

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, November 13, 2018
3:30 p.m. – Oak Hall, Room 306
1900 SE Pioneer Way
Oak Harbor, WA 98277

BOARD MEMBERS IN ATTENDANCE:

Ms. Lindsay Fiker, Chair

Ms. Kathryn Bennett

Ms. Flora Perez-Lucatero

Ms. Megan Scott O'Bryan

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

I. CALL TO ORDER:

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

II. DECLARATION OF A QUORUM

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

III. STUDY SESSION

The Board toured the Whidbey Island Campus.

The study session adjourned at 4:22 p.m. No action was taken during the study session.

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BOARD MEMBERS IN ATTENDANCE:

Ms. Lindsay Fiker, Chair
Ms. Kathryn Bennett
Ms. Flora Perez-Lucatero
Ms. Megan Scott O'Bryan
Mr. Christon Skinner
Dr. Thomas 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, Lindsay Fiker, recognized that a quorum of Board members were present. She welcomed Melissa Nelson, Assistant Attorney General, who was filling in for Kerena Higgins.

III. INTRODUCTION OF GUESTS

No media guests were present.

IV. CONSENT AGENDA

1. Board Meeting Minutes – October 9, 2018; 2. Skagit/Islands Head Start Report

It was moved by Christon Skinner and seconded by Kathryn Bennett to approve the Consent Agenda as presented.

MOTION PASSED UNANIMOUSLY.

VI. COLLEGE REPORTS

1. ASSVC

Elizabeth Brewer, ASSVC President for Whidbey Island Campus, reported the following:

- Recently moved into new office space and held an Open House. Now more accessible to students.
- The mural by artist Gabrielle Abbott was dedicated on October 25. Elizabeth thanked Dr. Keegan for attending. Work is underway to create a permanent directory that will provide information on the mural.
- Successful Halloween event.
- Working on creating Facebook and Instagram pages.

2. SVCFT

No report.

3. WPEA

No report.

4. President

Introduction of New Employees

- Liesl Johnson: Program Coordinator - Disability Access Services, TRIO, Tutoring Center
- Darys Kriegel: Veterans' Program Specialist

Enrollment

- We are at 90% of state target for Fall Quarter and expect to finish the quarter at 96% of our target.
 - The system is down 5%, so we are on pace with most other colleges.
- With the changes in the funding formula, we have a group looking to review our enrollment strategy. An update will be provided to the Board at the December meeting.

Budget

Each quarter after the add/drop and refund period is over we revise the revenue and expenditure projections. We are anticipating a \$900,000 shortfall, caused by:

- Lower enrollment in International.
 - Tuition mix, non-full-tuition paying students;
 - Apprenticeship;
 - Basic Education;
 - Other waivers creating an issue with reduction in revenue.
- Projected over-expenditures in Instruction.

- Primarily in order to meet enrollment targets;
- Unfunded COLA increases—more costs but fewer course sections.
- \$350,000 estimated costs for sign-language interpreters.
 - Required for students who request the accommodation;
 - Cannot predict until students are enrolled.
- Shared with the College community last month during the Monthly Meetings about budget concerns, will provide more detail at tomorrow's meetings. Made commitment that mid-year layoffs will not occur.
- District-wide approach, holding positions openings unless mission critical.
- Have asked vice presidents to begin making budget adjustments.
 - Primarily reduction in goods and services, and travel.
- Will adjust next year's budget to account for reduced tuition revenue.

College Capital Projects

- Replacement project of the roof on Old Main continues, expecting to review bids in a week or so. Project start date will be in February.
- The Dental Therapy Lab is entering the design phase. We have received funding for design and construction.
- Installation of new outside emergency speakers is underway and should be ready before our next drills in December.
- The new Diversity Center on the Mount Vernon Campus is nearing completion.
 - Students are actively participating in the design of the space along with identifying key activities that will occur throughout the year.
 - The Center will serve as additional space for all students to participate in diversity programming and add to the sense of belonging.

Core Theme Report

Dr. Dave Paul, Vice President of Institutional Planning & Effectiveness, presented the Core Theme Report on Access.

Legislative Update

- Dave Paul is continuing to lead in the election for the 10th District House of Representative position by a few hundred votes.
- Mari Leavitt won the 28th District House of Representatives position. Mari was recruited as a student by Dr. Keegan and she went on to work as an administrator in Student Services for Pierce College.
- A number of faculty and classified staff unions are going forward with a legislative request for \$500 million. Much of what is included in the request is also included

in the system's legislative request, which is about \$250 million. We want to ensure that we do not undermine our own request, but at the same time do not want to hurt what the unions are hoping to accomplish. Appreciate the fact that the unions are supporting student achievement with the bulk of their requests.

- Beginning to study the impact of the Governor's negotiations with the unions.
 - It appears that the costs will be extremely large and if it is not fully funded, we will take an even larger budget cut than before.
 - In addition, an Information Technology personnel classification salary survey is also underway. They stand to have an average salary increase of 10%. We are supportive of the increases but will need to work with the legislature on full funding.
- Our message to legislators is to fully-fund all salary increases, a message they are beginning to hear.

College Advancement

- Early Learning and Family Development Project
 - Received the Department of Commerce Early Learning Facilities Grant of \$800,000.
 - The grant will help with construction of a new Childcare Center, a \$2.5 million project, on the Mount Vernon Campus.
- Mary Ellen Lykins is working on two grants related to Head Start.
 - Both will include facilities requests in addition to programmatic base funding and expansion.
 - November 19 is the deadline for the Head Start grant (from the national office in Washington DC).
 - First time that Head Start funding has been opened up to a competitive process since SVC has had the contract, over 30 years.
 - December 1 deadline for the Head Start grant (from the regional office).
 - Non-competitive grant that will allow us to expand the number of children and families we serve.
 - In both grant applications, we are requesting facilities dollars to:
 - Fund construction of the Early Learning Center that the Department of Commerce grant is funding. This will be up to a \$1.25 million request.
 - Fund the purchase and renovation of the old Skagit Bank building on Burlington Boulevard, adjacent to the outlet mall for the Head Start main office.

- Campus View Village
 - Currently at 98% occupancy.
 - Full waitlist for winter 2019.
 - The search for a new Director of Residence Life is under way.
 - Interviews have been completed and the top three candidates have been forwarded to Human Resources.
- Events
 - The 16th Annual Sports Auction was held on October 20.
 - Net funds are still being calculated and will be used by coaches to support their teams (outside of scholarship support).
 - Evenings with Champions VIP Event and the Champions of Diversity Ceremony will be held on November 28 at McIntyre Hall.
 - December 11 is the date of SVC Foundation's Holiday Reception and their 40th "Birthday" Celebration.
- Marketing & Communication
 - The Marketing Team and Enrollment Services have just completed a new View book—each Trustee received a copy.
 - The fall edition of *Currents* magazine is out. The issue includes a special tribute article to late SVC instructor, Dr. Ernest Tutt. Also included are updated stories on our Core Themes: Access, Achievement, as well as the SVC Foundation's 2018 Annual Report.
- Media Coverage: A handout of recent media items was given to each of the Trustees.

Whidbey Island Campus

- Library staff have been working on integrating more technology into the circulation collection.
 - Four new Chromebooks have been added and a request for an additional 30 Chromebooks and a charging cart has been submitted to the Student Tech Fee Committee.
 - The dream is for a mobile/pop-up computer lab and more student laptops to beef up the supply per student demand.
- On October 16, Dr. Laura Cailloux, Vice President of Whidbey Island Campus and Centers, presented an update of Whidbey Island Campus activities and its impact on the community, to approximately 30 community members at an Edward Jones luncheon event at NAS Whidbey.
- Assisted the Langley Community Center in developing their Emergency Response Plan so that it is coordinated with our existing plan to cover the South Whidbey Island Campus.

- Kelly Jolly is teaching an Adults in Transition class at the Island County Jail in Coupeville. Students will gain two credits from SVC by completing the course.
- Dr. Cailloux is serving as Board President of the Island County Economic Development Council. She has been actively involved in creating a new vision and sustainable future of this organization in partnership with the new executive and board.
- Debra Wysomierski, Financial Aid Program Coordinator, has been involved with Financial Aid efforts at the state level, along with Mount Vernon Financial Aid staff members.

Instruction/Student Services/Administrative Services

- SVC has submitted a Statement of Need for a new BAS in Healthcare Management and Leadership. This program would increase access to educational pathways for students interested in health-related fields.
- SVC now ranks 4th in the state in terms of learning gains by College and Career Bridge/English Language Acquisition students. Last year SVC was ranked 8th out of 41 providers.
- IBEST continues to grow—compared to last fall, enrollment is up by 62 FTEs.
- Dr. Keegan and Dr. Mari Acob-Nash, Associate Vice President of International Programs, joined Christa Schulz, Director of International Programs on a trip to Japan. Japan has been producing the most consistent enrollment numbers and the VISA situation is much more favorable than with other countries. The visit included meetings with:
 - The U.S. Commercial Services Offices at the U.S. Embassy in Tokyo and the U.S. Consulate General in Osaka.
 - Three university partners:
 - Hagoromo University, located outside of Osaka. Signed our first agreement for exchange students and faculty.
 - The University of Shiga Prefecture, to reinforce the relationship between the two institutions.
 - Tenri University, to discuss continuation of a three week short-term customized program. Other areas of cooperation were also discussed.
- Neta Cahill, Instructor of Academic English as a Second Language, traveled to Jalisco, Mexico as part of a faculty exchange that emerged from our partnership with the EI Instituto Tecnologico de Puerto Vallarta.
 - Neta taught English to secondary school age students, shared curriculum with local instructors, and provided a workshop with local teachers.
- SVC was awarded the NWAC President's Cup award for excellence in academics by student athletes.
 - First time SVC has received the award.

- Points are given for student-athletes who complete 36 credits, 72 credits, complete a certificate, and or earn an AA degree, and for student GPAs.
- Enrollment Services staff have improved the State Admission application turnaround time:
 - Decreased from 7-10 business day to 2-3 business days.
 - Most often applications have a 24-hour turnaround time.
- The Recruitment team attended a variety of high school and community events in September and in October the team attended or hosted 23 events and spoke with more than 800 students and collected inquiries from more than 100 prospective students.

Student Achievement Strategy/Title III Data Update

- Over 60% of students who were enrolled in the Fall 2017 FQE continued to Fall compared to the past year of 54%
- Overall fall to fall retention for students entering SVC in the fall of 2017 has seen a 4% increase over the last ten year's average.

People in the News

- Dr. Roxi Smith, Chemistry Instructor, was Principal for A Day at LaVenture Middle School in October.
- Jennifer Boland, Basic Education for Adults Instructor, is serving on the Critical Issues Workgroup on removing barriers for our Basic Education students in transitioning to college.
- Gretchen Robertson, Basic Education for Adults Instructor, and Kip Zwolenski, Early Childhood Education Instructor, were asked by the State Board for Community and Technical colleges to lead an inclusive pedagogy training for Washington state basic education providers.
- Dr. Mindy Coslor, Library Director, will be co-presenting the new BAS Library Rubric at the Washington State BAS Conference later this week.

Community Partnerships

- KSVR is partnering with Skagit County Domestic Violence & Sexual Assault Services (DVSA) to produce and deliver programming to highlight their programs. The delivery will be by members of DVSA.
- KSVR is also partnering with Mount Vernon and Burlington-Edison school districts to produce and deliver programming in Spanish to inform the Latinx community about happenings and the resources available.
- Our Youth Reengagement program, Open Doors, is in its third year of operation and continues to grow. This quarter we have 71 students participating in the program from six school districts.

- The Job Corps partnership also continues to grow.
 - This fall we enrolled 124 Job Corps students. These students are enrolling into Computer Information Systems and Pre-Nursing pathways.
- Dr. Diane Johnson, Music Instructor, and Dr. Damond Morris, Drama Instructor, have just finished the opening weekend of “A Chorus Line.”
 - In addition to Diane and Damond, 70 people are involved in the production including 20 SVC students who are acting, stage crew, and production.
 - The main starburst was designed and painted by one of Mary Iverson’s art students, and the set design was made by a manufacturing tech student with a lot of help from Manufacturing faculty.
 - There are three SVC students and four faculty members in the pit orchestra. There are also five local high school students participating, two SVC alum students, and many community members.
- Navigators, Alana Quigley and Aaron Kirk are working with SBCTC staff, tribal leaders, and tribal education directors to form a coalition to support tribal members who have been incarcerated to enter educational pathways.
 - This group will come together quarterly with local tribal leaders to discuss issues pertaining to tribal students/re-entry, and the unique needs that they face, and the supports that are necessary to promote their success.

President’s Office

- Information Technology staff have been working hard to thwart a number of cyberattacks.
 - The College and the community and technical colleges have been hit with a barrage of attacks effecting emails with the .edu domain.
 - The attacks impersonation of high-level administrators are getting very sophisticated and Board members may be targeted. Request that Trustees please verify any emails requiring taking action, or asking them to do something that they would not normally do.
- The 2018 Mid-Cycle Update of the 2017-2019 Operational Plan was distributed to the Trustees.
- Distributed to the Trustees:
 - SVC “fast facts” document
 - Board monthly highlights document. Will be distributed to the Board at each Board meeting.
 - Thanked James Walters, Director of Marketing and Communications, and Anne Clark, Vice President of College Advancement, for their work on the two documents.

5. Board of Trustees/ACT

- Lindsay Fiker reported:
 - Governor Inslee has notified Kathryn Bennett of her reappointment to a second term as a Trustee. She congratulated Kathryn on the reappointment.
 - She is excited to continue serving as the Head Start Liaison.
 - Attended the annual Advisory Dinner and learned a lot about Bachelor of Applied Science programs and future plans.
 - The Trustees have nominated Rachelle Himmelman for the Transforming Lives Award.
- Flora Perez-Lucatero reported:
 - She is looking forward to serving as the liaison to the Foundation and attending their Board of Governor's meetings this year.
 - Trustees have committed to having at least one Trustee attend all Foundation Events.
 - Enjoyed attending the Sports' Auction last month.
 - Great to see students who have come back and are now coaching; and that the coaches are bringing in the local youth in our community.
- Christon Skinner reported:
 - He and Kathryn Bennett attended the ACT Legislative Action Committee (LAC) last week—it was a worthwhile event with good presentations.
 - It was interesting to hear that the public perception of the community and technical college system was at 80% approval.
- Kathryn Bennett reported:
 - During the LAC meeting there was a great session facilitated by Jan Yoshiwara, SBCTC Executive Director, and Arlen Harris, SBCTC Legislative Director.
 - During the full group ACT meeting on Friday the system's capital and operating budget requests were reviewed and discussed.
 - Smaller groups met during the LAC around advocacy and she was heartened to hear that many suggestions are things that are already happening at SVC.
 - Discussion on inviting legislators to the colleges to have them meet with students and see how students are achieving.
 - Nine out of 10 Washingtonians support that the legislature should fully fund education.
- Megan Scott O'Bryan reported:

- Several good presentations during the full ACT meeting. Most interesting to her was that community colleges are highly regarded by the public.
- Received training effective messaging when communicating with legislators.
- Great presentation at the ACT meeting on the Five Dimensions of Equity. Discussion afterwards about the importance of meeting students where they are at. She believes an area that SVC is already ahead on.

VI. ACTION ITEMS

1. Recommendation of Approval for Skagit/Islands Head Start to Submit Head Start and Early Head Start Funding Application, HHS-2019-ACF-OHS-CH-R10-1441

It was moved by Kathryn Bennett and seconded by Christon Skinner to approve submission of the Office of Head Start funding application to provide Early Head Start and Head Start services in Skagit, Island and San Juan counties, including one-time, start-up funding requested.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Approval for Skagit/Islands Head Start to Submit Early Head Start Expansion Funding Application, HHS-2019-ACF-OHS-HP-186.

It was moved by Flora Perez-Lucatero and seconded by Megan Scott O'Bryan to approve submission of the Office of Head Start funding application to expand Early Head Start services in Skagit, Island and San Juan counties, including one-time, start-up funding requested.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Approval for Skagit/Islands Head Start Submission of Application for Duration Funding.

It was moved by Christon Skinner and seconded by Megan Scott O'Bryan to approve the submission of the Duration Funding application to the Office of Head Start, providing additional opportunities for longer hours, including full-day programming, in Early Head Start and Head Start, including one-time, start-up funding requested.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of Resolution 18-01, Authorizing Indemnification

Dr. Keegan informed the Trustees at the October 9 Board meeting in executive session about a complaint that been filed in district court by a former student alleging age discrimination. Resolution 18-01 authorizes indemnification for the defense of the employees named in the filing. Those employees were acting in good faith within the scope of their authority. Dr. Keegan recommended that the Board pass the resolution for defense of employees: Andrea Dryden, Christy Gough, Darren Greeno, Dave Paul, Cynthia Scaringe, and Karen Wanek.

Trustee Megan Scott O'Bryan read Resolution 18-01, Authorizing Indemnification.

It was moved by Megan Scott O'Bryan and seconded by Christon Skinner to approve Resolution 18-01, Authorizing Indemnification as presented.

MOTION PASSED UNANIMOUSLY.

VII. PUBLIC COMMENT

No requests were submitted.

VIII. NEXT REGULAR MEETING

December 11, 2018, 4:30 p.m., Mount Vernon Campus – Board Room

IX. ADJOURNMENT

There being no further business this meeting was adjourned at 5:39 p.m.

Lindsay Fiker, Chair

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