

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, February 14, 2017
4:30 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Kathryn Bennett, Chair
Ms. Megan Scott O'Bryan
Mr. Christon Skinner
Mr. John Stephens
Dr. Thomas A. Keegan, President & Executive Secretary to the Board

I. CALL TO ORDER:

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

II. DECLARATION OF A QUORUM

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

III. INTRODUCTION OF GUESTS

No media guests were present.

IV. CONSENT AGENDA

1.) Board Meeting Minutes – December 13, 2016; 2.) Correspondence; 3.) Head Start Report; 4.) Exceptional Faculty Teacher-Scholar Awards

It was moved by John Stephens and seconded by Chris Skinner to approve the Consent Agenda as presented.

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

Samantha Parks, ASSVC President of the Whidbey Island Campus, reported the following:

Whidbey Island Campus Student Life:

- On January 27 Program Board held a sold out Comedy Show featuring comedian Chris James.
- Recent Program Board events have included:
 - Super Bowl Party;
 - Diversity Beaded event;
 - Black History Month dialogue and movie.
- Upcoming Program Board activities include:
 - Valentine's Day event;
 - De-Stress Finals week event is being co-sponsored with Sugar Studios.
- Held a district-wide Student Life Retreat at Camp Casey February 3-4.
- February 16-23 some Program Board members will attend the NACA National Conference in Baltimore, Maryland. The conference topic is on leadership and programming.
- The second annual 5k Fund Run will take place on March 4 at North Whidbey Middle School. All money raised at this event will go toward scholarships for Whidbey Island Campus students.

2. SVCFT

No report.

3. WPEA

No report.

4. President

Introductions

New Employees:

- Celina Rodriguez, Program Assistant – Basic Education for Adults. Began on January 17, 2017.

Enrollment

- Ended at 95% of our State target for Fall Quarter 2016.
- Winter Quarter 2017 Enrollment:
 - Currently at 87% of our State target for winter quarter.
 - The winter quarter target is revised upward to adjust for the fall quarter shortfall.
 - Currently working on ways to maximize enrollment, but keeping focus on longer-term Strategic Enrollment Management efforts.
 - It will be difficult to hit our target this year due to the following:

- The change in counting International FTEs—if not for this change, we would be hitting our target each quarter.
- Internal decision to cut approximately \$700,000 worth of low enrolled and duplicated offerings. This is a long-term strategy to stabilize the budget and to increase our student-faculty ratio, which was the lowest in comparison to other colleges.
- The entire system has lower enrollment due to economic recovery.
- State supported enrollments for 2016-2017 are expected to be down 3% from last year.

College Capital Projects

Excited about four minor capital projects funded through our minor capital budget, local funds, and our fundraising efforts.

- Remodel/expansion of Manufacturing Technology, Mount Vernon Campus.
 - Relocate composites from the Marine Technology Center to the Mount Vernon Campus.
 - This will serve two strategies:
 - Additional space is needed at the Marine Technology Center due to high enrollment.
 - Composites has moved to aerospace and other uses beyond marine.
 - The move will allow us to expand the program and integrate it with the current Manufacturing facilities in Mount Vernon.
- Construction of a modest, two or three bay building for Fire Science facilities.
 - This will improve the quality of facilities for the Fire Science program and allows for the Diesel Technology program to expand into existing Fire Science space.
- Expect to begin work on both of the above projects this summer.
- Remodel of soccer field, to include artificial turf.
 - The remodel is a \$2 million project.
 - Last year ASSVC contributed \$500,000 to the project.
 - We have been raising funds through the Foundation and recently received a commitment of a \$500,000 donation from a local soccer club. ASSVC is also considering allocating another \$200,000 for the project.
 - Expect to start the project in May in order to be ready for the fall soccer season.
 - The remodel will change the nature of the facility:
 - Currently 100% use is for intercollegiate soccer.
 - Use will change to about 20% intercollegiate soccer, 10% intramurals/student activities and 70% community use.

- The increased use will bring young people, and their parents, to campus. It also becomes a community connection and recruiting tool.
- Revenue from the increased use will go toward replacement of the turf, ten-year lifespan, as well as money for scholarships and child care.
- Expansion and improvement of Culinary Arts kitchen facilities:
 - Kitchen Master Plan has been contracted out—funding for the plan is provided by the Foundation.
 - When the plan is completed, we will begin to identify funds, including fundraising efforts by the Foundation.
 - There is currently no timeline for the project.
- The San Juan Center information technology infrastructure was improved during the winter break. New network cable was installed throughout the facility, as well as additional network drops in all rooms, and the addition of several routers to improve Wi-Fi connection throughout the Center.

Grants

- The I-CATCH program, a consortium grant with Edmonds and Everett Community Colleges:
 - Provides funding and support for those who would not otherwise have access to training in the healthcare industry.
 - SVC was the only college to exceed its enrollment targets for the first year. As a result, SVC will serve an additional 24 students.

Budget Update

- Student Achievement Initiative (SAI)
 - We are on target for this year. SAI is now 5% of our allocation, in the past it was .08%. In approximately three years it will be about 10% of our allocation.
 - Acknowledged Sinead Plagge, Darren Greeno, Gabriel Mast, Joan Youngquist, Theresa Nording, and Evan Picton for their work in conducting a comprehensive review of our SAI course information and developing a process to ensure points are maximized to their fullest potential
 - As a result of this work, SVC realized a nearly 2,000 student achievement point gain.

Core Theme Report - Achievement

- The information for the Core Theme Report on Achievement is not currently available from the State Board at this time. Plan to present the report at the March Board meeting. Dr. Keegan and college staff will review when information is available and may change the timing of reports for next year.
- Good news on the first data point on our First Quarter Experience (FQE):
 - This fall, all degree-seeking students who assessed below college level English and all Prof Tech students were required to take the FQE course.
 - FQE is a two credit course on life/career planning, educational planning, financial planning, and helps to create a meaningful engagement experience.
 - Of those students, 83% re-enrolled for Winter Quarter. An increase of nearly 10% over historical average of first-time degree seeking students.
- Additional good news regarding student retention as it relates to our Opportunity Grant program:
 - Supports 140-150 students per year who are at, or below 200% of the federal poverty level and who are enrolled in eligible vocational certificate or degree programs.
 - The Opportunity Grant retention rate for the 2015-16 school year was an outstanding, 91%.
 - These are students with significant barriers to their success, so it is especially meaningful.
 - We have learned lessons about what works and that knowledge has been incorporated into our student achievement strategy.

Legislative Report

- Very quiet in Olympia in discussing proposals.
- The McCleary decision is a multi-billion dollar bill that will have tremendous impact.
- HB 1926 – Excise tax on capital gains, would fund an education legacy account to help fund higher education through financial aid.
- Leah Eberle, Student Life Office, traveled to Olympia with two student government representatives to participate in the annual Legislative Advocacy Day on January 26. They met with Representative Norma Smith and the legislative assistant for Representative Kristine Lytton.

College Advancement

Dr. Keegan introduced Anne Clark, Executive Director of College Advancement and SVC Foundation and asked her to provide an area update. Anne reported the following:

- Removing Barriers Campaign Update:

- Raised over \$2.2 million in gifts and pledges from 67 donors.
- Goal is to raise \$3 million.
- Expect to achieve the goal by December of this year, the original target date.
- Two upcoming strategies as part of the plan:
 - An Employee Campaign will be launched to invite support before going public. The Employee Campaign will run the month of March.
 - Public Launch: A public launch event is planned for Friday, May 19, 5:00 p.m., location is not yet revealed. This will be an “ask event” and a thank you to the many people who have already made a pledge.
- Foundation
 - The Board of Governors will meet February 15 and will be voting on Endowment Scholarship allocations for 2017-2018.
 - Last year the Foundation awarded \$417,624.
 - Depending on the payout decisions, the Foundation will allocate \$20,000 to \$125,000 more than last year. The allocations fund scholarships, the Exceptional Faculty Award Program, and Teacher Scholar awards.
- Upcoming Advancement Events:
 - February 25 – Skagit Ag Summit: Cardinal Craft Brew and Culinary Arts will be proudly featured at this event.
 - March 1 – San Juan Center President’s Reception: Will be held at Brickworks in Friday Harbor, 4:30-6:00 p.m. Food will be provided by Culinary Arts and Sustainable Ag and Cardinal Craft Brew will be served.
 - May 5 – 29th Annual James M. Ford Golf Tournament at Avalon Golf Links.
 - Acknowledged the efforts of Kelly Reep, Community Relations and Special Events Manager, for her work on the above events.
- Marketing and Communications
 - December and January continued the excellent media coverage that SVC has received. The College has been on the front page of the Skagit Valley Herald six times in December and January. Additionally, we have received regional, state, and national media coverage. This includes:
 - Front page story featuring the Champions of Diversity Awards ceremony.
 - Front page story featuring the inspirational story of Desiree Miller, a Gold Medalist from the 2016 Paralympic Games. Desiree is the sister of Deidra Miller, who is a member of our Women’s Basketball team.
 - Front page story featuring SVC’s Women’s Basketball team and their community outreach visit to Edison Elementary—inspiring the next generation of students.

- Front page story featuring the Culinary Arts teams from SVC and the Northwest Career & Technical Academy preparing hors d'oeuvres for Governor Jay Inslee's Inaugural Ball.
- Front page story featuring KSVR Radio and its strong connections to the community and the individuals who contribute to its success.
- Front page story showcasing Governor Inslee's visit to the Mount Vernon Campus, which included his tour of several programs and his conversations with students and faculty.
- Regional media coverage includes:
 - On January 18, Dr. Keegan appeared on the KING5 television show, "Beyond the Studio," recorded at the Calico Cupboard in Mount Vernon.
 - On January 20, KING5 morning news aired a story about the blood drive that took place at SVC for Mount Vernon Police Officer McClaughry.
- National media coverage:
 - In December, the Water Environment Federation, based in Alexandria, Virginia contacted us with interest in doing a story about SVC's Environmental Conservation Water and Wastewater Track. The story is perfect for prospective students nationwide as it includes program background information, photos, and links to the Environmental Conservation web page.
- Acknowledgement to Arden Ainley, Chief Public Information Officer, and our faculty and staff who do the great work that attracts the attention of the media.

Administrative, Instructional & Student Services

- Financial Aid
 - The financial aid process for 2017-2018 is underway. Over 2,500 letters are being sent to current and prospective students this week. Approximately one month earlier than last year, thanks to ongoing processing efficiencies within the department.
 - Beginning with the 2017-2018 processing cycle, students will now be able to submit documents online. This will provide students with a convenient and expedient method for processing their financial aid without having to go into the Financial Aid office. This major accomplishment was made possible with support from the Information Technology (IT) department.
 - Dr. Keegan acknowledged the work of IT staff, and Crystal Allison, Associate Dean of Financial Aid, and Financial Aid staff.
- Instruction
 - College in the High School: College in the High School is a program where we hire high school faculty members, they must meet our

qualifications, to teach specific classes in the high school. Classes are taught to high school students only. This fall we had 160 students register in Sedro-Woolley, Burlington-Edison and Mount Vernon school districts. This is an expansion of the program and is part of our strategies for our Strategic Enrollment Management Plan and to generate revenue. Registration for spring quarter begins this week, we have added six additional sections of English and social science. We expect the program to grow rapidly.

President's Office

- System Leadership Information
 - The state system has been experiencing numerous changes. The system has 34 college presidents and three chancellors. During the past five years 29 new presidents or chancellors have come into the system.
- Dr. Keegan has been elected to serve as Chair of Economic Development Alliance for Skagit County (EDASC) for 2017. His term began in January and it has already provided many opportunities to lead and strategically position the College and serve the community.
- Institute for Civility
 - In thinking about the role of the College beyond educating students the idea for creating an Institute for Civility was developed.
 - Faculty and staff would review best practices and educate ourselves and others from a multicultural perspective.
 - SVC could provide training for others in the community.
- Representative Rick Larsen Visit
 - The College hosted a visit from Congressman Rick Larsen on January 17. He met with veteran students to discuss issues and answer questions regarding healthcare and education
 - Representative Larsen's visit provided an opportunity for Dr. Keegan to discuss with him the College's priority for immigration reform.
- Governor Inslee's Visit
 - Governor Inslee visited earlier this month. Students and faculty provided very informative demonstrations. The Governor was very complimentary of what we are doing.
 - Since the Governor's visit, we have received a few emails from local representatives seeking information and building connections.
 - Dr. Keegan was also invited to submit a video on "What I love about Washington," to be shown on the Governor's website.

5. Board of Trustees/ACT Report

The Board Chair, Kathryn Bennett, reported that the Trustees attended the ACT conference in January. Megan Scott O'Bryan said the Transforming Lives Award dinner was outstanding as always. Kathryn said Jason Quigley was SVC's Transforming Lives Award nominee and the Trustees were very proud to have him attend the dinner.

Chris Skinner reported that Senator Bailey sat with the group at the dinner and spent some time and took a photo with Jason. We are continuing to cultivate Senator Bailey as a good friend of SVC. Chris said that others should feel free to acknowledge her work on behalf of higher education.

VI. STUDY ITEMS

1. Life Transitions Tuition and Fees Waiver

The Life Transitions Program offers classes and workshops which include intensive Career Exploration and Job Search techniques to assist those individuals who need to make major changes in their lives and seek new opportunities for education, training or employment.

Students may take up to six credits of Life Transitions coursework in preparation for entering college or finding employment opportunities. Financially needy students are often unable to afford the tuition and fees associated with taking these courses for college credit, which presents a significant barrier to these students.

By providing a tuition waiver and waiver of associated fees, students enrolled in the Life Transitions program will have an economically viable way to earn college credit while preparing to enter college. The award of college credit makes it more likely for students to transition to a college certificate or degree program.

This waiver would only apply to eligible students with financial need.

2. Ungraded/Course-Based Waivers

SVC often offers ungraded courses that are of interest to the community or help enrich the lives of students served by the College.

SBCTC has authorized community colleges to set their own tuition rates for a set of specific ungraded courses some of which we currently offer or are planning to offer in the future.

By providing a tuition waiver and waiver of associated fees, students enrolled in the categories of courses approved by SBCTC will have an economically viable way to earn college credit while preparing to enter college. The award of college credit makes it more likely for students to transition to a college certificate or degree program.

This waiver would only apply to eligible students with financial need.

We don't see this as foregone revenue because those students would not likely attend without the waiver.

VII. PUBLIC COMMENT

No requests were submitted.

VIII. NEXT REGULAR MEETING

March 14, 2017, 4:30 p.m., Oak Hall, Room 306 – Whidbey Island Campus.

IX. EXECUTIVE SESSION

The Chair announced that the Board would adjourn to Executive Session to review the performance of public employees.

Recessed at 5:28 p.m.

Reconvened into Executive Session at 5:37 p.m.

Called the open meeting to order at 5:50 p.m.

X. ADJOURNMENT

There being no further business, and no action taken following the Executive Session, the meeting was adjourned at 5:51 p.m.

Kathryn Bennett, Chair

Dr. Thomas A. Keegan, President
Executive Secretary to the Board