

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, June 13, 2017  
4:30 p.m. – Board Room  
2405 E. College Way  
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Kathryn Bennett, Chair  
Ms. Lindsay Fiker  
Mr. Christon Skinner  
Mr. John Stephens  
Dr. Thomas A. 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 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 – May 9, 2017; 2.) Correspondence; 3.) Skagit/Islands Head Start Report

It was moved by Lindsay Fiker and seconded by John Stephens to approve the Consent Agenda as presented.

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

Samantha Parks, ASSVC President – Whidbey Island Campus, reported the following:

- Spring quarter elections were recently held.

- Student life assisted with the set up for the June 2 Honors ceremony.
- Cardinal Day was held on June 7.
- Staff and Faculty award voting has taken place, awardee's will be announced at graduation on June 16.
- Program Board held a "De-Stress" event during finals week.

## 2. SVCFT

No report.

## 3. WPEA

No report.

## 4. President

### Introductions

New Employees:

- Lynnette Aragon - Program Coordinator – Enrollment Services. Began on June 1, 2017.
- Shiloh Penland - Director of TRIO. Began on May 16, 2017
- Dr. Brenda Valles - Executive Director of Equity and Inclusion. Began on June 1, 2017.

### Enrollment

- Spring 2017:
  - We are at 85% of our upward revised State target for Spring Quarter.
  - We expect to end the year at 95% of the annual allocation target.

### College Capital Projects

- Advanced Manufacturing/Composites
  - Expanding program to include additional space in Roberts Hall.
  - Minor remodeling in Reeves Hall.
    - Work to be completed by the end of summer.
  - Working with Chinook Enterprises on agreement to construct shared facility north campus area.
  - Enclosing area in Reeves Hall on hold as we work with Chinook.
- Soccer Field
  - Waiting for contract to be signed by DES and Contractor.
  - Expect to have a notice to proceed by June 15, 2017.
  - Expect to take possession in mid-September or early October.

- Fire Station
  - Funding approval for pre-design work submitted to DES.
  - Put out to bid by late August.
- Downtown Center
  - Will be listed for sale on July 1.

### Budget Update

- Financial Audit for 2015-2016 has been completed.
  - Exit meeting was held in May; Kathryn Bennett, Board Chair, attended.
  - No findings.
  - The final report has been sent to each of the Trustees and is posted on the State Auditor's website.

### Grant Update

- Upward Bound Grant
  - We were not awarded the grant.
  - Near perfect score on administrative items, budget, and approach, however, unable to demonstrate need—Mount Vernon and Burlington-Edison high schools success rates were too high.
- Applying for Veteran's Upward Bound Grant with Everett Community College.
  - Grant will provide for help with recruiting and college transition for veterans.
  - SVC would serve as the lead agency.
- SBCTC Workforce Development Grant
  - Recommended for funding, pending State Board final budget approval.
  - \$148,350 will go to further align our Craft Brew, Culinary Arts, and Sustainable Agriculture programs, which includes:
    - Expanded Oktoberfest event.
    - Greenhouse at the San Juan Center to enhance agricultural training.
    - Food truck to increase learning opportunities for Culinary Arts students.
- Awarded a \$40,000 Corrections Education Grant from SBCTC.
  - Allows us to hire a Navigator to support students transitioning from incarceration to degree completion.

### Legislative Report

- Still no budget and no sense of when that will happen.
- We will run summer quarter using local reserves.
  - We can operate for approximately three months on reserves—Summer Quarter.

- Decision made two months ago as we have to advertise, hire faculty, and inform students.
- Assuming State will budget for full year and that we will be able to replenish reserves.
- Some federal funds cannot be used to replenish reserves and we are identifying those programs and will adjust accordingly.

### College Advancement

- Continuing work to evaluate the feasibility for a potential expansion of campus housing.
- Anne Clark, Executive Director of College Advancement and Foundation, and Chad Pettay, Associate Director of Residence Life, met with HKP Architects to develop an initial cost estimate of expanding Campus View Village (CVV) by 150 beds.
- Rob Woods, Foundation Member, is leading the effort to develop two different funding options.
- The CVV Committee will meet in July to review the information in detail and recommend future actions.

### Foundation

- The Foundation achieved another record setting year. They have surpassed goals in both the Annual and Campaign giving totals.
- Increased the number of new donors to the Foundation by 28% from last year.
- The Jim Ford Golf Classic raised a record \$82,000.
  - Gained eight new corporate sponsors, bringing the total to 38, the highest ever.
  - The cumulative total toward scholarships for this event alone is well over \$1.2 million.
- The Foundation endowment is nearly \$11 million.
- Dr. Jim Ford, past president of SVC, passed away on May 26. A memorial is scheduled for July 21, 2:00 p.m. at McIntyre Hall. College staff are working with the family on the arrangements.
- Removing Barriers Campaign
  - The public phase began in May with the launch event on May 19.
  - Huge success—thank you to the Board for their support.
  - Raised nearly \$140,000 that evening, goal was \$100,000.
  - The Campaign brochure will be sent by the end of the week to over 2,000 community members.
  - The Campaign website is live and looks great.

- A special edition of *Currents*, with a focus on the Campaign, is at the printer and will hit mailboxes about one week after the brochure.
- To-date, raised over \$2.6 million toward \$3 million goal. Expect to meet or exceed the goal by December 31, 2017.
- Relationships that have been established will bring more donations over the years ahead.
- Brad Tuininga, Director of Philanthropy, has done a great job, he has a wonderful style and working with him has been a pleasure.

### **Administrative, Instructional & Student Services**

- Marine Technology
  - As has been reported earlier, the San Juan County Economic Development Council received a grant from the Department of Commerce to provide training and certifications in Marine Technology at the Marine Tech Center in Anacortes.
  - Students were provided tuition assistance, transportation, and support services for the Spring Quarter program.
  - We will recognize 20 graduates from that program at the San Juan Center Commencement on June 14.
  - The San Juan Economic Development Council was awarded an additional \$25,372 to provide additional marine technology training to the cohort that started in Spring Quarter. We expect approximately 12 students to continue with the training.
- International Programs
  - Nationwide trend of reduced numbers of inbound international students.
  - Summer enrollment expected to match last summer's enrollment.
  - Recruiting for fall, including trips to China in July and Indonesia in August.
- BAS Applied Management
  - Mentioned last month that Dr. Keegan and Darren Greeno, Dean of Workforce Education, presented information to the SBCTC and have received approval to continue the process.
  - A presentation will be made to the SBCTC in October for final approval.
  - We have hired a temporary faculty member to begin curriculum work.
  - We will advertise for a tenure-track position to begin fall 2018, when the program will begin.
- Library
  - The district's libraries are in the final stages of converting to a new library computer operating platform.
  - This platform runs all operations of the library and the conversion has been a two-year process. It will go live on July 13.
  - The Student Association awarded \$17,000 to the library to provide weekend hours for the 2016-2017 academic year.

### Student Achievement Strategy

- Faculty have been invited to preview the implementation plan for the Student Achievement Plan; a half-day retreat is scheduled for June 19. Following the meeting, plan to celebrate the end of a very busy year at Cardinal Craft Brewing.
- Major initiatives for next year include:
  - Implementing the new advising policy.
  - Continuing to develop degree maps, including building learning communities and other high-impact practice into our maps.
  - Embedding equity as a foundation of our work.
  - Revising our General Education learning outcomes so they are more assessable and can inform our instructional planning.
- At the May WACTC meeting Dr. Keegan presented on a panel regarding our approach to Guided Pathways.
  - SVC is ahead in terms of a holistic, comprehensive approach. Especially on our efforts related to ensuring that equity is at the core.
- District-wide effort—Dr. Kenneth Lawson, Vice President of Instruction, Dr. Laura Cailloux, Vice President of Whidbey Island Campus and Center, and Dr. Dave Paul, Vice President of Student Services, have provided excellent leadership in this effort.
- Financial Aid
  - Has completed the awarding process for all students who met the May 1 priority filing deadline. An amazing feat that helps students to be better prepared. Crystal Allison, Associate Dean of Financial Aid, and staff have done an outstanding job.

### President's Office

- Accreditation
  - Deeply involved in preparing for our Comprehensive Evaluation that will take place April 2018.
    - Seven year cycle.
    - College completes a self-study that addresses the standards.
    - Next Spring a team of seven people will visit SVC.
    - Cabinet Plus members are preparing a draft of the study that will be presented to the College in October. Departments will have fall quarter to review and make comments. Finishing touches will take place in January and February, we will put together a small group of faculty and staff to help with the review.
- Early Learning Effort

- During the Removing Barriers Campaign, Brad met with Sue Krienen, former CEO of Shell Oil Refinery, and she informed him of her interest in child care issues.
  - Sue met with Dr. Keegan and asked him for a bigger vision on child care issues. He presented to her the following:
    - Two and four-year degrees for Early Childhood Education;
    - Family Life Education;
    - Professional development training for current child care employees in Skagit County;
    - Training for in-home care providers;
    - Early learning center/child care for SVC students and a learning lab for Early Childhood Education;
    - Co-located offices for other organizations involved in Early Learning efforts.
  - Sue has taken the lead on the topic and has established the following:
    - Executive Committee;
    - Working Committee;
    - Partners include EDASC, United Way, and the Early Learning Consortium.
  - Sue is working to identify additional partners and organizations that may want to locate at the Center, and individuals and organizations that would provide funding.
  - She has met with other organizations planning or involved in capital campaigns to be sure of coordinated efforts.
  - A phone conversation with Senator Ranker has been arranged.
- WACTC
    - Dr. Keegan has agreed to take a leadership role next year at WACTC. He has a meeting on June 16 to determine the exact role.
    - High turnover of presidents over the past few years and with some important decisions that need to be made, he feels it is time for him to step back into a leadership role.
    - His six years serving as a Commissioner for the Northwest Commission on Colleges and Universities is ending at the end of June.

On behalf of the College, Dr. Keegan presented Kathryn Bennett, Board Chair, with a gavel plaque recognizing her service and leadership over the past year.

Trustee, Lindsay Fiker, presented Kathryn with flowers from the Board, acknowledging her service as Board Chair.

5. Board of Trustees/ACT Report

Chris Skinner acknowledged the good work of the Foundation and that he frequently hears positive comments from community members.

Kathryn Bennett stated that the Removing Barriers Campaign kick-off was full of energy and that you could feel the joy of the people in the room. She thanked staff for their efforts and acknowledged and thanked donors for their contributions.

VI. ACTION ITEMS

1. Skagit/Islands Head Start Application for Federal COLA Funding

It was moved by Chris Skinner and seconded by John Stephens to approve Skagit/Islands Head Start application for federal 1% COLA funding.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of McIntyre Hall Budget ~ 2017-2018

It was moved by John Stephens and seconded by Lindsay Fiker to approve the McIntyre Hall Budget for 2017-2018 as presented.

The Chair requested a roll call vote:

Lindsay Fiker: aye; John Stephens: aye; Chris Skinner: aye; Kathryn Bennett: aye.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Services & Activities Fee Budget ~ 2017-2018

It was moved by Lindsay Fiker and seconded by Chris Skinner to approve the Services & Activities Fee Budget for 2017-2018 as presented.

The Chair requested a roll call vote:

Lindsay Fiker: aye; John Stephens: aye; Chris Skinner: aye; Kathryn Bennett: aye.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of Operating & Capital Budgets ~ 2017-2018

It was moved by Chris Skinner and seconded by John Stephens to approve the estimated Operating Budget as presented in Attachment One, the estimated 2017-2019 biennial Capital Budget as presented in Attachment Two, the course fee



changes as presented in Attachment Three, and the change to the non-resident operating fee waiver as presented in Attachment Four.

The Chair requested a roll call vote:

Lindsay Fiker: aye; John Stephens: aye; Chris Skinner: aye; Kathryn Bennett: aye.

MOTION PASSED UNANIMOUSLY.

5. Board of Trustees' Regular Meeting Schedule ~ 2017-2018

It was moved by Lindsay Fiker and seconded by Chris Skinner to approve the Board of Trustees' Regular Meeting Schedule for 2017-2018 as presented.

MOTION PASSED UNANIMOUSLY.

6. Election of Board of Trustees' Vice Chair ~ 2017-2018

It was moved by John Stephens and seconded by Chris Skinner to nominate Lindsay Fiker as Vice Chair for 2017-2018.

MOTION PASSED UNANIMOUSLY.

VII. PUBLIC COMMENT

No requests were submitted.

VIII. NEXT REGULAR MEETING

October 10, 2017, 4:30 p.m., Administrative Annex, Board Room – Mount Vernon Campus.

IX. EXECUTIVE SESSION

The Chair, Kathryn Bennett, announced that the Board would adjourn to Executive Session to review the performance of a public employee. She anticipated that the Executive Session would run for approximately 45 minutes and that the Board planned on taking action when they returned to Open Session.

**Convened into Executive Session at 5:15 p.m.**

**Reconvened into Open Session at 6:10 p.m.**

X. ACTION ITEM

1. President's Contract

The Chair stated that the President's Contract will be extended to run through June 30, 2022.

It was moved by John Stephens and seconded by Lindsay Fiker to approve the President's Contract as presented.

Discussion followed on clarifying terms in the first paragraph of the contract. Adding in parenthesis the word "Board" following Board of Trustees and adding in parenthesis the word "President" following President of Skagit Valley College, District No. 4. Changing the word "institution" and replacing it with Skagit Valley College and adding in parenthesis the word "College" following Skagit Valley College.

Discussion was also held regarding revisiting the contract language for clarification purposes during the coming year if there is interest.

John Stephens modified his motion to approve the President's contract with the clarification language suggested, Lindsay Fiker seconded the motion.

**MOTION PASSED UNANIMOUSLY.**

The Chair stated that the Board was very pleased to take action on the President's Contract.

Dr. Keegan thanked the Board for their time and support.

#### XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:30 p.m.

#### XII. OPEN SESSION

At 6:31 p.m. the Chair called the Board into Open Session and asked the Board members to comment on the President's contract.

The Chair stated that Dr. Keegan has been an invaluable resource to the College and the community and that the Board is very concerned that unless his compensation is increased to remain competitive with other, similarly situated institutions, that the College faces a significant and legitimate risk that he will accept employment elsewhere. This increase is intended to ensure retention of the President so that he may continue to serve as President of Skagit Valley College into the future.

Chris Skinner stated that the College is running well-established programs with Dr. Keegan's leadership that is benefiting both students and staff. There are a number of

openings currently occurring in the state and it seems reasonable to provide a salary adjustment to prevent him from being recruited to another college.

John Stephens stated that Dr. Keegan has shown a deft hand in leading a college that is strategically driven and to ensure continuity and longer term stability it is appropriate to provide a contract that will encourage his retention.

Lindsay Fiker stated that Dr. Keegan's strengths and capacity to function on many levels is remarkable.

### XIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:35 p.m.

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Kathryn Bennett, Chair

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