

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, October 11, 2016
4:30 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

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

I. CALL TO ORDER:

The meeting was called to order at 4:32 p.m.

II. DECLARATION OF A QUORUM

The Chair recognized that a quorum of Board members were present. Trustee John Stephens was absent due to a work obligation.

III. INTRODUCTION OF GUESTS

No media guests were present.

IV. CONSENT AGENDA

1.) Board Meeting Minutes – June 14, 2016; 2.) Board Special Meeting Minutes – September 13, 2016; 3.) Correspondence; 4) Head Start Report

It was moved by Megan Scott O'Bryan and seconded by Lindsay Fiker 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:

- Student leaders attended the Council of Unions and Student Programs Leadership Conference in early September.
- The Great Pumpkin Event was a huge success for Program Board, with over 75 in attendance.
- Student Government elections are being held the week of October 10-14. Whidbey Island Campus has one position open; Mount Vernon Campus has three open positions.
- Whidbey Island Campus will host a Murder Mystery Event on October 14. The event is sold out and they are working with The Loakal, a new business in the community.
- Halloween celebrations are planned at both campuses.
- Student projects that are underway, or in the planning stages:
 - Voter registration—voter information board;
 - Whidbey Island Campus mural project;
 - Updating furniture in lounge space at the Whidbey Island Campus;
 - Club involvement fair.

2. SVCFT

Hilda Halliday, SVCFT President, reported the following:

- The College is currently undergoing tremendous change, including a new state funding model which impacts what and how courses are offered.
- In addition, Pathways and the First Quarter Experience are being implemented.
- Many changes are occurring, and change can be uncomfortable for some.
- There is a storm of potential growth and activity, wonderful opportunities but it can also be chaotic.
- People want things to succeed; working on getting more collaboration going so that everyone feels that they have been heard and have contributed to the nature of the change.
- An all faculty meeting will be held on October 14, additional meetings are scheduled.

3. WPEA

No report.

4. President

Dr. Keegan stated that Hilda is doing an excellent job in her leadership role with the union. He meets with her and another union leadership member on a regular basis to ensure good communication and to keep faculty informed.

Introductions

Beijing Foreign Studies University Exchange Instructor for 2016-2017:

- Dr. Keegan introduce Feifei Zhao to the Board of Trustees. Chair Kathryn Bennett presented Feifei with a welcome gift from the Trustees.

New Employees:

- Gerzon Marin, Program Coordinator – Financial Aid
- Elizabeth Serrano, Program Coordinator – Financial Aid
- Veronica Benalcazar, Associate Director – ECEAP
- Becky Wood, Workforce Navigator – Student Services
- Kelly Reep, Community Relations and Special Events Manager – SVC Foundation

Enrollment

- Achieved 100% of our annual allocation target for 2015-2016.
 - The state system was down by 1% from the year prior.
 - SVC finished up by 2% over the prior year.
- We finished Summer Quarter 2016 at 102% of target.
- We are at 86% of our target for Fall Quarter 2016.
 - We will continue to add enrollments.
 - Expect to reach 95% of our fall target.
- The state system is lower in enrollment overall. Factors include:
 - The current State Board limit on international enrollments—hopeful that WACTC and the SBCTC will increase the international enrollment limit.
 - As the economy improves, enrollments go down.
 - New enrollment processes are in place but we do not yet know the impact. We have many mandatory requirements for student success and that may impact enrollment but we do not know at this point.
- Overall enrollment at Whidbey Island Campus is up 13% over this time last year.
 - Last year the Board approved a waiver for Active Duty Military students.
 - First full quarter of marketing to those individuals—89 students for Fall Quarter, an increase of 17 over last Fall.
 - Total classes taken this quarter: 143, an increase of 37 classes over last fall.
 - Not only are there more students, but they are taking more classes.

College Capital Projects

- Each biennium, colleges receive minor capital project dollars, allocated by a funding formula.
- SVC committed to use the allocation every-other-biennium for information technology infrastructure upgrades, although there are limits on how the money may be spent.

- SVC's bi-annual capital improvement project for information technology infrastructure of \$667,000 is nearing completion.
 - New fiber optics have been installed at both campuses.
 - Increased bandwidth at both campuses.
 - Replaced firewalls and core switches throughout the district.
 - Currently working on replacing a number of wireless network access points.
 - In December, the computer network at the San Juan Center will be rewired.

Budget Update

- The 2015-2016 year-end budget report was distributed to the Board in their meeting packet.
 - We collected more revenue than expected, the primary reason is that Running Start enrollment was much higher than we anticipated.
 - Planned on a one time use of reserves in the amount of \$827,000. We didn't want to cut areas related to student success. We did not use approximately \$500,000.
 - Total expenditures stayed within our budget.
 - Reserves increased by \$838, 647, however, our portion of the Moore lawsuit reduced that contribution and the final increase to reserves was \$405,570. The sale of the Goldie Road property was included in the amount added to reserves.
 - Compliments to the budget managers and Vice Presidents for their work on achieving a sustainable, consistent budget.

Grant Updates

- Beginning Farmers and Ranchers Grant:
 - The US Department of Agriculture awarded SVC, Viva Farms, and other partners a Beginning Farmers and Ranchers grant to increase training in the agricultural sector.
 - SVC will receive \$32,000 per year for three years. The funds will support our Sustainable Agriculture program.

College Advancement

Foundation:

- Recently completed a full financial audit with no findings.
- Raised over \$1.3 million in fiscal 2015-2016, which allowed us to:
 - Award over \$400,000 in scholarships to over 300 students.
 - Provided over \$270,000 in program support for the College.
 - Awarded \$37,000 in Exceptional Faculty Awards.

- Removing Barriers Campaign:
 - Raised \$1,542,961 in gifts and pledges from 59 donors. On track for completion of the campaign by December 2017.
 - Campaign Cabinet members and Foundation staff are actively working on 279 prospects.
 - Hosted leadership from PACCAR on the Mount Vernon Campus:
 - Diesel engine donation is in process.
 - Hosted a President's Reception at Whidbey Island Campus in early September. Foundation staff are holding follow-up meetings with event participants.
 - Upcoming campaign reception on Lopez Island, first time event.
- Campus View Village:
 - Completely full for fall with a waitlist for winter quarter.
 - A committee from the Foundation Board of Governors will be meeting later this week to discuss long-term housing solutions to support growing international and athletics programs.

Instruction and Student Services

Student Achievement Strategy (Guided Pathways):

- A number of efforts are taking place, listed below are a few highlights:
 - First Quarter Experience (FQE);
 - A two credit course linked with another content course.
 - Effective this quarter, mandatory for all degree-seeking professional/technical students and for all transfer students that place at below college-level English.
 - Next year it will be mandatory for all degree seeking students.
 - Off to a great start with 21 sections district-wide, enrolling 447 new students.
 - Course goals:
 - Life Plan;
 - Educational Plan;
 - Financial Plan;
 - College navigation skills;
 - Meaningful engagement experiences.

Student Advising:

- Dr. Dave Paul, Vice President of Student Services, is leading an effort to implement appreciative advising.
 - The method is designed to help students identify and use their strengths to be successful in college.
 - Fifteen staff and faculty are participating in an Appreciative Advising course, which is paid through the Title III grant.

- Additionally, a new online advisor training program will be completed by the end of Fall Quarter, and we will continue to provide face-to-face workshops throughout the academic year.

Navigator Hires:

- Recently reassigned and/or hired six existing staff to Navigator positions. These positions work as part of a student coaching team to provide intentional interventions, advising, and to assist students to identify and develop their career and educational goals.

Customer Relations Management Software:

- Enrollment Services and Information Technology Departments continue to implement the Target X Customer Relations Manager (CRM) software made possible through Title III funding.
 - The software is transforming the intake process and it is helping us to better understand student interests and strengths and allows us to connect students with their best education path.
 - It also allows us to share information with faculty and staff about students' progress, so we can better connect students to resources they need to be successful.
 - It provides a way to send timely communications to students about college resources and events.

Financial Aid:

- Financial Aid has committed over \$9 million in Pell, State Need, and SVC grants for the 2016-2017 academic year. They have processed 2,260 student awards, compared to 1,653 last year—a 37% increase in awards.
- The Foundation's Removing Barriers Campaign, as well as the Associated Students, are providing over \$100,000 to students for emergency funds and childcare vouchers. The Student Success Center, Financial Aid, Whidbey Island Campus Student Services, and the Foundation collaborated to develop a new process to administer these funds and provide navigational support to students in need.

Accreditation Efforts

- Environmental Conservation Lab Accreditation
 - The Environmental Conservation laboratory was granted interim accreditation by the Washington State Department of Ecology (DOE). Only three other colleges, all universities, have DOE accredited labs.
- Parks Law Enforcement Academy Accreditation
 - Our Parks Law Enforcement Academy received a five-year reaccreditation award from the Federal Law Enforcement Training Accreditation Board. It was first accredited in 2011 along with the six other training programs in the nation.

- Baccalaureate Capacity and Environmental Conservation BAS
 - Granted candidacy status at the baccalaureate level in May 2014 from the NWCCU. Earlier this fall we submitted a written report regarding the implementation and program status. The final step in our candidacy status is to host a site visit, which will take place this Friday, October 14.
 - The NWCCU evaluator will meet with administrators, faculty, students, and advisory committee members.
 - Pending a successful visit, SVC will be granted full accreditation at the baccalaureate level for the BAS Environmental Conservation program.
- NWCCU Comprehensive Evaluation
 - The accreditation process is a seven-year cycle. SVC will submit a comprehensive self-evaluation report to NWCCU in Winter Quarter 2018. The Year Seven Self-Evaluation Report addresses the NWCCU's five standards of accreditation:
 - Mission and Core Themes;
 - Resources and Capacity;
 - Planning and Implementation;
 - Effectiveness and Improvement
 - Mission Fulfillment, Adaptation, and Sustainability.
 - We look at the report as a self-reflective effort. Cabinet Plus will serve as the Accreditation Steering committee. Marilyn Franklin, Director of Institutional Planning, Effectiveness and Grants, is leading the effort.
 - Following submission of the report, we will host a team of evaluators from NWCCU for a site visit in winter or spring of 2018.

New Options for High School Students

- We have launched new programming aimed at high school completion. Dr. Joan Youngquist, Dean of Basic Education, is leading these efforts:
 - INVEST program for students with intellectual disabilities.
 - A youth re-engagement program called Open Doors that is a partnership with Mount Vernon and Sedro-Woolley school districts.
 - On-line HS21+ classes for students who live far from campus, or who have work/family obligations that prevent them from attending a class on campus.
 - All three programs are off to a strong start, in particular the Open Doors Program:
 - Originally planned on 10 students, currently have 40 students enrolled who are integrated into our ABE and HS21+ classes.
 - Each student receives intensive advising with the support of a dedicated Navigator who contacts each student weekly.
 - We will support these students in transitioning to a certificate or degree program, either as part of their high school completion or after they achieve their high school diploma.

- We are currently reaching out to the other school districts in our service area so we can complete the application process to OSPI and have them join the program Fall Quarter 2017.

Whidbey and Centers

- The South Whidbey Center is installed in our new office and classroom space at South Whidbey Primary School.
- Road Scholar at the San Juan Center is having another banner year.
 - Three programs start within the next week, with one more program the following week that will wrap up the season.
 - Current annual enrollment for this year is at 1,000, the same as last year's enrollment, which was a very good year.

5. Board of Trustees/ACT Report

The Chair, Kathryn Bennett, reported that the Board met for their annual planning session in September. She stated that part of the session includes self-assessment, which the Board continues to do on an annual basis.

VI. PUBLIC COMMENT

No requests were submitted.

VII. NEXT REGULAR MEETING

November 8, 2016, 4:30 p.m., Oak Hall 306 – Whidbey Island Campus.

VIII. EXECUTIVE SESSION

The Chair, Kathryn Bennett, announced that the Board would convene into Executive Session to discuss the performance of a public employee and to discuss a real estate issue. She anticipated that the Executive Session would run for approximately 20 minutes, and that the Board did not plan on taking action when they returned to open session.

RECESS AT 5:19 P.M.

CONVENED INTO EXECUTIVE SESSION AT 5:25 P.M.

RECONVENED INTO OPEN SESSION AT 5:46 P.M.

IX. ADJOURNMENT

There being no further business, and no action taken following the Executive Session, the meeting was adjourned at 5:47 p.m.

Kathryn Bennett, Chair

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