

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, February 13, 2024  
4:30 p.m.

BOARD MEMBERS IN ATTENDANCE:

Ms. Mariko Doerner – Chair

Mr. Ozell Jackson III – Vice Chair

Dr. Carl Bruner

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 4:31 p.m.

II. DECLARATION OF A QUORUM

The Chair, Mariko Doerner, recognized that a quorum of Board members was present and welcomed new Trustee Dr. Carl Bruner.

III. INTRODUCTION OF GUESTS

Dr. Villa introduced new employees: Keating Meadowlark, Alondra Batista, Jazmin Cecena Ramirez, Veronica Perez, Julia Peterson, Toni Nicolas and Elaine Hall. Dr. Villa also introduced Dr. Ismael Vivanco, Mount Vernon School District Superintendent and former Trustee, Lindsay Fiker.

IV. ACTION ITEM

1. Recommendation of Resolution 24-1, Regarding Ms. Kathryn Bennett.

It was moved by Megan Scott O'Bryan and seconded by Ozell Jackson to approve Resolution 24-1, Regarding Ms. Kathryn Bennett as presented.

The Chair requested a roll call vote: Megan Scott O'Bryan – aye, Ozell Jackson – aye, Ozell Jackson – aye, Carl Bruner– aye, Mariko Doerner – aye.

MOTION PASSED UNANIMOUSLY

V. CONSENT AGENDA

1. Board Meeting Minutes – November 14, 2023 and December 12, 2023
2. Skagit/Islands Head Start Report

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

MOTION PASSED UNANIMOUSLY.

## VI. PUBLIC COMMENT

No requests were submitted.

## VII. COLLEGE REPORTS

### 1. ASSVC – Keelie Hancock

District ASSVC has reviewed proposed changes to the ASSVC By-Laws and Financial Code. They will vote on changes at their next district meeting and then forward documents to administration for review and approval.

Three students representing the District Student Government, traveled to Olympia for WACTCSA Legislative Advocacy Day. The students met with Representative Dave Paul, Senator Keith Wagoner, Ivy Ndambuki (Aide for Senator Liz Lovelett), and Representative Clyde Shavers.

The Services and Activities (S & A) Fee budget process is beginning and the ASSVC will soon be selecting students to serve on the S & A Committee. The budget request form will be open until March 11, 2024.

The Mount Vernon ASSVC has approved budget requests to send students to the Washington Oregon Higher Education Sustainability Conference at Western Washington University March 4 – 6, 2024, and to help send Phi Theta Kappa students to the PTK Catalyst Convention April 4 – 6, 2024, in Orlando, Florida.

The Office of Student Life and ASSVC will be hosting the annual Cardinal Leadership Summit on Saturday, March 2, 2024. This will be an opportunity for students to receive leadership training without traveling to a conference. Everett, Bellingham Technology, and Whatcom have also been invited to bring student leaders. Tish Norman will be the keynote speaker.

### 2. SVCFT – Kip Zwolenski

Legislative update: Kip attended C4C (Communities for Colleges) Lobby Day in Olympia, January 15, 2024. Four faculty members plan to attend the AFT-WA (American Federation of Teachers, Washington) Lobby Day on February 19, 2024. Kip reported on HB-2125, Benefit Eligibility for Contingent Faculty, it was voted out of committee, but died in appropriations. Looking forward to future study that will show the true cost, which is believed to be minimal.

Membership Report – 87 full-time faculty (82% of full-time temporary, tenure-track and tenured) and 52 part-time faculty (25% of associate faculty).

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

4. PRESIDENT – Christopher Villa

The college continues to see strong growth in enrollment. For winter quarter the college was up 21% overall and 14% for state FTEs in comparison with last winter quarter. Overall, the college is up 16% overall and 11% in State FTEs in comparison with this time last year. For winter quarter the college was up 12% for our targeted revenue bearing groups of students (International, Bachelors, Running Start, and State Tuition Students), and overall, we are up 9% year to date for these targeted groups compared to last year at this time.

The college is preparing to submit our Year 6 report to the Northwest Commission of Colleges and Universities (NWCCU). This report covers all of Standard Two “Governance, Resources, and Capacities”. The Year 6 report is called the PRFR, which stands for Policies, Regulations, and Finances Review. The report is due March 1, 2024 to the commission. This is a new report (we did not have to do one in our last cycle) and its purpose is to allow the final Year 7 visit to focus more deeply on Standard One, “Student Success, and Institutional Mission and Effectiveness”. Any concerns that the commission has with this report will be presented to the college later this spring, and we will have time to address and correct those before our Year 7 written report is due sometime in February 2025.

The Latinos in Action Conference will be held on Thursday, March 14, 2024 at McIntyre Hall. A VIP breakfast will host keynote speaker, Richard Montanez - The Hot Cheeto Man, and also the founder of LIA, Jose Enriquez, before the conference at Skagit Valley College. We are expecting about 400 students from local area high schools, primarily 9<sup>th</sup>-12<sup>th</sup> graders.

## 5. VICE PRESIDENT’S REPORTS

Claire Peinado, VP of Student Services

In addition to implementing a New Student Orientation model this year, Student Services is also focused on student retention as a holistic SEM (Strategic Enrollment Management) approach. As part of this effort, Enrollment Services has partnered with Financial Aid and the Business Office to develop more consistent, transparent, and equity-minded student interventions related to our disenrollment processes. This has resulted in a major improvement in the number of students who are actually disenrolled due to non-payment and reduces the number of students who are sent to collections agencies, which further impacts their financial outcomes and ability to reenroll.

Student Services is able to work with students earlier and more proactively to help them secure funding and stay registered for classes because of the collaborative approach across multiple offices and departments. The data tells the story: In Fall 2022 (baseline year), we had 197 students dropped for non-payment. Upon implementation of our new disenrollment processes in Fall 2023, we reduced the disenrollment list from 628 to just 68 students who were actually dropped due to non-funding. Winter Quarter was even better, reducing a list from 722 to just 20 students.

We will continue to build improvements to reduce these lists even further, with proactive communication and support from multiple areas at the college, thus contributing to stronger retention and completion outcomes.

The Outreach team, in collaboration with Futures Northwest, Northwest ESD, and SVC Faculty, organized "Learning with Leaders," an event that is part of a 3-part series hosted by our three North Region community colleges. The aim is to connect students with in-demand career pathways through engaging and kinesthetic learning experiences. Participants benefit from hands-on training, guidance from experts, virtual simulations, and interactive activities that enhance their understanding of various career fields. The event covers trades in advanced manufacturing/construction, healthcare, and information technology, along with support services workshops addressing topics such as financial aid, college speed-dating, and career readiness.

SVC's event hosted nearly 200 students from 12 high schools across the region. Attendees gathered insights into SVC academic opportunities, engaged with faculty and industry leaders about their chosen careers, and explored programs, clubs, and services offered at SVC. Information on financial aid opportunities and SVC's Foundation scholarship were also provided. Students also had the chance to apply to SVC during the event. We extend our appreciation to all SVC's leadership, faculty, staff, students, and volunteers involved in making this event a reality.

It is not unusual to see a spike in CARE team reports submitted mid-quarter. However, the number and nature/intensity of reports has increased, requiring more time and care from our SVC counseling staff who are involved in connecting and supporting students.

The upward trend in CARE reports for Fall 2023 capped out at 52 reported cases. The average over the last five years (fall quarter) was 32 reported cases. We will continue to watch this trend over the next two quarters and are interested in legislative activities that enhance increased support services in the area of student mental health.

SVC's partnership with Mental Health Matters of WA (MHMWA) is going strong for a second year. A group of committed staff and faculty from both organizations have been meeting each month to plan preventative activities and services for SVC and Skagit County. Planned programming includes county-level Asset Mapping leading to a list of resources on the SVC website, the development of a Resilience Tool Kit, a Forefront Suicide Prevention Advance workshop in May, and a Mini-Mindfest on May 9, 2024, on the Mount Vernon campus.

Anne Clark, VP College Advancement

Currently forming a steering committee for the SVC Centennial Celebration (2026), Hall of Fame Committee, and Foundation Capital Campaign.

Leading plans for "An Evening with Dr. Robert M. Gates" at McIntyre Hall on May 8, 2024, hosted by SVC Foundation, The President's Office and Community Action of Skagit County.

The Foundation is in process of facilitating the transfer and management of Campus View Village from SVC Foundation to SVC.

Oversaw logistics and collaborated details for the Gary Knutzen Memorial Service at McIntyre Hall on February 5, 2024.

Don Finsen and his longtime partner, Rae Allen, have supported SVC culinary arts program since 2011. Don's legacy bequest (\$300,000) was funded in December and was distributed between already established Finsen funds that support SVC's culinary arts through scholarship and program funding.

Stella Rolph Memorial Scholarship (bequest of \$1.68 m) will support SVC students pursuing two-year degrees and students who have earned SVC degrees who plan to pursue a bachelor's or four-year degree from SVC or a Washington state college or university. Rolph's connection with the college developed from her participation for over 20 years in an SVC Community Education fitness class taught by long-time instructor Susan Deschenes. We are incredibly grateful and celebrate Susan's outstanding commitment to her students and SVC. Thanks to her work, students will benefit for generations to come.

Gary Knutzen Memorial Scholarship, established by the Knutzen family, will support students involved in extracurricular activities at SVC.

Darren Greeno – Academic Affairs

The college was awarded a Career Connect Washington grant to support the purchase of electric vehicles and classroom training aids in the Automotive Technology program. The grant award of \$300,741 will contribute to the development of electric vehicle curriculum and allow students hands-on experiences with new EV technology.

The nursing program's National Council Licensure Examination (NCLEX) pass rate for RN students for the fourth quarter of 2023 was 100%. The pass rate for the entire 2023 year was 96%.

The Center of Excellence for Marine Manufacturing & Technology is launching a K12 Externship Project. This project will place a K12 educator in a maritime industry environment for one week. The project's primary goal is to promote maritime career pathways and educational opportunities throughout the state.

Ed Jaramillo, VP of Administrative Services

The facilities department was successful in securing a grant to install electric vehicle stations at the Whidbey Island Campus and the San Juan Center. These two areas were identified by the campus community to be in need of these stations. Through the leadership of Assistant Director of Facilities (Andrew Lemberg) we were able to secure two separate grants to get this accomplished. We expect all the stations to be installed by the end of the academic year.

As we stabilize the business office to match all the ctcLink processes, we have hired an Associate Director of Business Operations, Rebecca Wheeler, to manage procurement, travel, credit cards, asset management, and accounts payable. Rebecca was our procurement and grants manager about three years ago.

The college was awarded capital funding in July 1, 2023, we are now at the stage where construction will begin in all the approved state and local capital projects.

Construction projects starting in February include: fundamental's kitchen, demo kitchen, completion of fire apparatus building, replacement of Angst Hall HVAC controllers, repairs and renovation of the exterior of the Pacific Place head start building, and repairs and renovation of the exterior of the Burlington head start building.

Notable capital projects that will start construction later in the year: recondition Sprague Hall roof (May for better weather), replace boiler and heaters in Old Main (July when heat is not needed), tennis court bird netting installation (Starts in July due to tennis tournaments).

## 7. BOARD OF TRUSTEES/ACT

Megan Scott O'Bryan reported that she attended the Head Start Policy meeting, she was impressed with how Head Start is handling making difficult decisions for the program. Mariko Doerner and Ozell Jackson attended the Hill Climb Day in Olympia with Dr. Villa. They also reported on their time in Washington DC at the 2024 Community College National Legislative Summit. Part of the conference was focused on how the government works and how to advocate for your college. They had a chance to meet with Rep. Larsen, Senator Murray and Senator Cantwell.

## VIII. ACTION ITEM

### 1. Recommendation of Head Start Full Enrollment Initiative – Change of Scope to Reduce Enrollment and Implement Plan.

It was moved by Ozell Jackson and seconded by Megan Scott O'Bryan to approve the of Head Start Full Enrollment Initiative – Change of Scope to Reduce Enrollment and Implement Plan as presented.

MOTION PASSED UNANIMOUSLY

## IX. 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 25 minutes and that the Board does intend to take action when they returned to open session. Convened into Executive Session at 6:04 pm.

## OPEN SESSION

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

## X. NEXT REGULAR MEETING

March 12, 2024 4:30 p.m., Whidbey Island Campus, Oak Hall, A-306.

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