

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, October 13, 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

Mr. Christon Skinner

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

I. CALL TO ORDER:

The meeting was called to order at 4:32 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. RECOGNITION OF TENURE

Tom introduced faculty who were awarded tenure at the March 10, 2020 Board of Trustees meeting:

- Claudia Avendaño-Ibarra – Human Services
- Dr. Tiffany Christian – English
- Joy Curtis – Nursing
- Kristine Duncan – Nutrition
- Matt Mardesich – Marine Maintenance Technology
- Dr. Dinty Musk – Chemistry
- Matt Scammell – Business & Economics

## V. CONSENT AGENDA

1. Board Meeting Minutes – June 9, 2020; 2. Board Special Meeting Minutes – August 4, 2020; 3. Board Special Meeting Minutes – September 11, 2020; 4. Board Special Meeting Minutes – September 25, 2020; 5. Skagit/Islands Head Start Report; 6. Correspondence

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

MOTION PASSED.

## VI. COLLEGE REPORTS

### 1. ASSVC

Ryan Smith, ASSVC President for the Mount Vernon Campus, reported the following:

- WIC has researched the possibility of conducting podcasts in order to provide timely information to students. They have met with Joseph McGuire from KSVR to discuss setting up.
- Both MV and WIC representatives will be setting up virtual office hours of two hours per person, per week.
- MV elections are set to begin; there are 12 candidates for five positions.
- Approved \$1500 funding for Meditation Sunday program.
- Both campuses working on the voter registration drive.
- Updating By-laws, hope to have ready for review in late October
- Currently reading and discussing the book *Student Leadership Challenge*.

### 2. SVCFT

No report.

### 3. WPEA

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

- Holding good, positive meetings with Dr. Keegan.
- Involved in Reopening Fall Operations Task Force. Four classified staff members participated in the process.
- Looking forward to more discussion on how the COVID pandemic affects people during remote operations and how they can help. Classified staff are standing ready to help furthering that effort.
- Great Labor Management meeting today:
  - Discussed safety and security for staff, faculty, and students.
  - Hopeful that any department safety concerns are met.
- Discussed improving New Employee Orientation.
  - Collaborating on how to achieve during these times.
  - Human Resources has great suggestions and looking forward to being part of the revision process.
- Classified staff are currently in contract negotiations. Whatever the outcome, looking forward to the continued effort in working together.

### 4. President

Dr. Keegan thanked Joe for his leadership with classified staff. He stated that he has been enjoying the monthly meetings, with Joe, Sue Jensen, and Lance Levesen.

### Introductions

New Employees:

- Melvin Pusateri– Clinical Nursing Instructor
- Joshua Young – Culinary Instructor/Food Service & Mobile Food Lab Manager
- Mitch Freeman – Director of Athletics
- Dr. Andrew Vinyard – Chemistry Instructor
- Kathy Corrion – Nursing Instructor
- Rocio Herrera – Faculty Counselor
- Jeremy Mendola – Fire Protection Technology Instructor
- Denise Jones – Nursing Instructor
- Dr. Allen Paz – Nursing Instructor, WIC

### Enrollment Report

- State enrollment for Fall Quarter is down 18%.
  - Transfer down 20%;
  - Workforce down 15%;
  - English Language Acquisition down: 54%.

- Overall enrollment is down 13%. We are in about the middle of our system in how far off we are from enrollment this time last year.
- International enrollment is currently at 47 FTE, approximately half of last year's enrollment. Began to see a drop in international enrollment in 2016, peak enrollment was in 2015 when we had 230 students enrolled.
- Running Start enrollment is up 15% over last year.
  - Late surge in enrollment is part of a larger pattern:
    - In just one week, advisors met one-on-one with over 300 new students, assisting them with registering for their first quarter at SVC.
    - Last year, we saw just 132 students enrolling the week before the quarter began. The majority of these students were Running Start students.
    - As a result, we have 102 more Running Start students attending SVC this fall than we did last year.

### College Capital Projects

- Early Learning Center is progressing. Sixty percent design review 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 of the Early Learning Center.
- Pickleball Pavilion: Three Requests for Proposals (RFP) were received by the Foundation last week.
  - Over the next few weeks we will interview and select for the design and construction of the Pavilion.
  - Brad Tuininga is leading this effort on behalf of the Foundation.
- Minor capital projects:
  - Dental Lab is completed.
  - Advanced Manufacturing and Composites improvements:
    - Bid awarded and construction expected to start late October.
  - Norwood Cole Library repairs for water intrusion:
    - Bid awarded & construction expected to in next few weeks
  - Old Main repair, Board members saw the issues on their visit last November.
    - Bid awarded and construction expected to start late October.
      - The roof replacement will occur in the two small sections that were not done last time, this will complete the entire roof replacement.
      - The wall and window repairs, will also be completed.

- Added to this project is the remodeling of a sitting area to convert into a coffee shop and study area for students.
- Ford Hall repairs:
  - Work in progress—the project is more than replacement of the roof, it is a modification of a roof design that was the cause of the water intrusion.
  - Custodial staff is supporting instructional work with modified work to clean between lab sessions at different times throughout the day

### Budget

- Last spring we were told to expect significant budget cuts and to expect that the legislature would meet in late July or August.
  - As a result, the Board passed a resolution authorizing continued spending and requested that the budget be brought for action at this meeting.
    - Action items regarding the budget are on the agenda for later in this meeting.
- As we started the budgeting process, we projected the initial loss of revenues based on three factors:
  - Expected 15% reduction in State Allocation;
  - Expected 30% reduction in Workforce Education Investment Act funding from the legislature;
  - Lower enrollment due to COVID;
  - These three factors amounted to a reduction of \$4.5 million.
- As we settled the final budget, a number of one-time cuts and revenues were used to minimize the impact of the required \$4.5 million cut:
  - Reduction in sabbaticals and professional development support for faculty;
  - 95% reduction in travel budgets and goods and services that will need to be restored at some level next year;
  - Use of FEMA money to augment the operating budget;
  - Use of CARES Act money to augment the operating budget;
  - Use of reserves to offset retirement and layoff payouts.
- Two new pieces of information since the June Board meeting:
  1. This fall we learned that the legislature will not take up this year's budget shortfall until the full session begins in January.
    - They will try to use the rainy day fund and federal CARES funds as well as savings from statewide furloughs to balance/reduce the shortfall.
    - No cut to allocation as of yet.
      - Told to expect some cuts for this year's budget; we will not know the extent until the legislature takes action.

2. The Governor allocated \$40 million to our system in a surprise move about a month ago
  - SVC will receive \$1.3 million from the Governor's Emergency Education Relief Fund (GEER).
    - One-time dollars;
    - Looking to use some of this funding to do one-time fixes on some hot spots created by the budget cuts.
- With the use of one-time dollars and one-time reductions, the actual budget cut was in the 6% range and we will still have \$2 million of budget issues to deal with next year. However, we are well-positioned financially going into the next biennium.

### College Advancement

#### Foundation Update:

- The Virtual Athletic Fundraising Event originally scheduled for October 22 has been rescheduled to October 28 at 5:00 p.m.
  - The presidential debate is scheduled for the 22<sup>nd</sup> and it is important that we not conflict with the debate;
  - We have received approximately \$20,000 in sponsorships, including the Trustees generous support—thank you;
    - Hoping to reach \$30,000 in sponsorship before the event.
- The Salish\_Art Project appeal was very successful.
  - Raised over \$22,000, and counting, including \$10,000 from ASSVC and a \$5,000 grant from Haggen Food.
  - Will purchase Native Art for display at College sites. English faculty member, Chuck Luckman, is leading this effort.
- The Spring Appeal for Basic Education for Adults emergency funding has also been successful, bringing in \$22,725, including an \$8,000 grant from the Skagit Community Foundation.

#### Early Learning and Childcare Center Fundraising & Outreach Project:

- Mount Vernon:
  - Recently received a \$5,000 gift from Lisa & Mike Janicki in memory of Cheryl Bishop for the Early Learning Center.
- Friday Harbor Early Learning:
  - Plans submitted for a three-classroom facility;
  - We've raised over \$100,000 for this project with just \$35,000 to go.

#### Campus View Village (CVV):

- Fall Quarter – closed four full units for COVID/International travel quarantine;
- Occupancy is currently at 116 out of a possible 124;
- Temporary COVID measures are in place, including eliminating non-CVV guests in apartments and maximum of five people in an apartment at one-time.

#### Road Scholar:

- Road Scholar programs worldwide are suspended through December 2020;
- The program remains in a strong financial position due to healthy reserves;
- Enrollment for 2021 in San Juan Islands hiking program is particularly strong due to small group, outdoor based programming in the relatively safe island setting;
- Five hiking trips are full, with a reserve section recently opened and enrolling to add capacity and meet demand.

#### Leadership Whidbey:

- Presently in the recruitment process for the 2021 inaugural class of 15-20 individuals;
- We submitted two grant requests for additional program support to the Whidbey Island Community Foundation, and Puget Sound Energy;
- We received support from the SVC Foundation, including scholarship funds to support one WIC employee;
- As of last week, 28 individuals have indicated interest in applying to the program.

#### Marketing:

The Marketing Team has once again been recognized for their creativity and design by the National Council for Marketing and Public Relations. The team has won five regional Medallion awards for 2020 that include:

- Gold- *Currents* Magazine featuring STEM and faculty member Dr. Roxanne Smith;
- Gold-“Coconuts” Drama production poster;
- Gold- Photography, photo of faculty member Mary Iverson;
- Silver- Photography, photo of Fire Protection program;
- Bronze-Social Media and Communications campaign for COVID-19 communications.

## SVC in the News:

Since the June Board Meeting, Skagit Valley College has enjoyed outstanding media coverage with a variety of highlights, initiatives, and accomplishments showcasing SVC at the local, state, and national level.

- In addition to a number of front page stories in the Skagit Valley Herald, there were over 100 major regional stories and five national stories:
- The Chronicle of Higher Education included a feature about SVC Parks Ranger Law Enforcement Academy graduate Mitch Schaffer, who has gone on to earn the Distinguished Graduate award at the Federal Law Enforcement Training Center in Glynco, Georgia.
- Diverse Issues in Higher Education published a national news story about the spring Center for Community College Student Engagement (CCCSE) survey about student impacts due to COVID-19, which included SVC.
- Community College Daily featured our Bachelor of Applied Science in Applied Management degree and its grounding in equity and accessibility.
- Community College Daily published a National Council for Marketing and Public Relations article on communications during the pandemic written by James Walters, Director of Marketing and Communication.
- The USA Pickleball Association magazine published a story about Claude Blackburn, who has committed to funding the Pickleball Pavilion, and highlighted the College's project in the article.

## Instruction, Student Services, and Administrative Services

### Remote Operations and Online Instruction:

- Currently still in Remote Operations and On-line Instruction
  - About 85% of instruction is online—all lectures; labs are face-to-face and are taking place consistent with the Governor's guidelines.
- Made the decision last week to remain in Remote Operations and Online Instruction through Winter Quarter.
  - May add some limited face-to-face instruction depending on state of COVID.
- Allied Health, Craft Brewing, Culinary Arts, Manufacturing, Marine Tech, Nursing, and Welding departments successfully operated hybrid programs that included on-ground labs during summer quarter.
  - Faculty and students did a wonderful job implementing COVID protocols, which helped to create a successful model for the academic year.



- Currently we have 21 classes/labs meeting around the District at various times of the day and some evenings. There are a total of 231 students on-site.
- We launched face-to-face labs for English Language Acquisition/College Career Bridge students at both Mount Vernon and Whidbey Island campuses to provide in-person support, which is well underway for fall quarter.
- Sports are returning with small group training and COVID limitations: distancing, masking, and groups of five or less.
  - Golf teams are competing, but other sports seasons have been moved to Winter/Spring Quarters
- We were able to supply all student requests for laptops.
  - The supply chain for hotspots has been more difficult and we have a wait list of students and staff; we are waiting for the next order to arrive.
- The agreement with Skagit County for COVID-19 testing has been extended through December 31, 2020.

#### Administrative Services:

- ctclink:
  - We are now fully in the implementation phase of ctclink.
  - Over 75 employees are now engaged in workshops and preparing the initial configuration of the future system. This is on top of their regular work.
  - So far, all the project tasks for this phase have been completed on time.

#### Bookstore:

- Served over 900 students through curbside pickup at the beginning of the quarter.
- Operations have been changed to serve the online model, however, in general, low sales continue. Students are not in the store to purchase supplies, college swag, and there is competition with online book sales.
  - There are serious concerns about the fiscal health of the bookstore, however, Dr. Ed Jaramillo, Vice President of Administrative Services, and Kim Hall, Bookstore Manager are working on the issue.
  - Christon Skinner asked if the Bookstore had an online presence. Ed responded that the Bookstore does have an online presence and they are working on upgrading the site.

### Center for Participatory Excellence:

- Partnered with the library and English faculty to host a Race and Anti-Racism Reading Group. The group is led by English faculty member, Allen Barros and Library faculty member, Libby Sullivan.
- Partnered with the SVCFT to provide In-Service training on a number of faculty-requested topics including anti-racism and macroaggressions. The sessions received fantastic feedback, and strengthened partnerships between the center, faculty, and the union.
- Partnering with the Nursing Department to provide an Inclusive Pedagogy Faculty Learning Group specific to new nursing faculty. The group will focus on equitable access and achievement for nursing students.

### Student Services:

- Emergency Funding:

We have more than doubled the funding we have available to support students experiencing a financial emergency this year.

- We are able to support student emergency and child care requests with a combination of funding from the SVC Foundation, SBCTC Grant funds, S&A allocations, and independent grants.
- Our most recent grant secured is the Washington State Student & Youth Homelessness COVID 19 Response Grant, in the amount of \$20,000.
- Workforce Grants
  - We are moving along with the implementation of the Job Corps Scholars Grant program, and are now working on filling two Job Corps Scholars Grant navigator positions, hope to have them in place by the end of October.
  - Workforce Grants office awarded approximately \$268,000 in just tuition and books for fall quarter between all grant programs
- Dual Credit Programs
  - SVC was awarded approximately \$32,000 from the Running Start Pilot Scholarship Program to assist low income Running Start students with college fees, books and supplies.
    - Approximately 50 students will receive fee assistance for Fall Quarter.
    - Plans are underway to expand this money to offer book vouchers for winter and spring enrolled Running Start Students.

- New course offerings will be offered during 2020-2021 in both CTE Dual Credit and College in the High School.
  - Alignment work is well underway between SVC and our partner high schools.
  - Approximately 115 students have attended eight Virtual College in the High School information sessions.

#### Basic Education for Adults (BEaA):

We have seen a drop-off in enrollment in BEaA programs, especially in English Language Acquisition (ELA)

- We are making some special efforts to serve these populations:
  - The ELA/High School Completion (HSC) calling campaign included staff outreach to 250 students to offer registration reminders and assistance.
- BEaA HSC saw a last minute surge in enrollment after a major outreach and marketing push, and is now offering three sections of the First Quarter Experience for fall quarter.
- BEaA is onboarding two new Spanish-speaking student support/tech coaches to assist BEaA students in the online learning environment.
- We offered three hybrid (on-ground with virtual component) ELA orientation/registration sessions for fall quarter, 36 students attended.

#### Community Partnerships

- Continuing Education and the Center for Participatory Excellence provided a course for Burlington-Edison School District teachers.
  - The course addressed trauma-informed practices and focused on ensuring equitable outcomes for all students during COVID-19.
  - As a result, the district has requested that SVC's Center for Participatory excellence provide a Summer Institute for their leadership team that focusses on racial justice.
- SVC Contract Training received a Job Skills Program grant from SBCTC to support training for four regional cabinet companies- ML Fox Construction, Encore Cabinets, R Gleason Painting and Decorating, and Puget Sound Doors.
  - The award of \$74,000 will support training in leadership, customer service, Lean implementation, and quality management.
- Continuing and Community Education is partnering with a local company, Six Sigma TV, to offer Lean and Six Sigma training and certificates.
- The Culinary Arts program collaborated with WSU's "Farm to Family" project to promote healthy cooking during the coronavirus pandemic. SVC faculty were

featured in a series of instructional videos and the project was highlighted in the Skagit Valley Herald.

- Maestros Para el Pueblo is now in its sixth year.
  - The Leadership Team, which consists of Western Washington University Woodring College Dean of Education, Superintendents from Mount Vernon and Burlington-Edison school districts, Dr. Claire Peinado, Vice President of Student Services, and Dr. Keegan, met last week.
    - Two new members of the leadership team: Dr. Vivanco, Superintendent for Mount Vernon School District and Dr. Bruce Larson, Woodring College Dean of Education.
    - Agreed to priorities for the year:
      - Revisit the strategic plan for the program, establish shared metrics for student success, and strengthen college to career transitions back into the K12 districts.

### In the News

- The Center of Excellence for Marine Technology was selected to present the Workforce Implicit Bias Institutes project at the 2020 National Council for Workforce Education Conference last week.
- SVC was awarded a Career Launch Enrollment grant to support the Marine Technology program.
  - The grant totals \$480,000 and is intended to facilitate increased enrollment over the next five years.
- Continuing and Community Education reintroduced Kids' College this summer with online offerings in coding, art, and sports.
  - The circuitry and coding course, "Kinetic Sculpture" was featured in the Skagit Valley Herald highlighting student projects.
    - Students were middle school age and each had to design and build their own carnival ride.
- The SVC Food Truck – the "Mobile Food Lab" has been operating weekly at the Cardinal Craft Brewing Academy to great success.
  - It was highlighted in the Skagit Valley Herald and has already provided real-world work experiences for numerous Culinary Arts students through the summer quarter. Acknowledged the work of Dr. Kenneth Lawson, Vice President for Instruction, and Anne Clark, Vice President of College Advancement, for developing the program.
- Faculty member, Dr. Farhana Loonat, had her paper focusing on Women Faculty of Color accepted for presentation at the Race and the Politics of Solidarity panel

of the Association for Political Theory (APT) conference. Great example of SVC's teacher/scholar work.

### President's Office

- Along with Dr. Dave Paul, Director of Community Relations, hosted Congressman Rick Larsen at the Mobile Food Truck and Craft Brewing and shared with him the College's federal agenda.
- Accreditation
  - As follow-up to our full Accreditation review two years ago, the Mid-Cycle review will take place, virtually, this spring;
  - Dr. Dave Paul, Accreditation Liaison Officer, is leading the preparation for the visit;
  - Focus will be on assessing educational outcomes.
- Decision made to stay in remote operations through Winter Quarter—this will mean one year of remote operations.
  - As we begin Fall Quarter, concerned about mental health and morale.
    - Convening a task force of faculty and staff to identify issues and recommend approaches.
- In community work, which since the pandemic has been mostly virtual, Dr. Keegan has been sharing his concern on disparity in equity in time of crisis. He reported that he has shared his thoughts on the Administration's recent ban on diversity training using federal funds, and he has been seeking every opportunity to speak about inequity, letting them know the College's position on the value of such training and that we are willing to step up our role to offer diversity training in the community and are able offer without using federal funds. As a result:
  - Port of Skagit has asked us to provide staff training;
  - City of Mount Vernon is asking that we provide a series of community conversations on equity-related topics
- Critical part of our mission as a community partner and leader and can be done not as a political action, but as an educational and moral action.

Lindsay Fiker, commended the College for the timely and positive results reported in the letter from the Department of Education Office of Civil Rights regarding SVC's website and online instruction.

Christon Skinner asked if there is ongoing protocol being developed from what has been learned and developed since the pandemic began in March. Dr. Keegan responded that the College does have a Pandemic Response Plan in place and that it has guided decisions during the current pandemic. He reported that the plan is

continually being revised and updated as issues have developed during the current pandemic.

## 5. Board of Trustees/ACT

- Lindsay Fiker:
  - Announced that she is serving on the ACT Awards Committee this year. She reported that the Transforming Lives Award event will take place virtually in January and that each nominee will receive \$200. December 4, 2020 is the deadline for submission.
- Megan Scott O'Bryan
  - Announced that she will be attending the Head Start Policy Council meeting later this week.

## VII. ACTION ITEMS

### 1. Recommendation of McIntyre Hall Budget, 2020-2021

It was moved by Christon Fiker and seconded by Megan Scott O'Bryan to approve the McIntyre Hall Budget for 2020-2021 as presented.

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

MOTION PASSED.

### 2. Recommendation of Services & Activities Fee Budget, 2020-2021

It was moved by Christon Skinner and seconded by Lindsay Fiker to approve the Services & Activities Fee Budget for 2020-2021 as presented.

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

MOTION PASSED.

### 3. Recommendation of Athletics Budget, 2020-2021

It was moved by Megan Scott O'Bryan and seconded by Lindsay Fiker to approve the Athletics Budget for 2020-2021 as presented.

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

MOTION PASSED.

4. Recommendation of Operating & Capital Budgets, 2020-2021

It was moved by Megan Scott O'Bryan and seconded by Lindsay Fiker to approve the 2020-2021 Operating Budget and the continuation of the 2019-2021 biennial Capital Budget as presented.

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

MOTION PASSED.

VIII. NEXT REGULAR MEETING

November 10, 2020, 4:30 p.m., via Zoom

IX. ADJOURNMENT

There being no further business, this meeting was adjourned at 5:54 p.m.

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Kathryn Bennett, Chair

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