

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, APRIL 13, 2010
3:30 p.m.
Multipurpose Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Don Piercy, Chair
Ms. Debra Lisser (via Skype)
Mr. Tom Moser
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 Chair called the meeting to order at 3:30 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM:

The Chair recognized that a quorum of Board members were present.

III. STUDY SESSION:

1. Tennis Court Project and Donor Recognition

Mary Alice Grobins introduced John White, Skagit Community Foundation, and Charlotte Underwood and David Moreland of the Skagit Valley Tennis Association.

Over the past several months, Skagit County has constructed a roof structure over four of the six Skagit Valley College Joan Armstrong tennis courts. Funds for the project came from the state of Washington, Skagit County, and Skagit Valley College.

Private donors and the Skagit Valley Tennis Association have expressed their willingness to raise funds in order to roof the remaining courts and to install walls for rain and wind protection in order to create a college and community asset. Fundraising is currently underway.

Mary Alice reported that during the design process the college asked the tennis association to sit with us in designing the second phase additional court coverage and third phase which would be additional walls and wind/rain protection. She provided photographs of other tennis facilities that are similar to our courts. The vision is to have a tennis facility that makes the courts more usable during inclement weather.

The tennis courts will retain the name of "Joan Armstrong Tennis Courts." However, the Skagit Valley Tennis Association would like to be able to use designations of donor recognition within the courts as fundraising occurs. Similar to the playfields; fields are named for Stan Poppe and Otto Walberg, and one is designated as the Memorial Field with the names of several people who had contributed. Mary Alice said she wanted to be sure the Trustees were comfortable with allowing that type of name recognition.

John White presented information on the Skagit Tennis Court Improvement Project fundraising campaign. He stated that the Skagit Community Foundation has established a "pass through" fund to receive contributions in support of the Skagit Tennis Court Improvement Project. The fundraising goal has been established at \$1,000,000.

Phase II of the project is to provide roof covering on courts five and six of the Joan Armstrong Tennis Courts. The Skagit Community Foundation will transfer \$540,000 to Skagit County for this project on or about June 10, 2010.

Phase III of the project is to provide "rain and wind" protection for all six tennis courts. Funds remaining from Phase II will be available for Phase III construction costs.

Fundraising Program

Funds Collected (4/12/2010): \$294,000.00

Funds Pledged: \$225,000.00

Total Collected & Pledged: \$519,900.00

John reported that the Skagit Tennis Court Improvement Project is on target to meet Phase II funding requirements.

Charlotte Underwood said that a large part of the fundraising is made up of high school tennis coaches who are also the people who teach youth summer tennis camps. She stated that during fall tennis dissipates, so having more weather

protection is an exciting prospect. It would allow for after school tennis programs and opportunities for many types of grants for tennis programs. The programs would work in coordination with the schools and provide transportation and a free tennis lesson at SVC. This is also an opportunity to get young children familiar with the college. District tennis tournaments could also be held at the college.

Dr. Tollefson stated that it definitely sounds like a community college type of program and provides a fabulous opportunity for the college and community.

Dennis Rohloff reported that the architect is working on drawings, following the completion of the drawings the project will be put out to bid for 30 days and then another 30 days for contractor bonds. He expects construction to begin in fall.

2. Monitoring Report – Student Achievement Initiative

Dr. Maureen Pettitt distributed and reviewed the monitoring report on the Student Achievement Initiative (Attachment A). Discussion followed the report.

IV. ADJOURNMENT

There being no further business, and no action taken, this meeting was adjourned at 4:25 p.m.

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
TUESDAY, APRIL 13, 2010
4:30 p.m. – Multipurpose Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Mr. Don Piercy, Chair

Ms. Debra Lisser (via Skype)

Mr. Tom Moser

Ms. Margaret Rojas

Mr. John Stephens

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

I. CALL TO ORDER:

The meeting was called 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:

Arden Ainley introduced Dave Moreland and Charlotte Underwood of the Skagit Valley Tennis Association, and John White of the Skagit Community Foundation.

Dr. Tollefson introduced Krista Sunday, SVC's 2010 All Washington Academic Team Member. Krista was also awarded the Coca-Cola Gold Scholarship and a scholarship from TACTC.

V. APPROVAL OF MINUTES – March 16, 2010

It was moved by Margaret Rojas and seconded by John Stephens to approve the March 16, 2010 meeting minutes as presented.

MOTION PASSED UNANIMOUSLY.

VI. RECOGNITION OF RECENTLY TENURED FACULTY

Dr. Mick Donahue introduced Ms. Pamela Albright – Medical Assisting, Ms. Bobbie Ashe – ESL, Ms. Vicki Talbott – Academic ESL, and Dr. Ernest Tutt – Speech, who was unable to attend; faculty members who were awarded tenure by the Board at the March 16, 2010 meeting.

Adjourned for cake and celebration at 4:45 p.m. Reconvened into open session at 4:55 p.m.

VII. ACTION ITEMS

1. Recommendation of Fees

Dr. Mick Donahue reviewed three proposed fees:

Criminal Justice 257 – Introduction to Firearms Systems: new \$35 fee

Although technically a “new” fee, Criminal Justice 257 students previously paid the \$35 amount out-of-pocket directly to the instructor, who provided ammunition. With this proposed fee, students will pay for their ammunition at time of class registration. Department Chair Bill Overby will oversee ammunition distribution. (Note: Department Chair permission is required for this class. Each CJ 257 student must be a CJ major and is individually interviewed.)

NASC 160 & 161 – Western and Eastern WA Field Study: new \$50 fee

Although technically a “new” fee, NASC 160 and 161 students previously paid the \$50 amount out-of-pocket directly to the instructor, who used the money to arrange for necessary camping fees, college van transportation, and food during the guided natural history field study. With this proposed fee, students will pay for these costs at time of class registration.

Paralegal Westlaw online database access: fee increase from \$20 to \$40

Currently, most Paralegal students pay a \$20 quarterly Westlaw database access fee for two of their six enrolled quarters* for a total program cost of \$40. This is their only paralegal program fee. Westlaw, the provider of the most comprehensive and commonly used on-line legal reference source, has recently doubled its academic subscription cost. To cover this new subscription cost, SVC’s current \$20 Westlaw access fee needs to be increased to \$40 per enrolled quarter.

*(Paralegal students enrolled in any of the following classes pay a quarterly Westlaw access fee: PARLG 101, 102, 113, 202, 203, 205, 206, 207, 208, 251-255, 290.)

It was moved by Tom Moser and seconded by John Stephens to approve the following three fees effective fall quarter 2010:

Criminal Justice 257: \$35

Natural Science 160 and 161: \$50

Paralegal Westlaw database access: \$40

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Pilot Waiver Elimination for Basic Skills

In 2004, the State Board for Community and Technical Colleges established A \$25 tuition for basic skills students effective fall 2004. At the time of the establishment of the tuition rate, much of the discussion centered on the need for a commitment from students in their education to combat low retention rates. Many state officials believed the tuition was reasonable and affordable and yet was high enough to raise the value of the educational experience.

Around the state, colleges allowed waivers of the \$25 on the basis of income level. Skagit did the same and as a result approximately 75% of ABE students and 95% of ESL students do not currently pay the \$25 tuition.

For the 2008-09 academic year, Yakima Valley Community College asked permission from their board to rescind the tuition waiver for basic skills students on a pilot basis. As a result, they found that the students were not only supportive of paying tuition, but the faculty believed that the students took their class work more seriously and showed greater progress. YVCC reported that they did not experience any decrease in basic skills enrollments as a result. In addition, the students shared more of the cost of the program which helped ease budget concerns.

At Skagit Valley College, it is believed that the elimination of the \$25 waiver would affect approximately 3,000 students for additional tuition revenue of \$75,000. However, based on reports from other schools, the result could mean greater commitment on the part of students to stay in class and study.

It was moved by Margaret Rojas and seconded by John Stephens to eliminate the \$25 waiver on a pilot basis for the 2010-2011 academic year.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Capital Budget Request

Mary Alice Grobins stated that the State Board for Community and Technical Colleges assembles and submits a single capital budget request on behalf of the 34 system colleges. Colleges are required to submit their requests to the SBCTC by April 16, 2010 for the 2011-2013 capital budget request.

At the March 16, 2010 SVC Board of Trustees meeting, a draft request was presented and discussed with the Board. The request – which is described in further detail below, includes repair projects, a minor works project, and construction funding for the replacement of Lewis Hall. Because of extremely limited capital budget capacity next biennium, the SBCTC is not accepting any new requests for major projects for the 2011-2013 biennium.

The SBCTC designates the dollar amounts that individual colleges may request for repair projects and minor works projects.

In summary, the Skagit Valley College request includes:

Repairs to college roofs and brick masonry	\$	508,000
Improvements to Reeves Hall (minor works project)		593,000
Lewis Hall Replacement		29,347,000

Repair Projects: \$508,000

1. Roofs
 - A. \$87,300 – Administrative Annex – The built up roof membrane is blistering, alligatoring, and ponding. This roof needs to be replaced. A new rigid tapered insulation needs to be installed to drain the roof, new membrane and new flashing to be installed.
 - B. \$344,100 – Reeves Hall – The built up roof membrane is deteriorating, including alligatoring and lap seam separation that creates leaks. A complete tear-off is needed followed by installation of a new rigid tapered insulation for drainage, new membrane and new flashings.
2. Facilities
 - A. \$76,600 – Various Buildings – The masonry on the brick walls of various buildings has crumbled and is brittle and missing in several areas. Damaged brick needs to be replaced and mortar joints re-tucked as needed.

Minor Works Project: Reeves Hall \$593,000

Reeves Hall was constructed in 1959 and has never had any significant remodels or renovations. Reeves Hall is a likely future candidate for either a major renovations or replacement project. With the current extended pipeline for future CTC major projects, this minor works project will incorporate improvements with a relatively short life in order to improve the functionality of the building.

Major Replacement Project – Lewis Hall \$29,347,000

The Lewis Hall replacement project was originally funded for pre-design in 2007-09 and design in 2009-11. Design is underway now. This request is for funding the construction phase of this building. Programs to be included in this building are: Enrollment Services, Financial Aid, Veterans' Services, Counseling, Career Services, Workforce Education, Testing, Adult Basic Education, Tutoring Center/TRIO, Self-paced Math, Mathematics, English & Literature, Social & Behavioral Science, conference rooms, and faculty/staff offices. To accommodate these functions, the building will be 70,000 Sq ft and three stories high. In the March, 2010 meeting of the system presidents (WACTC), Lewis Hall Replacement was placed in position number seven on the request for major projects.

It was moved by John Stephens and seconded by Don Piercy to approve the 2011-2013 capital budget request as submitted.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of Tennis Court Project and Donor Recognition

As stated during the study session, over the past several months, Skagit County has constructed a roof structure over four of the six Skagit Valley College Joan Armstrong tennis courts. Funds for the project came from the state of Washington, Skagit County, and Skagit Valley College.

Private donors and the Skagit Valley Tennis Association have expressed their willingness to raise funds in order to roof the remaining courts and to install walls for rain and wind protection in order to create a college and community asset. Fundraising is underway.

The Skagit Valley College Board of Trustees is requested to authorize the College President to recognize the most significant donors to the project through court designations. Other major donors may be recognized on appropriately designed signage.

It was moved by Margaret Rojas and seconded by John Stephens to authorize that major donors to the remainder of the improvements to the Joan Armstrong Tennis Courts may be recognized through designation of individual courts and signage.

MOTION PASSED UNANIMOUSLY.

VIII. COLLEGE REPORTS

1. ASSVC

Tyler Murphy reported the following:

- Mount Vernon Campus hosted a dodge ball tournament, over 100 participants;
- District Services and Activities Budget meetings have been held;
- PTK is sponsoring speaker Naomi Ban, holocaust survivor. Her presentation will be held at 2:30 pm on April 27;
- PTK has raised \$700 and spent numerous hours on the "Books for Prisoners" program;
- WIC Campus – Fraggie Rock Dance Crew this Friday;
- Ramping up for spring elections;
- Athletics – Cardinal Baseball Team 15-4 overall and 3-1 in league, currently second in NWAACC. Katrina Hadlock, former SVC athlete, is the new assistant volleyball coach;
- Event information is also available on the SVC website under "Event Calendar."

2. SVCFT

Neta Cahill reported the following:

- SVCFT general meeting held today, all is going well, the current contract ends in June. A negotiation session is coming up on April 19;
- Elections coming up next month for executive committee and officers;
- A number of conferences going on. She attended a higher education conference in San Jose and was able to meet with the Under Secretary for Education, Martha Kanter, and delivered a clear message on issues impacting community colleges;
- National AFT convention will be held this year in Seattle.

3. WPEA

No report.

4. Administrative Services

Mary Alice Grobins distributed and reviewed a handout on the state's 2010 budget shortfall.

Mary Alice distributed the budget report for month ending March 31, 2010. The budget is tracking as planned.

Mary Alice shared an “environmental leader” acknowledgement from Puget Sound Energy, congratulating SVC for its commitment in supporting environmentally-friendly renewable energy through the purchase of Green Power. Purchasing Green Power is part of our work on our LEED score for Angst Hall.

5. Instruction & Student Services

Dr. Mick Donahue reported the following:

- In May the Head Start Continuation Grant will come before the Board for approval, in preparation for that item a draft budget for 2010-2011 Head Start was distributed;
- He distributed a handout on Nursing student progression for winter to spring quarter 2010. Rory Rochelle stated that three things have been implemented to improve retention: 1) Competitive admission; 2) Curriculum revision – leveling assignment, reading, and testing over the quarters so one quarter does not have a heavier load than others; 3) AVID pilot implementation, over half the nursing faculty were trained in AVID strategies last summer and several more will attend training this summer;
- The Practical Nursing program was recently reviewed by the Nursing Commission, the initial report looks very positive, the final report will be sent soon;
- Strong enrollment numbers continue;
- Through the Foundation, this year there will be \$32,000 available for Exceptional Faculty Awards.

6. College & Community

No report.

7. President

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

- April 7, Hall of Fame – thanked all staff involved with the event. The Chair added his thanks for the work on the event and stated that it was one of finest functions he had ever attended;
- April 12, Parks Law Enforcement Academy Graduation – acknowledged Bill Overby and the tremendous job he does with that program;
- April 16, he will serve as a panelist for the Burlington-Edison PAWS (Portfolio of Academic and Work Skills) presentations.

8. TACTC Report

Debra Lisser reported that the State Board will meet with representatives of the Gates Foundation in late May. She reminded the trustees that the TACTC spring conference will be held in Wenatchee, May 20-21.

9. Board of Trustees

The Chair reported that the TACTC Legislative Action Committee will meet on April 27 via ITV. Dr. Tollefson said that Tom Bates and the Information Technology staff have relocated the old Studio B to Ford Hall 205. The new room has enhanced technology and many other improvements—it will provide for a more effective environment for ITV meetings.

Margaret Rojas thanked the Chair and Tom Moser for attending Hall of Fame she regretted that she was unable to attend. John Stephens added his appreciation and stated that he was out of town the day of the event.

Dr. Tollefson thanked the Chair and Tom Moser for assisting with the presentation of the awards to the Hall of Fame inductees.

IX. PUBLIC COMMENT:

No requests were submitted.

X. NEXT REGULAR MEETING:

Tuesday, May 11, 2010, 4:30 p.m., Whidbey Island Campus – Hayes Hall 137.

XI. ADJOURNMENT:

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

Gordon C. Piercy, Chair

Gary Tollefson, President
Executive Secretary to the Board

Attachment A
Board of Trustees
Monitoring Report

Student Achievement Points, 2008-09

Board Ends Policy/Strategic Plan Goal

Board Ends Policy E-4/Strategic Goal #1 – INSTRUCTION & 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-6/Strategic Goal #3 – COMMUNITY PARTNERSHIPS & RESOURCE DEVELOPMENT

- 3.2 – Create and promote educational opportunities for our community, particularly the underserved populations in the district.

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

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

April 13, 2010



Background

The SBCTC has designed an accountability system based on student achievement points. The student achievement database enables colleges to track students and identify the incremental successes achieved during the year in the following categories:

- 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.

The system identifies these as “momentum points” because they add momentum to a student’s longer term success. The opportunity for earning points is greatest for students in basic skills who earn points each time they successfully move up a level. Students also earn points each time they successfully pass a developmental course. Students can only earn a point once for each of the other categories.

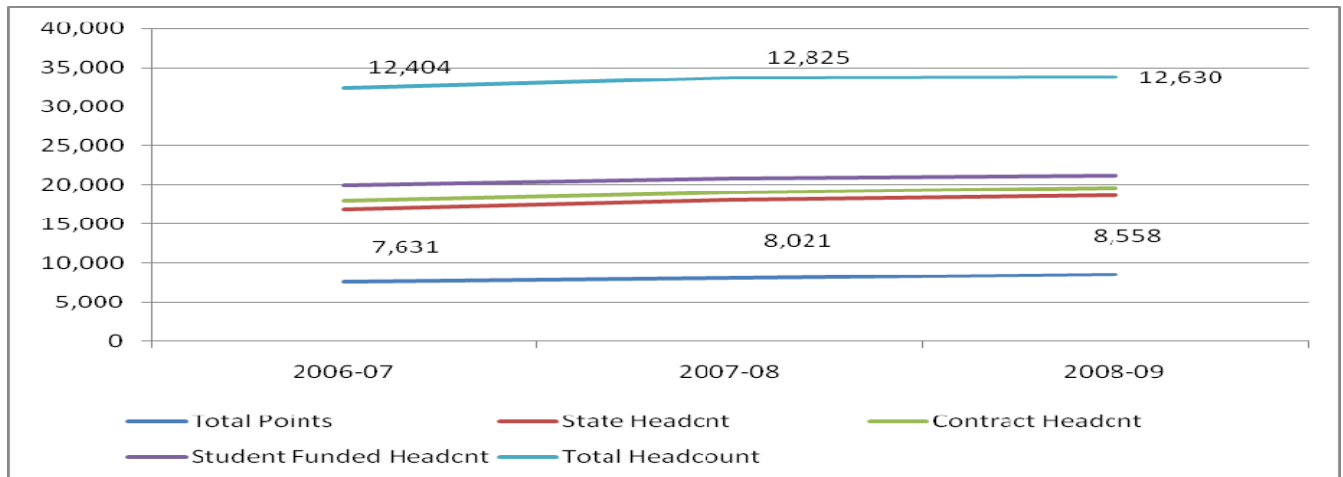
These measures were designed to focus on short-term, intermediate outcomes that provide meaningful momentum towards degree and certificate completion for all students regardless of where they start. The achievement points are also meant to encompass all students regardless of demographic characteristics (race, age, income, employment status), academic program or entering skill levels (basic skills, remedial, workforce education, academic transfer), enrollment (part-time or full-time enrollment), and type of institution attended (urban, rural, large, small, community college, technical college).

Colleges received money from the SBCTC (combined with grant funds from foundations) based on the gains made during the two years between 2006-07 (the baseline year) and 2008-09. In the future, colleges will receive funds based on gains made over the prior year.

SVC Performance: 2006-07 to 2008-09

- The college increased the total student achievement points earned by 927 points from 2006-07 to 2008-09, an increase of 12%. This increase is considerably higher than the modest 1.8% increase in enrollments during this time period.

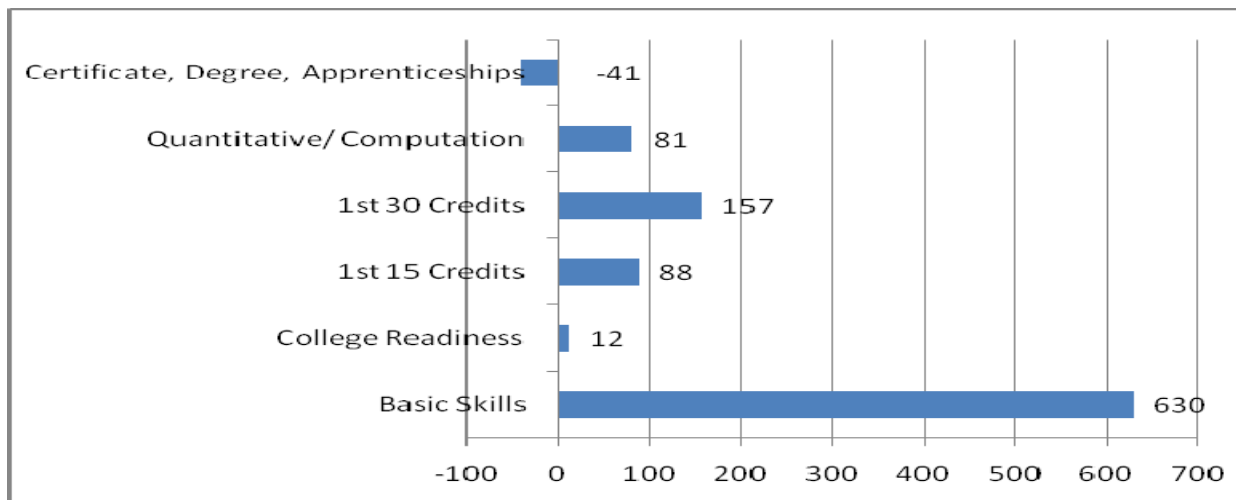
State- & Contract-funded Enrollments Compared with Student Achievement Points



Reference: Appendix Table 1

Points Increase by Category: 2006-07 to 2008-09

Change in Points Earned by Category



Reference: Appendix Table 2.

- *Overall, the point increase from 2006-07 to 2008-09—12%--is significantly greater than the modest increases in enrollments (1.8%)*
- *Increases in point earned from 2006-07 and 2008-09 were made in all categories--except for certificate, degrees, and apprenticeship awards. This was expected since the college significantly reduced apprenticeship offerings in 2008-09 as part of the budget reduction.*
- *The greatest gains were in the Basic Skills area, not a surprising result given the college's emphases during the past few years on increasing access, success and reportability for basic skills students.*

Action Plan. The college is piloting several initiatives to increase progress made by SVC students. For example, based on the early results from a pilot, counselors will be integrated into all our developmental learning communities. This project also led us to pilot this coming fall College Success Skills courses linked intentionally with the courses in which new students are most likely to enroll. We are also integrating college readiness skills (i.e., AVID) into a variety of courses in nursing, math, the sciences, and early childhood education. We will expand this project into new instructional areas next year.

Basic Skills Points Earned

- *Both the number of point earned in basic skills and in the percent of the total points earned at SVC have increased steadily over the past three years.*

Basic Skills Points Earned and Percent of SVC Total

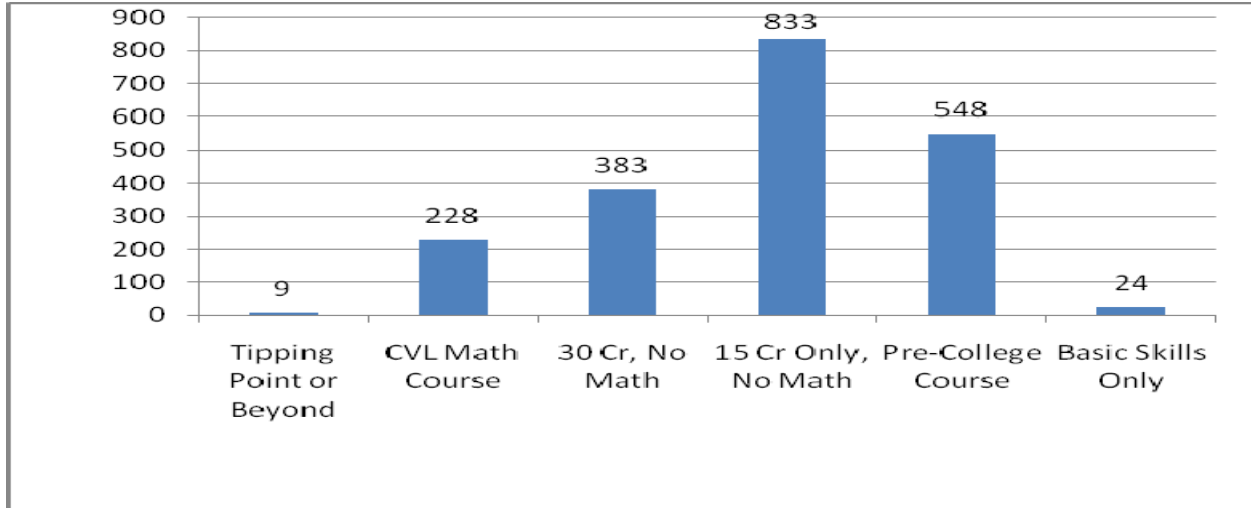
Year	Basic Skills Point Earned	Percent of SVC Points Earned
2008-09	1,749	20.4%
2007-08	1,464	18.3%
2006-07	1,119	14.7%

Action Plan. We are using our 2008-09 student achievement dollars for several initiatives to continue the increase in basic skills achievement: At MV, we are adding a part-time ESL tutor and increasing the evening hours available to ESL students in counseling. At both campuses, additional instructional assistants have been hired to increase student access, success, and reportability.

Students With No Prior College-Level Points

- *The 1734 transfer students enrolled in 2008-09 who started the year with no prior college-level points earned 2025 achievement points, or 1.17 points per eligible student.*

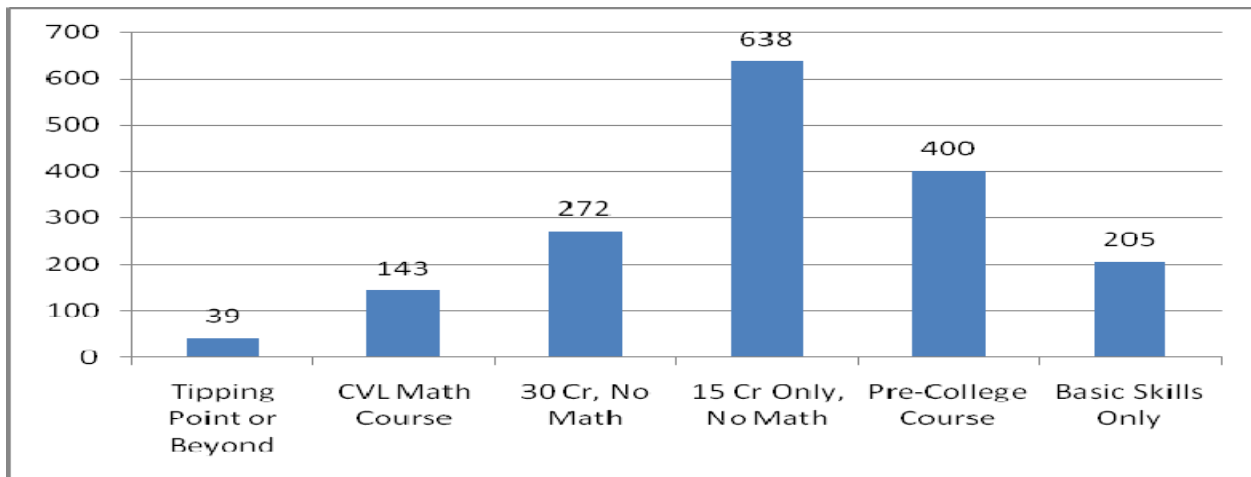
Points Earned by Transfer Students With No Prior College-Level Points



Reference: Appendix Table 3

- *The 2988 workforce students who started the 2008-09 year without prior college-level points earned 1697 achievement points, or .57 points per eligible student.*

Points Earned by Workforce Students With No Prior College-Level Points



Reference: Appendix Table 3

Action Plan. We are using our 2008-09 student achievement dollars for several initiatives to increase transfer and workforce student achievement points. One of the major thrusts continues to be support for students to successfully complete both developmental and college-level mathematics courses. We are adding evening sections of developmental math, increasing the availability of tutoring in the WIC Math Center (approximately 10 hours per week), and implementing a plan for faculty to personally contact and support students who are at risk of failing their math courses.

Other initiatives being funded by our student achievement funds from 2008-09 to increase student achievement include:

- hiring a retention support person to contact and assist students who have been placed on academic alert or probation,
- implementing an online learning orientation course to increase the success of our eLearning students, and
- increasing English language tutoring hours for international students.

Board Plus/Delta

13 April 2010

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

+	Δ

Appendix

Table 1: State- & Contract-Funded Enrollments Compared with Student Achievement Points

	Total Points	State Funded Headcnt	Contract Funded Headcnt	Student Funded Headcnt	Total Headcount
2006-07	7,631	9,201	1073	2130	12,404
2007-08	8,021	10,095	943	1787	12,825
2008-09	8,558	10,120	964	1546	12,630
Increase 2006-07 to 2008-09	927				226

Table 2: Points Earned by Category

	Basic Skills	College Readiness	1st 15 Credits	1st 30 Credits	Quantitative/ Computation	Certificate, Degree, Apprenticeships
2006-07	1,119	2,391	1,611	1,137	778	595
2007-08	1,464	2,294	1,619	1,230	773	641
2008-09	1,749	2,403	1,699	1,294	859	554
Increase 2006-07 to 2008-09	630	12	88	157	81	-41

Table 3: Points Earned by Students Starting the Year with No Prior College-Level Points

	Transfer		Workforce	
	N	%	N	%
Tipping Point or Beyond	9	1%	39	1%
CVL Math Course	228	13%	143	5%
30 Cr, No Math	383	22%	272	9%
15 Cr Only, No Math	833	48%	638	21%
Pre-College Course	548	32%	400	13%
Basic Skills Only	24	1%	205	7%
No Points	635	37%	1926	64%
Total Points Earned	2025		1697	
Total Eligible Students	1734		2988	