

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, October 10, 2017
4:30 p.m. – Board Room
2405 E. College Way
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Megan Scott O'Bryan, Chair
Ms. Lindsay Fiker
Mr. Christon Skinner
Dr. Thomas A. Keegan, President & Executive Secretary to the Board

I. CALL TO ORDER:

The meeting was called to order at 4:34 p.m.

II. DECLARATION OF A QUORUM

The Chair recognized that a quorum of Board members were present. Trustees Kathryn Bennett and John Stephens had excused absences from the meeting.

III. INTRODUCTION OF GUESTS

Arden Ainley, Chief Information Officer, introduced Casey King, WPEA representative.

IV. CONSENT AGENDA

1.) Board Meeting Minutes – June 13, 2017; 2.) Board Special Meeting Minutes – September 12, 2017; 3.) Correspondence; 4) Skagit/Islands Head Start Report

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

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

Victor Gonzalez, ASSVC President of the Mount Vernon Campus, reported the following:

- Elections are currently underway—three open positions and eight candidates.
- The Club Presidents' Roundtable will meet on October 17 with ASSVC President and Club Relations Representatives.
- Club of the Year Award
- Strongly encouraging the representatives to be involved with clubs throughout the year.
- Last month, 15 student leaders from across the District attended the annual Council of Unions and Student Programs (CUSP) Student Leadership Conference in Pasco.
- Student Technology Fee proposals will be accepted until the end of October.
- The Powwow will take place this weekend.

2. SVCFT

Hilda Halliday, SVCFT President, reported the following:

- The faculty contract will expire next spring, beginning to work on contract issues this year.
- The Academic Calendar will be sent to the Board for approval no later than February 2018. Reviewed the background on establishing the two week spring break. Plan to communicate SVC's spring break schedule as soon as possible to local school districts.

3. WPEA

Casey King reported that he is the new WPEA representative.

4. President

Introductions

Beijing Foreign Studies University Exchange Instructor for 2017-2018:

- Dr. Keegan introduced Nan Song to the Board of Trustees. Chair Megan Scott O'Bryan presented Nan with a welcome gift from the Trustees.

New Employees:

- Matt Scammell – Business and Economics Instructor
- Claudia Avendano-Ibarra – Human Services Instructor
- Kristine Duncan – Nutrition Instructor
- Nicole Harris - Counselor
- David Ridge – Welding Instructor
- Heather Riley – Nursing Instructor
- Sunaina Virendra – BAS Applied Management Instructor

- Alexis Meyers – Early Childhood Education Instructor
- Caryn Regimbal – Associate Dean of Enrollment Services
- Tiffany Christian – English Instructor

Enrollment

- Fall 2017:
 - Currently at 83% of our Fall target.
 - When we add in anticipated enrollments for the rest of Fall 2017, we expect to reach 93-94% of our Fall target.
 - The state system is expected to be around 96% of target. Only a handful of colleges are expected to reach or exceed their targets.
 - Retention rates are high as a result of focused efforts and we expect longer term increases in enrollment despite a healthy economy.
 - International enrollment is down, which is similar across the country.
 - Running Start and College in the High School enrollment is up.

College Capital Projects

- The legislature still has not finalized a capital budget; we do not anticipate any action until spring.
 - Utilizing about \$400,000 out of reserves to complete high priority instruction projects: Hayes Hall Nursing lab modifications (to bring up to accreditation standards); and the new Fire Technology building.
 - Without a capital budget the maintenance and operations budget will be in a \$345,500 deficit that will need to be made up with local dollars.
- Staff completed an extensive renovation of Reeves Hall which will give the Advance Manufacturing and Composites program an increased and more effective footprint for teaching.
 - Staff work on the remodel saved approximately \$175,000.
- Soccer field project is proceeding on time and budget.

Budget

- Expenditures to-date are on pace.
- Built budget on conservative tuition estimates—at 100% of target.
 - We do not expect to hit target, so anticipating that revenue will be down.
 - However, Running Start enrollment is up, which provides for increased revenue.
 - In addition, we will receive \$100,000 from the Guided Pathways Project. This is our share of \$3 million that the SBCTC has received from AACC's Guided Pathways Project.
- As usual, we will review tuition collections in mid-November and adjust accordingly. We do not anticipate any significant cuts.

- The 2016-2017 year-end financials enabled the college to move \$111,000 into the reserve fund.
 - Revenue was lower than budgeted, however, expenses were also lower than projected.
 - Compliments to the good work of budget managers and the Business Office staff.

Grant Updates

- SVC is one of six colleges in our system to receive an I-BEST Expansion Grant.
 - We were awarded \$143,000 per year for three years toward increasing our I-BEST enrollment.
 - This year, our focus will be on Pre-Nursing, Education, and Human Services as well as General Education (English/Math) I-BEST.
- Received \$27,000 Innovations Grant funding from the SBCTC.
 - WIC faculty are leading this district wide effort to create a streamlined pathway, common learning outcomes, and shared curriculum for pre-college math, and transition to college math.
- Awarded a Job Skills (JSP) grant, \$55,530, to provide customized training to Scratch and Peck Feeds, a Bellingham based company that produces organic feed for livestock.
 - The grant will be used to collaboratively develop and implement lean practices and facilitate a culture of continuous improvement. It will also include training in leadership, communication, conflict management, and project management.
 - This is the second successful JSP proposal submitted by the college's Contract and Customized Training area this year. It allows us to continue to provide flexible workforce training aligned with our industry partner's needs.
- Awarded a \$40,000 Corrections Education Grant.
 - Receiving this grant has allowed the College to hire a Corrections Education Navigator to work with individuals as they transition from incarceration to becoming a student at SVC.

College Advancement

- Foundation
 - The Foundation ended its fiscal year on June 30 with another record-setting year, including the most number of donors in its 39-year history.
 - The Foundation is in the process of wrapping up its annual audit, conducted by Larson-Gross. The audit has gone very well, and results will be presented to the Board of Governors at their October 18 meeting.
- Campus View Village

- We continue to experience a housing shortage for SVC students. As has been reported in the past, we are working with the Campus View Village Committee to identify sources to construct either a new residence hall, or acquire a local apartment complex.
- Data collected over the summer and a recommendation from the committee will be presented at an upcoming Board of Governors' meeting.
- Removing Barriers Campaign
 - As of Friday, October 6, \$2,683,260 in gifts and pledges has been raised.
 - On Sunday, an anonymous donor pledged \$200,000 to purchase a CNC machine for the Advanced Manufacturing and Composites programs—a “game changer” for those programs.
 - With the \$200,000 pledge, that leaves \$116,000 remaining to reach the \$3 million dollar goal by December.
 - Planning to celebrate the successful completion of the Removing Barriers Campaign, in conjunction with the Foundation holiday party, on December 12 at McIntyre Hall.
 - Acknowledged the amazing work done on the campaign by Brad Tuininga, Director of Philanthropy, and Anne Clark, Vice President of College Advancement and Executive Director of the SVC Foundation. Based on the relationships that have been established during the campaign, we will see donations continue for many years to come.
- Marketing
 - The National Council for Marketing and Public Relations (NCMPR) Medallion Awards recognizes outstanding achievement by 2-year community and technical college marketing teams. There were over 250 entries in 29 categories. SVC will be awarded the following on October 18:
 - Gold Medallion – Foundation, Employee Giving Email Campaign - Design and Messaging;
 - Silver Medallion - Food and Brew, San Juan Island President's Reception Invitation - Print/Invitation Design;
 - Silver Medallion - Whidbey Island Campus, "Focused on You" - 30 second TV/Video Commercial;
 - Silver Medallion - *Currents* Magazine, Fall 2016 issue - Design and Writing Excellence;
 - Bronze Medallion - SVC 2016 All Sports Program - Print/Program Design;
 - Bronze Medallion - SVC Mount Vernon Commencement 2016, Social Media Success.
 - Since the June Board of Trustees meeting, SVC has received extensive media coverage.
 - Eight front page stories;
 - Four television stories: KOMO4, KIRO7, and two on KING5;
 - 26 major regional coverage stories;
 - One state-wide story on Governor Inslee's visit;

- Three nation-wide stories, including one on CNN.
- In addition, *Washington Monthly Magazine* released its 2017 College Guide and Rankings and SVC is rated as 61 in the Top 100 for Best Colleges for Adult Learners—2-Year Colleges.
- Arden Ainley, Chief Information Officer, does an outstanding job coordinating with the media to showcase the work of our incredible faculty and staff.

Instruction and Student Services

- Student Success Strategy
 - First Quarter Experience (FQE) is now mandatory for all new degree seeking students.
 - This fall we offered 40 sections of this class across the district.
 - Faculty who teach this course are asked to attend a training to ensure instruction is delivered within the framework of inclusive pedagogy.
 - Implemented last fall with professional technical students and those pursuing a transfer degree and who assessed below-college level in English and Math.
 - The data from the Fall 2016 First Quarter Experience is very promising, we are seeing a 10% increase in retention.
 - The Basic Education for Adults area is seeing large gains in college transition.
 - Our 2015-2016 transition rate was 33%, well over the state average of 25%.
 - In 2016-2017 the percentage of students making gains was 52% a significant increase over the previous year of 36%.
 - Our online Early Alert system has been launched. Data from this tool is used to target specific intervention strategies to aid in student retention and success.
 - This year's primary work of the Student Achievement Strategy focuses on implementation of our new mandatory advising program and building out degree maps. Instructional faculty, counselors, and navigators are working collaboratively in the Eight Areas of Study to complete the next phase of degree mapping, which includes building in at least one integrated learning experience during the student's first year.
 - The Open Doors Youth Re-engagement Program has expanded partnerships with six school districts this year: Mount Vernon, Burlington-Edison, Sedro-Woolley, Anacortes, La Conner, and Concrete.
 - We currently have 93 Open Doors students enrolled, exceeding our initial target of 75.
 - Students are enrolled in College and Career Bridge, High School Completion and college classes to achieve their high school requirements.

- Like HS21+ students, each Open Doors student has a transition plan toward continuing on to achieve a college certificate or degree.
- Our INVEST program for students with intellectual disabilities has 13 students enrolled in partnership with Mount Vernon, Sedro-Woolley, Burlington-Edison, La Conner, and Anacortes school districts.
 - Students enrolled in INVEST classes learn college success and academic skills. They also enroll in college classes toward achieving individualized learning outcomes—currently students are enrolled in culinary, drama, ceramics, and leadership classes.
- Job Corps, a 50-year-old Department of Labor program serving at risk youth with vocational training, is piloting a completely new model of training delivery partnering with local community colleges.
 - The only pilot site in the nation is Cascade Job Corps and Skagit Valley College.
 - We will be providing basic education, pre-nursing, and computer information systems training.
 - This fall, the CIS program began the first cohort of Job Corps students in Mount Vernon and implemented new server technology to support online CIS students.
- Whidbey Island Campus
 - The Nursing program has completed the transition to upwardly mobile pathways. All new entering classes will be for registered nurse preparation or transitioning LPN to RN.
 - There are 19 LPN to RN students enrolled this quarter.
 - The Navy has discontinued local support services for military personnel wishing to access their educational funding. The College is stepping into that void to promote greater access. Michelle Johnson, Veterans Programs Recruitment Specialist, and Sue Jensen, Program Coordinator, are creating a pilot workshop program to support Active Duty service members in understanding and applying for Training Assistance funds.
 - Renovations to Old Main are on-going and consist of a new look for the main floor, signage, and the relocation of other student services.

President's Office

- WACTC
 - Dr. Keegan is chairing the Critical Issues Committee this year.
 - There are two charges for the committee: Equity and WACTC culture.
 - Culture:
 - Focused on how we interact and reach decisions.
 - Professional development.
 - Initiating and coordinating system-level initiatives with ACT and SBCTC.
 - Equity – Four Arenas:

- Professional Development.
 - Common understanding of equity.
 - Analysis of System-level processes, practices and policies through an equity lens.
 - Resource bank for individual colleges to access when developing approaches to equitable access and achievement.
- SVC is emerging as the leader in developing Guided Pathways with equity at the core.
 - Gretchen Robertson, Basic Education for Adults Instructor, and Kip Zwolenski, Early Childhood Education Instructor, have been asked to present on numerous occasions around the state on inclusive pedagogy.
 - A team from the College has been asked to present at the Center for Community College Student Engagement's National Student Success Institute in Austin next month on leading Guided Pathways with equity at the core.
 - Dr. Keegan, along with two other presidents, has been asked to serve on a panel at the same conference regarding the role and challenges of leading the transformation to a Guided Pathways approach.
 - The 15th Annual Sports Auction will be held on Saturday, October 21. Dan Wilson, former player for the Seattle Mariners, will be the keynote speaker.
 - A rally supporting DACA students was mobilized by Victor Rodriguez and other students on September 5. Dr. Keegan, along with faculty and staff members, participated in the rally and said that it was very inspiring and moving. He was proud that our students and others in the community were willing to take a risk and stand up for a cause.
 - Victor stated that it was important to have Dr. Keegan and faculty and staff at the rally because it conveys support to the students and tells them that they belong at SVC.

The Chair, Megan Scott O'Bryan, asked about the status of the Institute for Civility. Dr. Keegan stated that with Dr. Laura Cailloux's leadership, the EDASC Foundation has been working on learning outcomes and the goal is to have a community conversation by next summer.

5. Board of Trustees/ACT Report

Trustee, Chris Skinner reported that the Board held a very constructive retreat in September.

The Chair reported that the group that coordinated the Nick Whitton Memorial Tennis Tournament contacted her and asked her to publically pass on their thanks to Dr. Keegan for his pro-active collaboration.

VI. STUDY ITEM

1. Recommendation of Revision to WAC 132D-276-090, Public Records - Copying

The 2017 Legislature amended RCW 42.56.120, Public Records Act – Charges for Copying.

To use the new law's default copy fee schedule, agencies must have a rule declaring the reason it is not calculating actual costs is because to do so would be unduly burdensome.

To be in compliance with the new law, and to use the newly established default copy fee schedule, SVC has filed a Preproposal of Inquiry in order to revise the language to our current WAC on copying fees for public records. A public hearing is scheduled for November 7, 2017 with the intent to amend the following chapter of Title 132D-276-090, Access to Public Records – Copying.

VII. PUBLIC COMMENT

No requests were submitted.

VIII. NEXT REGULAR MEETING

November 14, 2017, 4:30 p.m., Oak Hall 306 – Whidbey Island Campus.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:27 p.m.

Megan Scott O'Bryan, Chair

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