

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, November 14, 2017
4:30 p.m. – Oak Hall 306
1900 SE Pioneer Way
Oak Harbor, WA 98277

BOARD MEMBERS IN ATTENDANCE:

Ms. Lindsay Fiker, Vice Chair
Ms. Kathryn Bennett
Mr. Chris Skinner
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 Vice Chair recognized that a quorum of Board members were present. The Chair, Megan O'Bryan, was absent due to illness and Trustee, John Stephens was absent due to a work commitment.

III. INTRODUCTION OF GUESTS

No community or media guests were present.

IV. CONSENT AGENDA

1) Board Meeting Minutes – October 10, 2017; 2) 2016-2017 Annual Assurance of Risk Report; 3) Skagit/Islands Head Start Report; 4) Correspondence

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

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

Cesiley Garcia, ASSVC President of the Whidbey Island Campus, reported the following:

- Beginning work on facility improvements that will include:
 - Moving the Student Life Office to the second floor of Oak Hall;
 - Update and improve signage around the Whidbey Island Campus;
 - Establishing a coffee shop in Oak Hall;
 - Update Library material.
- Cardinal Kick-off Orientation had a good turn-out, approximately 50 students participated;
- Held a successful Halloween event that included community members and students from the local K-12 schools.
- Preparing to attend upcoming Student Leadership Academy in Olympia.

2. SVCFT

Hilda Halliday, SVCFT President, reported the following:

- Each year the last week of October is designated as National Campus Equity Week. Again this year, Governor Inslee signed a proclamation recognizing Equity Week and the valuable contributions of adjunct faculty.
 - Recently faculty were invited to a meeting with adjunct faculty; Dr. Gabriel Mast, Dean of Arts and Sciences, also attended. It was a well-attended meeting and discussion took place about establishing a new district wide schedule matrix. Adjunct faculty provided valuable input and commentary on important issues.
- Two subcommittees are currently working on:
 - Academic Calendars for 2018-2019 and 2019-2020. Plan to present to the Board at the December meeting.
 - Identifying a new structure for faculty administration, department/division chairs.

3. WPEA

Sue Jensen, Program Coordinator - Registration, was in attendance as a representative of WPEA. She stated that WPEA plans to be more visible this year and hopes to have a representative or shop steward attend each of the Board meetings.

4. President

Introductions

New Employees:

- Erin Vonnahme – Librarian
- Lisa Zenno – Manager Student Life
- Dinty Musk – Chemistry Instructor

- Natalie Skouson – Program Coordinator, Disability Access Services/Tutor Coordinator

Enrollment

- Currently at 86% of our Fall target.
- Anticipate additional enrollments for Fall and expect to reach 93% of our target by the end of the quarter.

College Capital Projects

- Soccer construction is now shut down because of weather. We will be looking at windows of opportunity in February and March to install the turf. The field will be covered to protect soil. Fencing, lights, and all other parts of the project continue as planned.
- Nursing lab remodeling at Whidbey is on track and will be complete by the start of Winter quarter.
- South Whidbey Center will move to the South Whidbey Community Center with a tentative move date of Winter 2018.

Budget Update

- As mentioned at the November Board meeting, we will not meet our budget projections due to lower enrollment of state supported and international students. We do have increased revenue from Running Start enrollment.
 - Anticipating a \$400,000 budget deficit; Cabinet is implementing budget reductions, which do not involve layoffs, to bring the budget into balance.
- The Financial Audit will take place earlier this year to meet the requirements from the accreditation commission. We are expecting the auditors to arrive on November 27, with completion by December 14.

Core Theme Report

Dr. Dave Paul, Vice President of Student Services, presented the Core Theme report on Access.

Dr. Keegan stated that following the accreditation visit in April, the College will start the revision process of the Strategic Plan. A draft of the revised documents will be presented to the Board with a final draft presented in February 2019. The revised Strategic Plan may include a revised mission statement and core themes.

Legislative Report

- No movement on the Capital budget. Assume we will get allocation in spring.
 - Minor projects have been delayed, such as the new fire building, and a number of repairs and remodels are on hold.

College Advancement

- Campaign Update:
 - SVC Foundation has met the \$3 million Removing Barriers Campaign goal.
 - Total amount raised to-date is \$3,025,476 and we expect more to come in before year end.
 - There have been 219 donors, of which 70 are employees.
 - Highest donation was \$500,000 by NW United FC.
 - Average gift amount: \$13,815.
 - Total amount of employee gifts: \$42,000.
 - The Board of Trustees, Foundation Board of Governors and Campaign Cabinet, as well as all SVC Cabinet and Cabinet Plus members donated.
 - A celebration, combined with the Foundation's Annual Holiday Party, is scheduled for December 12, 5:30 pm at McIntyre Hall.
- As a result of conversations that were part of the Campaign, Dr. Keegan and Foundation staff have been having ongoing conversations with Sue Krienen, retired General Manager of Shell Refinery, regarding early learning needs in the community. Sue has pledged \$250,000 and agreed to lead the effort to raise \$3 million toward the establishment of an Early Learning and Family Development Center.
 - Various community groups including the United Way, Skagit Children's Council and the Skagit Valley Boys & Girls Club have expressed interest in the creation of such a facility.
 - Recently a very successful Early Learning Business Forum was held. Attendees heard a presentation from a UW brain science researcher, followed by a panel discussion on the importance of early learning to the business community. John Sternlicht, Executive Director of EDASC moderated the panel. The forum was co-sponsored by United Way, EDASC, and SVC. Outcomes of the meeting include:
 - The Skagit Children's Council has formally agreed to support the project.
 - The United Way continues to be very supportive and will work toward formal approval by the United Way's Board of Directors if it is decided to go ahead with the project.
 - Dr. Keegan, Anne Clark, Vice President of College Advancement and Executive Director of SVC Foundation, and Brad Tuininga, Director of Philanthropy, met with Ron McHenry, Executive Director of Skagit Valley Boys and Girls Club and Holly Shannon incoming

- member of the Boys and Girls Club board, to discuss potential for the Boys and Girls club to co-locate with the Early Learning and Family Development Center on the Mount Vernon Campus.
- Next steps include:
 - Planning work with the Boys and Girls Club.
 - Determination of space needs, defining the footprint of the facility.
 - Development of a joint case prospectus and feasibility study outline.
 - Feasibility study to be initiated and completed in the first quarter of 2018.
- Campus View Village
 - Continue to investigate additional housing capacity opportunities.
 - New construction on site may be too expensive for the Foundation, continuing to gather data, exploring the possibilities of an investor.
 - Also exploring the possibility of partnerships with local apartment complexes for purchase or subleasing.
- 15th Annual Cardinal Sports Auction
 - Huge success, raised over \$95,000 for athletic scholarships. More than doubled the amount raised during past auctions.
 - Former Seattle Mariner Dan Wilson was the keynote speaker.
 - Culinary, Cardinal Craft Brew and student athletes were on hand to support the event.
- Media Coverage – October and November 2017
 - Since the October Board meeting, SVC has received great media coverage—once again, Arden Ainley, Chief Public Information Officer, has done amazing work with the media to profile the excellent work of our faculty and staff across the district.
 - Four front page stories in the Skagit Valley Herald.
 - Five Seattle network affiliate television news stories.
 - One state-wide story in *Washington Monthly* magazine.
 - Two national stories, one in the New York Times and one on the American Association of Community Colleges (AACCC) website.

Whidbey Island Campus

- Dr. Laura Cailloux, Vice President of Whidbey Island Campus, San Juan, South Whidbey, and Anacortes Center, reported the following update:
 - This past summer a group from Whidbey Island Campus attended a four-day summer retreat at The Evergreen State College on how to integrate learning communities with Pathways. Faculty are excited about the plan.
 - New Student Life Manager, Lisa Zeno, has been meeting with Whidbey faculty to begin planning for student programming in alignment with areas of study.

- The Marine Center of Excellence hosted an industry workshop conducted by Derema Industries on marine electronics October 14-5; 20 people attended.
- Cruiser's College has ramped up their community education offerings with workshops offered one weekend each month.
- Disability Access Services held a technology fair today demonstrating what is available to assist students with disabilities.
- The Tutoring Center is up and running for the quarter and recently hosted a successful open house with over 70 people in attendance.
- Hosted a College Goal Washington event on October 21 under the leadership of Debbie Wysomierski, Program Coordinator in Financial Aid.
- Student Services functions has relocated to the main lobby area of Oak Hall. This has provided an improved experience for students and staff.
- Nursing has relocated to Old Main, giving them better access to the nursing labs in Sprague Hall.
- Nineteen students entered the LPN to RN program this fall and the transition to this program is now complete.
- Established a nursing clinical site at Whidbey General.

Instruction and Student Services

- On October 26 the State Board has approved SVC's second Bachelors of Applied Science degree, the Bachelor of Applied Science in Applied Management. Sunaina Virendra, BAS Applied Management Instructor; Dr. Kenneth Lawson, Vice President for Instruction; and Dr. Keegan presented information on the proposed degree to the State Board at their October 26 meeting. Darren Greeno, Dean of Workforce Education, has led the efforts to establish the degree and Sunaina has worked to develop the curriculum. The degree still requires formal approval by the Trustees; information on the degree was presented later in the Board meeting.
 - Plan to begin offering the degree fall quarter of 2018. Expect 20 students in the first cohort.
 - Most students will come with a two-year degree and the degree will augment their technical training with managerial skills in accounting, human resources, operations management, marketing, and project management, in addition to upper-division general education courses in psychology, philosophy, sociology and business.
 - The program will provide a unique model of instruction by utilizing learning communities, a cohort-based structure, inclusive pedagogy, and curriculum intended to foster student engagement to support diverse students toward degree completion.
 - Darren and Sunaina have done outstanding work in developing the degree. In addition, acknowledged Darren's work in reviewing and

developing new programs and his positive impact on student achievement.

- The Parks Law Enforcement Academy expanded to two cohorts this year. The second cohort, which will begin January 3, has 36 students enrolled. The first cohort, which will complete in December was also fully enrolled.
- Sinead Plagge has stepped into her new role as Associate Dean of Transitional Studies. She will be overseeing the First Quarter Experience (FQE) and the I-BEST expansion.
 - The I-BEST expansion grant project work is well underway:
 - Added English 101 and Math 101 I-BEST to the winter quarter schedule.
 - Submitted an I-BEST program approval request for the Education Associates Degree.
 - In planning stages for developing and submitting an application for a Pre-Nursing I-BEST program.

Student Services/Student Achievement

- This quarter was the first time that the FQE was required for all new degree seeking students. There were 37 sections with 946 students enrolled.
- Our first institutional advising day was held in October.
 - Under the leadership of Sandy Jordan, Associate Dean of Counseling and Advising, and Alison Fernandez, Director of Advising and Retention, navigators and counselors conducted hands-on training with faculty and staff on advising tools.
 - Preparations are underway for next year's institutional advising day, which will include students in an interactive and engaging day.
- With Crystal Allison's (Associate Dean of Financial Aid) leadership, the College has increased the percentage of students receiving Financial Aid by nine percent. Through increased outreach to students.

President's Office

- ctLink: Presidents held a special phone meeting last week to discuss the increased costs of ctLink based on the re-work of a few of the modules, redesign of security, staffing plans and increased contingency. WACTC developed three different scenarios, none of which require legislative action. The goal is to not affect our current revenue structure. WACTC will vote on the options on December 1 and then it will go on to the State Board for approval.
- Dr. Kenneth Lawson, Dr. Laura Cailloux, and Dr. Keegan presented at the Center for Community College Student Engagement conference on November 3 in Austin, Texas. The topic of their presentation was "Guided Pathways: Equity at the Center." During the conference Dr. Keegan also served on a President's Panel on Transformational Leadership.

- Dr. Keegan represented WACTC at a leadership dinner with representatives of ACT and the State Board. Discussed legislative session and system issues.
- Accepted an offer for the purchase of the Downtown building. The purchase is now in escrow and expected to close in January.
- Marilyn Franklin, Executive Director of Planning and Effectiveness will be relocating to California. Dr. Keegan has asked Dr. Dave Paul, Vice President of Student Services to move into the position as Vice President of Planning and Effectiveness, which will also include the responsibilities of: the Strategic Enrollment Management (SEM) efforts; facilitate the development of the College's new Institute for Civility and coordinate its efforts once operational; increase our efforts to conduct *Lean* evaluations of College processes; and, assist Dr. Keegan with legislative relations, both at the state and national level.
 - Currently conducting a national search for the Vice President of Student Services position. Deadline is early December; semi-finalists will be interviewed the second week of January.
- Dr. Keegan thanked Mark Wanless, Manager, Administrative Services for Whidbey Island Campus, for his efforts in hosting the Board meeting.

5. Board of Trustees/ACT Report

Chris Skinner reported that three weeks ago he, along with Dr. Keegan and several Cabinet members, attended another session of the Pathways Institute. He had attended the first Pathways Institute, which was interesting, though he found the recent session to be a more robust experience. He enjoyed discussions with other trustees from around the nation and was pleased to be able to share SVC's Board Policies and Core Themes and explain they were used as the basis for how decisions were made. Chris thanked all those involved in the process.

Lindsay Fiker stated that she very much enjoys reviewing the media coverage about SVC.

Lindsay reported that she attended the annual Professional/Technical Advisory Dinner in October and thought it was great to see the number of community members involved with the programs of the college.

VI. STUDY ITEM

1. Recommendation of Bachelor of Applied Science in Applied Management

Dr. Keegan mentioned earlier in his report details of the proposed degree. Approval of the degree will be presented to the Board at their December 12, 2017 meeting.

VII. ACTION ITEM

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

It was moved by Chris Skinner and seconded Kathryn Bennett by to approve the Revision to WAC 132D-276-090, Public Records – Copying as presented.

Dr. Keegan thanked Kerena Higgins, Assistant Attorney General, and Lisa Radeleff, Executive Assistant, for their work on the revisions.

MOTION PASSED UNANIMOUSLY.

VIII. PUBLIC COMMENT

No requests were submitted.

IX. NEXT REGULAR MEETING

December 12, 2017, 4:30 p.m., Board Room – Mount Vernon Campus.

X. EXECUTIVE SESSION

The Vice Chair announced that the Board would convene into Executive Session to discuss a real estate issue and anticipated that the discussion would last ten minutes. She stated that the Board did not plan on taking action when they returned to open session.

The meeting was recessed at 5:42 p.m. and re-convened into Executive Session at 5:47 p.m. The Executive Session adjourned at 6:00 p.m. and re-convened into Open Session at 6:01 p.m.

XI. ADJOURNMENT

There being no further business, and no action taken following the Executive Session, the meeting was adjourned at 6:02 p.m.

Lindsay Fiker, Vice Chair

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