

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, March 12, 2019  
3:30 p.m. – Board Room  
2405 E. College Way  
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Lindsay Fiker, Chair

Ms. Kathryn Bennett

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 3:38 p.m.

II. DECLARATION OF A QUORUM

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

III. STUDY SESSION

Skagit/Islands Head Start Director, Mary Ellen Lykins, provided an update and historical background on the Head Start program.

The study session adjourned at 4:20. 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 4:33 p.m.

II. DECLARATION OF A QUORUM

The Chair, Lindsay Fiker, 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 11, 2018; 2. Skagit/Islands Head Start Report; 3. 2018-2019 Exceptional Faculty Awards – Teacher Scholar

It was moved by Christon Skinner and seconded by Megan Scott O'Bryan to approve the Consent Agenda as presented.

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

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

- Announced that there are new representatives at Whidbey Island Campus, including liaison positions for San Juan and South Whidbey Centers.
- Established a food pantry for students and their families. Also offering free coffee/tea and snacks for students.
- Valentine's Day delivered chocolate around campus.
- Holding quarterly de-stress events.
- Planning a silent disco dance party that will take place in the Library. Participants will wear headphones and dance. The headphones will light up with a specific color based on the genre of the music.
- Developing social media pages to make information more accessible to students.
- Mount Vernon Campus is in the process of appointing a sustainability representative.

## 2. SVCFT

No report.

## 3. WPEA

No report.

## 4. President

### Introductions

- Introduced Benjamin St. Germain as SVC's ctcLink Project Manager.

### College Capital Projects

- Old Main Roof Project – Whidbey Island Campus
  - Received an additional \$175,000 of emergency money from the state; this will enable the entire roof replacement to be completed this year.
  - A contract has been awarded; work will begin the week of March 18, with expected completion by May 15.
  - There will be some disruption—cleared most of the top floor to minimize the impact.
- ALERTUS Speakers
  - Installation of the new outdoor speakers has been completed and successfully tested.

## Budget Update

- On pace for a balanced budget by June 30.
  - Required about a \$1.5 million cut this past fall. Most of that was accomplished through holding positions vacant and a series of one-time cuts.
- Began the 2019-2020 budgeting process with the San Juan Planning session held two weeks ago.
  - Have over 300 items in the Operational Plan with approximately 30 identified as high priority items for potential funding.
  - Currently projected revenue estimates point to about a \$2.5 million shortfall.
  - Will continue to work on refining estimates while cutting carryforward expenditures. We will not know the actual revenue until the legislature concludes in April.
  - Will present a balanced budget to the Board at the May study session.

## Grants

- Head Start Grants (submitted by Mary Ellen Lykins, Director of Skagit/Island Head Start)
  - Waiting for a response from both the regional and national offices on the status of Head Start grant applications.
- Margaret A. Cargill Grant
  - Darren Greeno, Dean of Workforce, submitted a \$1 million grant request to support the Dental Health Aide Therapy (DHAT) program, which is currently under development.
- NSF S-STEM Grant (submitted by Dr. Kristen Hoffbuhr, Instructional Technician – Biology, and Dr. Gabriel Mast, Dean of Arts & Sciences)
  - We have been recommended for funding by the NSF review panel and we have moved to the final stages of awarding:
    - \$650,000 over five years;
    - \$400,000 to recruit and support low-income and underrepresented students into STEM fields.
- Working with Marilyn Franklin, former grant writer and Director of Institutional Planning and Effectiveness, to write the renewal application of the current TRIO grant.

## Legislative

### Operating Budget:

- Receiving good feedback on funding salary increases and the need to fund at 100%. It makes a difference when all colleges speak with one voice.
- There is interest in the Guided Pathways request; \$2 million to each college has been requested but do not expect to receive the full amount.

### Capital Budget:

- Legislators are pleased with the system's process.
- SVC's Library/Commons request is far down the list and not in play for this biennium; however, the more items that are funded this biennium will put us in a better position for the next biennium.

### Policy:

Passing the House as a study item, HB 1355, a bill related to counselors that includes identifying a ratio of counselors to students. This bill is concerning in that it is micromanaging and does not come with funding. It is now moving on to the Senate for an 18-month study.

## Core Theme – Achievement

Darren Greeno, Dr. Kenneth Lawson, and Dr. Gabriel Mast, presented the Core Theme Report on Achievement – Transfer and Workforce.

## College Advancement

### Scholarship Allocations:

The Foundation Finance Committee has identified a 3.5% payout for endowed scholarships and College program allocations for the 2019-2020 year. Total allocations from the Foundation for the next academic year will be \$390,000 with scholarship and program support at \$360,000 and Exceptional Faculty awards of \$30,000.

### Early Learning and Family Development Project:

- The Fundraising and Outreach Committee, led by Brad Tuininga, Director of Philanthropy, continues their work toward the new Early Learning and Childcare Facility.
  - A handout used in outreach and fundraising efforts was distributed to the Board.
  - Received over \$1.3 million in commitments, with a goal to raise an additional \$1.5 million by June 30, 2019.

### Events:

- The annual President's Reception at San Juan Island was held on February 28 at San Juan Island Brewery. Very valuable networking opportunity with several partnership activities that we are pursuing as a result of conversations held during the event.
- The 31<sup>st</sup> Annual James M. Ford Golf Classic will take place on May 10 and is completely sold out with a waiting list.

### Media:

- SVC has continued to enjoy wonderful media coverage. Media links were distributed to the Board.

### Administrative, Instructional and Student Services

#### Marine Tech Center:

- Received donation of a 200 horsepower outboard engine, along with tools and equipment from Evinrude.
- The Center is working to support the workforce outreach of the Latino Civic Alliance. This work involves direct engagement with the Latino community in the SVC service district and around the state to promote career pathways and educational opportunities in the marine industries.
- The Centers of Excellence for Marine, Education and Construction are leading the development of two Implicit Bias Train-the-Trainer Institutes this spring.
- Under the great leadership of Ann Avary, Director of the Center of Excellence for Marine Manufacturing & Technology, applying for designation as a Domestic Maritime Center of Excellence through the US Maritime Administration (MARAD). Final designations are expected to be announced spring 2020.

## Student Services:

- Student Services has conducted a comprehensive review of intake processes, focusing on phone protocols, streamlining of processes, and expanded Financial Aid visibility and navigation.
- Beginning next month, Student Services staff and Basic Education for Adults (BEEdA) faculty and staff will work together to create more integrated intake processes and procedures for BEEdA students, in alignment with Guided Pathways efforts.
- During Spring Quarter, Student Services staff will participate in an employee learning community as part of broader College efforts to advance equity, develop skills, and examine practices that help support more inclusive practices. Approximately 25 participants will participate in weekly seminar-type discussions and reflections.
- Fall to winter student retention is at an all-time high this year.
  - New students were retained at 81%, six percent higher than the ten-year average. Students who enrolled in the First Quarter Experience (FQE) were retained at 88%, 12.62% higher than the ten-year average.
  - Over 3,000 Education Plans have been created and published since the FQE process started.
- With support from Multicultural Student Services, students are leading the I DREAM conference that will be held April 26 on the Mount Vernon Campus. The conference will focus on serving undocumented students.

## Community Partnerships

- In collaboration with United Way of Skagit County, Multicultural Student Services hosted a Kindergarten Readiness presentation for LatinX families in our community.
- The Music Department, led by Dr. Diane Johnson, Music Instructor, hosted over 100 middle school students on March 8.
- Dr. Damond Morris, Drama Instructor, just completed a successful run of the play, *Richard II*, involving SVC and community actors.
- Basic Education for Adults is partnering with the Northwest Indian College to provide high school completion classes for students enrolled at the Swinomish Indian Tribal Community.

## President's Office

- Dr. Laura Cailloux, Vice President of Whidbey Island Campus and Centers, has decided to return to teaching beginning in 2019-2020. Dr. Gail Bruce, Associate Dean of Whidbey Island Campus, has also decided to return to a faculty position. These two changes in addition to the departure of Mark Wanless who served as the Administrative Manager for Whidbey Island Campus, has allowed for a reorganization under the One College strategy.
  - Discussions about the reorganization have been held with Whidbey Island Campus faculty and staff. Not intending to replace with a Vice President,

but to reorganize so that the three main areas: Student Services, Instruction, and Administration, will report through district offices. This will provide for a more connected district and will save some money, but will allow us to move resources from administration to frontline services. Faculty and staff have been supportive of the reorganization plan.

- A significant companion to the Strategic Plan is the Strategic Enrollment Management (SEM) Plan. The SEM Plan recently went through a revision process. The revision process included looking at data from the 2018 environmental scan that provided a number of data points. Four major SEM priorities were identified and demonstrate how the residents of the College district are served. The updated SEM Plan was distributed to the Board.
  - The College will work with K-12 partners to align career paths to offer programs that offer family wage jobs and will look at expanding current high demand programs.
- James Walters, Director of Marketing and Communications, and Dr. Keegan, recently presented a webinar for the National Council for Marketing and Public Relations.
  - The topic was Equity and Inclusive Marketing Practices for college communications, promotions, and advertising. The 90-minute webinar was broadcast nationwide and was viewed by over 150 community college marketing and public relations professionals.
- Dr. Keegan was invited to present at the annual Jobs for the Future Conference last month. He presented on WACTC's Critical Issues Committee statewide work and SVC's Student Achievement Strategy, which focuses on creating a culture of equity.
- State Auditor's recently completed an audit of the College's financial statements and the Head Start Grant.
  - No recommendations were made in either audit. Kudos to Kim Cook, Controller, and the Business Office team, and Mary Ellen Lykins and Head Start team.
- Dr. Keegan will serve as Chief Judge for the March 23 Skagit Regional Spelling Bee. Jennifer Boland, Basic Education for Adults Instructor, will serve as the Pronouncer.
- Dr. Keegan recognized Tim Wheeler, Director of Facilities, Jim Beattie, Assistant Director of Facilities, and the entire team of custodians and maintenance personnel for their outstanding working during the recent snow events. He also thanked Arden Ainley, Chief Information Officer, Anne Clark, Vice President of College Advancement, and James Walters, for their timely communication efforts.



## 5. Board of Trustees/ACT

- Christon Skinner: While in Olympia for the ACT Winter Legislative Conference in January, the Trustees and Dr. Keegan meet with four local legislators, including spending quite a bit of time with Senator Barbara Bailey and Representative Norma Smith. ACT provided good preparation and talking points for the meetings.
- Kathryn Bennett: Attended a recent Foundation meeting in place of Flora Perez-Lucatero who was unable to attend. Impressed with the progress of the Foundation and the results she can see from the efforts of the Foundation to align their support of the College's goals.
- Megan Scott O'Bryan: The Transforming Lives Award Dinner was once again, a wonderful event. Very special this year because the Board's nominee for the award, Rachelle Himmelman, was one of the recipients of the award.
- Kathryn Bennett: At the ACT conference, Noah Purcell, Washington's Solicitor General, was an excellent presenter.
- Chair, Lindsay Fiker: Serves as the Board's liaison to Head Start; thanked Mary Ellen Lykins for her work on the study session presentation.

Dr. Keegan thanked Lindsay and Flora for attending the exit meeting with the State Auditors.

## VI. STUDY ITEMS

### 1. Board Policy Fiscal Health (EF-1)

Dr. Keegan reported that in January he and Chair Fiker reviewed Board Policy Fiscal Health (EF-1), consistent with the continuous three-year review cycle prescribed in Board/Operational Policies (GP-4). No changes or revisions to the policy are being recommended.

### 2. Recommendation of Changes to Course Fees and the General Fee

Information on recommended changes to course fees and the General Fee was presented to the Board for study. The recommended changes will be brought to the Board for action at their May 14, 2019 meeting.

### 3. Recommendation of Change to Veteran's Waiver

Information on proposed changes to the Veteran's Waiver was presented to the Board for study. The recommended changes will be brought to the Board for action at their May 14, 2019 meeting.

## VII. ACTION ITEMS

### 1. Recommendation of Mission Statement

At the Board's December 11, 2018 meeting, two draft Mission statements were presented to the Board for study. Dr. Keegan stated that Option 1 is favored by the College, however, the intent of both statements is the same.

It was moved by Kathryn Bennett and seconded by Megan Scott O'Bryan to approve the Mission Statement language presented in Option 1 (see below), effective July 1, 2019.

MOTION PASSED UNANIMOUSLY.

*Mission Statement – Option 1:*

*Skagit Valley College cultivates student learning and achievement; contributes to the educational, personal, and economic success of students; and promotes equitable and thriving communities.*

### 2. Recommendation of Core Themes & Objectives

At the Board's December 11, 2018 meeting, the proposed Core Themes & Objectives were presented for study. Dr. Keegan stated that the recommendation is to keep the current Core Themes but to add the word equity in front of each area: Equity in Access, Equity in Achievement, and Equity in Community.

It was moved by Christon Skinner and seconded by Kathryn Bennett to approve the Core Themes & Objectives as presented, effective July 1.

MOTION PASSED UNANIMOUSLY.

*Core Theme I: Equity in Access*

- *The College will meet or exceed its Strategic Enrollment Management targets.*
- *The College will meet or exceed the statewide service level.*
- *The College minimizes barriers and maximizes opportunities for diverse student populations.*

*Core Theme II: Equity in Achievement*

- *Students will progress toward their educational objectives.*

- *Transfer students will progress toward their educational objectives.*
- *Workforce students will progress toward their educational objectives.*
- *BEdA students will progress toward their educational objectives.*
- *Students will complete their educational goals.*
- *Students demonstrate significant learning related to general education requirements.*

*Core Theme III: Equity in Community*

- *Students and employees will experience a diverse college community where everyone belongs. (Internal)*
- *The College will actively engage in mutually beneficial partnerships that promote equitable and thriving communities. (External)*

VIII. PUBLIC COMMENT

No requests were submitted.

IX. NEXT REGULAR MEETING

May 14, 2019, 4:30 p.m., Mount Vernon Campus – Board Room. A Study Session on the Operating and Capital Budgets will be held at 3:30 p.m., prior to the regular meeting.

X. EXECUTIVE SESSION

The Chair announced that the Board would convene into Executive Session to review the performance of public employees. She anticipated that the Executive Session would last for approximately 25 minutes; and announced that the Board planned to take action when they returned to open session.

Recessed at 5:50 p.m.

Convened into Executive Session at 5:55 p.m.

Adjourned the Executive Session at 6:20 p.m.

Convened into Open Session at 6:22 p.m.

XI. ACTION ITEMS

1. Recommendation of Tenure – Malia Pickett, Nursing

It was moved by Megan Scott O'Bryan and seconded by Christon Skinner to approve the granting of tenure to Malia Pickett, Nursing, effective Fall Quarter 2019.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Extension of Probationary Period – Dan Edwards, Nursing

It was moved by Kathryn Bennett and seconded by Christon Skinner to approve extension of the probationary period for Dan Edwards, Nursing, by three quarters: Fall 2019 through Spring 2020.

MOTION PASSED UNANIMOUSLY.

XII. ADJOURNMENT

There being no further business, this meeting was adjourned at 6:26 p.m.

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Lindsay Fiker, Chair

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