

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, December 12, 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. Kathryn Bennett
Ms. Lindsay Fiker
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 4:31 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 – November 14, 2017; 2) Skagit/Islands Head Start Report

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

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

- “Food Fight,” a canned food fundraising drive competition with Whatcom Community College, is currently taking place.
- Student government members attended a recent Legislative Academy. The next academy is scheduled for January 25 in Olympia.
- Washington State Supreme Court Justice Steven Gonzalez has offered to speak at SVC. Student government is working with him on a date for the presentation.
- Two new clubs were recently approved: Photography and Chess. Dr. Ed Jaramillo, Vice President of Administrative Services will serve as the advisor for the Photography Club.
- Recently met with Dr. Kenneth Lawson, Vice President of Instruction, regarding student engagement.
- Review of by-laws and the Services and Activities Fee process will begin in January.
- Victor thanked the Board of Trustees and everyone at SVC for the support he has received during his time as a student. He announced that he has completed his degree and will be transferring to Western Washington University as of winter quarter.
- Introduced Flor Zamorano, incoming President of ASSVC Mount Vernon Campus.
- The ASSVC President at Whidbey Island Campus has just stepped down; a new president will be selected next week.

2. SVCFT

No report.

3. WPEA

Cammi Pavesic from WPEA introduced herself to the Board.

4. President

- Recognized Victor Gonzalez for his work as ASSVC President and his role as an advocate for students, and a leader in the development of the new Dreamer’s Club. Victor has completed his degree at SVC and will be transferring to Western Washington University for winter quarter. Dr. Keegan presented Victor with a gavel award honoring his time as ASSVC President of the Mount Vernon Campus.
- New Employees:
 - Yaxkin Hernandez-Melville, Multicultural Outreach – Began on September 1.
 - Jamil Sepulveda – Human Resources Generalist – Talent Acquisition – Began on December 1.

College Capital Projects

- Still do not have a capital budget, hoping for action soon after the legislative session begins in January.
- Nursing lab improvement project at the Whidbey Island Campus has been completed.
- Expect to close on the sale of the downtown center in January. The Ambrose McCarthy Patterson painting will be removed in the next couple of weeks. A company specializing in the moving and installation of fine art has been hired. The painting will be stored on the Mount Vernon Campus during the process to find a permanent location.
- Deadline for submitting capital projects for the 2019-2021 biennium is December 20. We are requesting a replacement project for the library with an additional 16,500 square feet of program space growth to house the culinary arts program, and expanded services for the library. The new entrance will face east and will provide a new front door to the college. The building will also have a section for the Mount Vernon City Library to offer limited services to the public.
 - All system projects that score over 70 points will be put on a list and that list will remain the system's priority list until completed.

Budget Update

- The Financial Statement Audit is currently taking place; emphasis has been on looking at risk management from internal controls to Board of Trustees oversight. As of now there are no findings.

Core Theme Report

Dr. Dave Paul presented the Core Theme report on Community.

Discussion followed.

Legislative Report

- Senator Kevin Ranker incoming chair of the Senate Ways & Means Committee. is scheduled to meet with Dr. Keegan this week along with State Board staff to prepare for the upcoming legislative session.
- This is a supplemental budget year, the System's legislative agenda is as follows:
 - Supplemental Operating Budget Request - \$16 million, which includes:
 - State compensation funding: \$9 million to close the funding gap between compensation increases authorized by the legislature and the funds provided for those increases.

- Faculty support: \$4 million to enable college districts to provide faculty increments, or convert faculty positions from part-time to full-time.
- Other requests include:
 - Approximately \$2 million to support Guided Pathways.
 - Less than \$1 million for the Opportunity Grant program and Worker Retraining financial aid to cover the cost of tuition increases.
 - A cost-neutral request to move appropriations for the ongoing maintenance and operations of capital facilities back to the state operating budget where they were prior to 2003.
- Supplemental Capital Budget Request - \$323 million to fund capital maintenance and operations activities across the system.

College Advancement

- SVC has had great media coverage during November and December. Overall, two front page stories, 19 major regional stories, and one national story.
- Last week's Champions of Diversity event had record breaking attendance of 652.
 - Over \$200,000 in scholarships were awarded.
 - The Evenings with Champions reception that proceeded the awards event was well received and raised just under \$35,000 in cash and sponsorship for Champions of Diversity scholarships.
- Dr. Keegan along with Foundation staff and a Board of Governor's member, met with the Boys & Girls Club Board of Directors to begin exploring a possible project partnership related to the Early Learning and Family Development project we have been considering.
 - Agreement to proceed with a feasibility study to identify potential capacity for giving, and determine if the timing is right for another major campaign in the county. Sue Krienen, former General Manager of Shell, has agreed to pay SVC's portion of the cost for the feasibility study. Proceeding with due diligence and caution; more to come on this topic.
- The Marketing Team is busy preparing for the launch of the new website that will take place in February. The website will be greatly improved, easier to navigate for students and faculty and staff.
- The Campaign Celebration combined with the Foundation's annual holiday party will take place later in the evening at McIntyre Hall.

Administrative, Instructional and Student Services

- Student Achievement Initiative
 - Planning Guides:
 - Faculty, counselors, navigators, and staff continue to meet regularly in their Areas of Study to develop updated planning guides, which include a two-year degree map. The planning guides will help provide career and educational information so students can make informed and structured choices about their goals. Planning guides will be available to help students register for the 2018-2019 academic year.
 - Course Schedule:
 - Division and Department chairs from across the district met to coordinate a district-wide course schedule for next year. Professional/Technical faculty worked with the Arts and Sciences division chairs to ensure that general education courses will be offered during appropriate quarters and at convenient times so students will be able to efficiently complete the requirements for their degrees.
 - This is a major change on how the course schedule is developed. It takes a big picture view of how students' progress through their educational plan based on degree mapping. It underscores the amount of collaboration that faculty have engaged in to implement the Student Achievement Strategy.
- Information Technology (IT)
 - The IT department has successfully launched a new IT help desk. It is designed to give students better access to help desk personnel, and to provide quicker response time for all requests.
- Successfully conducted a district-wide shelter in place drill that included training for Emergency Operations Center personnel.
 - The drill went well, identified areas that can be improved.
 - Following the lockdown, identified additional items to purchase to help in emergency situations.
- Whidbey Island Campus
 - The South Whidbey non-profit organization, Goosefoot, visited our culinary lab on December 7.
 - Goosefoot is building a commercial kitchen/incubator at the South Whidbey fairgrounds in partnership with the Port of South Whidbey.
 - Our culinary faculty are consulting with them on kitchen equipment and the possibility of articulated curriculum for value-added agriculture classes.

- Welding students produced a mockup of directional signs for the Oak Harbor Main Street Association. This winter, the Welding Club will produce a trellis for the entry to Serendipity Lane in downtown Oak Harbor.

President's Office

- ctCLink
 - Mentioned at the last Board meeting the need to remediate issues as a result of work at pilot schools, Tacoma and Spokane. Still in pilot phase; however, over budget and behind schedule.
 - WACTC Presidents approved a plan to cover the increased cost:
 - A 1% increase to what is currently contributed to innovation fund = \$100,000.
 - Current innovation fund is 3% of tuition = approximately \$300,000/year.
 - In addition, regular hosting and maintenance fees = \$130,000.
 - Expect to implement at SVC in 2020.
- Mount Vernon School District Projects:
 - Mount Vernon High School hosted the House Education Committee and asked Dr. Keegan to present. As a result of the presentation, Representative Senn from the Renton requested a meeting to discuss both early learning and Guided Pathways work related to early childhood education.
 - Mount Vernon School District is undertaking a 100% Graduation Rate Initiative. Superintendent, Dr. Carl Bruner, asked Dr. Kegan to travel around the area to present with him and the Chair of the Mount Vernon School Board, to gain community support. A kick-off presentation was held at SVC in November and they presented to the Skagit County Commissioners last week and will be presenting to the Mount Vernon Chamber of Commerce on December 13.

5. Board of Trustees/ACT Report

Kathryn Bennett reviewed a draft of the Board self-evaluation tool; thanking Trustee Fiker for her detailed input and Dr. Keegan for his review of the document. Kathryn reported that the Board annually conducts a self-evaluation and in past years the Board has used a questionnaire designed by the Association of Community College Trustees. The draft of the new tool will provide for more examination of the Trustees' critical duties and will allow for evaluation of more specific areas. She asked the Trustees to provide feedback on the draft, with plans to adopt the final document in February 2018.

Chris Skinner thanked Kathryn for her work on the development of a new and improved Board self-evaluation tool. He encouraged all Trustees to attend the upcoming winter legislative conference in Olympia.

VI. STUDY ITEMS

The following items were presented to the Board for study; they will be brought before the Board for action at the February 13, 2018 meeting.

1. Recommendation of Pre-Approved Prior Learning Assessment
2. Recommendation of Assessment Retake and Proctor Fee
3. Recommendation of High School Completion General Fee Waiver
4. Recommendation of Academic Calendars for 2018-2019 and 2019-2020

VII. ACTION ITEMS

1. Recommendation of the Bachelor of Applied Science in Applied Management

Information on the degree was presented to the Board at their November 14, 2017 meeting.

It was moved by Kathryn Bennett and seconded by Lindsay Fiker to approve the Bachelor of Applied Science in Applied Management as presented.

MOTION PASSED UNANIMOUSLY.

2. Recommendation to Repeal Washington Administrative Code WAC 132D-305-005.

Dr. Keegan reported that the College has updated its Policy/Procedure for the Prevention of Sexual Harassment and Discrimination to implement changes in line with the most recent guidance from the US Department of Education, Title IX, Violence Against Women Act (VAWA), and Campus SaVE.

On advice from the Washington state Attorney General's Office that the policy does not need to be a WAC but can be done as an internal policy, the College is requesting the repeal of WAC 132D-305-005 – Sexual Harassment Policy

It was moved by Chris Skinner and seconded by John Stephens to approve the filing of CR103-E requesting the repeal of WAC 132D-305-005 – Sexual Harassment Policy.

MOTION PASSED UNANIMOUSLY.

Trustees Chris Skinner and John Stephens both stated that this action should not be looked at as the College avoiding its responsibility, but to comply with the recent guidelines and the recommendation of the Attorney General's Office.

3. Recommendation of Resolution 17-02, Regarding Mr. John Stephens
Trustee Lindsay Fiker read Resolution 17-02, Regarding Mr. John Stephens (Attachment A).

It was moved by Kathryn Bennett and seconded by Chris Skinner to approve Resolution 17-02, Regarding Mr. John Stephens.

The motion passed with John Stephens abstaining.

A signed copy of the resolution and gifts on behalf of the Board of Trustees, and SVC faculty and staff were presented to John.

John expressed his appreciation to his fellow trustees, Dr. Keegan, and SVC faculty and staff.

VIII. PUBLIC COMMENT

No requests were submitted.

IX. NEXT REGULAR MEETING

February 13, 2018, 4:30 p.m., Board Room – Mount Vernon Campus.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:30 p.m.

Megan Scott O'Bryan, Chair

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

ATTACHMENT A

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 4
RESOLUTION 17-02

RESOLUTION OF THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
REGARDING MR. JOHN STEPHENS

WHEREAS, Mr. John Stephens has served Skagit Valley College as a member of the Board of Trustees from October 2007 through December 2017, and

WHEREAS, John served as Chairperson of the Board for two terms; during the years 2010-11 and 2014-15, and

WHEREAS, John loyally provided service to the College as a member of the Board of Trustees, and provided excellent representation of the College and the Board in all his activities, including the selection and appointment of Dr. Thomas A. Keegan as President of Skagit Valley College, and

WHEREAS, John was well-respected throughout Washington's community and technical college system, and

WHEREAS, John's willingness to continually be involved and participate on behalf of the college and the community at large has shown him to be a valued and respected leader who is extremely generous in the giving of his time and expertise, and

WHEREAS, during John's tenure on the Board, the college began offering its first four-year degree, the Bachelor of Applied Science in Environmental Conservation, which graduated its first class in June 2016; the college also launched a Craft Brewing Academy in 2016, the first in the state to be offered at a community or technical college; in addition, the college completed a number of significant facility improvements including: Laura Angst Hall, Gary Knutzen Cardinal Center, Northwest Career and Technical Academy, Joan Armstrong Tennis Courts, and Charles Lewis Hall, and

WHEREAS, John has been a strong advocate for providing equity in access and opportunities for every student to succeed in higher education, and

WHEREAS, John has provided thoughtful insight, analysis and counsel to his Board colleagues and the College President, and

WHEREAS, John's service, leadership, and guidance deserves official recognition.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Community College District No. 4, that Mr. John Stephens receive special recognition for his significant service to Skagit Valley College, and

BE IT FURTHER RESOLVED that the Board of Trustees of Community College District No. 4, on behalf of the entire college community, expresses deep appreciation for John's service as a most valued member of the Board and extends sincere appreciation for a job well done and best wishes for the future.

COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE

ATTEST:

Megan Scott O'Bryan, Chair
Board of Trustees

Dated this 12th day of December 2017

Thomas A. Keegan, Secretary