

MINUTES OF THE BOARD OF TRUSTEES MEETING  
COMMUNITY COLLEGE DISTRICT NO. 4  
SKAGIT VALLEY COLLEGE  
Tuesday, January 8, 2013  
4:30 p.m. – Board Room  
2405 E. College Way  
Mount Vernon, WA 98273

BOARD MEMBERS IN ATTENDANCE:

Ms. Margaret Rojas, Chair  
Ms. Lindsay Fiker  
Ms. Debra Lisser  
Mr. Christon Skinner  
Mr. John Stephens  
Dr. Thomas A. Keegan, President & Executive Secretary to the Board

I. CALL TO ORDER:

The meeting was called to order at 4:34 p.m.

II. ROLL CALL AND DECLARATION OF A QUORUM

The Chair recognized that a quorum of Board members were present.

III. INTRODUCTION OF GUESTS

None present.

IV. CONSET AGENDA

1.) Approval of November 13, 2012 Board Meeting Minutes; 2.) Head Start Reports;  
3.) Correspondence

It was moved by Debra Lisser and seconded by John Stephens to approve the consent agenda as presented.

MOTION PASSED UNANIMOUSLY.

## V. COLLEGE REPORTS

### 1. ASSVC

Brittany Wilson, ASSVC President for the Mount Vernon Campus, reported the following:

- Whidbey Island Campus recently held a bowling party and karaoke night;
- The District has just finished revising the financial code and it has been approved by Dr. Keegan;
- The Services and Activities Budget process will be starting soon;
- A “welcome” breakfast will be held again this quarter—good response to last quarter’s breakfast;
- A survey will be conducted regarding activities students would like to see offered;
- There is a proposal to add spouts to water fountains to make it easier to fill water bottles. Considering distribution of free water bottles.

### 2. SVCFT

Hilda Halliday, SVCFT President, reported that are faculty busy with the beginning of winter quarter. She stated that contract negotiations are underway and plan to have a new three-year contract before the end of the academic year.

### 3. WPEA

No report.

### 4. President

Dr. Keegan reported on the following:

#### Human Resources

Introduction of Dr. Kenneth Lawson, Vice President of Instruction. Kenny began on January 3; he comes to SVC from Seattle Central Community College where he served as Dean of Humanities and Social Sciences. Prior to that, Kenny worked for 14 years at Shoreline Community College as a Dean and Professor.

Introduction of Beverly Keyes, Director of Nursing. Beverly began in her role as Director of Nursing on September 1, 2012. She has been serving on our nursing faculty. Beverly has managerial experiences in a variety of nursing settings, as well as recent clinical experience in an acute care setting. She has stepped right in and is providing excellent leadership and is leading the efforts for the upcoming accreditation site visit.

A candidate has been offered, and accepted, the position of Director of Institutional Planning & Effectiveness; expected start date is February 4. The announcement will be made public tomorrow.

### Core Theme Progress Report – Achievement: Transfer

Dr. Keegan reviewed and discussed the Core Theme Progress Report on Achievement: Transfer.

### Legislative

Dr. Keegan along with Trustees Debra Lisser and Lindsay Fiker, and Arden Ainley, Director of Public Information, participated in the annual legislative luncheon co-sponsored with Bellingham Technical and Whatcom Community Colleges that was held in December.

Currently working on the planning for a legislative reception, also co-sponsored with Bellingham Technical and Whatcom Community Colleges. The reception will be held during the TACTC Winter Conference on January 30.

Information from the State Board on operating and capital budgets was distributed to the Trustees.

### Budget

The monthly budget report was distributed.

### State Audit on Tuition Waivers:

- Last year the State Auditor's Office (SAO) conducted an audit of 16 colleges on tuition waiver practices;
- SVC is the only college that did not have audit issues;
- The SAO did make some general recommendation for the entire community and technical college system to follow and we are in the process of ensuring that our processes conform to their suggestions.

### Enrollment

- At the end of fall quarter, enrollment was 3.5% below our state quarterly target, 6.7% less at the end of the quarter last year;
- From the 10<sup>th</sup> day to the final day of fall quarter we had the greatest growth percentage in the last four years;
- Winter quarter state FTEs are at about 5% below our FTEs at this time last year;
- Implementing a number of strategies:
  - Our goal is to achieve 97% of our state target this year that will get us to 100% for the biennium and qualify us for growth.

- A Strategic Enrollment Management (SEM) Plan has been developed and will be shared at next month's Board meeting.

## Grants

Ann Avary, Director for the Center of Excellence—Marine Manufacturing and Technology, presented an update on the Air Washington Grant.

Air Washington is a consortium of 11 community and technical colleges and one apprenticeship training program in Washington state linked together to train the most skilled aerospace workforce in the world. The three-year goal of this initiative is to prepare 2,615 individuals to enter Washington State's aerospace workforce and secure Washington as the world leader in aerospace training and education.

- \$20,000,000 Grant
  - US Department of Labor
  - Trade Adjustment Act
- \$472,220 to SVC
  - \$334,000/SVC
  - \$138,220/NW WDC - Navigator
- Grant timeline: 2011-2014

## Strategic Plan

Dr. Keegan provided an update on the Strategic Planning process including information on development and implementation of the Operational Plan.

## President's Activities

- The International Dinner/GlobalFest Keynote Speaker event will be held on January 28 at McIntyre Hall.

## 5. Board of Trustees/TACTC

The TACTC Winter Legislative Conference will be held January 29-30 in Olympia. All Board members plan to attend.

Debra Lisser stated that TACTC's Spring Conference will be held at the Swinomish Lodge since the Semiahmoo Resort, where it was scheduled to be held, has been closed.

## VI. ACTION ITEMS

Beginning in April 2012 the College began the process of developing a new Strategic Plan. The Strategic Plan Includes:

- Mission Statement
- Vision Statement
- Guiding Principles
- Core Themes & Objectives
- Strategic Priorities

The College community has engaged in review and discussion of the Strategic Plan at monthly meetings and during fall in-service. All in attendance participated in reviewing and discussing draft versions of the Mission, Vision, Guiding Principles, Core Themes, and Strategic Priorities. Each group provided feedback on the proposed drafts: the information was compiled and analyzed by Cabinet.

The Board has received updates on the Strategic Planning Process at the April 10, June 12, October 14, and November 13 Board meetings; as well as holding Strategic Plan study session at their August 27-28 retreat and September 13 Board meeting.

#### 1. Mission Statement

The Mission Statement below was presented by Board consideration:

*Skagit Valley College provides opportunities for students in pursuit of their educational and employment goals, while contributing to the economic and cultural enrichment of our communities.*

It was moved by John Stephens and seconded by Chris Skinner to approve the Mission Statement as presented.

MOTION UNANIMOUSLY PASSED.

#### 2. Core Themes & Objectives

##### Core Theme: Access

###### Objectives:

- *The College will meet or exceed Strategic Enrollment Management targets*
- *The College will meet or exceed the statewide participation rate*
- *College enrollment will reflect District demographics*

##### Core Theme: Achievement

###### Objectives:

- *Students will successfully progress and accomplish their educational goals*
- *Students will demonstrate significant learning related to general education requirements*
- *Students will successfully transition to the workforce*

Core Theme: Community

Objectives:

- *Students and employees will engage in a culture of mutual respect and acceptance that embraces diversity and promotes a civil society*
- *The College will collaborate with its communities through the exchange of knowledge and resources*

It was moved by Debra Lisser and seconded by Lindsay Fiker to approve the Core Themes & Objectives as presented.

MOTION UNANIMOUSLY PASSED.

VII. PUBLIC COMMENT

None.

VIII. NEXT REGULAR MEETING

February 12, 2013, 4:30 p.m. Mount Vernon Campus – Board Room

IX. EXECUTIVE SESSION

No Executive Session was held.

X. ADJOURNMENT

There being no further business, this meeting was adjourned at 5:58 p.m.

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Margaret Rojas, Chair

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