

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, October 12, 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 4:30 p.m.

II. DECLARATION OF A QUORUM

The Chair, Flora Perez-Lucatero, recognized that a quorum of Board members were present and welcomed Ozell Jackson to the Board.

III. INTRODUCTION OF GUESTS

No media guests were present.

IV. CONSENT AGENDA

1. Board Meeting Minutes – June 8, 2021; 2. Board Special Meeting Minutes – September 7, 2021; 3. Skagit/Islands Head Start Report; 4. Correspondence

It was moved by Megan Scott O’Bryan and seconded by Kathryn Bennett 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

Hannah Winstead, ASSVC President for the Whidbey Island Campus, reported the following:

- Student leaders attended the CUSP virtual leadership conference in early September.
- The MV and WIC ASSVC Presidents recently met with Dr. Keegan and Dr. Peinado, Vice President of Student Services, to begin discussions regarding the S & A budget process and adjusting the timeline to coordinate with the College's annual budget planning.
- Student Technology Fee process is underway with applications due October 31.
- The deadline for applying for open representative positions is approaching. Reviews and interviews will take place soon after the deadline.
- Statewide legislative priorities planning is underway, meetings are held virtually every Friday during fall quarter.
- WIC is in the process of creating an area for Veterans in the lower part of Old Main.
- Beginning the second phase of the WIC coffee shop. Scheduled to open September 2022, vendor is Wildflower Café.

2. SVCFT

No report.

3. WPEA

No report.

4. President

Introductions

- Welcomed new Trustee Ozell Jackson and thanked him for his willingness to serve on the Board.
- Presented Kathryn Bennett with a gavel plaque recognizing her service as Board Chair in 2020-2021. Dr. Keegan stated that she has provided us with steady leadership, good counsel, a positive, forward-looking perspective, and is committed to the success of the College and our students.

College Capital Projects

- The College can compete for major capital project funds every other year. In addition the College receives minor capital funds from the state, approximately \$750,000 that provides funds to remodel existing spaces without adding square feet, and other facilities changes.

- This biennium we received funds to design a new Campus Commons building on the Mount Vernon Campus. This will be a replacement of the existing Library, and will also relocate Culinary Arts and learning labs that are currently housed in Lewis Hall into the building. Working along with Dr. Ed Jaramillo, Vice President of Administrative Services and Tim Wheeler, Director of Facilities, and SBCTC staff to see if we can demolish the Administrative Annex and incorporate those offices into the Cardinal Center or the new building. We continue to spend dollars to maintain the Annex building, including significant resources on the failing HVAC system.
- Met with architects last week to give vision for the project:
 - Physical environment sets tone for the human/learning environment.
 - We do not receive funding for parking, sidewalks, landscaping lighting, so want to take advantage of this once in a decade opportunity
 - East Parking lot is where most students park and come onto campus and currently they walk onto campus through a loading dock alley. We want to create a welcoming, inviting entrance.
 - Would like to create an entrance so that as people walk on to the campus they cross a threshold and know they are in a special place. Leave stress of life behind and feel safe, respected, and that they are in a place of high standards.
- Dr. Keegan then shared two renderings of the Campus Commons Project.
- Workforce Building
 - The second project is our competitive application for design of a Workforce Building in the 2023-2025 biennium.
 - Submit application in December. Rating committees meet in the spring and create rank-order list. That list goes to the legislature a year from now (fall 2022).
 - Legislature considers list for funding beginning in July of 2023.
 - Score must be at least 70 to make it on list.
 - Once on the list, we then work with the legislature to fund as much of the list as possible; eventually our project gets funded. It will be work to score 70, but that is our goal.
 - The Master Plan has two projects: Workforce building on MV campus or replace Old Main on Whidbey Island Campus.
 - We do not believe that Old Main will score 70.
 - We will need to revisit the Master Plan before 2024.
 - We want to put forward the project that will most likely be funded. That project is the Workforce Building that will address Roberts Hall, Reeves Hall, Maintenance and Diesel buildings, and Fire Science portables.
 - Plan to create a building on the scale of Angst Hall, serving professional-technical programs.

- This will also provide an opportunity to address the northwest entrance and associated outdoor spaces.
 - Status:
 - The architectural consultant has been selected. Dr. Keegan, Dr. Ed Jaramillo, and Tim Wheeler met with the consultant and met with all of the projects stakeholders on October 11.
 - We will be ready to submit the project in December.
- Sue Krienen Early Learning and Childcare Center:
 - Construction is underway; the foundation has been poured and walls have been erected. The project is on schedule and on budget.
- Friday Harbor Head Start Learning Center Expansion:
 - Fundraising project led by Foundation and Head Start.
 - The modular building was delivered last week via ferry to the Friday Harbor location. The building should be operational in approximately 12 weeks.

College Advancement

- Ford Golf Classic was held on Friday, September 17 and it was a huge success.
 - After almost two and a half years since our last tournament, 256 golfers participated.
 - Initial results show we netted almost \$54,000 (\$6,000 more than in 2019).
 - Despite the rain and wind, the event was festive and fun. Special thanks to Kelly Reep.

Fall Quarter Classes

- Classes began across the District on September. 21.
 - We are about 5% under-enrolled from this time last year. State average is about 10% under-enrolled.
 - Vast majority of students are enrolled in online/hybrid courses, with a gradual increase in face-face courses.

COVID-19

- Currently, all state employees are required to be fully vaccinated or have an approved medical or religious exemption by October 18.
 - For those who are granted an exemption, the College is required to develop an appropriate accommodation.
 - For those employees whose essential duties require contact with others (faculty, front-counter, etc.), the accommodation is to work from a distance.

- If that is not possible, the employee will either be put on leave or terminated. To-date, no employee has been put on leave or terminated; our goal is to meet all needs.
 - The Head Start program has some challenges, but we are working through the issues.
- Students are treated differently than employees.
 - Students do not need to show proof of vaccination, but all individuals that come to our campuses/sites need to wear face coverings while inside.
 - One of the many challenges in implementing the Governor's directives is the difficulty in communicating with students
 - Our main means of communicating with students is through TargetX, however, about one-third of our students opt out and not all students read emails.
 - Canvas, our learning management system, is our most reliable method of communication, however, it is not useful until classes start.
 - We extended the deadline further into fall quarter and plan on blocking Winter Quarter registration for those who have not attested their status.
- Vaccination and masking mandates—and the manner and timing of the mandates—have created a number of policy implementation and emotional issues among employees and students. We continue to be guided by our Guiding Principles and work to keep the focus on teaching and learning.

ctcLink

- As has been reported for the last few years—and monthly for the last 18 months—the College is undergoing a major replacement of our legacy computer system. The project is called ctcLink.
- ctcLink is replacing the computer operating system for all of our work, across the state system:
 - Student services and records.
 - All financial applications.
 - Human Resources.
- The implementation has been done in waves of four to six colleges.
 - SVC is in Wave 4 and we have been going live throughout this week.
 - Staff worked all weekend on final checks and received approval from SBCTC staff to go live on Sunday evening.
- Today is Day 2, employees are activating their accounts and engaging in user training sessions.

- We will continue to increase the use and training of the new systems, with students having access beginning on October 25.
- Acknowledged the work of project leaders: Carolyn Tucker, Benjamin St. Germain, Vanessa Allen; Pillar Leads: Kristina Hutchison, Caryn Regimbal, Crystal Allison, Kim Cook, Lynnette Bennett. They, along with their teams, have been working above and beyond for the past 18 months and we will recognize their work at a future meeting

Financial Aid

- Two items to report related to federal Higher Education Emergency Relief Funds (HEERF):
- Block grant financial aid awards:
 - We awarded \$3.3 million from HEERF, to over 1,500 students for fall quarter. The largest amount awarded for one quarter.
- Debt Forgiveness Project:
 - With the support of HEERF Institutional Funds, students who incurred debts at SVC from spring of 2020 through summer of 2021, had those debts paid off in order to support re-enrollment and retention of students impacted by COVID-19.
 - So far, nearly \$200,000 in student debt has been forgiven and 13 students returned to college for Fall Quarter after having their debts forgiven.

Radio Stations

- The College operates two radio stations:
 - KSVR, located on the Mount Vernon Campus.
 - KSVU, located in Concrete.
- As has been reported in the past, the operating license for KSVU is being transferred to a community group in Hamilton who will begin operation once the license has final approval from the FCC.
- We are responsible for filing a Biennial Ownership Report with the FCC, which this year is due on December 1.
 - The report requires demographic information from the trustees. Lisa Radeleff will be contacting each of the Board members in the next few weeks to gather the required information.

Community Partnerships

- The College and Goodwinds Composites have been awarded \$36,000 for a Job Skills Program grant from the State Board of Community & Technical Colleges for customized employee training.
- Office of Equity & Inclusion is partnering with the Mount Vernon School District Parent Academies to provide college credit to parents who go through their parent academy workshops.
 - About 100 parents will go through the program this fall and will receive college information as well as additional resources to attend the Escuela de Padres as a follow up for continuing education.
- Yadira Rosales, Associate Vice President of Equity and Inclusion and Interim Dean of Basic Education for Adults, and recruitment staff are working with the Friendship House and the Skagit First Step Center to provide college information as well as create a computer lab where residents can take classes online.
- This fall we are offering a community computer class in partnership with the Northwest Agricultural Business Center.
 - The class supports Spanish speaking business owners and farmers to assist them in gaining skills in computer literacy and use.
 - The students will be receiving college credit for taking the course which takes place on Saturdays in one of our labs on campus.
- Yadira Rosales and the Center for Participatory Excellence are finishing a series of Diversity, Equity, and Inclusion workshops with the Port of Skagit.
 - About 60 employees from the Port have taken the training, which includes foundational concepts of Diversity, Equity, and Inclusion, social identity, implicit and unconscious bias, and how to be effective social agents of change.
- The Center for Participatory Excellence and The Office of Equity and Inclusion are partnering with Community Action of Skagit County, the Mount Vernon City Council, Skagit Regional Health, and the SVC Foundation to sponsor a series of workshops on Diversity, Equity, and Inclusion.
 - College staff will facilitate the workshops and are recruiting participants from Burlington-Edison and Mount Vernon school districts, and other community organizations.
 - Participants will receive training on diversity, equity, and inclusion and practical resources for implementing diversity, equity, and inclusion plans.

Megan Scott O'Bryan asked about the vaccination compliance rate for College employees. Carolyn Tucker, Associate Vice President of Human Resources responded with the following information.

- Currently, 986 active employees:
 - 100% of full-time faculty have provided verification of vaccinations or have requested an exemption;
 - All but 13 Classified staff and five Exempt staff have been verified—working on a plan with those employees.
 - Associate faculty, part-time hourly and student workers are the areas where still lacking verification. However, many of those positions are not currently active. Working to confirm numbers of active employees who have been verified.

The Chair, Flora Perez-Lucatero, asked if the diversity, equity, and inclusion series is available to the public. Yadira Rosales responded that with the new partnership, the organizations are inviting different organizations to have diversity, equity, and inclusion conversations and to develop plans on how to make organizational changes. Mount Vernon City Council, Community Action Agency, Skagit Regional Health are participating and SVC Foundation is sponsoring the training. The College offers various training opportunities, most have been moved online and will be offered for Student Services staff, and employees of Mount Vernon, Burlington-Edison and Sedro Woolley school districts.

5. Board of Trustees/ACT

Flora Perez-Lucatero:

- Nominating Shiann Reed for the annual ACT Transforming Lives Award. She provided background on the award and stated that the event will take place in January.

Kathryn Bennett:

- Reported that she recently attended ACT's "Trustee Tuesday" presentation. The topic was a review of ACT's Statewide Strategic Plan. There was general after discussion following the presentation and one of the main concerns is that the pandemic has caused enrollment to decline. This is seen as the biggest challenge statewide. Highest priority is for more students to have access to higher education to ensure that student success happens.

Megan Scott O'Bryan:

- Serves as the Board's liaison to Head Start—stated that it is exciting to see the photos of the portables arriving in Friday Harbor. She reported that Head Start is continuing to struggle with filling pre-school slots during the pandemic as it is not a program that can be offered online.

Mariko Doerner:

- Reported that she attended the recent Foundation Board of Governors' meeting. During the meeting they broke into small groups and discussed items impacting the College. Also during the meeting they mentioned they were working on scheduling more community relations events, though they had to cancel Oktoberfest. Campus View Village (CVV) discussion also took place— occupancy is currently at 100% and they have made arrangements for quarantine spaces for male and female residents. The Foundation is also working on bequest packets and letters and just received a new donor bequest of \$1 million.

VI. STUDY ITEM

1. Recommendation of Revision to Board Policy EF1 – Fiscal Health

Dr. Keegan reported that the Board's reserve policy directs the President to maintain a minimum level of funds in the reserve. That level has been loosely based on approximately 10% of the College's operating budget. Since the original amount of \$3 million set in 2013, the College's state operating budget has increased to \$43 million; therefore, it is necessary to increase the Board's minimum designated reserve amount to reflect the increase in the operating budget.

Dr. Keegan requested that Board members contact him with any questions prior to the November Board meeting.

The Chair asked the Board to please review the information and to be prepared to take action at the November 9 meeting.

VII. ACTION ITEM

1. Recommendation of Resolution 21-03, Authorizing the Purchase of Property Located at 320 Pacific Place, Mount Vernon, WA (Attachment A)

Dr. Keegan stated that an opportunity to purchase the parcel of land at 320 Pacific Place, Mount Vernon, has become available. The land consists of vacant land and a playground utilized by the Early Head Start Pacific Place Center that is operated by the College.

If the property is sold to another buyer the Center will lose use of the playground area. If approved, the property will continue as an outdoor space for Pacific Place Center. The total estimated cost to purchase the property is \$388,000.

The College has applied for federal Head Start funding to support the acquisition. Any operation, maintenance, repairs, or renovations in the future will be paid from local college funds.

The College has requested assistance from the Department of Enterprise and guidance from its Assistant Attorney General for this acquisition. The State Board for Community and Technical Colleges approved the acquisition at their August 27, 2021 meeting subject to the approval of the SVC Board of Trustees.

The proposed resolution was read aloud by Mariko Doerner.

It was moved by Kathryn Bennett and seconded by Megan Scott O'Bryan to approve Resolution 21-03, Authorizing the Purchase of Property Located at 320 Pacific Place, Mount Vernon, WA, as presented.

Ozell Jackson asked if the open space, other than the playground, is forever or is there other planned use for the space. Dr. Keegan replied that at this point it is just acquiring the property with no future plans for development. Megan Scott O'Bryan said it is not limited as to how it could be used. Ed Jaramillo added that Head Start's concern is if the property is sold to a different group then the playground would be removed and Head Start would be without a playground, which they are required to have. Megan O'Bryan stated that Head Start funds will be used for the purchase.

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.

VIII. PUBLIC COMMENT – No requests.

IX. NEXT REGULAR MEETING

November 9, 2021, 4:30 p.m., via Zoom

X. ADJOURNMENT

There being no further business, this meeting was adjourned at 5:38 p.m.

Flora Perez-Lucatero, Chair

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

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 4
Resolution No. 21-03

RESOLUTION OF THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 4 (SKAGIT VALLEY COLLEGE)
AUTHORIZING THE PURCHASE OF PROPERTY LOCATED AT
320 PACIFIC PLACE, MOUNT VERNON, WASHINGTON

WHEREAS, Catholic Community Services is offering to sell the property located at 320 Pacific Place, Mount Vernon, Washington, which consists of vacant land and a playground for Skagit/Island Head Start’s Pacific Place Center; and

WHEREAS, if the property is sold to another buyer the center will lose use of the playground area. If approved, the property will continue as an outdoor space for Pacific Place Center; and

WHEREAS, the College has requested assistance from the Department of Enterprise and guidance from its Assistant Attorney General for this acquisition; and

WHEREAS, the State Board for Community and Technical Colleges has approved the acquisition with their Resolution 21-08-44 on August 27, 2021 subject to the approval of the Skagit Valley College Board of Trustees; and

WHEREAS, the total estimated cost to purchase the property is \$388,000; and

WHEREAS, the College has applied for federal Head Start funding to support this acquisition; and

WHEREAS, all future operation, maintenance, repairs, or renovations will be paid from local funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Community College District No. 4, authorizes the use of up to \$388,000 in federal Head Start funding to purchase this property and to pay for costs associated with said purchase.

COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE



Flora Perez-Lucatero, Chair
Board of Trustees

ATTEST:



Thomas A. Keegan, Secretary
Board of Trustees

Dated this 12th day October, 2021