

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, November 9, 2021
4:30 p.m. – via Zoom

BOARD MEMBERS IN ATTENDANCE:

Ms. Flora Perez-Lucatero, Chair
Ms. Kathryn Bennett
Ms. Mariko Doerner
Mr. Ozell Jackson III
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 4:31 p.m.

II. DECLARATION OF A QUORUM

The Chair, Flora Perez-Lucatero, 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 12, 2021
2. Board Special Meeting Minutes – October 20, 2021
3. Skagit/Islands Head Start Report
4. Correspondence

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

The Chair requested a roll call vote: Megan Scott-O'Bryan: aye, Kathryn Bennett: aye, Mariko Doerner: aye, Ozell Jackson: aye, Flora Perez-Lucatero: aye.

MOTION PASSED UNANIMOUSLY.

V. COLLEGE REPORTS

1. ASSVC

Ashlee Johnson, ASSVC President of the Mount Vernon Campus, reported the following:

- Filled four open positions. Four additional positions are still open, notices went out to students and interviews will take place as they come in—positions will remain open until filled.
- Student Tech Fee Committee meeting process began today, with the next meeting scheduled for November 16.
- Veterans Club will participate in a local parade on the November 13 and they will host a pandemic appropriate barbecue on the Mount Vernon Campus.
- Discussion on a ceremony for the opening of the time capsule that was installed on the Mount Vernon Campus in 1996. Hoping to hold it in spring 2022 and working on contacting ASSVC members from 1996 to participate.
- Both campuses have submitted names of students to serve on the Presidential Search Advisory Committee.

2. SVCFT – No report.

3. WPEA – No report.

4. President's Report

Introduction of New Employees:

- Bryan Martinez Escobar – Director of Entry Services
- Flor Hernandez Morales – Maestros Para el Pueblo Liaison & Student Navigator
- James Price – Director of Student Support Programs
- Laura Daniali – Director of Strategic Marketing & Communication
- Marisa Pierce – Executive Director of Strategic Marketing & Communication
- Khai Le – Instructor, Basic Education for Adults

Capital Projects:

Tim Wheeler, Facilities Director, is doing an incredible job leading our efforts on a number of large, complex projects.

- As mentioned at past meetings, we have started the pre-design of the Campus Commons building, which includes demolition of the Annex building and will include backfill work in the Cardinal Center.
 - We are also doing a Feasibility Study related to a major remodel of the Cardinal Center.
 - We expect pre-design to be complete late spring and begin design this summer.

- We are preparing the Trades and Industry Building PRR—application to compete for a new, major building project.
 - The project would involve replacement of a number of outdated buildings, create an Angst Hall-scale building on the northwest area of the Mount Vernon Campus, and create a new northwest entrance and outdoor spaces.
 - Deadline is in December.
 - Ranking in winter/spring.
 - Rank-ordered list goes to legislature next fall.
- The Fire Science minor capital project (garage for fire trucks) has been placed on hold, it will be incorporated into the new building.

Early Learning Center

- On schedule for March completion and is within budget.
- One concern is a supply chain issue for exterior siding; we are working to find substitute material.

Pickleball Pavilion

- Materials have begun to arrive. On target for fill and grade work in December and building construction starting in January.
- Primary work is permit approval from the City of Mount Vernon.
- Brad Tuininga, Executive Director of SVC Foundation, is leading this effort.

Three Head Start Projects:

Burlington Head Start Center

- Construction underway. Expect it to be completed at the end of January.
- Schedule has slipped several weeks due to supply chain problems. Will impact the schedule but not the budget.

San Juan Head Start Center

- Building has been delivered, utilities are being connected and site work is under way.
- Expected completion date is January 1.

Oak Harbor Head Start Center

- Construction underway. Expect to be completed at end of December.
- As with the other projects, this project is also affected by supply chain issues.

Budget

- Dr. Keegan informed the Board that he authorized a \$320,000 expenditure from reserves for the Early Learning Center.

- Initially authorized \$250,000 to jumpstart the initial fundraising drive—matching Sue Krienen’s pledge, which she increased over time.
- An additional \$70,000 is to cover additional costs as required by the City to cover fees along the approval process.

- The next item is to inform the Board of the following, though not a budgeting issue at this time:
 - Running Start has seen significant—and unanticipated—enrollment drops across our system and here at the College.
 - Anecdotally, high school students are wanting to be at their high schools with their friends.
 - We had some increase in enrollment because of Covid last academic year when high schools went online. Attributed that to our online offerings being further developed than the K-12 system.
 - We have had a gradual, consistent, increase in Running Start enrollment for years, so we are watching it and will address in next year’s budget.

- Covid funding ends in August, we have plans in place to extend those dollars—through reserves—to contribute to next year’s budget.
 - Will keep the Board posted and address in the 2022-2023 budget proposal that will be presented to the Board for study in May.

Core Theme Report - Equity in Access

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

Instruction

- The Diesel Power Technology program received Career Launch endorsement from the SBCTC and the state of Washington.
 - The requirements for Career Launch endorsement include clear pathways towards employment, such as paid internships and cooperative work experiences.
 - The endorsement also provides access to funding opportunities to support enrollment growth and equipment acquisition.

- Two new instruction program began this fall:
 - Information Management & Data Science AAS
 - MIT Web Developer AAS

- Four new programs launching Fall 2022:
 - Multi-Occupational Trades degree (in partnership with apprenticeships)
 - BAS in Application Development
 - Billing & Coding AAS
 - Dental Therapy AAS

Administrative Services

ctcLink

- ctcLink system is now live. The five remaining colleges from our group are now live as well.
- The student side went live on October 25.
 - 32% of students now have their accounts activated, we expect a rush once registration gets in full swing.
- Concerning issue continues to be the extreme amount of labor to learn the system while conducting all new business on the system.
 - Training is ongoing on three fronts: staff processes, student use, help-desk support for all users.

Covid

- Two full-time employees chose to resign rather than receive a vaccination.
- Number of accommodations for others because of medical or religious exemptions.
 - Basic accommodation is working from home unless essential duties require on-site work.
- Students: Placed blocks on all Winter Quarter registrations for students who have not completed attestation or exemption request.
- Seeing a number of student positive cases, but protocols working and have not had a spreader situation.

Student Services

Dual Credit:

- SVC passed all Washington State accreditation requirements and has been approved to offer College in the High School (CHS) for the next two years.
- 62 CHS classroom visits have been scheduled for current classes.
- Each class has 10-35 potential students.
- 10 CHS course requests for 2022-2023 have been received so far.

Advising Day

- Institutional Advising Day was held on November 5. Non-instructional day negotiated with faculty union a few years ago.
- All faculty attended this day to collaborate with Counseling and Advising staff on best practices that foster student achievement, equitable practices, and a sense of belonging.
- This year the agenda included:

- A review of Noel Levitz data in relation to advising and student sense of belonging (disaggregated by race and ethnicity).
- Equity and Access for Advisees.
- Student Conduct Updates.
- Advisee and Advisor Relationships that Build Toward Completion.

Cardinal Career Scholars (formerly Job Corps Scholars):

- The U.S. Department of Labor has approved our request to add additional short-term certificate options in Basic and Advanced Emergency Medical Technician trainings, and Early Childhood Education.
 - We will begin enrolling eligible students for Winter Quarter.
 - The addition of these certificate trainings expands the current training offerings and captures a broader range of eligible students for enrollment in the program.

Community Partnerships

- Partnering with United Way of Skagit County to host Spanish speaking family groups at SVC, creating more exposure for Latinx families to our campus and programs offered.
- Developing an Escuela de Padres series that includes a social justice course for parents as a follow up to our original Escuela de Padres program, as well as continuing credits for parent academies at Mount Vernon School District this fall.
- SVC is part of a recently funded statewide community college consortium focusing on the improvement of undergraduate STEM education in community colleges.
 - This effort is funded through a grant from the National Science Foundation, and will support a statewide effort to examine systemic barriers, challenges and opportunities to develop and expand undergraduate research experiences within our system.
 - Dr. Kristen Hoffbuhr, Biology Faculty and Director of Undergraduate Research and Science Labs, and Dr. Gabriel Mast, Executive Dean of Arts and Sciences will represent the College, and collaborate with faculty and administrators from 22 Washington state community colleges and representatives from the State Board of Community and Technical Colleges (SBCTC).

President's Office

Office of Equity & Inclusion:

- Implemented a Diversity, Equity, and Inclusion (DEI) professional development application for all employees to track DEI and anti-racism opportunities and provide additional access to DEI and social justice professional opportunities statewide to all SVC employees.
- Developed DEI resources for Tenured Review Committees as additional professional development for committees to consider when supporting BIPOC Tenure Track Candidates.

- Through a partnership with the Mexican Consulate in Seattle, we distributed \$5,000 to Mexican Citizen students enrolled in BEdA classes to support them with GED testing, practice exams, and course supplies and books. So far, 20 students benefited from the partnership.

Presidential Search:

- Megan Scott O'Bryan, Co-Chair of the Presidential Search Advisory Committee, will provide an update on the Presidential Search process later in the meeting. Dr. Keegan reported that he and Lisa Radeleff have been extremely busy managing the process.
 - The process is on schedule. Meeting with Megan Scott O'Bryan and Board Chair, Flora Perez-Lucatero, to make sure all is on track.
 - Dr. Keegan is already recruiting and fielding questions from potential candidates

5. Board of Trustees/ACT Report

- Kathryn Bennett reported that the ACT virtual Legislative Retreat has been rescheduled to December 21. The fall ACT virtual conference will be held on November 19.
- Mariko Doerner reported that the Presidential Search process was discussed at the last Foundation Board of Governors' meeting. She stated that Dr. Keegan fielded questions and provided information on the process. At the meeting there was also a great presentation from a nursing student and discussion on the success of the golf tournament, which earned \$50,000.
- Megan Scott O'Bryan provided the following information on the Presidential Search:
 - The Search Committee membership is on the agenda today for action.
 - RFP for consultant went out last week, according to schedule. Will be bringing recommendation to December meeting.
 - Website is being prepared and will go live November 17.
 - The survey for soliciting feedback for the Presidential Profile is ready to go when the website goes live on November 17.
 - We have identified the dates and times of when virtual open forums will be held to gather input for the presidential profile. Trustees have been sent the schedule and have been included based on your availability.
 - Reviewed the schedule and identified the facilitators for each forum.

VI. STUDY ITEM

1. Recommendation of Bachelors of Applied Science in Product Development

Dr. Keegan reported that Dr. Lynnette Bennett, Dean of Instruction, has been leading the effort for the proposed new degree. The degree will be brought to the Board for action at the December 14 meeting, please contact Dr. Keegan if there are any questions.

VII. ACTION ITEMS

1. Recommendation of Revision to Board Policy, EF1- Fiscal Health

The Chair stated that this item was presented to the Board for study at the October meeting.

It was moved by Kathryn Bennett and seconded by Ozell Jackson to approve the revision to Board Policy EF-1, Fiscal Health as presented.

The Chair requested a roll call vote: Megan Scott-O'Bryan: aye, Kathryn Bennett: aye, Mariko Doerner: aye, Ozell Jackson: aye, Flora Perez-Lucatero: aye.

MOTION PASSED UNANIMOUSLY.

2. Recommendation of Appointments to [Presidential Search Advisory Committee](#)

Megan Scott O'Bryan reported that at the Board's October 20 special meeting, the Trustees asked Dr. Keegan to solicit names from Student Government, the Faculty Union, and the Classified staff Union.

The Board also asked Dr. Keegan to recommend four representatives for the two administrative exempt employee positions, and multiple representatives for the At-Large College positions.

In addition, the Chair asked Board members to recommend names for the Community Representative positions.

Megan Scott O'Bryan and the Board Chair, Flora Perez-Lucatero, met on November 8 to consider all recommendations; the Board has been presented with the recommendations.

Megan Scott O'Bryan then moved that the Board approve the [Presidential Search Advisory Committee](#) as presented. Mariko Doerner seconded the motion and asked that if someone was not able to participate due to illness, etc. would they be replaced. Dr. Keegan replied that they would not be replaced, however, meetings will be held on Zoom so hopeful all will be able to attend.

The Chair requested a roll call vote: Ozell Jackson: aye, Mariko Doerner: aye, Megan Scott O'Bryan: aye, Kathryn Bennett: aye, Flora Perez-Lucatero: aye.

MOTION PASSED UNANIMOUSLY.

Dr. Keegan read the names of the [Presidential Search Advisory Committee](#) members and stated that an announcement will be sent to the College community.

VIII. PUBLIC COMMENT

No requests.

IX. NEXT REGULAR MEETING

December 14, 4:30 pm on Zoom

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:54 pm.

Flora Perez-Lucatero, Chair

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