

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, March 13, 2018
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
Ms. Flora Perez-Lucatero
Mr. Chris Skinner
Dr. Thomas A. Keegan, President & Executive Secretary to the Board

I. CALL TO ORDER:

The meeting was called to order at 4:31 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 – February 13, 2018; 2) Skagit/Islands Head Start Monthly and Annual Reports.

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

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

Flor Zamorano-Beltran, ASSVC President, reported the following:

- Met with the District Services and Activities Fee Committee—decision to raise the fee to the maximum amount.

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- Met with Dr. Kenneth Lawson, Vice President for Instruction, regarding the new schedule matrix.

2. SVCFT

No report.

3. WPEA

No report.

4. President

New Employee Introduction

- Andrea Pettit– Human Resources Generalist– Began on February 16, 2018.

Enrollment

- We expect to complete Winter Quarter at 90% of our enrollment target.
- Anticipate our enrollment for the year will be at 90-92% of our target.
- Preliminary allocation model shows no change to our allocation for next year.
 - Few FTEs moving across the system as most colleges are not reaching their targets and very few are overenrolled.

College Capital Projects

- Soccer field construction is planning to start back up within the next couple of weeks.
 - The turf has been constructed and is ready to be placed when the field is ready—will require about 10 days of dry weather for installation.
- As mentioned at the last Board meeting, the biennial minor capital allocation was adjusted to eliminate any projects that could not be completed in one year.
 - Reduced our allocation by about \$1.75 million—namely, it eliminated the roof and HVAC projects for Old Main at the Whidbey Island Campus.
 - Applied for emergency capital funding to address some of the roof problems, expect to receive a response soon.

Legislative Report

- The Legislature completed the session with the approval of both operating and capital budgets. The supplemental operating budget focused on adjusting the two-year operating budget to meet the McCleary decision to fully fund K-12 education.
- For higher education, the budget begins taking steps to fully fund the State Need Grant by 2022-2023.

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- For the upcoming fiscal year, the Legislature appropriated \$18.5 million to reduce the State Need Grant's waiting list by about 4,600 students—approximately a quarter of the list.
- The budget assumes the waiting list will be reduced by another 25% in both 2019-2020 and 2020-2021 in order to meet the 2022-2023 deadline.
- For the community and technical college system, the supplemental operating budget maintained the way in which Running Start is funded.
 - A senate proposal would have decoupled the program's funding rate from the basic education funding rate. This would have resulted in a large financial loss to the community and technical colleges next year and in future years.
- The budget did not fund the system's request for Guided Pathways or MESA.
 - It also did not include the \$9 million salary adjustment requested by the system to pay for authorized salary increases but only partially funded, by the Legislature—this represents a budget cut.
- The Operating Budget is built upon a 2% tuition increase that was passed by last year's Legislature.
- The Legislature passed language that allows boards of trustees to provide additional compensation to faculty that exceeds the amount or percentage established by the Legislature.
 - This would require local negotiations and the use of operating or reserve funds.
- As we look to the next biennial budget, our Library/Commons project was ranked 18th and we are pleased that we made the list.
 - WACTC Presidents agreed to create one project list that will be worked on over time, instead of a two-year list and starting over each biennium.
 - With the new process we decided to submit what our Master Plan calls for, a library with a student commons area, culinary arts, learning and tutoring labs, and a Latino cultural center—not what would get the most points. It was critical that we did receive a minimum score to make the list.
 - It provides motivation for us to work with our legislators to increase capital funding for more projects.

Core Theme Report on Achievement – Transfer & Workforce

The Core Theme Report on Achievement – Transfer and Workforce was presented by Dr. Gabriel Mast, Dean of Arts and Sciences; Mr. Darren Greeno, Dean of Workforce Education; and Dr. Kenneth Lawson, Vice President for Instruction.

Discussion followed the presentation.

College Advancement

- The Early Learning and Family Development Center project is progressing.
 - We have contracted with the Alford Group to conduct a feasibility study and last week they began their interviews with community members.

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- Expect to move to the next step of decision-making in June.
- Sue Krienen, retired General Manager of Shell Refinery, is funding the study—we are very grateful for her support.
- The annual San Juan Center President's reception was held on February 27 at San Juan Brewery in Friday Harbor. This event is held each year in conjunction with Cabinet's annual operational planning held at the San Juan Center.
 - The event was hosted by Verne Howard, Sean Aylward, and Tim Aylward. Over 60 guests were in attendance. Very good event with great support for the College and Foundation and provided an opportunity to connect with key partners.
- The 30th Annual Ford Golf Classic will take place on May 11. The event is sold out and there is a waiting list.

Administrative, Instructional and Student Services

- We have begun enrolling students as part of our new partnership with Job Corp.
 - As previously mentioned we are serving as a pilot program for the Department of Labor. Sixty Job Corps students were enrolled in Pre-Nursing and CIS pathways during winter quarter. Expect about 300 students when the program is fully operational.
 - Sinead Plagge, Associate Dean of Basic Education and Transitional Studies, is the lead on the program.
- Received an I-BEST Expansion Grant from the SBCTC at the beginning of the year.
 - Offering I-BEST sections in Early Childhood Education, Nursing, English, and Math. We have already exceeded the grant goal of 23 AFTE for the year.
- New for Spring Quarter:
 - Offering Saturday English Language Acquisition (ELA) classes in response to community request.
 - Planning to start an online High School 21+ (HS21+) program.
 - Initially, students at the San Juan Center and in Concrete will enroll in the SVC online HS21+ class and will receive coaching locally.
 - At Concrete, Community Action of Skagit County will partner in providing coaching and a computer lab facility.
 - Planning to start a Life Transitions class at the new corrections facility in Mount Vernon.

Arts and Sciences

- The Drama and Music programs did a phenomenal job with the recent production of *Beauty and the Beast* and our own Dr. Gabriel Mast performed with the orchestra.
 - This is what we had planned for by investing in Drama and hoping to see community theatre here at SVC.

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- Students had the opportunity to work with community actors and technicians. Over 8,000 community members came to campus to see the performances.
- The Drama department partnered with the Manufacturing department to create prosthetic mask components for the production. This underscores how faculty are creating opportunities for interdisciplinary collaboration for students.
- Dr. Damond Morris, Drama instructor, and Dr. Diane Johnson, Music instructor, led an outstanding project and they will be invited to a future Board meeting to present on the collaboration.

Student Achievement Strategy

- Rolling out TargetX, our new technology platform that helps us better track and communicate with students.
 - A team led by Alison Fernandez, Director of Advising and Retention, pulled new student data from TargetX to develop schedules for the Fall 2018 incoming cohort of students.
 - The data allows us to create “natural” cohorts in which we can anticipate student needs and register them in a block of courses. This helps us to better plan course schedules and facilitates student connections—a known student success strategy.
- Instructional staff and faculty have been working to increase success in on-line courses. In the last two years a number of changes have been implemented:
 - College Success Course;
 - Improved advising;
 - Faculty professional development that focuses on course design, and building inclusiveness into the online experience.
 - Success rates for online students have increased over the last four years.
- Area study teams continue to work on completing planning guides and degree maps. The goal is to have these complete for use in summer/fall advising. Many degree maps are completed and are already being used to complete education plans for students.
- Counseling and Navigation staff are finishing gathering general university transfer admission for the public four-year universities in Washington state.
- During spring quarter, they will work with faculty in the Area of Study teams to develop a resource for use by advisors when working with students who plan to transfer within the state.

Other News

- The first I DREAM conference will be held at SVC on May 4.
 - Led by the DREAMers Club and designed for educators from all areas and locations to learn best practices on supporting undocumented students.

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- SVC is one of five colleges statewide that will be hosting the conference.
 - Yadira Rosales, Director of Multicultural Student Services, participated with other colleagues around the state to develop the training.
- Security recently led an Active Shooter training exercise at both campuses and the San Juan Center. The exercise went well, and as with every training, we learn something new and make adjustments. We will be installing new outside speakers during Spring Quarter and are working to ensure that they are installed in the best locations for optimum coverage.
- McIntyre Hall/Public Facilities District: (PFD)
 - The original PFD was set to expire in 2026 and at that time the College would take possession of the building but without operating contribution from the PFD.
 - In 2017 the Legislature approved a 15-year extension for PFDs and we have been investigating the process for re-upping, requirements, and implications. It has been determined that it can happen automatically but we will need to extend the ground lease.
 - The PFD generates over \$1 million per year. That money may be used for operations and capital upgrades after the bond is retired in 2026, so to our benefit to extend the PFD to 2041.
 - Working on developing the process for the extension, which includes talks with Skagit County. Information on the process will be brought to the Board once it has been fully developed, hopefully within the next six to nine months.

Whidbey Island Campus

- Held a very successful Open House on March 8, celebrating the completion of the Nursing Lab. The event included demonstrations and presentations across many programs. Michelle Johnson, Veterans Program and Recruitment Specialist, organized the event.
- The Welding Department completed the trellis entryway for Serendipity Lane in downtown Oak Harbor—it will be installed in April.

Recognition

- The Skagit/Islands Head Start Program has been selected by the National Head Start Association to receive the Edward Zigler Innovation Award.
 - The award celebrates local programs who have partnered to create innovative and high impact services to children and families.
- Faculty members Gretchen Roberts and Kip Zwolenski have been invited to present on the College's work on Inclusive Pedagogy at both the SBCTC Assessment, Teaching & Learning conference in May and the SBCTC Basic Education for Adults Rendezvous conference in July.

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President's Office

- Tenure
 - Recommended that the Board award tenure to the four probationary faculty members who were brought forward for action later in the meeting.
 - Information was distributed to the Board members on the Year One and Year Two tenure-track faculty members.
 - No issues of concern at this point.
 - If the Board has any questions, please contact Dr. Keegan and he will schedule an Executive Session at the next Board meeting if necessary.
- Accreditation
 - The Year Seven Self-Evaluation Report was mailed to the Evaluation Team yesterday; copies of the report were distributed to the Trustees. Requested that Trustees review the Preface and Standard 2 Governance, as that will be the areas the evaluation team will discuss with them.
 - Meetings with the College community this month and next to prepare for the visit in late April.
- San Juan Operational Planning Session
 - Cabinet met at the San Juan Center February 25-27 to prioritize Operational Plan items for the upcoming year.
 - As a non-budget year, only emergent needs and FTE generating proposals were considered. Items were prioritized without discussing funding. Priorities drive what is selected, and then the task becomes on how items will be funded.
 - Developed a list of 15 items, Cabinet members have follow-up assignments in preparation for the budgeting retreat in April.
- SBCTC Presentation
 - Dr. Keegan has been asked to present to the SBCTC at their March meeting on WACTC's system level work on equity as well as SVC's efforts in grounding Student Achievement work in equity.
 - Opportunity to showcase WACTC's efforts and to inspire the Board's thinking about their role in promoting equity and inclusion across the system.
- AACC Gates Stipend for Pathways Project
 - Earlier today we received a check for \$10,000 from AACC for our follow through work on the Pathways Project. We plan to reinvest the money into our Student Achievement Strategy.

5. Board of Trustees/ACT Report

No report.

VI. STUDY ITEMS

1. Skagit/Islands Heart Start Continuation Grant

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Mary Ellen Lykins, Director of Skagit/Islands Head Start, provided information on the upcoming Continuation Grant application. She reported that the Policy Council will review the final draft prior to the Board of Trustees taking action in May.

2. Board Policy – Board-Staff Linkage, Operational Responsibilities (BSL-2)
3. Board Policy – Governance Process, Governing Model (GP-2)
4. Board Policy – Governance Process, Trustee Responsibilities (GP-3)

Dr. Keegan reported that he and Trustee Lindsay Fiker have begun the review of Board Policies as required by Board Policy: Governance Process, Board/Operational Policies (GP-4). The three items above have minor changes suggested and will be brought to the Board for action at the May meeting.

VII. ACTION ITEMS

Dr. Keegan reported that the Board reviewed information in Executive Session last month on the four probationary faculty members eligible for tenure. He stated that they are four excellent faculty members and he recommends that they each be awarded tenure.

1. Recommendation of Tenure – Carolyn Dorothy, Allied Health Education

It was moved by Lindsay Fiker and seconded by Flora Perez-Lucatero to approve the granting of tenure to Carolyn Dorothy, Allied Health Education, effective Fall Quarter 2018.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Tenure – Shelley Price, Nursing

It was moved by Christon Skinner and seconded by Lindsay Fiker to approve the granting of tenure to Shelley Price, Nursing, effective Fall Quarter 2018.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Tenure – Tony St. John, Chemistry

It was moved by Flora Perez-Lucatero and seconded by Christon Skinner, to approve the granting of tenure to Tony St. John, Chemistry, effective Fall Quarter 2018.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of Tenure – Kip Zwolenski, Early Childhood Education

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It was moved by Lindsay Fiker and seconded by Christon Skinner to approve the granting of tenure to Kip Zwolenski, Early Childhood Education, effective Fall Quarter 2018.

MOTION PASSED UNANIMOUSLY.

The Chair thanked Dr. Keegan and Dr. Lawson for the information that was presented last month—it gives the Board an opportunity to get to know each of the faculty members. A celebration will be held at the May meeting.

VIII. PUBLIC COMMENT

No requests were submitted.

IX. NEXT REGULAR MEETING

May 8, 2018, 4:30 p.m., Board Room – Mount Vernon Campus.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:38 p.m.

Megan Scott O'Bryan, Chair

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