

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, May 11, 2021 - 3:30 p.m.  
Via Zoom

BOARD MEMBERS IN ATTENDANCE:

Ms. Kathryn Bennett, Chair

Ms. Flora Perez-Lucatero

Ms. Mariko Doerner

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, Kathryn Bennett, recognized that a quorum of Board members were present.

III. STUDY SESSION

Dr. Keegan introduced Julie Nicoll, Assistant Attorney General filling in for Kerena Higgins, Assistant Attorney General.

The Board received information on the following:

- Operating and Capital Budgets for 2021-2022;
- Services and Activities Fee Budget for 2021-2022;
- Athletics Budget for 2021-2022;
- McIntyre Hall Performing Arts and Conference Center Budget for 2021-2022.

IV. ADJOURNMENT

The study session adjourned at 4:17 p.m. No action was taken during the study session.

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Kathryn Bennett, Chair

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

May 11, 2021

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I. CALL TO ORDER

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

II. DECLARATION OF A QUORUM

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

III. INTRODUCTION OF GUESTS

No media guests were present.

IV. RECOGNITION OF TENURE

Andrea Dryden – Nursing

Sunaina Virendra – Applied Management

V. CONSENT AGENDA

1. Board Meeting Minutes – March 9, 2021
2. Skagit/Islands Head Start Report
3. Exceptional Faculty Awards – 2021-2022
4. Risk Analysis and Internal Controls Review

It was moved by Megan Scott O'Bryan and seconded by Flora Perez-Lucatero to approve the Consent Agenda as presented.

The Chair requested a roll call vote: Flora Perez-Lucatero – aye, Megan Scott-O'Bryan – aye, Mariko Doerner – aye, Kathryn Bennett – aye.

MOTION PASSED UNANIMOUSLY.

## VI. ACTION ITEMS

1. Recommendation of Resolution 21-02, Regarding Mr. Christon Skinner (Attachment A)

Megan Scott O'Bryan read Resolution 21-02, Regarding Mr. Christon Skinner.

It was moved Mariko Doerner, seconded by Megan Scott O'Bryan to approve Resolution 21-02, Recognition of Mr. Christon Skinner.

The Chair requested a roll call vote: Flora Perez-Lucatero– aye, Megan Scott O'Bryan – aye, Mariko Doerner – aye, Kathryn Bennett – aye.

MOTION PASSED UNANIMOUSLY

Dr. Keegan presented a Crystal Cube Award to Chris, thanking him on behalf of faculty, staff, and students for his outstanding service.

2. Recommendation of Revisions to WAC 132D-150, Code of Student Conduct

It was moved by Megan Scott O'Bryan and seconded by Flora Perez-Lucatero to approve the revisions to WAC 132D-150, Code of Student Conduct for submission to the Washington State Code Reviser.

The Chair requested a roll call vote: Flora Perez-Lucatero– aye, Megan Scott O'Bryan – aye, Mariko Doerner – aye, Kathryn Bennett – aye.

MOTION PASSED UNANIMOUSLY

3. Recommendation of Skagit/Islands Head Start Continuation Grant 2021-2022, Year Three Application

It was moved by Megan Scott O'Bryan and seconded by Flora Perez-Lucatero to approve the Skagit/Islands Head Start Continuation Grant 2021-2022, Year Three Application.

The Chair requested a roll call vote: Flora Perez-Lucatero– aye, Megan Scott O'Bryan – aye, Mariko Doerner – aye, Kathryn Bennett – aye.

MOTION PASSED UNANIMOUSLY.

## VII. COLLEGE REPORTS

### 1. ASSVC

Ryan Smith, ASSVC President for the Mount Vernon Campus, reported the following:

- Elections are currently underway.
- Completed draft of student senate by-laws and will be forwarding to Dr. Peinado, Vice President for Student Services, for review.
- Funding appeals on Services & Activities Fee decisions may be made beginning next week.
- Funded \$175 to the Southeast Asian Club for session leaders training.
- Several ASSVC members will attend CUSP later this week.

### 2. SVCFT

No report.

3. WPEA – Lance Levesen, Shop Steward, reported the following:

- Staff will begin returning to campus over the summer months, looking forward to working with administration to safely reopen.
- Recently some four-year colleges in Washington have announced mandatory vaccinations for students, faculty, and all staff beginning Fall Quarter. WPEA recognizes both as an agency and as individuals within our own communities, that vaccinations lends itself to overall herd immunity and lowers the potential risks of contagion. WPEA encourages its members to get vaccinated; however, WPEA absolutely respects an individual's right to abstain from getting vaccinated.
- Welcomed Shirley Confer, Fiscal Tech 3, as a member of the Shop Stewards team.
- Introduced new WPEA job rep, Deb Montez. Deb gave a brief self-introduction and said that she is looking forward to working together with everyone at SVC.

### 4. President

#### Introductions

- All-Washington Academic Team 2021:
  - Sarah Head
  - Sydney Sharp
- New Employees:
  - Denise Fischer – Curriculum Coordinator
  - Nicole Novelli – Communications Consultant 3
  - Erica Steele – Fiscal Tech 2 (Grants and Contracts)

## Capital Projects

Great news and many projects

We are on pace to complete all state-funded capital projects for the 2019-21 biennium.  
Highlights:

### State funded Capital Projects:

1. Advanced Manufacturing & Composites Remodel:
  - Current Status: Complete. Provides the program with better resources; increasing programming and enrollment
2. Classroom Remodels and Technology upgrades:
  - Current Status: Complete. Twenty-six classrooms were upgraded with new audio/visual systems using a standard configuration for ease of use by faculty.
3. Renovation of Old Main at Whidbey Island Campus
  - Current Status: Complete. Last phase of fixing roof and rot in walls.
4. Ford Hall Repairs
  - Current Status: Complete. Extensive interior water damage was repaired. Roofs, gutters, and edges were replaced to prevent more leaks.

### Non-State funded Capital Projects:

1. Early Learning Center:
  - Bid opening last week.
  - Low bidder H.B Hansen Construction from Lynden.
  - Bid \$116,000 over current budget. This is consistent with the escalation of construction materials in the last three months.
  - We are proceeding to award the contract and will reengage our Foundation fundraising efforts.
  - Expected completion date: March 29, 2022.
2. Pickleball Pavilion:
  - Design complete and within budget. Our donor, Claude Blackburn, originally committed \$1 million; he has increased the donation to \$1.7 million. The local pickleball club is also conducting a modest fund raising campaign.
  - Construction will begin early summer.
  - Experiencing delays in steel availability.
  - Expected completion date: November 2021

## 2021-2023 Capital Budget

- All of our minor and repair projects are funded, including approximately \$700,000 for a Fire Science Garage—concerns whether we can accomplish given the increase in costs.
- Most importantly, we were funded \$2.4 million for design of our Campus Commons Project.
  - More than just replacing the Library.
    - Also involves moving Culinary program into the building, and provides new space for learning labs and student-spaces.
    - It will also involve repurposing some spaces in the Cardinal Center as Culinary area will be vacated.
    - Will investigate demolishing the Administrative Annex Building and creating a new “front door” to the campus from the East Parking lot.
  - Design will begin in the upcoming academic year and will be complete by mid-2022.
  - Expect, but not automatic, to receive funding for construction in 2023-2025.

## Legislative Session

### Operating Budget:

- Excellent session, with the system receiving \$1.89 billion a 4.3% increase over the current biennium.
- Highlights include:
  - \$15.9 million for Guided Pathways;
  - \$15.8 million for implementation of SB 5194, including \$5 million to increase the number of tenure-track faculty, \$6.8 million for strategic Diversity/Equity/Inclusion planning, faculty diversity and outreach, and the remainder for pilot mental health counseling grants and enhancing support for students of color;
  - \$10 million for the Job Skills Program for grants to colleges who partner with employers to provide incumbent worker training;
  - \$8 million for emergency assistance grants to students;
  - \$4 million for Career Launch and High Demand enrollments to help expand enrollments currently in demand by employers;
  - \$3.2 million for implementation of SB 5227, Diversity in Higher Education, a bill that provides for faculty, staff and student diversity training as well as campus climate assessments at all colleges.
- Most of the funding will come in an earmarked manner. WACTC will discuss how to allocate and will make a recommendation to the SBCTC who will decide at their June meeting.
- Very grateful to the work of our local legislators. Thanked Representative Dave Paul and acknowledged his effective work.

## [Core Theme Report- Equity in Achievement, Basic Education for Adults](#)

Prior to the presentation of the Equity in Achievement, Basic Education for Adults (BEaA) report, Dr. Keegan provided background information on the report:

- BEaA is one of four instructional functions of a comprehensive community college:
  - Transfer, Workforce, Community Education, Basic Education
- At SVC, BEaA includes:
  - Pre-College Courses—Primarily Math and English courses for students who have not assessed at college-level.
    - Reducing those courses as our faculty design different pathways for students, enabling them to advance more efficiently.
  - Which leads to two such programs within BEaA:
    - I-Best & Academic I-Best.
- I-Best—involves imbedding an English or Math faculty member in a professional/technical course to create relevant learning experiences and additional academic support.
  - Example: Welding
- Academic I-Best
  - SVC is a leading college.
  - Involves imbedding an English or Math Faculty member in a transfer course to create relevant learning experiences and additional academic support.
    - Example: tie Chemistry with Math.
- High School Completion—Three Programs
  - Open Doors--High School credit recovery partnership with school districts.
  - GED—students take exams to achieve their diploma.
  - High School 21+—life experiences and high school transcript.
- Job Corps—Youth and young adults not college bound. Partnership with the Fed Government, we are teaching out.
- INVEST—program serving students with intellectual disabilities.
- ELA—English Language Acquisition—formerly ESL (English as a Second Language—many of our students speak multiple language and English is not a second language.
- BEaA data update:
  - The State BEaA dashboard that SVC uses for reporting is in the process of being overhauled. This will result in significant changes to the information we can access. Once the new BEaA dashboard is available, we will review the new data and re-evaluate what indicators would be most relevant for reporting to the Board. We plan to discuss at the Board's retreat in September.
- Dr. Keegan then introduced Yadira Rosales, Associate Vice President for Equity & Inclusion and Interim Dean for BEaA, who presented the report.

## College Advancement

- Foundation
  - Foundation Board of Governors had their annual retreat on April 21.
    - They reviewed and discussed the Foundation's 2021-2022 Fundraising Goals and aligned their priorities with our work on the College's Strategic Plan and Core Themes. It is somewhat unique that a Foundation aligns their fundraising priorities in this way with the College.
  - The Foundation Board will consider four new Board members at their June meeting:
    - Margaret Rojas - former Trustee
    - Janie Beasley – Swinomish Tribe and former Foundation Board member
    - Amanda Sloan – Executive Director, SPARC
    - Todd Krantz – Vice President, SaviBank in Oak Harbor
- San Juan Center
  - Road Scholar programming will resume at SVC, and nationwide, in August.
  - SVC's 2021 Road Scholar programs are almost at full capacity, 91% full as of May 5. Only 30 additional enrollments are needed to get to 100% of program capacity. Our strong enrollment is a testament to the good work of Randy Martin, Director.

## Instruction

- The State Board approved SVC's proposed Bachelor of Applied Science in Applications Development at their May Board Meeting.
  - Assuming NWCCU approval, the program will begin Fall 2022.
- BEdA completed its three-year monitoring visit.
  - The visit includes review of services, data, student feedback, curriculum and instruction.
  - The report confirmed that BEdA is in compliance with federal regulations and guidelines and no corrective actions were recommended.
  - SBCTC gave commendations to the integration of BEdA Advising into the fabric of SVC, noting the efforts to work with students early in their pathway, setting students up for long term educational success and transition to degree and certificates, and the practice of making our BEdA students feel a sense of belonging as college students at SVC.
- The American Libraries Association awarded the Whidbey Island Campus Library a national grant to host a One Book/One College district-wide event.



- The event will use two graphic novels centered on themes of immigration and belonging and will take place during Fall Quarter.
- The College has been awarded a \$150,000 Career Connect grant to further develop the Advanced Manufacturing program.
  - The grant will fund curriculum development and personnel to further align program outcomes with industry needs. This will also create a seamless pathway to paid student internships and work experiences with industry partners.

### Student Services

- Recruitment and Outreach:
  - Ramping up efforts to reach out to BEdA students and Spanish speakers.
  - Team met with local organizations and key partners, including Mount Vernon Migrant Program, Maternity Support Services, Head Start, United Way, Mexican Consulate in Seattle, FAE Summer Academy, Youthnet, and Catholic Community Services to strengthen relationships and increase pathways for BEdA recruitment and retention efforts.
  - A new outreach e-mail account has been created to simplify the language for potential Spanish speaking students who request information via e-mail.
  - A new Spanish language Facebook page has been created and BEdA outreach staff will increase their social media presence.
- Dual Credit:
  - The College has passed the pre-application review for national accreditation for the College in the High School Program.
  - SVC applied and was approved to offer Running Start in the summer as part of a pilot program, with nine partner school districts.
    - Enrollment for this program began May 5 for continuing students. We've been approved to use existing Running Start Scholarship funding for summer enrollments.
  - Almost 190 students have applied for the College in the High School (CHS) Program as of last week. We have processed 311 enrollment forms for the program this year.
    - Mount Vernon High School received grant funding and is paying for all high school students who want to take CHS courses.
  - We are currently processing articulation requests for dozens of new CHS and CTE Dual Credit courses for 21-22.

- Financial Aid Office
  - Our first round of 2021-2022 Financial Aid Award Letters were sent to students on April 26 for the upcoming year – more than six weeks earlier than last year.
    - 1,244 award notifications have been sent so far, totaling more than \$7.3 million.

### Community Partnerships

- The College partnered with Commercial Aircraft Interiors and Impact Washington on a Job Skills Training Program grant from SBCTC to provide training to employees around supply chain, competitive analysis, and brand management.
- The Center for Participatory Excellence partnered with other offices/organizations to provide three innovative educational efforts:
  - Partnered with and the Office of Equity and Inclusion to present Session One of the Diversity, Equity, and Inclusion Series to the Port of Skagit.
    - The goal of the series is to provide Port of Skagit employees with the skills and knowledge necessary to serve a diverse community and bolster economic growth through equity and inclusion.
  - Partnered with the Center of Excellence for Marine Manufacturing & Technology to facilitate a state-wide webinar on inclusive pedagogy for workforce admin and instruction.
  - Finally, partnered with the Accelerating Systemic Change Network (ASCN) to provide a national webinar on using differentiated instruction to ensure equitable student outcomes.
    - The (ASCN) is a network of individuals and institutions, formed with the goal of more quickly advancing STEM education programs.
- The Financial Aid Office, our Fire Protection Tech program and the Skagit County Joint Fire Agencies are collaborating to offer scholarships to new qualifying Fire Protection Technology first-year students beginning Fall Quarter, 2021.
  - This scholarship opportunity covers the cost of tuition, fees, books, uniforms, and certificates for the entire two-year degree program, approximately \$8,000 annually, and membership as a firefighter/EMT in a participating Skagit County fire agency.
- Finally, the College Advancement Office is working with the City of Mount Vernon to host a free monthly drive-in movie event for the community.
  - Movies will be held in the SVC parking lot on the first Friday of the month, May-September.
  - First event held last week and was highly successful. Approximately 150 community members attended.

- The College had a great chance to promote opportunities at SVC with a high quality video advertisement shown before the start of movie, and handouts highlighting registration and high wage/high demand jobs, BAS programs, and BEdA.

### President's Office

- Faculty Negotiations High Demand Memorandum of Understanding (MOU)
  - 2019's House Bill 2158 provided funding to support high-demand and high-wage faculty positions.
  - Dollars were not available until this year—uncertainty about whether or not they would be cut created challenging context for negotiating.
  - Faculty and Administration teams came together through Interest Based Bargaining to determine how these funds would be spent.
  - Bargaining began at the beginning of winter quarter and we reached tentative agreement at the end of April.
    - High demand funds will be used to provide salary enhancements, paid as stipends, to faculty that teach in designated high-demand positions as defined by the MOU.
    - Salary enhancements will be paid for spring quarter 2021 with the remaining funds for fiscal year 2020-21 being applied towards equipment as noted in the MOU.
  - On April 29, 2021, SVCFT certified the vote. Acknowledged the outstanding work of both teams.
- Back to the Future
  - Created three-phase approach to increasing face-to-face presence for Fall Quarter:
    - Mid-June – June 16
      - Offices that help students to enroll in college—admissions, registration will be in person Monday-Wednesday, 9:00 a.m.-4:00 p.m.
    - First Day of Summer Quarter – July 6
      - Offices/programs that directly support student success, such as library and counseling will be in person Monday-Wednesday, 9:00 a.m.-4:00 p.m.
    - First Week of September
      - All other offices will be in person Monday-Wednesday, 9:00 a.m.-4:00 p.m.
  - Opening will be by office, not by person.
  - Will continue to offer on-line and hybrid services.
  - Gradually increasing the number of face-face courses.
  - Administrative Services is leading the efforts to help departments meet all safety protocols.

- Will continue to maintain compliance with the Governor's Higher Education rules.
- No decision on vaccinations—expect direction from the Governor's Office in the near future.
- We have begun internal public relations work with our Marketing team.
  
- Accreditation Mid-Cycle Review/Report
  - Last week, the College hosted a two-person team from the Northwest Commission on Colleges and Universities (NWCCU) that conducted a Mid-Cycle Accreditation review/report.
  - The team met with students, faculty and staff as part of their review. Kathryn Bennett and Megan Scott O'Bryan represented the Board.
  - Received the draft report earlier today. Overall, a great report that is amazing and inspiring. The visit had a two-fold focus:
    - One, how we address our Core Themes and Mission fulfillment and secondly, Assessment.
      - The report stated that the College has a strong commitment to our Core Themes at all levels of our institution, including Trustees. The impact of equity and the deep commitment to equity is something for the College to celebrate.
      - Regarding Assessment of Learning Outcomes, the report stated that the College has made significant progress since its Year Seven report, resulting in a relatively rapid change in institutional culture and commitment to meaningful and data-driven assessment.
      - The report stated that faculty consistently commented on appreciation for the leadership's willingness to let faculty lead and develop the assessment process, with the end result not only being a robust process but one that appears to be widely embraced by faculty and faculty-led committees.

Flora Perez-Lucatero asked about the plan to return to in-person classes in the fall. Dr. Keegan responded that face-to-face classes will be offered, however, hybrid and online will continue and are preferred by many students. The College will continue to assess to make sure that students are getting what they need. Goal is to implement a phased re-opening throughout the year with full re-opening by spring 2022.

## 5. Board of Trustees/ACT

- The Chair reminded Trustees that they are invited to attend ACT virtual educational training sessions the first Tuesday of every month; and that the spring conference will be held virtually on May 18.

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#### VIII. STUDY ITEMS

The Chair stated that four items have been provided to the Board for study and will be presented to the Board for action at the May meeting.

1. Recommendation of Board of Trustees' Regular Meeting Schedule for 2021-2022
2. Election of Vice Chair for 2021-2022
3. Recommendation of Academic Calendars for 2022-2023 and 2023-2024
4. Recommendation of Revisions to WAC 132D-125-090, Directory Information

#### IX. PUBLIC COMMENT

No requests were submitted.

#### X. NEXT REGULAR MEETING

June 8, 2021, 4:30 p.m., via Zoom

#### XI. ADJOURNMENT

There being no further business, this meeting was adjourned at 5:56 p.m.

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Kathryn Bennett, Chair

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

# **ATTACHMENT A**

RESOLUTION 21-02

RESOLUTION OF THE BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
REGARDING MR. CHRISTON SKINNER

WHEREAS, Mr. Christon (Chris) Skinner of Oak Harbor, Washington, has served Skagit Valley College as a member of the Board of Trustees from October 2012 through February 2021; and

WHEREAS, he served as Chairperson of the Board for two terms during the years 2015-2016 and 2019-2020; and

WHEREAS, Christon is well-respected throughout Washington's community and technical college system, serving on the Association of College Trustees (ACT) Legislative Action Committee; and

WHEREAS, Christon's appointment as Trustee added to an already distinguished record of community service as President of the Oak Harbor Rotary Club, and President of the Oak Harbor Area Council of the Navy League, as well as often serving as master of ceremonies, or auctioneer at many community events and fundraisers; and

WHEREAS, his willingness to continually be involved and participate on many committees on behalf of the College and the community at large has shown him to be a valued and respected leader who is extremely generous in the giving of his time and expertise; and

WHEREAS, Christon has contributed his time, energy, and expertise to Skagit Valley College, including through a thoughtful strategic planning and implementation process, involvement in the College's Student Achievement Strategy, and participation in the College's efforts as an AACC Guided Pathways Partner College; and

WHEREAS, Christon consistently provided inspiration, friendship, and excellent counsel to the College President; and

WHEREAS, Christon has combined the virtues of steadfast leadership, thoughtful engagement, an engaging sense of humor, and generosity in word and action, to help build a positive culture and camaraderie among the Board of Trustees; and

WHEREAS, such service, leadership, counsel, and guidance deserves official recognition; and

WHEREAS, Christon was elected as Superior Court Judge for Island County, which required that he reluctantly resign his position on the Board.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that Mr. Christon Skinner receive special recognition for his significant service to Skagit Valley College.

BE IT FURTHER RESOLVED that the Board of Trustees of Community College District No. 4, on behalf of the entire college community, expresses deep appreciation for his service as a most valued member of the Board and extends sincere appreciation for a job well done and best wishes for the future.

COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE

ATTEST:

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Thomas A. Keegan, Secretary  
Board of Trustees

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Kathryn Bennett, Chair  
Board of Trustees  
Dated this 11<sup>th</sup> day of May 2021