

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, June 12, 2018  
4:30 p.m. – Board Room  
2405 E. College Way  
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Kathryn Bennett  
Ms. Flora Perez-Lucatero  
Mr. Christon Skinner  
Dr. Thomas A. Keegan, President & Executive Secretary to the Board

I. CALL TO ORDER:

The meeting was called to order at 4:31 p.m.

II. DECLARATION OF A QUORUM

A quorum of Board members were in attendance, however, since both the Board Chair and Vice Chair were not present due to excused absences there was a need to select a Chair Pro Tem for the meeting.

It was moved by Kathryn Bennett and seconded by Flora Perez-Lucatero to elect Christon Skinner as Chair Pro Tem.

MOTION PASSED UNANIMOUSLY.

III. INTRODUCTION OF GUESTS

No media guests were present.

IV. CONSENT AGENDA

1) Board Meeting Minutes – May 8, 2018; 2) Skagit/Islands Head Start Report

It was moved by Kathryn Bennett and seconded by Flora Perez-Lucatero to approve the Consent Agenda as presented.

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

Flor Zamorano-Beltran, ASSVC Mount Vernon Campus President, reported the following:

- Student government elections have concluded, with 10 members elected. Danial Kahn was selected as the ASSVC Mount Vernon Campus President for 2018-2019.
- Cardinal Day and Soul Fest events were held on June 8.
- ASSVC supported the Honors' reception events.
- Hosted a president's roundtable discussion.
- Young Democrats of SVC has been accepted as a new club.

## 2. SVCFT

No report.

## 3. WPEA

No report.

## 4. President

### New Employee Introduction

- Tricia Burt – Veterans' Program Recruitment Specialist; began on March 26, 2018.
- Rick Mossman – Director of Law Enforcement and Public Safety Academies; began on May 29, 2018.
- Kayla Scammon – Program Manager, Enrollment Services; began on March 16, 2018.

### Enrollment

- Expect to end the year at 91% of our allocation target.
- Summer enrollment is down about 10% from this time last year, and 9% from this time last year's Fall enrollment.
- Maintaining system-wide soft enrollment trend.
- Developing a new Strategic Plan and Strategic Enrollment Management Plan this summer. Will come to the Board with a draft of the Strategic Plan at the September retreat.

### College Capital Projects

- Soccer Field: Installation of turf will begin this week, expect to see it fully in place by the end of next week.
- Old Main Roof: Design phase will be completed by the end of June; out for bid in early July.

- Cardinal Center: Brick wall on the upper east corner is detaching, the area has been cordoned off and repairs are scheduled to begin next week.
- Emergency Outdoor Speakers – MV Campus: Installing new speakers that will have more range and clarity. Installation will be completed by the end of June with testing in early July.

### College Advancement

Anne Clark, Vice President of College Advancement and Executive Director of SVC Foundation, provided a year-end review of College Advancement and Foundation highlights and events.

### Administrative, Instructional and Student Services

- Over 40 students achieved a high school diploma or GED through our High School Completion programs this year.
- The first cohort of INVEST students received their Employability certificate.
  - INVEST is our new transitional program for students with intellectual disabilities.
  - Enrollment continues to grow and we anticipate 18 students next year.
  - We have applied for Financial Aid status so that it will be accessible to the entire community, not just students referred from high school partners.
- Life Transitions Program is completing the first class offered in the new Mount Vernon Justice Center.
  - Basic Education classes for credit that enable students released from the Justice Center to transition seamlessly to the College.
- First Quarter Experience enrolled over 1400 students this year.
  - Mandatory for all degree seeking students as of this past fall.
  - First-to-second quarter retention was 84%--historical average retention has been 74%.
  - If this trend holds, we should see an 18% higher than average fall-to-fall retention rate, which may result in an additional 100 FTE.
- For the first time, natural cohort schedules have been created for Fall 2018 incoming students. They are designed based on data from TargetX, which enables us to offer student driven schedules and estimates the number of sections needed.
- Over 1300 individual student Education Plans have been created and published through the new Education Planning tool.
- Cardinal Craft Brewing submitted four beers to the North American Brewing Competition and received three bronze medals for the Smoked Porter, Common Lager, and Scotch Ale.
- The new Analytical Brewing/Environmental Conservation/Biology Lab is now complete.
  - The lab facility will be utilized by the three programs and will be able to analyze water and craft beer samples for student research.

- Has the potential, and community interest, to serve as an analytical lab for local breweries, the city, the county, and WSU. Currently similar labs are either outside the state or cannot handle the amount of samples that need to be analyzed.
- Received a \$150,000 SBCTC Workforce Development Grant for the upcoming year to facilitate the collaboration between the Manufacturing and Automotive programs.
  - The funds will fully equip the new 5-axis CNC machine and allow us to:
    - Hire a lab technician to set up and maintain the lab;
    - Develop new curriculum;
    - Articulate our program with WWU's Industrial Technology-Vehicle Design Program as well as BTC's Engineering Technology BAS.
  - Lynnette Bennett, Associate Dean, was the lead on writing the grant.
- During the month of May, the Recruitment team hosted or attended more than 30 recruiting events and interacted with more than 500 potential students during these events.
  - The team will continue weekly visits to local high schools in an effort to assist Running Start and graduating students in enrollment at Skagit Valley College.
- Dr. Brenda Valles, Executive Director of Equity and Inclusion, is leading a group that is working on developing a Parent Leadership Training Institute.
  - The program will be primarily for Spanish speaking families and training them on the educational system and how to advocate for their children.
  - The group has met with Dr. Carl Bruner, Mount Vernon School District Superintendent, and he is interested and excited about the program.
- Working with Mount Vernon School District on providing a two year scholarship for those graduating from Mount Vernon High School and enrolling at Skagit Valley College.
- Financial Aid has completed their first round of 2018-2019, awarding to more than 1,000 students. This will allow students to make an earlier decision on college and to plan well in advance.

### President's Office

- Faculty members Jennifer Lawson and Gretchen Robertson presented to the Governor's Advisory Council on Adult Education in Leavenworth. They discussed SVC's approach to preparing Basic Education for Adults students through contextualized on-ramps and I-BEST instruction as part of our Pathways efforts.
- Mari Acob Nash and Anji Viola, staff in our International Education Office, led sessions at the Association of Washington International Student Affairs (AWISA) conference in late May.
  - Rachel Erickson, SVC International Education Administrative Assistant, was elected as the AWISA treasurer.

- Dr. Debra Bragg and a colleague on her research team from the University of Washington spent an entire day on the Mount Vernon campus last week conducting research on our approach to equity in student access, achievement, and community. Our work has been to promote the idea that Guided Pathways should be a cultural change grounded in equity. Dr. Bragg is preparing a paper that contrasts our unique efforts with that of others.
- Dean of Basic Education, Dr. Joan Youngquist, is retiring at the end of the month. Joan began at the College as the Head Start Director and has served as the Dean of Arts & Sciences and is currently the Dean of Basic Education. She has been a valuable member of the College community and she will be missed.
  - Sinead Fitzpatrick Plagge, currently the Associate Dean for Basic Education, will become the Interim Dean on July 1. Appreciate Sinead's willingness to step into the position.
  - A national search for a permanent replacement will take place during the upcoming academic year.
- WACTC: Dr. Keegan has been asked to serve another year as Chair of WACTC's Critical Issues Committee, which is focused on equity and WACTC culture. The committee has been conducting a system level review on policies and practices with an equity lens.
  - Three areas have been identified:
    - Basic Education
    - Financial Aid
    - Undocumented Students
  - Work groups will apply the Racial Equity Tools developed by the Puget Sound Educational Service District, and will identify which aspects of policies and practices result in inequities for students.
  - The work will be difficult and controversial but will address barriers at the system level and address the context in which colleges operate.

## 5. Board of Trustees/ACT Report

- Christon Skinner stated that commencement ceremonies will be taking place later this week and that Honors' receptions at both the Whidbey Island Campus and Mount Vernon campus were recently held—a great time of year celebrating the hard work and achievements of students.
- Kathryn Bennett reported that the collaboration with the Latino Leadership Institute had a very successful year and she acknowledged the work of Alison Fernandez, SVC's Director of Advising and Retention.
- Kathryn also announced that the current Leadership Skagit class will graduate on June 13. Graduates of the program receive 17 Skagit Valley College credits in leadership as a result of their nine months of work.

## VI. ACTION ITEMS

1. Recommendation of Health & Fitness Technician Associate in Applied Science (AAS) Degree

It was moved by Kathryn Bennett and seconded by Flora Perez-Lucatero to approve the Health & Fitness Technician Associate in Applied Science (AAS) Degree as presented, effective July 1, 2018.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of the Board of Trustees' Regular Meeting Schedule for 2018-2019.

It was moved by Flora Perez-Lucatero and seconded by Kathryn Bennett to approve the Board of Trustees' Regular Meeting Schedule for 2018-2019 as presented.

MOTION PASSED UNANIMOUSLY.

3. Recommendation of McIntyre Hall Budget, 2018-2019

It was moved by Kathryn Bennett and seconded by Flora Perez-Lucatero to approve the McIntyre Hall Budget, 2018-2019 as presented.

The Chair Pro Tem requested a roll call vote:

Kathryn Bennett: aye; Flora Perez-Lucatero: aye.

MOTION PASSED UNANIMOUSLY.

4. Recommendation of Services & Activities Fee Budget, 2018-2019

It was moved by Kathryn Bennett and seconded by Flora Perez-Lucatero to approve the Services & Activities Fee Budget, 2018-2019 as presented.

The Chair Pro Tem requested a roll call vote:

Kathryn Bennett: aye; Flora Perez-Lucatero: aye.

MOTION PASSED UNANIMOUSLY.

5. Recommendation of Athletics Budget, 2018-2019

It was moved by Flora Perez-Lucatero and seconded by Kathryn Bennett to approve the Athletics Budget, 2018-2019 as presented.

The Chair Pro Tem requested a roll call vote:

Kathryn Bennett: aye; Flora Perez-Lucatero: aye.

MOTION PASSED UNANIMOUSLY.

6. Recommendation of Operating Budget, 2018-2019 & Capital Budget, 2017-2019 Biennium

It was moved by Kathryn Bennett and seconded by Flora Perez-Lucatero to approve the Operating Budget, 2018-2019 & Capital Budget, 2017-2019 Biennium as presented.

The Chair Pro Tem requested a roll call vote:

Kathryn Bennett: aye; Flora Perez-Lucatero: aye.

MOTION PASSED UNANIMOUSLY.

7. Election of Board of Trustees' Vice Chair, 2018-2019

It was moved by Kathryn Bennett to nominate Flora Perez-Lucatero as Vice Chair for 2018-2019. The nomination was seconded by Flora Perez-Lucatero.

MOTION PASSED UNANIMOUSLY.

VII. PUBLIC COMMENT

No requests were submitted.

VIII. NEXT REGULAR MEETING

October 9, 2018, 4:30 p.m., Board Room – Mount Vernon Campus.

IX. EXECUTIVE SESSION

The Chair Pro Tem, Christon Skinner, announced that the Board would adjourn to Executive Session to review the performance of a public employee. He anticipated that the Executive Session would run for approximately 30 minutes and that the Board planned on taking action when they returned to open Session.

Convened into Executive Session at 5:41 p.m.  
Reconvened into Open Session at 6:21 p.m.

X. ACTION ITEM

1. President's Contract

It was moved by Kathryn Bennett and seconded by Flora Perez-Lucatero to extend the President's contract through June 30, 2023 and to increase his annual salary in provision with the two percent legislatively authorized COLA effective July 1, 2018 and for the two percent legislatively authorized COLA effective January 1, 2019.

Kathryn said that she would like to sincerely state that Dr. Keegan's achievement has been excellent this past year, especially his work on the Guided Pathways and equity.

Flora stated that she is fairly new to the Board, however, she has been very pleased and excited to see all the work being done at the College in regard to equity, access, achievement and community.

Christon stated that so many communities suffer from criticism on every level that institutions lack awareness, so to have a leader that embraces equity awareness is very positive. The impact on students, faculty, and staff is visible, and that there is such a high approval rating among faculty and staff says a lot about Dr. Keegan's leadership. Extending the contract is evidence of the very high confidence that the Board holds for Dr. Keegan.

MOTION PASSED UNANIMOUSLY.

#### XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:28 p.m.

---

Christon Skinner, Chair Pro Tem

---

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