

MINUTES OF THE BOARD OF TRUSTEES SPECIAL MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, June 9, 2020 – 3:45 p.m.

BOARD MEMBERS IN ATTENDANCE:

Mr. Christon Skinner, Chair

Ms. Lindsay Fiker

Ms. Flora Perez-Lucatero

Ms. Megan Scott O'Bryan

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

I. CALL TO ORDER:

The meeting was called to order at 3:45 p.m.

II. DECLARATION OF A QUORUM

The Chair, Christon Skinner, recognized that a quorum of Board members were present.

III. STUDY SESSION

The Board reviewed information on the following topics:

- Proposed 2020-2021 College Operating and Capital Budgets;
- Proposed 2020-2021 Services and Activities Fee Budget;
- Proposed 2020-2021 Intercollegiate Athletics Budget;
- Proposed 2020-2021 McIntyre Hall Budget.

The study session adjourned at 4:32 p.m. No action was taken during the study session.

MINUTES OF THE BOARD OF TRUSTEES MEETING
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Mr. Christon Skinner, Chair

Ms. Lindsay Fiker

Ms. Flora Perez-Lucatero

Ms. Megan Scott O'Bryan

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

I. CALL TO ORDER:

The meeting was called to order at 4:37 p.m.

II. DECLARATION OF A QUORUM

The Chair, Christon Skinner, recognized that a quorum of Board members were present.

III. INTRODUCTION OF GUESTS

- Dr. Keegan introduced Kera Wanielista, a reporter with the Skagit Valley Herald.
- Dr. Keegan introduced Dr. Carl Bruner, Mount Vernon School Superintendent. He thanked Dr. Bruner for his great work with the College. He stated that Dr. Bruner has been an enthusiastic partner and a supporter of education at all levels, who has a deep understanding of the value of education and partnership.
 - The Chair announced that the Board would now consider the first action item, Resolution 20-04, Recognition of Dr. Carl Bruner (Attachment A) he then read aloud the resolution.
 - It was moved by Megan Scott O'Bryan and seconded by Lindsay Fiker to approve Resolution 20-04, Recognition of Dr. Carl Bruner as presented.
 - MOTION PASSED.
 - Dr. Bruner thanked the Board for the recognition and said one of the consistent highlights of his time as superintendent has been to partner in many creative ways with Dr. Keegan and SVC staff. He stated that SVC is a gem in this county and clearly a gem in Mount Vernon and that there are many students who would not be able to access higher education without SVC. He acknowledged Dr. Keegan's consistent vision and support from the Board of Trustees. He thanked the Board for the recognition and all they have done and will continue to do on behalf of our young people.

IV. CONSENT AGENDA

1. Board Meeting Minutes – May 12, 2020; 2. Skagit/Islands Head Start Report; 3. Risk Analysis and Internal Controls Review for 2019-2020; 4. Revision to the 2013 Facilities Master Plan 5. Correspondence

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

MOTION PASSED.

V. COLLEGE REPORTS

1. ASSVC

Christian King, ASSVC President for the Whidbey Island Campus, reported the following:

- In response to the impact of COVID-19 student government at WIC has been working to figure out their place in the community. Feel this is a turning point in the country and would like to keep the momentum going, not sure what that means yet but it is something they want to continue to develop.
- Offering a variety of competitive online games.
- Approved items for construction of a café at WIC.
- Thanked Dr. Keegan and the Board for their support.

The Chair congratulated Chris on graduating and thanked him for his reporting during the year—important to hear from student leadership.

2. SVCFT

No report.

3. WPEA

- Joe Buenaventura reported that, along with his colleagues, Lance Levesen, Sue Jensen, Brandy Lanning, and Steven Somers, are Shop Stewards that represent SVC's WPEA Classified Staff members along with Stacie Leanos, WPEA Representative. They look forward to working with President Keegan during these difficult times; and are reaching out to him to discuss efforts on what they can do to help.
- Dr. Keegan's All-College Zoom meetings are appreciated as they provide updates on the big picture and remind us all that this process will be based on SVC's Guiding Principles.

- Joe reported that they are in contact with classified staff members for their questions and concerns. They understand from OFM that there is broad interpretation for working from home in regards to:
 - Staff with children;
 - Staff with compromised or pre-existing conditions;
 - High risk staff members age 65 and over.
 - Hoping to continue to work with management to see if people in these categories can continue to work from home so long as it is efficient and productive.
- The next labor management meeting is scheduled for June 10. Looking forward to working with classified staff and Human Resources regarding the layoffs to facilitate a smooth transition.
 - WPEA will be researching the classified staff layoff processes and the positions that will be offered to staff in an effort toward greater transparency and understanding.
 - WPEA will be asking for details regarding any reorganizations that are taking place as it impacts all of our classified staff and the college community as a whole. We want to work to help eliminate the time lag between the layoff notices and the lack of a new organizational chart which may create some stress across campus

The Chair thanked Joe for the report, stating that it is important for the Board to hear from WPEA.

4. President

Dr. Keegan began by acknowledging Chris Skinner's term as Board Chair, thanking him for his steady, calm, thoughtful leadership and his commitment to the community college mission; in particular SVC's mission to serve our three counties.

Trustees, Lindsay Fiker, Flora Perez-Lucatero, and Megan Scott O'Bryan thanked Chris for his leadership, his ability to focus on the task, and his sense of humor.

Enrollment Report

Summer enrollment is currently down six percent and fall is down 33% from this time last year. This is consistent with the trend in higher education. Believe students are waiting to see what type of delivery format we will have for fall before enrolling and we think there will be some late-breaking enrollment trends later in summer.

College Capital Projects

- Early Learning Center

- Delay of about three weeks due to the initial COVID-19 Stay at Home order—now back on track.
- Approval of the updated Facilities Master Plan is the next step to take to the City for their approval and issuing of permits, therefore, the Consent Agenda item earlier in the meeting.
- McIntyre Hall
 - Work is progressing on schedule. Tim Wheeler, Director of Facilities, is monitoring progress and interfacing with the City of Mount Vernon when needed.
- Dental Lab
 - Construction begins next week.
- Ford Hall, Library, and Old Main Repairs
 - All going to bid next week.

Budget

2019-2020 Budget

- Expect a balanced budget and some contributions to reserves.
- Despite a significant reduction in tuition revenue, expenditures have been lower Spring Quarter and overhead from Head Start (increased capital budget) were higher than projected

2020-2021 Budget

- As reported earlier, we are planning for a 15% reduction in State funding, reduced tuition revenue, and significant reduction in International student revenue.
 - This will require a \$5 million cut.
 - Cabinet has been meeting twice a month for the past two weeks and VPs have been working with faculty and staff in their areas to identify reductions.
 - In late May convened a Budget Task Force of faculty and staff from across the District.
 - Met over the course of two days to identify potential revenue sources and efficiencies.
 - Solicited suggestions from all employees via email survey; incorporating information into the decision-making process.
 - Cabinet will meet all day on June 12 to develop a preliminary balanced budget.
 - Week of June 15 will assess the implications and develop a communication plan.
 - Individuals whose positions will be eliminated or reassigned will be notified June 24-25.
 - Will provide a communication to the College community that will detail all budget cuts.

- Utilizing tenure buy-out incentives for tenured faculty to encourage retirement with the expectation that we will not replace them and will reduce the number of courses offered to achieve financial savings. To date, about five individuals have accepted.
- Requested voluntary separation authority from OFM to provide retirement incentives for classified staff. Hoping to receive approval in the next few weeks.

Legislative Report

Expect that the legislature will meet during the summer to consider reductions to the system budget. Since the budget is currently unknown it makes it extremely difficult to proceed. If we cut too much from the budget we create anxiety and if we do not cut enough, each delay means less financial impact in the fiscal year.

College Advancement

- The Foundation's Spring Appeal to raise Emergency Funds for BEdA students, brought in \$15,000.
 - The Skagit Community Foundation has expressed interest in supporting this group of students and we are applying for funds.
- The Foundation will be transferring over \$109,000 in emergency and childcare support to the College in July.
- The Marketing and Enrollment Services teams are partnering to assemble and distribute graduation packets to honor our 2020 Grads.
 - Packet items, designed by the Marketing Team, include a copy of the Graduation Recognition program and a custom designed commemorative window decal that recognizes Cardinal 2020 Graduates.
 - The team is also working on a Graduation webpage that honors graduates and features congratulations videos from Dr. Keegan and the MV and WIC ASSVC Presidents.
 - Also watch for a full-page Skagit Valley Herald ad that honors our 2020 Grads.

Instruction

- As we moved instruction online this spring, over 100 SVC faculty have participated in the Online Excellence Training Course.
 - Uses high-quality course design and inclusive pedagogical approaches to support equity in student achievement.
 - Stipends were provided for associate faculty who complete the training.
- Continuing Education and the Center for Participatory Excellence are designing Online Excellence training for K-12 instructors to be offered this summer.

- Jennifer Boland, BEdA instructor, has developed a one-credit course designed to assist students in becoming successful online learners.
 - The course is available in both English and Spanish and it will be offered just prior to the start of summer quarter.
- Face-face lab instruction began in late May/early June for:
 - Nursing, Culinary, Allied Health Education, Welding, and Marine Technology. All are observing the strict protocols required by the Governor's order.

Student Services

- With classes moving online students have needed more support on how to balance class workloads, home life, and schedules.
 - This spring, advisors have supported students and faculty by responding to and connecting with over 700 students that had an Early Alert report filed by their instructor
 - Navigators have been reaching out to each one of their advisees this quarter to check in on how their quarter is going.
 - Each Navigator is calling with the message that SVC is here for them and asking what they can do to assist them while they are learning remotely.
 - These check in have been made to 1,382 students.
 - Students who are not assigned to a Navigator as their advisor are also being contacted.
 - Staff from all areas of the college have volunteered to conduct these check in calls as well, reaching over 1,900 students.

Financial Aid

- As of May 26, the Financial Aid Team has awarded \$805,000 in CARES Act Emergency assistance to more than 1,200 students!
 - Over \$300,000 has been held back for Summer/Fall Quarter awards.
- SVC was featured in an eBook published by TargetX titled, "An Agile Approach to Recruitment and Retention." It highlights SVC's use of placement scores to predict course needs as well as student credit checkpoints within the advising office, all made possible through data tracking in TargetX.

Administrative Services

- The College continues to receive high levels of phishing attacks in many different forms.
- The issuing of Information Technology resources: laptops, hotspots, and phones to students and faculty for Spring Quarter went smoothly.
 - The College was able to meet all requests.
 - We are now collecting the materials and getting ready to issue for Summer quarter.
- ctclink implementation is officially underway. The first day was May 26. The project team is starting to do the prep work, including taking courses to learn the technical aspects of the new system
- Bookstore staff shipped supplies and books to students to support online operations for Spring Quarter.
 - Over 1,500 items were shipped.
 - Commend Kim Hall, Bookstore Manager, and her team for their important efforts.

Security

- Implemented the Governor's Phase 1 and Phase 2 plans for returning to face-to-face labs in accordance with the Governor's Higher Education guidelines.
- The College has developed contact tracing logs, and self-screening information for anyone checking into work.

People in the News

- Dr. Darren Greeno, Executive Dean for Instruction, Workforce Education, completed his Doctorate in Education in Higher Education Management from the University of Pennsylvania after successfully defending his dissertation: *Organizational Culture and Community College Performance*.
- Dr. Ed Jaramillo, Vice President of Administrative Services, is completing his term as the current Chair of the Business Affairs Commission (2019-2020).
- Arden Ainley, Chief Public Information Officer, elected as President-elect starting this summer for the WACTC Public Information Commission.

Community Partnerships

- The Maritime Center of Excellence, working with the Snohomish Workforce Development Council, hosted a Maritime Career Exploration Webinar Wednesday, June 3 for over 100 participants. Skagit County employers included Dakota Creek Industries and North Harbor Diesel.

- Continuing and Community Education is partnering with BlackRocket as well as local artists and SVC faculty to offer Kids' College online this summer.
 - Classes will include topics such as coding and programming, art, soccer, and oceanography. Registration starts this month and classes will begin in July.
- The Office of Student Equity & Inclusion is partnering with the Mount Vernon and Burlington school districts Gear Up programs to offer a summer bridge program: *TOLTEC--Teaching our Leaders To Be Empowered By Their Cultura*
 - The program serves 9th-12th grade students, runs for three weeks, July 6th – 24th and will be offered in an online format. Students will learn:
 - Leadership, group dynamics, organizing an activity, planning/conducting meetings, among other topics.
 - The program is also designed to increase students' and their families' knowledge of postsecondary options, preparation and finances.
 - Effort led by Alana Quigley, Director of Student Equity & Inclusion Services.

President's Office

- Letter from Attorney General Bob Ferguson regarding the CARES Act lawsuit was included in the Board's Consent Agenda. Washington has filed a lawsuit over the limits on which students are eligible to receive funding. It prohibits the most vulnerable students—Basic Education and undocumented from funding.
 - Crystal Alison, Associate Dean of Financial Aid, provided much of the information that the Attorney General used and expressed thanks to Crystal for her work.
- Future Operations
 - Governor's plan for re-opening has four phases. We will make one college decision. Movement to Phase 2 does not affect what we can or cannot provide. We are required to follow the appropriate phase for the county that we are in.
 - The Governor has developed relaxed restrictions for higher education labs. The Presidents and SBCTC staff have done a great job in working with the Governor's office on the restrictions for labs. The new higher education order allows all workforce labs to operate, with severe restrictions, face-to-face.
 - Change for SVC is that it allows prerequisite labs for professional technical programs, for example Biology lab for pre-nursing.
 - Administration and faculty are working on the implications of the new context.
 - No plan to change summer—all instruction will be online.

- Fall: Currently plan to make the decision in August. Beyond permission to open, critical questions include what requirements will be in place and can the College meet those requirements; and how to move thousands of students, it is not just about a single classroom or lab setting.

5. Board of Trustees/ACT

Christon Skinner thanked Board members, Dr. Keegan, and Lisa Radeleff for their support during his time as Chair. He also acknowledged the time and effort of Representative Dave Paul.

Lindsay Fiker reported:

- That she participated in an ACT Zoom meeting last week that included trustees, presidents and SBCTC staff, topic was on developing an alignment strategy for all colleges.
- Finishing up her term on the ACT Board.
- Thanked Kathryn Bennett for her two years serving on the ACT Awards Committee.

VI. ACTION ITEMS

1. Recommendation of Resolution 20-04, Recognition of Dr. Carl Bruner (Attachment A) was approved earlier in the meeting under "Introduction of Guests."
2. Recommendation of Board of Resolution 20-05, Recognition of Faculty, Staff, and Students (Attachment B)

The Chair read aloud Resolution 20-05, Recognition of Faculty, Staff, and Students.

It was moved by Lindsay Fiker and seconded by Megan Scott O'Bryan to approve Resolution 20-05, Recognition of Faculty, Staff and Students, as presented.

MOTION PASSED.

3. Recommendation of Resolution 20-06, Recognition of the Graduates of the Class of 2020 (Attachment C)

The Chair read aloud Resolution 20-06, Recognition of the Graduates of the Class of 2020.

It was moved by Flora Perez-Lucatero and seconded by Lindsay Fiker to approve Resolution 20-06, Recognition of Graduates of the Class of 2020, as presented.

MOTION PASSED.

4. Recommendation of Board of Trustees Regular Meeting Schedule for 2020-2021

It was moved by Flora Perez-Lucatero and seconded by Lindsay Fiker to approve the Board of Trustees regular meeting schedule for 2020-2021 as presented.

MOTION PASSED.

5. Election of Board of Trustees Vice Chair, 2020-2021

It was moved by Megan Scott O'Bryan and seconded by Lindsay Fiker to elect Flora Perez-Lucatero as Vice Chair for 2020-2021.

MOTION PASSED.

6. Recommendation of Reinstatement of the Senior Tuition Waiver (Attachment D)

It was moved by Lindsay Fiker and seconded by Megan Scott O'Bryan to approve, effective July 1, 2020, the reinstatement of the Senior Tuition waiver.

MOTION PASSED.

7. Recommendation of Associate in Applied Science – Multi-Occupational Trades Degree

It was moved by Megan Scott O'Bryan and seconded by Lindsay Fiker to approve, effective July 1, 2020, the Associate in Applied Science – Multi-Occupational Trades Degree.

MOTION PASSED.

8. Recommendation of Associate in Education – Education Paraprofessional Degree.

It was moved by Flora Perez-Lucatero and seconded by Megan Scott O'Bryan to approve, effective July 1, 2020, the Associate in Education – Education Paraprofessional Degree

MOTION PASSED.

9. Recommendation of Board Policy Fiscal Health (EF-1)

It was moved by Lindsay Fiker and seconded by Megan Scott O'Bryan to approve the revision to Board Policy EF-1 - Fiscal Health as presented.

MOTION PASSED.

10. Recommendation of Board Policy GP-1 – By-Laws

It was moved by Flora Perez-Lucatero and seconded by Lindsay Fiker to approve the revision to Board Policy GP-1 – By-Laws, as presented.

MOTION PASSED.

11. Recommendation of Board Policy GP-2 – Governing Model

It was moved by Megan Scott O'Bryan and seconded by Flora Perez-Lucatero to approve the revisions to Board Policy GP-2 – Governing Model, as presented.

MOTION PASSED.

12. Recommendation of Board Policy GP-4 – Board/Operational Policies

It was moved by Flora Perez-Lucatero and seconded by Megan Scott O'Bryan to approve the revisions to Board Policy GP-4 – Board/Operational Policies, as presented.

MOTION PASSED.

13. Recommendation of Board Policy GP-5 – Board Members Code of Ethics

It was moved by Flora Perez-Lucatero and seconded by Lindsay Fiker to approve the revisions to Board Policy GP-5 – Board Members Code of Ethics.

MOTION PASSED.

VII. PUBLIC COMMENT

No requests were submitted.

VIII. NEXT REGULAR MEETING

October 13, 2020, 4:30 p.m., Mount Vernon Campus – Board Room.

IX. EXECUTIVE SESSION

The Chair announced that the Board would convene into Executive Session to review the performance of a public employee and to discuss a real estate issue. He stated that the Executive Session would last for approximately 30 minutes and that the Board planned to take action when they returned to open session.

Recessed at 5:44 p.m.

Convened into Executive Session at 5:49 p.m.

Adjourned the Executive Session at 6:24 p.m.

Convened into Open Session at 6:26 p.m.

X. ACTION ITEMS

1. Recommendation of President's Contract

It was moved by Lindsay Fiker and seconded Megan Scott O'Bryan by to approve the President's Contract, extending it through June 30, 2025 and granting the COLA effective July 1, 2020, as approved by the legislature.

MOTION PASSED.

2. Recommendation of Ground Lease Agreement

It was moved by Megan Scott O'Bryan and seconded by Flora Perez-Lucatero that the Board of Trustees of Skagit Valley College hereby authorizes President Keegan to consider, negotiate and execute final contract terms on behalf of the Board of Trustees, favorable to the College, concerning the development and construction of a pickle ball court on College property, in consultation with Chair Skinner.

MOTION PASSED.

XI. ADJOURNMENT

There being no further business, this meeting was adjourned at 6:30 p.m.

Christon Skinner, Chair

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