Tollefson stated that the International Education Advisory Group, a committee that plans international initiatives, has watched this project evolve over the last couple of years; it is exciting to see what can be done in connecting students from different countries.

7. President

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

- Another great holiday open house—he and his wife enjoying hosting it each year.
- The architect for the new Lewis Hall will present information at the February 16 study session. He will review the planning for the building, space, layout, where the building will sit, and the amenities planned for the plaza.
- The annual Sports Auction is scheduled for January 30.
- February 9, Rick Steves will be the keynote speaker following the International Dinner.
- February 22-23, The Washington State Supreme Court will be on the Mount Vernon Campus in McIntyre Hall. This is a great event for our community and our students, faculty, and staff. We will invite delegations from all of our district's high schools. The Skagit County Bar Association will co-sponsor a reception for the Justices. These two days will provide a once-in-a-lifetime opportunity to get an up close view of the Washington State Supreme Court in action and to meet the Justices, right here in our own community.

7. TACTC Report

Debra Lisser reported that TACTC is gearing up for the January 24-25 legislative conference. She reminded the trustees that the legislative dinner will take place on January 25.

8. Board of Trustees

Margaret Rojas stated that the December Foundation social was a very nice event and enjoyed by all who attended.

X. PUBLIC COMMENT:

No requests were submitted.

XI. NEXT REGULAR MEETING:

Tuesday, February 16, 2010, 4:30 p.m., Mount Vernon Campus Board Room – Multipurpose Room.

XII. EXECUTIVE SESSION:

Mr. Moser announced that the Trustees would adjourn into Executive Session to review the performance of public employees. He expected the executive session to last for approximately 20 minutes and asked Dr. Donahue to participate in the discussion.

The Board adjourned into Executive Session at 6:10 p.m.

The Board reconvened into Open Session at 6:40 p.m.

XII. ADJOURNMENT:

There being no further business, and no action taken following the Executive Session, this meeting was adjourned at 6:41 p.m.

Tom Moser, Chairperson Pro Tempore

Gary Tollefson, President
Executive Secretary to the Board

Board of Trustees Monitoring Report

Institutional Diversity

Board Ends Policy E-3: Institutional Diversity

Skagit Valley College is part of a diverse community and is committed to serving diverse student groups including race, ethnicity, religion, age, gender, disability and other special student populations.

Skagit Valley College will utilize the Framework for Diversity Assessment and Planning to measure institutional progress in meeting the following:

1. Encourage diversity in the college's employment process.
2. Make explicit, in our curriculum, our institutional values regarding diversity.
3. Promote a campus environment that is welcoming and respectful to all people.
4. Provide for the special needs of many diverse student groups.

Related Strategic Plan Goals/Objectives:

- 3.2 – Create and promote educational opportunities for our community, particularly the underserved populations in the district.
- 2.3 – Attract, support, and retain a qualified and diverse workforce.

January 12th 2010



Introduction

Monitoring Reports on Institutional Diversity have been presented to the SVC Board of Trustees for the past seven years (January 2003 through 2010). This report is an update to provide the Board of Trustees with current data and information.

As noted in previous reports, the college has adopted the *Framework for Diversity Assessment and Planning* created by State Board for Community and Technical Colleges several years ago “to provide campuses with a tool they can use to assess their efforts in promoting and supporting the academic achievement of students of color.” In the past several years, SVC has utilized the *Framework* as the basis for establishing baseline data and future goals and activities related to the college’s diversity agenda.

The Framework includes the following eight topics:

1. Access for Students of Color	5. Instruction & Its Relationship to Students of Color
2. Progression of Students of Color	6. Student Services & Its Relationship to Students of Color
3. Students of Color Goal Attainment & Completion	7. Institutional/Administration Related to Students of Color
4. Hiring and Recruiting Staff, Faculty & Administrators of Color	8. Physical Environment Audit

Each of the *Framework* topics is addressed in a corresponding section below.

1. Access for Students of Color

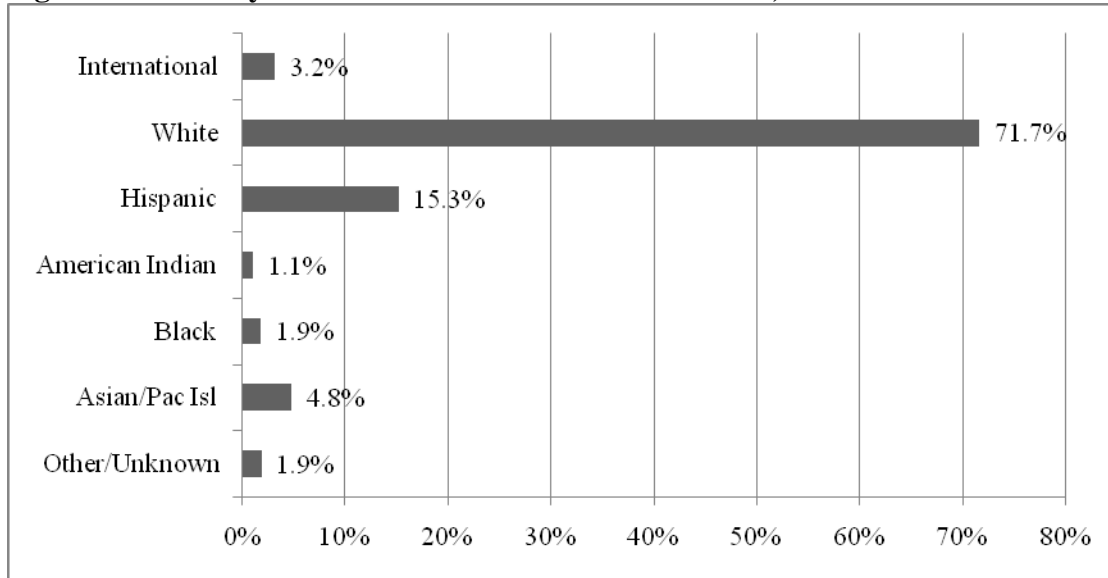
As in the prior year, the percentage of Hispanic students is largest in Mount Vernon and Burlington-Edison, as shown in Table 1. When compared to last year, that percentage grew by 1.4% in Mount Vernon and 2.2% in B-E. The Native American enrollments in La Conner were up 3.1% compared to the prior year.

Table 1: 2008-09 Public School Student Demographics, Selected Districts

District	Total	Percent White	Percent Hispanic	Percent Asian	Percent Native American	Percent Female
Burlington-Edison	4031	62.8	29.5	1.6	1.3	49.4
La Conner	664	61.0	7.6	2.0	28.1	49.8
Mount Vernon	6166	44.7	47.4	2.6	1.4	49.1
Oak Harbor	5691	66.4	7.4	14.0	1.5	48.0
San Juan Island	919	84.6	9.4	2.2	1.0	50.6
Sedro-Woolley	4422	80.0	11.7	1.2	3.3	46.2
South Whidbey	1909	87.9	3.1	4.0	1.7	50.6
Stanwood-Camano	5362	89.5	4.9	2.6	1.6	48.5

Of the students enrolled at SVC for credit in fall 2009, approximately 28% were students of color, including 3% who were International students (see Figure 1). Of the 25% non-International students of color, the majority were Hispanic.

Figure 1: Ethnicity of SVC Students Enrolled for Credit, Fall 2009



Students of color in Running Start comprised 11% of all students in that program in fall 2009 (see Figure 2). Running Start students of color in almost all categories declined from the previous year with the exception of Hispanic which increased .2%.

Figure 2: Ethnicity of Running Start Students, Fall 2009

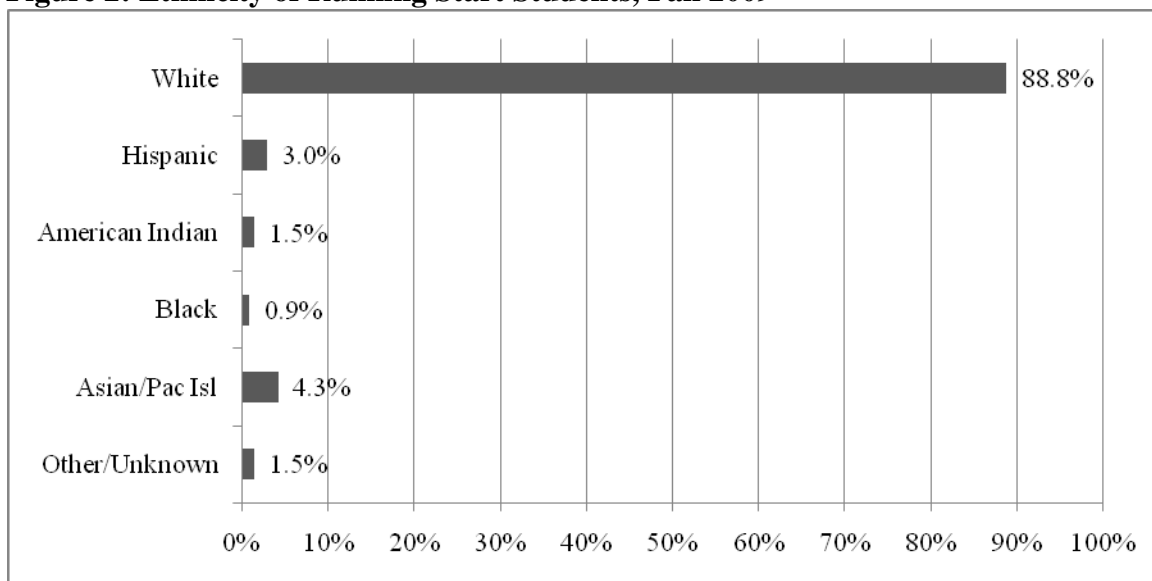
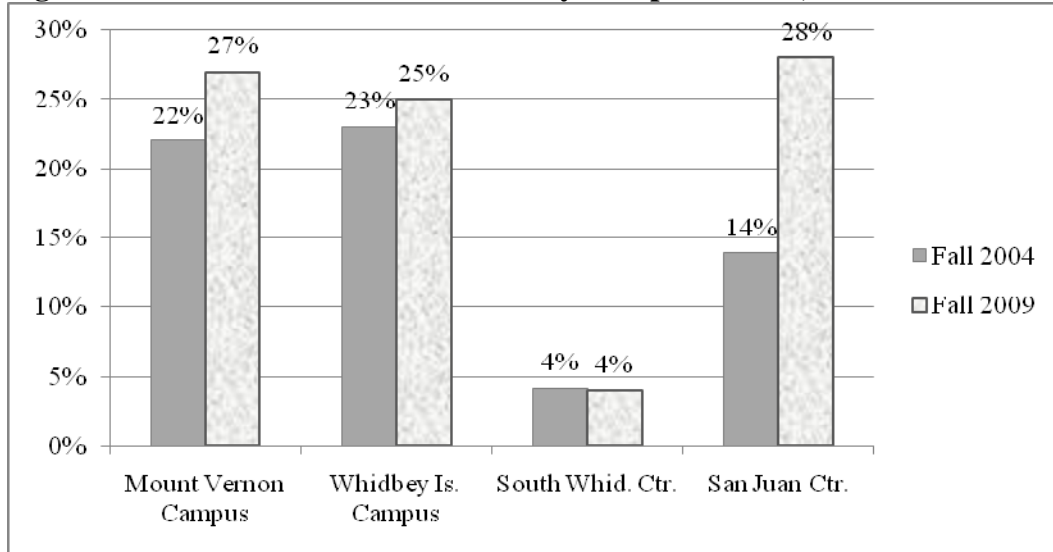


Figure 3 shows the distribution of students by ethnicity at the college's campuses and centers for fall 2004 and fall 2009. Although both the Mount Vernon and Whidbey Island campuses have seen modest increases, the greatest growth in student of color enrollments continues to be at the San Juan Center. However, this represents a small number of students.

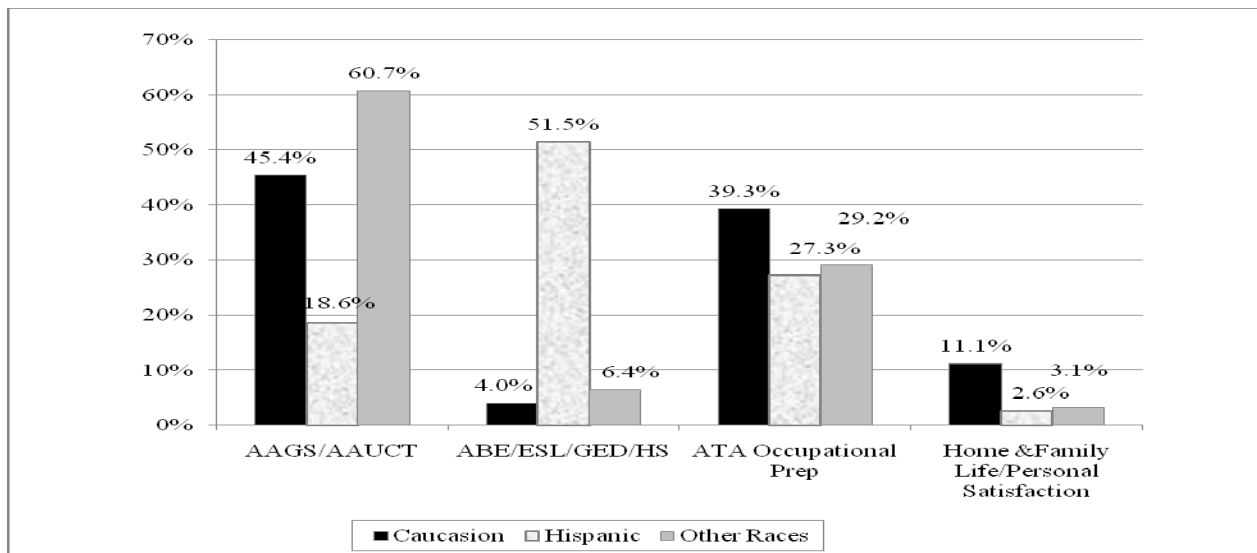
Figure 3: Percent of Students of Color by Campus/Center, Fall 2004 & 2009



Note: All students enrolled for credit; SOC includes all ethnic codes except 6 and 7.

As shown in Figure 4 below, the majority of Hispanic students (52%) attend SVC to acquire basic skills (ABE/ESL/GED), while 61% of the other students of color enrolled at the college attend to obtain a General Studies or University/College Transfer degree.

Figure 4: Educational Intent of Students by Ethnicity, Fall 2009

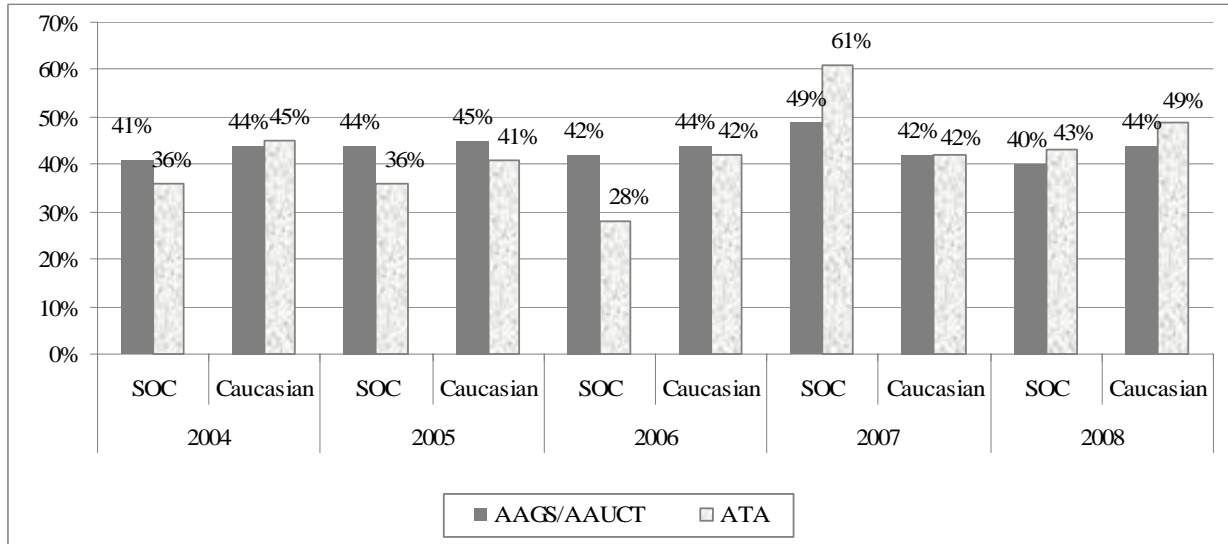


Note: All students enrolled for credit in Fall 2008; "intent" coded as follows: AAGS/AAUCT = A, B; ABE/ESL/GED/HS = C, D, E; ATA/Occupational Prep = F, G, H, J; Home & Family Life/ Personal Satisfaction = K, L. "Other Races" includes international and other/unknown.

2. Progression of Students of Color

The fall-to-fall retention rates of degree seeking students are subject to wide variation as a result of small numbers. (For example, the decrease in students of color seeking ATA degrees from 2005 to 2006 represents a change of four students.) However, Figure 5 suggests an increase in fall-to-fall retention rates of both workforce and academic students of color over the previous year.

Figure 5: Fall-to-Fall Retention Rates of Degree-Seeking Students New to the College

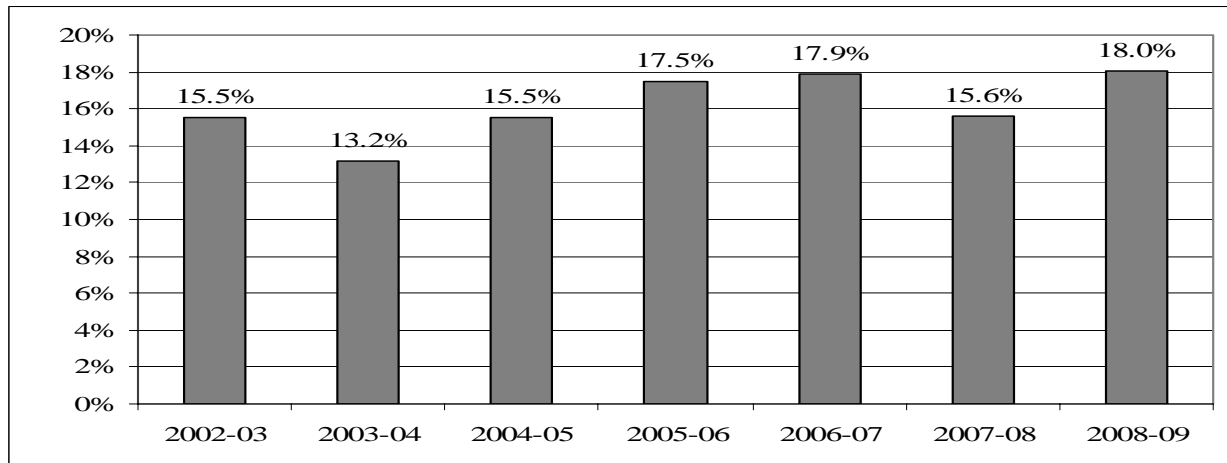


Note: SOC includes all ethnic codes except 0, 6 and 7 (Unknown, Caucasian, & International, respectively)

3. Students of Color Goal Attainment and Completion

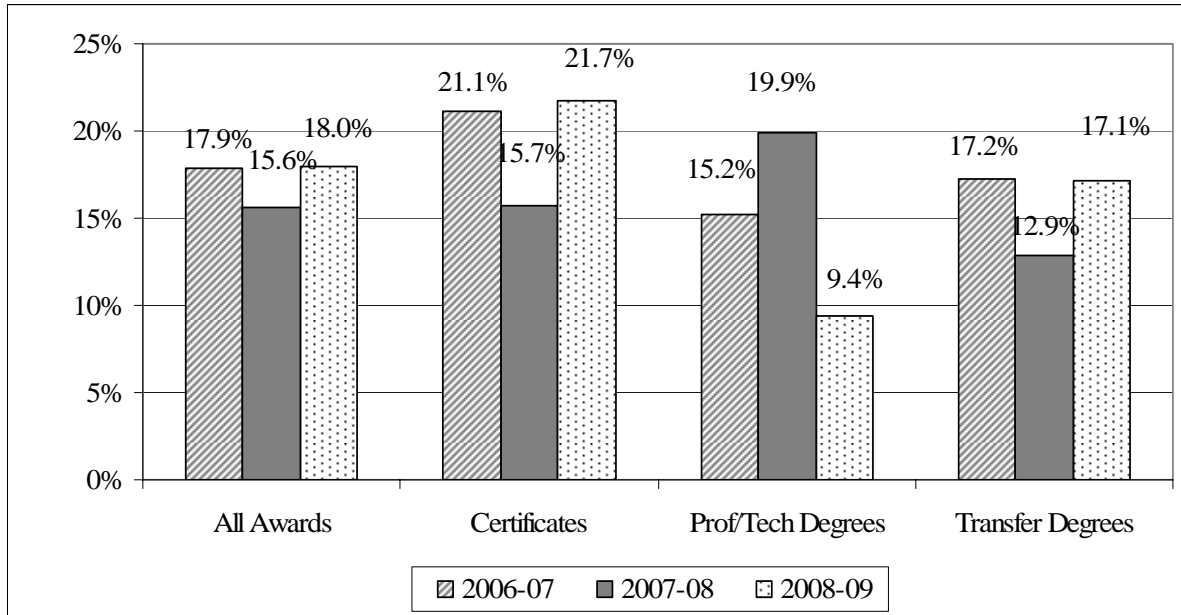
The percent of students of color obtaining degrees or certificates (as a total of all recipients), while variable, has been generally higher over the past several years when compared to the early part of the decade (see Figure 6).

Figure 6: Percent of All SVC Students Receiving Associate Degrees or Certificates who are of Color, 2002-03 to 2008-09



As shown in Figure 7, students of color were most likely to get certificates, although 17% of all transfer degrees were awarded to students of color.

Figure 7: Percent of SVC Students Receiving Each Award Category who are of Color: 2006-07, 2007-08 and 2008-09



Note: The “All Awards” category includes certificates, professional/technical and transfer degrees. High school diploma awards were excluded from this analysis.

Another measure of student progress is derived from Student Achievement data provided by the State Board for Community and Technical Colleges. Achievement points are earned for a variety of “momentum points” reached by students on their educational journey. These have been incorporated into our strategic plan measures as indicators:

- Increase the points earned by basic skills students
- Increase the percent of students earning credit at a qualifying grade in a pre- college English or math class
- Increase the number of students who reach 15 college level credits earned
- Increase the number of students who reach 30 college level credits earned
- Increase the number of number of degrees, certificates, or apprenticeship awards.

Achievement points for students enrolled at Skagit in 2008-09 who reported a race/ethnic code are presented in Table 2, 3 and 4 below. The data has been summarized based on the student’s reported intent for attending the college during fall quarter. Point gains in basic skills varied considerably by ethnicity. Students of color with a transfer intent earned slightly more points for success completion of pre-college math or English (they may take more of these courses, thus earning more points) (Table 3). Students of color enrolled as workforce students who had completed college-level math and earned prior credit earned a greater percentage of points for pre-college courses and completion of 30 college credits (Table 4).

Table 2: Point Gains for Basic Skills Students, 2008-09 (N =1344)

Ethnicity	Number of Students	Students with Gain Points	Percent Earning Points
Asian/Pacific Is.	47	16	34.0%
African American, non-Hispanic	19	5	26.3%
Native America, non Hispanic	7	1	14.3%
Hispanic	785	190	24.2%
White	469	173	36.9%
Other or more than one race	17	2	11.8%

Table 3: Points Earned by Transfer Students, 2008-09 (N = 3120)

Points Category	No Prior College Credits		Prior College, No Math		Prior College, Some Math	
	SOC (N = 414)	White (N = 1316)	SOC (N = 218)	White (N = 846)	SOC (N = 120)	White (N = 434)
Pre-College Math or English*	33.3%	31.2%	31.2%	29.6%	8.3%	6.0%
15 College-level Credits	41.5%	50.2%			1.7%	1.8%
30 College-level Credits	15.2%	24.3%	25.7%	23.0%	6.7%	4.4%
Quantitative Course	12.3%	13.4%	25.7%	27.7%		
Tipping Point	0.2%	0.6%	8.3%	10.0%	24.2%	27.6%

* Students can earn multiple points in this category

Table 4: Points Earned by Workforce Students, 2008-09 (N = 4858)

Points Category	No Prior College Credits		Prior College, No Math		Prior College, Some Math	
	SOC (N = 1040)	White (N = 1919)	SOC (N = 233)	White (N = 966)	SOC (N = 151)	White (N = 549)
Pre-College Math or English*	9.7%	15.5%	12.9%	14.2%	10.6%	4.7%
15 College-level Credits	12.7%	26.2%			1.3%	2.2%
30 College-level Credits	4.8%	11.6%	18.5%	18.1%	11.9%	8.6%
Quantitative Course	3.0%	5.8%	13.3%	14.2%		
Tipping Point	0.5%	1.7%	7.7%	11.1%	12.2%	17.9%

*Students can earn multiple points in this category

4. Hiring and Retaining Staff, Faculty and Administrators

Efforts for recruiting a diverse staff were curtailed by the limitations during the past year as a result of budget reductions, a hiring freeze and, ultimately, laying off employees in most job groups.

The current minority status by job category for fall 2009 and summary data for the previous five years is presented in Table 5.

Table 5: Full-Time Employee Gender and Minority Status by Job Category, Fall 2009

Job Group	(N)	Non-Minority (%)	Minority (%)	Unknown (%)		Male (%)	Female (%)
Admin/Exempt	25	95.8%	4.2%	0.0%		52.0%	48.0%
Faculty	124	89.5%	8.1%	1.6%		37.1%	62.9%
Professional/Non-Faculty	45	82.2%	6.7%	11.1%		28.9%	71.1%
Clerical/Secretary	48	70.8%	29.2%	0.0%		6.3%	93.8%
Technical/Paraprofessional	93	78.5%	21.5%	0.0%		16.1%	83.9%
Skilled Crafts	28	85.7%	14.3%	0.0%		82.1%	17.9%
Fall 2009 Totals	363	83.5%	14.3%	2.2%		31.1%	68.9%
Fall 2008 Totals	379	84.0%	15.0%	1.0%		31.0%	69.0%
Fall 2007 Totals	382	82.0%	14.0%	4.0%		30.0%	70.0%
Fall 2006 Totals	376	82.0%	14.0%	4.0%		32.0%	68.0%
Fall 2005 Totals	358	83.0%	14.0%	3.0%		32.0%	68.0%
Fall 2004 Totals	358	89.0%	11.0%	0.0%		33.0%	67.0%

5, 6, & 7. Students of Color and Instruction, Student Services & Administrative Offices

The College will again administer the Community College Survey of Student Engagement (CCSSE) in spring quarter 2010. Consequently, data pertaining to sections 5, 6, and 7 of the Framework will be reported in the January 2011 Monitoring Report. Diversity-related CCSSE results were reported in January 2004, 2006 and 2008.

8. Physical Environment

During the past year, the college completed a plan for signage for the Knutzen Cardinal Center. The signs—which will be delivered in the very near future—include both English and Spanish identification of areas and functions in the Cardinal Center.

Board Plus/Delta
What is good about this report? (+)
What would you like to see changed? (Δ)

January 12th, 2010

+	Δ