

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, November 10, 2020  
4:30 p.m. – via Zoom

BOARD MEMBERS IN ATTENDANCE:

Ms. Kathryn Bennett, 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 4:33 p.m.

II. DECLARATION OF A QUORUM

The Chair, Kathryn Bennett, 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 13, 2020; 2. Skagit/Islands Head Start Report

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

The Chair requested a roll call vote: Flora Perez-Lucatero – aye; Megan Scott O'Bryan – aye; Lindsay Fiker – aye; Kathryn Bennett – aye.

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

Jennifer Juniper, ASSVC President for the Whidbey Island Campus, reported the following:

- Establishing a student senate, hoping that to involve and engage more students.
- Reviewing governing documents.

- Technology Fee process started today—went well. Process to award money for technology needs.
- Foodbanks on campus are operating, and with have specific pick up times.
- Coffee shop project still going through, will be located in Old Main. A vendor will not be selected until classes are back on ground.
- Holding discussions regarding issues important to students.
- Will be participating in Legislative Advocacy event, discussion and information on issues important throughout the state.

## 2. SVCFT

No report.

## 3. WPEA

Joe Buenaventura, WPEA Lead Shop Steward, reported the following:

- Classified staff members are continuing to work hard.
  - Many are very thankful that they have a job especially during these times of the COVID-19 pandemic.
  - Members are aware of issues going on statewide which creates concerns, but at the same time finding strength to work with management to work together to find ways to continue to be productive in meeting departmental and college goals.
- Appreciate the continued open communication with management.
  - Meetings with Dr. Keegan have been productive.
    - Great opportunity to receive clarity on the College's mission and vision especially during these times.
    - Classified staff are participating on a task force Dr. Keegan developed regarding the impact of working in remote operations. The taskforce will work together to discuss and develop recommendations on how specific aspects of our Guiding Principles may apply differently during remote operations.
      - Five Classified staff volunteers have stepped up to be a voice for not only themselves, but others as well.
    - Labor Management Committee meeting with Carolyn Tucker, Associate Vice President of Human Resources, is scheduled for next week.
      - Always look forward to meeting with her in a joint effort to resolve topics that come up and/or find ways to improve processes.
  - Hope all are doing well and staying safe.

#### 4. President

Dr. Keegan said that he enjoys meeting with Joe and the other shop stewards each month and appreciates Joe's leadership.

#### Introductions

New Employee:

- Kathy Corrion – Nursing Instructor

#### College Capital Projects

- Early Learning Center is progressing on schedule.
  - Ninety percent design review, that included stakeholders, was completed last week.
  - Parking and SEPA studies are in progress as part of the Master Plan review by the City of Mount Vernon to allow construction.
  - If all goes as planned, construction will begin in May 2021 with completion scheduled for March 2022.
- Pickleball Pavilion, \$1.5 million donation from community member Claude Blackburn, is also proceeding well.
  - Selected TRICO, a local firm, as the Design-Build contractor.
  - In preliminary talks to proceed with a contract.
- Both projects are under the Foundation, compliments to Brad Tuininga, SVC Foundation Executive Director, for his leadership and quick learning on the projects.

#### Grants

- Administrators have been very aggressive in applying for state and federal grants.
  - Over the past six weeks, Marilyn Franklin, Grant Developer, has applied for over \$2.2 million worth of grants.
  - Grants range from \$5,000 to support the Leadership Whidbey program to \$1.3 million from the Department of Education for expanding dual enrollment programs.

## Foundation

- SVC Foundation's 2019-2020 year-end fiscal report is complete.
  - Raised over \$1.9 million for the College, including endowed funds.
  - Provided over \$805,000 in direct support to the College, including:
    - \$461,977 in student scholarships to 335 students;
    - \$285,926 to college programs;
    - \$57,488 for emergency and childcare funding.
- Our Virtual Athletic Fundraising Event was held on October 22, replacing our annual in-person auction.
  - Raised over \$40,000 for Athletic Scholarships.
  - Thanked the Trustees for their sponsorship.
- Champions of Diversity (COD) fundraising is beginning now.
  - Planning to raise \$30,000 to support 10 new COD students and an additional \$10,000 to support second year COD students.

## Advancement

- James Walters, Director of Marketing and Communications authored a recent article on "The Importance of Respect & Compassion in Crisis Communications." James wrote about the College's approach, using the Guiding Principles, in our communications throughout the COVID-19 Pandemic. The original article was published in the National Council for Marketing and Public Relations quarterly magazine. The article was then picked up by the American Association of Community College AACC and included in their national publication, *Community College Daily*.

## Core Theme Report

The Core Theme report on Equity in Access was presented by Dr. Claire Peinado, Vice President of Student Services, Yadira Rosales, Associate Vice President of Equity and Inclusion and Interim Dean for Basic Education for Adults, and Dr. Keegan.

Discussion on these topics followed the report:

- Criteria to become an HSI (Hispanic Serving Institution – Title V)
- Work being done to increase enrollment in the Open Doors program.
- The impact of both the budget cuts and the pandemic to Basic Education for Adults (BEA) students. Prior to the pandemic we had been discussing a reorganization to increase our community connections and student recruiting efforts; more efficiently serve students; and, increase the success rates of English Language Acquisition (ELA) students. The pandemic and resulting budget cuts, along with some unexpected retirements caused us to drastically increase the speed of the reorganization and quickly put things together.

- Thanked Claire, Kenny, and Yadira, for their leadership and the faculty and staff for their input and patience.
  - In addition to her position as Associate Vice President of Equity and Inclusion Yadira has taken on the position of interim dean with her primary role to broaden and deepen community connections.
  - Kenny has increased his role in instructional efforts.
  - There were many duplicated student support efforts—Claire and staff are taking on those efforts that were being performed by BEdA staff and faculty. Some examples of the amazing work going on to support students in the face of changes:
    - Two new multilingual Student Support/Tech Coaches have been hired and are actively serving BEdA students for fall quarter.
    - BEdA advising staff have been working to align advising practices for BEdA students with those in place for degree/certificate-seeking students. This will support these students to achieve a high school credential or ELA skills that they are seeking, but it will also aid in their transition to becoming degree seeking students at SVC.
    - As a first step, High School Completion students will be permitted to register online for the first time winter quarter 2021.
    - A number of Winter Quarter High School Completion information sessions and English Language Acquisition information and orientation sessions have been scheduled to support new students through the intake process.
    - The integration of BEdA enrollment services, led by Kayla Scammon, Program Manager Enrollment Services, continues with a focus on guiding High School Completion students directly toward a BEdA Navigator for first-quarter advising.
    - New English Language Acquisition students for Winter Quarter 2021 will have the opportunity to check out a laptop and hotspot at the orientation sessions if needed, rather than scheduling a separate time to obtain these from the Library.

### Instruction and Student Services

- The instructional deans and faculty across the college have worked very hard and have adopted an equity-minded approach to implement a systematic Program Review process.
  - Faculty analyzed a set of disaggregated data related to student access, success, and learning to inform planning and make improvements in their programs. Taking the Board's Core Themes of equity in access and achievement and bringing them to the program level. This provides a detailed, comprehensive, and equity-minded approach to the assessment

and planning for instructional programs. Complimented Dr. Kenneth Lawson, Vice President for Instruction, for his leadership for this project.

- Basic Education for Adults is offering in-person study labs to support student learning during remote operations. Due to the full capacities of each of the study labs his quarter, we extended times and days to provide more support during winter quarter.
- Advising Department has issued \$50,000 in Emergency Assistance this quarter. The assistance aims to remove barriers for all students, including funding for housing costs, gas, bus passes, child and health related expenses, groceries, meals, utilities, and books.
- The College received a \$1.9 million Job Corp Scholar Grant.
  - The Program is a three-year national demonstration project aimed at providing at-risk youth with job skills instruction, educational opportunities, and individualized employment counseling.
  - The program serves low-income young adults between the ages of 16 to 24 who experience certain barriers to education and employment.
  - We are currently in the process of hiring two Job Corps Scholar Navigators, with a goal of enrolling 40 new students in the program.

### Athletics

- Our athletic teams have now moved to team workouts, consistent with the Governor's Guidelines for Sport and Recreation and NWAC rules. Earlier in fall quarter workouts were held with small groups of five, they are now able to workout in small teams.
  - Coaches and instructors will continue to adhere to all COVID-19 safety protocols, but will also track their daily roster to ensure accurate contact tracing. No competitive events will be held until winter quarter.
  - Coaches, students, and staff in the Athletic Department are working to bring about racial equity and end racism by educating themselves. The department, in partnership with SVC's Office of Student Equity and Inclusion, will be hosting an event for all coaches, student-athletes, and department staff focused on racial equity later this month.

### Enrollment Services

- The recruitment team continues to provide excellent support of incoming students, including virtual information sessions, calling more than 600 prospective students, and attending virtual college and career fairs for our local school districts.

- College in the High School and CTE Dual Credit enrollments are underway for the 2020-2021 academic year, with more than 120 College in the High School registrations already submitted.

### Administrative Services

- Agreement with Skagit County for COVID-19 testing has been extended through end of March 2021.
- ctcLink:
  - Progressing in the first phase of implementation.
  - Staff fully engaged doing initial configuration homework. This work will continue until mid-December.
  - To-date, all the project tasks for this phase have been completed on time.
  - Takes a lot of time away from regular assignments and stresses the organization:
    - Example: The Enrollment Services team has dedicated more than 400 hours of work time to attend ctcLink workshops and complete homework assignments during the month of October.
  - Acknowledged all of the work that is being done across the District and thanked those who are going above and beyond.
- KSVU:
  - Dr. Ed Jaramillo, Vice President of Administrative Services, is continuing to work with the Friends of KSVU in Concrete to transfer management of the radio station to them. They have not been able to find a new suitable location for the antenna that was brought down due to the high cost.
    - The FCC has approved KSVU radio station to be silent until May 2021. If a solution is not found by then, the license will automatically expire.
    - Currently, the radio station is streaming over the Internet.

### In the News

- Recent Nursing graduates scored a first-time pass rate of 95% on the NCLEX, nursing licensure examination.
- James Walters was recently selected as the Executive Director of the National Council for Marketing and Public Relations.
  - He will be leading the nation-wide professional organization for marketing and public relations professions that includes over 500 members.
  - James has been with SVC for 23 years and will start his new job on December 2. He has done fantastic, creative work, and has been a wonderful colleague—he will be missed.

## Community Partnerships

- We have a new clinical agreement with LifeCare of Skagit, providing another option for nursing students to complete their clinical hours.
  - Nursing education requires students to have contact with real patients in a supervised setting, and we rely on both clinical partners as well as our simulation labs to make sure our students receive high-quality instruction.
  
- The College successfully partnered with the Northwest Workforce Council and the Ironworkers Union to offer a four-week, pre-apprenticeship program.
  - Training included OSHA, flagging, forklift driving, an introduction to welding, and applied math.
  - Successful completion of the program typically results in immediate job placement.
  
- The Office for Equity and Inclusion is collaborating with community partners in a number of efforts, two examples are:
  - A partnership this quarter with the Northwest Agricultural Business Center to provide a computer class in Spanish to community members. The class runs for eight weeks and provides students with basic skills in computers.
  
- Escuela de Padres, a Spanish parent leadership training, is in its fourth week of operation with the Mount Vernon School District.
  - Provides support to parents across the school district to assist in learning the US school system, navigating remote learning for their children and providing leadership and advocacy skills.
  - There are 30 parents registered and all are participating online.
  
- President Keegan, Ed Jaramillo, and Mitch Freeman, Athletic Director, met with the Skagit County Parks Director to plan for the installation of artificial turf on the four softball field infields.
  - The partnership received a \$600,000 grant during the last legislative session.
  - The artificial turf will allow access for SVC's softball team, as well as K-12 school teams, and adult recreation teams in the spring when it is difficult to play on fields in the area due to rain and wet fields.



## President's Office

- Hosted Congressman Rick Larsen, along with Dr. Dave Paul, Director of Community Relations, at the Mobile Food Lab to discuss its role as an innovative workforce training model for the Culinary Arts program and within the community.
  - Also discussed our national legislative agenda, which includes support of Veterans, Dreamers, and Financial Aid recipients.
- Dr. Keegan has been asked to chair the new EDASC Social Justice and Education Committee; first meeting was held last week. Excited about possibilities and increasing the link between Social Justice and that an educated community leads to economic prosperity
- Meeting this week with task force of faculty, classified staff, and exempt staff to focus on College culture in a world of COVID-19.
  - Guiding Principles establish framework for our culture.
  - We have been intentional in not creating operational definitions and instead, we talk about them over time and “norms” or expectations evolve.
  - We are going to take a step back and ask ourselves how the Guiding Principles apply in our remote operations environment.
  - Primary Question: Are there specific aspects of the Guiding Principles that apply differently in Remote Operations?
  - We also have to acknowledge that sitting in front of a Zoom screen for hours at a time is unhealthy in many ways—do we want to establish a compact/agreement/protocol?
  - There are many issues out there and we need to acknowledge that it is a different environment and we must adjust.
  - We must also acknowledge that we now have to consider what respect means, what compassion means... in this new environment
  - Plan for the task force to develop a list of approaches or expectations that will guide us in the remote operations environment and continue to nurture a college culture consistent with the Guiding Principles.

Lindsay Fiker mentioned the good work of Champions of Diversity and asked about plans for this year's event. Claire Peinado responded that Alana Quigley, Director of Student Equity & Inclusion Services, is working closely with the Foundation on a plan for how the event will take place this year.

## 5. Board of Trustees/ACT

Lindsay Fiker reported:

- Jessica Lonergan, a recent graduate of the INVEST Program, has been selected as SVC's nominee for the ACT Transforming Lives Award.

Kathryn Bennet reported:

- ACT's Legislative Action Committee retreat and fall convention will take place via Zoom later this week.

#### VI. PUBLIC COMMENT

Public comment was given by Tracey Levine, Skagit Valley Tennis Association. She expressed the interest of the Skagit Valley Tennis Association to have the College's tennis courts open for public use. She stated that they will comply with the Governor's guidelines and thanked the College for cleaning the courts.

The Chair thanked Ms. Levine for her comments and asked Dr. Keegan to review the request and to report back to her prior to the December 8, 2020 Board meeting.

#### VII. NEXT REGULAR MEETING

December 8, 2020, 4:30 p.m., via Zoom

#### VIII. ADJOURNMENT

There being no further business, this meeting was adjourned at 5:49 p.m.

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Kathryn Bennett, Chair

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