

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, November 8, 2016
4:30 p.m. – Oak Hall, Room 306
1900 SE Pioneer Way
Oak Harbor, WA 98277

BOARD MEMBERS IN ATTENDANCE:

Ms. Kathryn Bennett, Chair
Ms. Lindsay Fiker
Ms. Megan Scott O'Bryan
Mr. Chris 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 4:32 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 – October 11, 2016; 2.) Head Start Report; 3.) Head Start Program Information Report, 2015-2016; 4) Early Head Start Program Information Report, 2015-2016

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

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

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

- Halloween themed movies were played each Wednesday during the month of October. The movies were popular and had good attendance.
- Student government elections were held the week of October 10th on the Whidbey Island Campus.
- Program Board added four new hires.
- To celebrate Dia de los Muertos an educational board was displayed in Old Main and Student Life hosted an event providing information to students and gave out festive cookies and Mexican hot chocolate and horchata.
- Student leaders plan to attend the Leadership Summit at Mount Vernon on November 4 and 5.
- Five representatives from Student Life will be attending a conference on campus programming the week of November 8.
- November 17-19, ASSVC representatives will be attending the CUSP Legislative Academy in Olympia.

2. SVCFT

Hilda Halliday, SVCFT President, reported the following:

- Faculty conversations around the First Quarter Experience (FQE) pilot program are currently occurring. Faculty who are involved are learning what is working and what is not. This information has been shared at the Labor Management meeting. Agreement that since the FQE is a pilot program there is a need to debrief and identify its place in the mission of the College.
- Also discussing transparency in scheduling classes—specifically around adjuncts. Thoughtful discussion has taken place on developing a rubric that would be used to identify who teaches which classes. Embracing one college concept throughout the district and working hard to achieve the goal of transparency.

3. WPEA

No report.

4. President

Introductions

- Mark Wanless, Administrative Services Manager for Whidbey Island Campus. Prior to his new role, Mark served as the Veterans Education Coordinator for Whidbey Island Campus.

- Dr. Gail Bruce, Associate Dean of Whidbey Island Campus. Prior to her new role, Gail served as a Counselor on the Mount Vernon Campus.

New Employees:

- Dan Edwards, Nursing instructor – started September 2016.
- Amanda Grove, Program Coordinator, Student Services – started November 1, 2016.

Recruitment:

- Currently conducting faculty recruitment for the following tenure-track positions that will begin Fall 2017:
 - Nursing, Business and Economics, Nutrition, Chemistry, and a Counselor.
- Currently recruiting for two administrative positions:
 - Executive Director of Equity and Inclusion, anticipate that they will start in early January;
 - Associate Vice President for International Education, expected start date in mid-January.

Enrollment

- We are at 91% of our State target for Fall Quarter.
- We are down 8% from this time last year.
 - Primary reason is the change to how international student enrollment is counted. Dr. Keegan is on a WACTC committee that is looking into this issue.
 - The entire system is down in enrollment, SVC is not experiencing anything different than the system.
 - We do have a plan to increase enrollment for winter and spring.

College Capital Projects

- Last week the City of Oak Harbor approved increasing their share of the cost for the HVAC replacement in Hayes Hall. The Library in Hayes Hall is a shared ownership with the City of Oak Harbor.
- The downtown Mount Vernon building will be appraised this month for possible sale.
- Planning meetings for the transition of McIntyre Hall to the College have begun. It is important that the building be in good physical shape and sound operating status. McIntyre Hall will revert to the College in approximately ten years, however, the Skagit County Public Facilities District (PFD) is working along with all of the other PFD's in the state to extend the PFD designation for another ten years.

Budget Update and Information Technology Report

- ctcLink, the replacement of the legacy computer operating infrastructure for the system, which includes all student related services, budgeting, personnel, and payroll services.
 - There are three waves of implementation for the colleges—SVC is in the third wave. Currently there are two colleges piloting ctcLink. Implementation is not going well, many delays and budget overruns. WACTC voted last week to delay implementation of the first wave, originally scheduled for January. The vendor is being held to the contract terms.
 - There is a two year process for collecting payment for ctcLink. Cash flow charges have been invoiced to the College for the amount of \$271,600. We will pay using reserve funds.
 - Updates on implementation will be provided.

Legislative

- Met yesterday with Julia Terlinchamp, Northwest Representative for Governor Inslee.
 - Discussed the system's legislative agenda and College's position.
 - The Washington Community and Technical Colleges 2017-2019 Budget Request and Agenda was distributed to the Trustees.
 - Julia was aware of, and very complimentary of, our work with the Latino community and student achievement strategies.
 - There will be no new money on the horizon due to the almost \$4 billion state budget shortfall.

Whidbey Island Campus and Centers Report

Dr. Keegan introduced Dr. Laura Cailloux, Vice President of Whidbey Island Campus and Center. Laura reported the following:

- Demographic Information
 - Half of Whidbey Island Campus students are local high school students, or recent high school graduates.
 - Approximately 30% are under age 20 and 50% are under age 24.
 - Sixty percent of Oak Harbor High School graduates go on to college and half of those attend SVC.
 - Many high school students participate in Running Start. The State pays for college tuition, which saves families up to \$5,000 in tuition each year.
 - Thirty-three Running Start students graduated with Associates degrees and their high school diploma last year.

- Approximately 33% of Whidbey Island Campus students are young adults with children, and military affiliation. Serving active duty, veterans and military dependents is a major focus of the Whidbey Island Campus.
- Outreach
 - The NAS Whidbey Outreach Veterans Coordinator is present every other week at NAS Whidbey to answer questions and help with application and enrollment, attends sailor INDOC session and separation workshops.
 - September 10 - Represented SVC with a booth at the Military Appreciation Picnic. Approximately 1500 in attendance. Spoke with active duty military, veterans, and civilians about program offerings at SVC.
 - Hosted NAS Whidbey Job Fair in partnership with Fleet and Family Services on June 30. Approximately 400 people were in attendance.
- Active Duty Fee Waiver Update
 - Revenue for fall 2016 from active duty with fee waiver is \$45,580, an increase of \$15,000 from Fall 2015.
 - Increase of 17 students and 37 courses from last fall.
- Areas of Focus
 - Relevant workforce programs, prepare students for industry areas that line up with economic priorities.
 - Marine Maintenance program is filled to capacity and students are recruited and hired before they can complete the program – not enough graduates to meet the demand.
 - The Marine Services program is being offered to high school students at the Northwest Career and Technical Academy. This program has been low enrolled, was discontinued for a year, and then restarted this year with a different curricular focus. A graduate of our marine tech program who runs his own business is teaching the high school program.
 - Marine League of Schools – Skagit Valley College is the only college in the state that is a member of this national consortium, and that has the authority to administer American Boat and Yacht Council (ABYC) certification exams. The instructors are certified in each area in which they teach. Next summer, we are offering two ABYC immersion courses for industry, they are:
 - Gasoline Engine Systems: July 19-21, 2017
 - Diesel Engine Systems: August 23-25, 2017
 - Kyle Von Stroberg left the prison system and entered the Marine Tech program to gain a skill and start a new life. Kyle was homeless for his first two months in the program, but he found support through SVC's Community Integration Project. Kyle graduated from Marine Tech last spring and completed his 90-day probationary period at Master Marine. As a way of giving back he built a boat that was raffled at the Waterfront Festival to fund a "Second Chance Scholarship" to support a student like himself. When Kyle and his instructor Mike Beemer presented at the Anacortes Sunrise Rotary the club wrote a check for \$15,000!

- The Nursing program serves 100 full-time equivalent students training to become nursing assistants, practical nurses or registered nurses.
- Nursing curriculum has been completely redeveloped to reflect national best practices and respond to regulatory changes in Washington.
 - Changes will provide students with seamless pathways from the lowest level certificate through a bachelor degree in nursing or beyond.
 - Up to this point in time, a student completing a certificate like practical nursing might have to retake a year or more of pre-requisites before being able to continue to a registered nurse. Access to RN completion programs for LPNs was limited and students sometimes had to wait years before they could enter a program. With this new curriculum these bottlenecks go away and students can continue their education throughout their career without unnecessary backtracking, time and money.
 - There will not be a stand-alone LPN program. Currently teaching out the last class of 40 students
 - Beginning Fall 2017 students will enter an RN program either at Whidbey or Mount Vernon with the option to step out after first year and sit for LPN licensure.
 - Formerly had one part-time LPN to RN program that had 20 students and was offered every other year
 - In the future we will have a full-time LPN to RN of 30 students once per year if we have experienced faculty and when the LPN program is done to have a Part-time LPN to RN program to accommodate those that are working full time as LPNs. In the future when we have alleviated the need for the LPN to RN program there will be some combination of first and second year of the RN program which will allow students to step out after the first year and be an LPN.
- Commitment to Early Learning
 - Significant and long-term commitment to providing access to high quality early learning for low income families through Head Start & ECEAP. Serving 235 families served at 4 locations (Anacortes, Oak Harbor, Coupeville, Langley, Lopez Island, and Friday Harbor).
- San Juan Center
 - Road Scholar (formerly Elderhostel)
 - SVC's 28th Season of Road Scholar was recently completed. We hosted 998 lifelong learners in 2016.
 - The program generates \$1 million in revenue and, in lodging alone, the program has provided over \$100,000 of economic development impact to the community.
 - In response to the Island County Economic Development Council emphasis on promoting "shoulder season travel," Road Scholar will be offering tours on Whidbey Island beginning Fall 2017.

- In discussion with San Juan Economic Development Council to develop workforce training in carpentry and marine engines.
- On 10/19 Randy Martin, San Juan Center Director, and staff members participated in a day long FEMA Training on Crisis Management for School Based Incidents - Partnering with Rural Law Enforcement, First Responders, and Local School Systems" hosted locally by San Juan County Emergency Management. The event was well attended and important for coordinating local response planning efforts unique to San Juan County's geographic isolation.

College Advancement

Foundation:

- The annual audit was successfully completed with no findings.
- Removing Barriers Campaign Update:
 - Fundraising is on track with many potential gifts in the works.
 - Current total raised is \$1,586,461—halfway to the goal of \$3 million.

Campus View Village (CVV):

- The Board of Governors' CVV committee has begun meeting to design a feasibility study to explore expansion possibilities for student housing.
 - There has been full occupancy for the past few years. Currently there is a waiting list for CVV housing.
 - Increased need for housing:
 - Planned increase of International students and student athletes.
- Cardinal Booster Club
 - As of January 2016 the Cardinal Booster Club is now within the 501(c)(3) of the SVC Foundation.
 - This year College Advancement and the Foundation took a lead role in planning the Sports Auction.
 - The auction raised a record gross of \$85,000 and had over 350 people in attendance.
 - Kelly Reep, Special Events and Community Relations Manager, was the lead on the event.
- Oktoberfest
 - The first annual Oktoberfest was held in the Cardinal Center on October 29.
 - Highlighted the innovative collaboration of Culinary Arts, Sustainable Agriculture, and the Cardinal Craft Brew Program.
 - Over 150 people were in attendance and the feedback has been enthusiastic.

- “An Evening with Champions” – VIP reception and fundraiser for Champions of Diversity (COD).
 - Replaces the “Breakfast for Champions of Diversity” fundraiser.
 - Combines the fundraiser with the COD awards event.
 - We have received almost \$20,000 in corporate sponsorships from eight corporations. Two of the sponsors, Skagit Bank and SaviBank, are new this year.
- Media & Communications:
 - The College has been highlighted in several recent, important media pieces.
 - Two, front-page stories last week in the Skagit Valley Herald.
 - Highlighting the Oktoberfest and the new multicultural mural.
 - There have been also three recent articles:
 - Partnering in the new Skagit STEM network;
 - Craft Brewing Academy,
 - And, a professional/technical programs Career Exploration event at Burlington-Edison High School
 - Arden Ainley, Chief Public Information Officer, had done a wonderful job promoting the College with the media.

Core Theme Report

Dr. David Paul, Vice President of Student Services, presented the Core Theme Report on Access.

Student Achievement Strategy (Guided Pathways)

- Faculty, Student Services staff, and instructional administrators are working very, very hard to make the vision a reality. With the many changes it has been hard to keep track of the terminology, currently working on a glossary of terms that will be shared with the Board at the December meeting.
- This quarter’s primary goal is for the development of meta-majors, a graphic was distributed.
 - Faculty have met throughout the quarter to help determine and work towards a final version of SVC’s meta-major.
 - Eight majors have been identified. Currently a draft, but do not expect many changes and plan to finalize by the end of the quarter.
- First Quarter Experience (FQE)
 - FQE was implemented in fall quarter for degree seeking students that assessed below college level and for all professional/technical students. Next year we plan to expand this requirement to all degree seeking students in the transfer area.
 - A faculty learning community has been meeting this quarter to determine best practices and make improvements.

- The College is seen as a leader in this area of work. Faculty members Gretchen Robertson and Kip Zwolenski have presented on the topic of Inclusive Pedagogy at the State Board's Student Success Institute held in both Spokane and Vancouver last month. Their presentation received rave reviews and Gretchen and Kip been invited to present at the statewide Teaching, Learning, and Assessment conference later in the year.
- Appreciate the work of faculty, staff, and administrators as we work on the Student Achievement Strategy. It is difficult, complex work that changes the culture of the institution. The focus is on students and doing all we can systematically to have them achieve. It will take a number of years to truly see the results, but we have students now that deserve all the support that we can provide.

5. Board of Trustees/ACT Report

Megan Scott O'Bryan reported that she attended the Foundation meeting a couple of weeks ago as the Board of Trustees' liaison to the SVC Foundation Board of Governors.

VI. PUBLIC COMMENT

No requests were submitted.

VII. NEXT REGULAR MEETING

December 13, 2016, 4:30 p.m., Board Room – Mount Vernon Campus.

VIII. EXECUTIVE SESSION

The Chair, Kathryn Bennett, announced that the Board would convene into Executive Session to discuss the performance of a public employee. She anticipated that the Executive Session would run for approximately 20 minutes, and that the Board did not plan on taking action when they returned to open session.

RECESS AT 5:35 P.M.

CONVENED INTO EXECUTIVE SESSION AT 5:37 P.M.

RECONVENED INTO OPEN SESSION AT 5:44 P.M.

IX. ADJOURNMENT

There being no further business, and no action taken following the Executive Session, the meeting was adjourned at 5:45 p.m.

Board Meeting Minutes

November 8, 2016

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Kathryn Bennett, Chair

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