

MINUTES OF THE BOARD OF TRUSTEES MEETING
COMMUNITY COLLEGE DISTRICT NO. 4
SKAGIT VALLEY COLLEGE
Tuesday, December 14, 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.

III. INTRODUCTION OF GUESTS

The Chair introduced Shiann Reed, the Trustees' nominee for ACT's 2022 Transforming Lives Award.

IV. CONSENT AGENDA

1. Board Meeting Minutes – November 9, 2021
2. Board Special Meeting Minutes – December 7, 2021
3. Skagit/Islands Head Start Report
4. Correspondence

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

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

MOTION PASSED UNANIMOUSLY.

V. College Reports:

1. ASSVC

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

- Mount Vernon Campus student government allocated \$4,000 to Veterans Club for their attendance at a national conference. In addition they also allocated funds to Women's Soccer, Volleyball, the Native American Alliance, and Computer Club.
- Funds have been awarded to both campuses for Martin Luther King, Jr. Day celebrations.
- Student tech fee committees have completed the allocation process and budget notifications will be sent out in the upcoming weeks.

2. SVCFT - No report.

3. WPEA – No report.

4. President's Report

Introduction of New Employees:

- Stephanie Bostwick – Engineering Instructor
- Michael Greiner – Physics Instructor
- Madalyn DeYoung – Human Resources Consultant 1
- Megan Loyd – Dual Credit Outreach Specialist
- Maria Solis – Dual Credit Outreach Specialist
- Ming Wagoner – Dual Credit Financial Aid Navigator
- Amber Randall – Navigator
- Joel Wright – Business Functional Analyst

College Capital Projects

- Industrial Technology & Public Safety Building
 - Final draft of the proposal is complete and will be submitted to the SBCTC December 15. It has been a collaborative process and has resulted in what we believe to be a competitive proposal.
 - A committee of system representatives will rate in Winter Quarter.
 - All proposals from the system will be put in rank order—must score 70 to make the list that will be submitted to the Legislature for the next legislative session.
- New Commons Building Pre-Design
 - Stakeholder meetings are in full swing. Fifteen different groups are engaged in meetings with the architects.
 - Space walkthroughs are being completed this week.
 - Expect to complete in June and move to Design shortly thereafter.
 - Funding for construction will be in next years' Legislative session.

- Other Projects:
 - The Early Learning Center, Pickleball Pavilion, and the three Head Start facilities are all on schedule and budget. There were some supply chain and permitting issues, however, those issues have been worked through.

College Advancement

- Foundation
 - The Employee Giving Campaign was very successful, adding 22 employee donors to the current 70 contributors. Thank you to Margaret Simpson, Nancy Anderson, Chuck and Theresa Stevens, Bruce Poole, and Angelica Garcia for their efforts in promoting the campaign.
 - Board of Governors' holiday social and card signing will take place December 15, 4:30 pm.
- Campus View Village (CVV)
 - Experienced a number of vehicle break-ins in the last month.
 - Increased patrols from MVPD and increased campus security rounds.
 - Staff from a number of departments conducted a walk-through CVV and all of the MV campus to identify items to address to create a safer campus environment.
 - Scott Snider, Director of Security, and CVV/Foundation staff hosted two town hall meetings promoting personal safety and education regarding actions residents can take to protect themselves and their property.
 - Four residents tested positive for COVID during the month of November. All quarantine procedures were executed and followed without issue and all residents have returned and are healthy.
 - Anticipating 100% capacity for Winter Quarter.
- International Programs
 - Director of International Programs position opening closed this week with 17 applicants. The hiring committee will review and interview potential candidates by the end the month.
 - International enrollment nationwide and locally has declined significantly in the past five years. Attributed to the 2016-2020 political climate and COVID-19 restrictions. We are seeing a very slow rise in enrollment compared to last year. The increase is most likely attributed to:
 - A more positive/welcoming political climate.
 - Easing in COVID-19 travel restrictions.
 - Ability to now recruit international athletes.
 - Focused recruiting efforts which have resulted in 24 new/renewal agency agreements, and four institutional MOUs.
 - The trend appears to continue to be positive with 13 additional new students enrolled for winter 2022, as well as a trending increase in enrollment inquiries.

Student Services

- Recruitment and Outreach Efforts and Activities:
 - The Outreach Team has participated in a number of high school visits, career fairs, community events, and hosted six information sessions. College staff interacted with about 1,500 students combined during these events.
 - The Community Engagement Outreach Team participated in the Parent Academy graduation at Mount Vernon High School.
 - SVC's community participation has resulted in 50 adult prospective students that initiated their SVC intake process for winter quarter, including interest in BEdA and SVC's Parent Academies.
 - In collaboration with the Mexican Consulate, SVC hosted the "Mobile Mexican Consulate" event December 10-12. There were over 300 attendees within the three-day event. Collaborated with the BEdA department to promote this event as a Latinx/Hispanic outreach opportunity for SVC.
 - College staff also conducted 42 College in the High School (CHS) presentations and visits this month:
 - Received 166 registrations for CHS and just under 300 applications.
 - College staff facilitated two intake/registration sessions in Spanish for Early Childhood Education and Spanish speaking Maestro Para el Pueblo students in November.
- Winter Quarter Registration
 - We are experiencing two significant challenges in registering students for Winter Quarter:
 - The continuing challenge of students completing vaccination attestations or apply for an exemption, and the extra steps in the process, as well as the political/medical issues involved.
 - Staff are continuously evaluating/changing processes and communicating with students related to attestations.
 - A more significant issue is the implementation of ctcLink:
 - Requires all students to create a new account. Students are learning an entirely new system, as are College staff. Other colleges that made the transition to ctcLink experienced similar issues.
 - Enrollment of current students is down. Staff are implementing new processes and services to help students create accounts; includes expanded communications, hours of service and SWAT team-type services with IT and Student Services staff coordinating efforts. Dr. Claire Peinado, Vice President for Student Services, is leading the "all hands on deck" approach.
- CAMP Grant Program
 - College staff, led by Yadira Rosales, Associate Vice President for Equity and Inclusion and Interim Dean for Basic Education for Adults, are busy working on starting up the new CAMP grant program. Two key efforts are recruiting students and hiring staff.
 - Ms. Rosales is serving as program lead, in addition to her other duties. Great collaboration among Student Services staff from multiple offices.
 - Currently, staff are working with 10 students who are in the process of completing their CAMP application. Accepted our first-ever CAMP student last week.

- In the process of recruiting for a director and a number of support staff funded by the grant.

Trustee Ozell Jackson asked if there was a connection between Head Start vacancies and Winter Quarter enrollment at the College. Dr. Keegan responded that a majority of Head Start students do not have parents enrolled at SVC. COVID is impacting Head Start enrollment—many are not able to attend due to number restrictions.

- Higher Education Emergency Relief Funds (HEERF)
 - Student Awards:
 - Incredibly, the Financial Aid Office awarded \$3,834,215 to students during fall quarter—the largest amount ever for one quarter.
 - Debt Forgiveness Project:
 - With the support of HEERF Institutional Funds, the College paid off the debts of students who incurred debt from spring of 2020 through summer of 2021.
 - Supports re-enrollment and retention of students impacted by COVID-19.
 - During November, additional debts were paid in the amount of \$62,607.67. This brings the total amount of debts paid off for students, to nearly \$263,000.
 - Crystal Allison, Dean for Financial Aid, and her staff have been innovative, doing amazing work in dealing with the process and federal regulations.
- Athletics
 - Successful fall sports season that culminated in two of our three teams making it to the NWAC Championships.
 - Our Volleyball program tied an SVC record, set in 1987 by our very own Nancy Anderson, Physical Education instructor, with a second place finish.
 - The NWAC awards Athletic Director's Cups to the schools that perform the best in each of the conference's 15 men's and women's championships. As a College, we are currently ranked as sixth in the NWAC's Directors Cup.

In the News

- A front-page Skagit Valley Herald story highlighted the Culinary program's annual Thanksgiving meal tradition – now in its 26th year.
 - Students prepped ingredients throughout the quarter and created meals from scratch for 38 families.
 - Members of the Veterans' Club volunteered to deliver the Thanksgiving baskets.
- The Student Nurses' Club was featured in the Skagit Valley Herald for creating a tree for the Skagit Regional Hospital's Festival of Trees.
- SVC's new Mariachi program—featuring Dr. Diane Johnson, Chair of the Music department—was on the front page of the Skagit Valley Herald. The program is open to Skagit Valley College students and community members. They held their first-ever concert last week.

- Mount Vernon School District invited Dr. Keegan to attend a Mariachi concert a few weeks ago. Over 200 students are involved and will serve as a pipeline to SVC.
- The Mount Vernon School District Music Foundation surprised Dr. Keegan with a scholarship named for him and he will present to a graduating student who will attend SVC.

Community Partnerships

- Business & Community Education worked with Lars Antonsen, Manufacturing instructor, to offer composites, construction and repair training for Whidbey Island Kayak.
 - Provided approximately 16 hours of hands-on training, over two days, in the SVC composites lab.
- Experience Work Project (EWP), a partnership program between SVC-Workforce Grants and the Mount Vernon Chamber of Commerce, resumed and continues to offer opportunities for Opportunity Grant, BFET, and Workfirst students to engage with our local employers by providing virtual employment/career panels.
 - An EWP employer panel was hosted virtually in November and included representatives from the Friendship House and Sherwood Community Services.
 - The event focused on the state of the industry, industry forecast, workforce demand and supply, strategies and opportunities to join the industry.
- The College is part of a collaborative that will bring Dr. Ibram X. Kendi, author of *How to be an Anti-Racist*,” to the Mount Baker Theater in celebration of Martin Luther King, Jr. Day. It will be offered in hybrid format in order to increase capacity and accessibility.
 - This event is in collaboration with Bellingham Technical College, Whatcom Community College, Western Washington University, and Bellingham Public Schools.
 - SVC’s Office of Student Equity & Inclusion, Office of Equity & Inclusion, and the Associated Students of Skagit Valley College, have come together and pledged financial support of this event.

President’s Office

- Return to Increased In-person Services and Instruction
 - We are facing unprecedented challenges as a College. We are not alone, but we are responsible for leading, so we need to take action. There are two main challenges:
 - Enrollment;
 - Individual and collective mental health.
 - One of the very special things about SVC is our culture. The Guiding Principles show us the way. We respect each other. We like each other. We do great things individually and as a collective. We have high expectations individually and as a collective. Those things make SVC a special place. They make it enjoyable to come to work every day; they bring joy, peace, and a sense of meaning.
 - It is the relationships that are most important—that are the foundation for our great work.

- The fact that we have been apart for almost two years has taken a toll on our individual and collective mental health, our morale, and our ability to achieve at the level we expect of the College.
- Beginning Spring Quarter, directing that all offices be open in-person Monday-Friday, 8:00 a.m. to 5:00 p.m. Requiring that all employees work on-site a minimum of three days each week.
- In addition, beginning Spring Quarter, Instruction will offer a schedule of classes that begins the process of a more balanced online/hybrid/in-person approach to instructional delivery and ensure that the schedule allows a full-time, degree-seeking student to have a full in-person schedule.
- Effective July 1, 2022, expect that the default schedule for classified and exempt employees will be 40 hours per week and on-site.
 - We have learned a lot in the last 21 months, open to some flex scheduling, but that needs further discussion and can be worked out at the departmental level guided by the teleworking policy.
- Three factors have guided these decisions:
 - Enrollment—overall need to focus on what is best for the College.
 - Restore our spirit and collective mental health.
 - Need to address the transition and difficult issues prior to the new President arriving, so the College is focused on our mission, and welcoming and establishing healthy relationships with the new person.
- Work to Become an Anti-Racist Institution:
 - This issue was brought up during the Presidential Search forums and survey, Dr. Keegan addressed what it means to the College.
 - He first brought up the term at Opening Day three years ago to plant a seed. Later that year, the term appeared as a priority on the Operational Plan.
 - Plan was to have a College-wide conversation to develop a common understanding of what it means to us at Skagit Valley College, so that the concept could guide our future work. Then COVID-19 hit and we were distracted from the conversation, but our equity work continued. In the meantime, members of the College community are pursuing that work and assigning their own meaning to what it takes to be an anti-racist organization.
 - This fall, Cabinet and Cabinet Plus engaged in readings and conversations to prepare ourselves for a College-wide conversation. Those conversations will begin during winter and spring quarter, at monthly meetings and department level meetings.
 - The Board has been specific with the outcomes they established in the Core Themes. Equity is the goal, but anti-racist is the work.
 - Four levels of equity work:
 - Personal;
 - Professional;
 - Institutional;
 - Systemic.
 - By spring would like for the College community to be able to:
 - Develop a common understanding of what anti-racism means for SVC.
 - Distinguish between overt situations—racist emails, individual behaviors and language and institutionalized and systemic racism—policies and practices.
 - Important that the College community understand our approach to the work:
 - Guiding Principles;

- Technical/Logistical.

5. Board of Trustees/ACT

Mariko Doerner reported that the Foundation Board of Governors did not meet in December, however, their holiday social and card signing is scheduled for December 15.

Kathryn Bennett reported that ACT held its fall conference virtually on November 19. She and Dr. Kenneth Lawson, Vice President for Instruction, were on a panel that discussed tenure. She thanked Dr. Lawson for his work on the panel's orientation and PowerPoint presentation, saying that the information was very well received.

Megan Scott O'Bryan reported that she will provide an update on the Presidential Search Process later in the meeting. She stated that in reference to Mr. Jackson's question on Head Start enrollment, due to COVID there are restrictions on the number of children that can be in a classroom space.

Flora Perez-Lucatero congratulated Shiann Reed, Transforming Lives Award Nominee, and said that the Trustees are looking forward to meeting her in-person at the ceremony in January.

VI. ACTION ITEMS:

1. Recommendation of Bachelor of Applied Science Degree – Product Development

This item was presented to the Board for study at the November Board meeting.

It was moved by Kathryn Bennett and seconded by Megan Scott O'Bryan to approve the Bachelor of Applied Science Degree in Product Development 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.

Dr. Keegan recognized the work of Dr. Lynnette Bennett on the development of the new degree.

2. Recommendation of Presidential Profile

Megan Scott O'Bryan reported that the draft Presidential Profile was developed by the Search Advisory Committee after reviewing and discussing input received from the online survey and open forums. She stated that the Trustees refined the Committee's draft at the Board's December 9 special study session and then reviewed the final draft after the feedback was incorporated.

Ms. O'Bryan reported that College staff has reviewed the final draft from the Board and made edits for accuracy, readability, and presentation. Instructions for candidates to apply will be added to the profile after details are discussed with the Search Consultant.

It was moved by Ozell Jackson and seconded by Mariko Doerner to approve the Presidential Profile as presented.

Kathryn Bennett stated that on behalf of all the Trustees, how helpful it was to have the college community and the entire community participate in the process and thanked all who participated.

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

MOTION PASSED UNANIMOUSLY.

3. Recommendation of Presidential Search Consultant

Megan Scott O'Bryan reported that six proposals were received. The screening committee, consisting of Dr. Keegan, Carolyn Tucker, Associate Vice President of Human Resources, and Lisa Radeleff, Executive Assistant to the President, ranked all applicants.

Ms. Scott O'Bryan reported that she and the Board Chair had the opportunity to review all six proposals, and that the screening committee recommended the two top proposals. On December 13, Dr. Keegan and Ms. Tucker contacted references for the two companies and reviewed them with Ms. Scott O'Bryan. Ms. Scott O'Bryan stated that there is a top proposal and the second proposal is also acceptable. She reported that because the contract still needs to be negotiated, the names of the companies are not identified by name.

Ms. Scott O'Bryan stated that she and Dr. Keegan will negotiate the contract once the Board approves the recommendation. She recommended both companies—in priority order—so that if the negotiations with Consultant A are unsuccessful, a contract with Consultant B may be negotiated without coming back to the Board.

It was moved by Megan Scott O'Bryan and seconded by Kathryn Bennett that the Board approve the selection of Search Consultant A as the apparent successful contractor and direct the President, or his designee, to contact and engage in contract negotiations. If negotiations are unsuccessful with Search Consultant A, then the President, or his designee, is authorized to negotiate a contract with Search Consultant B.

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 were submitted.

IX. Next regular meeting:

February 8, 2022, 4:30 p.m.

X. Adjournment:

There being no further business, the meeting was adjourned at 5:32 p.m.

Flora Perez-Lucatero, Chair

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