

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, December 13, 2023  
4:30 p.m.

BOARD MEMBERS IN ATTENDANCE:

Ms. Mariko Doerner – Chair

Mr. Ozell Jackson III – Vice Chair

Ms. Flora Perez-Lucatero

Ms. Megan Scott O'Bryan

Dr. Christopher Villa, 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, Mariko Doerner, recognized that a quorum of Board members was present.

IV. INTRODUCTION OF GUESTS

Dr. Villa introduced new employees: Cheyanne Warren, Jordan Keithley, David Knapp, Amy Persell, Isabel Montero Espino, Amy Williams, Heather Turner, Savannah Vercruysse, Dago Jimenez, Beatriz Ponce-Solis and Brittney Maruska.

V. CONSENT AGENDA

1. Board Meeting Minutes – November 14, 2023
2. Skagit/Islands Head Start Report

It was moved by Megan Scott O'Bryan and seconded by Flora Perez-Lucatero to move the November 14, 2023 minutes to the February 13, 2024 Board meeting, the Skagit/Islands Head Start Report was approved.

MOTION PASSED UNANIMOUSLY.

## VI. COLLEGE REPORTS

### 1. ASSVC – Keelie Hancock

The ASSVC finished a successful first quarter with a review of District ASSVC governing documents. The Constitution Review Committee met for a full day on Friday, December 8<sup>th</sup>, to review the Constitution, By-Laws, and Financial Code. Updates will be reviewed by the full District ASSVC in early January, and then will be forwarded for review, and then finalized with adoption by the Board of Trustees.

Winter Quarter Club Days will be held on the Mount Vernon Campus on January 17<sup>th</sup> and at Whidbey Island Campus on January 18<sup>th</sup>.

The ASSVC has been challenged to a “food fight” by the Whatcom CC and Bellingham Tech student governments. This food drive will serve to build a stockpile for the food pantries on each campus. The food drive will run through January 26<sup>th</sup>, and will culminate with the winning school being announced at the Skagit at Whatcom basketball game on January 27<sup>th</sup>.

Student Leaders will be traveling to Olympia to meet with Legislators on January 25<sup>th</sup> as part of a statewide effort to lobby on common issues impacting CTC students across the state. The four issues decided on by a statewide group of students are as follow:

- Housing Costs for Students
- Textbook Affordability
- Harm Reduction
- Student Pay Equity and Increased Financial Assistance

2. SVCFT – Kip Zwolenski - no report at this time.

3. WPEA – Lance Levenson – no report at this time.

### 4. PRESIDENT – Christopher Villa

Academics/Athletic Department Leadership Skills - This year, a three-hour weekly study hall was established within the athletic department. This initiative is designed to assist students with a GPA of 2.5 or below, and includes all Freshman students. To ensure accountability, a dedicated staff member is present to oversee check-ins and provide regular reports to the Athletic Administration. Additionally, there is collaboration with the counseling and advising department to identify and support students requiring extra academic assistance throughout the quarter.

Harvest Pickleball Tournament - October 6-9, partnered with the Skagit Valley Pickleball Club (SVP) to host the 2023 Harvest Pickleball tournament. This tournament brought in over 300 participants in 4-days and grossed over \$25k with net profits tallying over \$9,600, split between SVC and the SVP. SVC will partner with SVP for 1 more tournament for the 2023-2024 academic year, the Tulip Tussle in late April.

Six members faculty and staff members recently attended the Faculty and Staff of Color Conference in Vancouver, WA. The conference focused on professional development and support for individuals who are employed at community colleges in Washington state.

Additionally, three faculty and staff members, along with three students, attend the Advancing Chicanos/Hispanics and Native Americans in Science (SACNAS) conference in Oregon. This conference offered valuable resources and professional development opportunities, specifically addressing building pathways for minoritized students to pursue careers in STEM fields.

One of our data points from CAMP indicates that 85% of students who complete their first year in the program successfully transfer to their second year at SVC. Two former CAMP students have transferred to a four-year university. As we strive for continuous improvement, our current emphasis is on enhancing retention strategies specifically tailored for first year students.

## 5. VICE PRESIDENT'S REPORTS

Darlene Snider and Amy Gustafson reported for VP, Claire Peinado

INVEST is one of only two Inclusive Post-Secondary Transition programs in WA state that have students with intellectual/developmental disabilities attending, that have either graduated or are dual enrolled in a school district. The program is in its 9<sup>th</sup> year and currently have 21 school district students and 3 high school graduate students, attending the INVEST program. The college is currently hiring a full time Special Education Liaison position that will be instrumental in working with our school district partners, families and students. Looking to expand the program past the 1- or 2-year certificate option, to offer a transition planning year with employment-based learning experiences.

The Department of Education Annual Program Report opened on December 6th, Jocie Slepian has been reviewing and compiling data on our program from the 2022-2023 academic year. The data indicates that half of the TRIO students for 2022-2023 identified as BIPOC and the other half identified as white. It also indicated that TRIO was heavily skewed to the female population, with 72% of participants identifying as female. The persistence rate from fall 2021 to fall 2022 was strong with 163 students retained of the 223 students in the 2021 cohort (71%). The graduation rate for the 2022-23 year was 23% (53 of the of the program participants), which was a large number as the program is made-up of first and second year+ students. Of the graduates, 42% transferred to universities, with the largest transfer location being Western Washington University.

The Veterans Education teams hosted Veterans Day events on the Mount Vernon and Whidbey campuses. Both events were very well received by the students and staff. Our team has reengaged with the local military installations to provide information about SVC. Up-and-coming events scheduled for December 13th on NAS Whidbey Island. Desirae Ward and Jason McCloskey will be attending the events. Increased advertising opportunities on the Base to showcase the college are in the works. The Base is looking for posters, flyers, and digital marketing materials to be displayed at the movie theater before presentations.

Anne Clark, VP College Advancement

The SVC Foundation's 2022-2023 Annual Report is complete. In fiscal year '22- '23, the Foundation received a total of \$4.3 million (this includes a \$3.1 million transfer from the Seattle Foundation at the request of Tessea McIntyre Smith), and includes \$803K raised toward student scholarships, and \$325K in support of the College. Current endowment balance totals just over \$19 million, and combined liabilities and assets as of June 20, 2023 total \$25,435,050. The Foundation recently received official notification of another clean financial audit for fiscal '22-'23 (special recognition to fiscal analyst, Kathy Eldred).

An anonymous donor purchased a new Yamaha C6X piano to support the Music Department at the SVC MV campus valued at over \$56,000.

Subaru U, a division of Subaru America, has donated three almost new vehicles to the SVC Automotive Technology program valued at over \$100,000. Congratulations to Aaron Klesick for soliciting this incredible donation.

As of 12/1/23, the Foundation raised over \$650K toward their fiscal year end goal of \$1.2 million. This is over 50% toward their goal 5 months into the current fiscal year and does not include the \$156K represented by the in-kind donations of the piano and three Subarus.

Marketing & Communications: SVC has been featured in 25 articles in the Skagit Valley Herald between 11/14-12/1. Including 8 front page stories (with 2 more expected soon), and 11 mentions related to the success of our SVC athletic teams.

Darren Greeno – Academic Affairs

Culinary Arts students continued the program's tradition of making Thanksgiving boxes for local families. The program collaborated with the Veteran's club to distribute meals to 27 families throughout our district. Separately, Culinary faculty have modified curriculum in the program's sustainability course to include work experiences with local farms. Culinary students worked directly with farmers throughout fall quarter to better understand sustainable farming practices and the farm-to-table process. The collaboration culminated in a fall harvest luncheon that utilized locally produced products in a student-designed menu.

The College has a new partnership with the Farmworker Center operated by Catholic Community Services: BEdA is partnering with the Farmworker Center to offer a 5-credit class for individuals with emerging English skills. There is currently an opportunity gap in Skagit County for English Language Learners who are preliterate due to a lack of access to school as children. This partnership is a start at filling the need and anticipate between 10-15 students in the pilot offering this winter.

The Center of Excellence for Marine Manufacturing & Technology will continue to serve as the Marine sector lead for Career Connect Washington. The renewal of the designation from Career Connect Washington includes \$300,000 to support work that will expand maritime programming, especially in rural and underserved communities.

Due to a persistent shortage of staffing, our Head Start program is pursuing an enrollment reduction request. Our intent is to design an enrollment reduction plan that achieves a balance of enrollment and staffing capacity for classrooms that will not require staffing

reductions. The request will be submitted to the regional office in late January and will require board review and approval of the enrollment reduction plan. This month's Head Start report provides additional detail.

Ed Jaramillo, VP of Administrative Services

The week of the 27<sup>th</sup> of November, SBCTC conducted its biennial Facilities Condition Survey (FCS). In summary, twenty-one potential major repairs were identified. Based on the scoring we expect nineteen of these to be funded by the legislature in the next capital budget cycle for the 2025-27 biennium. This is considered an excellent result as it doubles the number of repair projects for the College and will help correct some long-deferred building improvements.

The Library Commons – Keegan Commons project has moved into the development of ready for bid construction documents. The eagerly awaited cost estimate from the design phase came in slightly lower than the current budget, and DES has given the approval to continue with the next phase of the project.

Cybersecurity Exercise - On November 30<sup>th</sup>, our Emergency Operations Center conducted a cybersecurity exercise. The exercise started with training on our newly developed Cybersecurity Incident Response plan. The training was followed by a walk-through scenario for EOC while the IT Department conducted their own (more detailed) scenario. We will have two more training sessions during this academic year.

Carolyn Tucker – VP Human Resources

A “Tacky Sweater” end of the quarter potluck was held on December 6<sup>th</sup> and 7<sup>th</sup> on the Mount Vernon and Whidbey Island campuses. The next event will be held in February or March.

The college has hired six permanent new hires over the last month and have several more hiring committees finalizing hires. There are approximately 35 open positions listed on our career opportunities page.

## 7. BOARD OF TRUSTEES/ACT

Ozell Jackson reported that he was currently at the ACCT 2023 Leadership Congress, Flora Perez-Lucatero shared highlights from the Foundation Board of Governors meeting, including news that the Foundation hired a new Executive Director. Megan Scott O’Bryan gave a Head Start update, expressed how nice it was to meet parents of children at Head Start and how invested they are in their children’s education.

## VII. ACTION ITEM

1. Recommendation of President’s Evaluation annually in June.

It was moved by Megan Scott O’Bryan and seconded by Ozell Jackson to approve the President’s Evaluation annually in June as presented.

MOTION PASSED UNANIMOUSLY.

IX. PUBLIC COMMENT

No requests were submitted.

X. NEXT REGULAR MEETING

February 13, 2024 4:30 p.m., Mount Vernon Campus, Administrative Annex. Boardroom.

III. EXECUTIVE SESSION

The Chair announced that the Board would convene into Executive Session to discuss matters that could lead to possible litigation per RCS 42.30/110(I)(iii). She stated that she anticipated the Executive Session would take 30 minutes and that the Board does intend to take action when they returned to open session. Convened into Executive Session at 5:47 pm.

OPEN SESSION

The Chair reconvened the meeting into open session at 6:38 pm.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:39 pm.

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Mariko Doerner, Chair

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Dr. Christopher Villa, President  
Executive Secretary to the Board