

**WASHINGTON STATE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Minutes of Regular Meeting – August 19, 2019**

**Roll Call.** Chairman David Tenney called the meeting to order at 4:02 p.m. in the Washington State Community College Community Room. Dr. Vicky Wood, WSCC President, took roll call. The following Trustees were present: Chairman David Tenney, Mr. Bernie Anderson, Mr. Randy Barengo, Mr. Daniel Pennock, Mr. David Vandenberg, Ms. Susan Vessels, and Ms. Bernita Watson. Ms. Staci Matheney and Dr. Brad Carman were absent.

Others present at the meeting included: Dr. Vicky Wood (President), Mr. Jess Raines (VPFA), Ms. Sarah Parker-Clever (VPAA), Ms. Amanda Herb (VPIA), Dr. Heather Kincaid (Dean H&S), Mr. Terry Rataiczak (IT), Mr. Jesse Roush (Exec. Dir. WF Dev.), Mr. David Scheimann (Asst. Dean), Ms. Kathy Temple-Miller (Dean CSS), Ms. Carrie Thrash (Dir. New Student Enrollment), Ms. Reba Bartrug (Dir. FA), Ms. Dustin Taylor (Registrar), Ms. Elizabeth Godfrey (Dir. Mkt.), Mr. Kenneth Wepler (HR), Ms. Jean Worstell (HR), Ms. Debbie Gurtis (Asst. Dir. Advising/CCP), Ms. Anne Smith (Exec. Asst. Pres./VPAA), Ms. Wendy Brewer (Grants), Mike Kelly (Mar. Times), and Tanner Palmer (Student of the Month).

**Approval of the agenda.**

Chairman Tenney asked for any changes to the agenda. There were no changes. Trustee Barengo moved to approve the agenda as presented, Trustee Vessels seconded, and the motion passed with a roll call vote.

Chairman Tenney	Yes	Mr. Pennock	Yes
Mr. Anderson	Yes	Mr. Vandenberg	Yes
Mr. Barengo	Yes	Ms. Vessels	Yes
Dr. Carman	Absent	Ms. Watson	Yes
Ms. Matheney	Absent		

The **August 19, 2019 agenda**, as presented, was approved as **Resolution R24-19**.

**Approval of the minutes of the regular meeting.**

Chairman Tenney presented the June 17, 2019, WSCC board minutes and asked for corrections to the agenda. There were no corrections. Trustee Pennock moved to approve the minutes with corrections, Trustee Watson seconded, and the motion passed with a roll call vote.

Chairman Tenney	Yes	Mr. Pennock	Yes
Mr. Anderson	Yes	Mr. Vandenberg	Yes
Mr. Barengo	Yes	Ms. Vessels	Yes
Dr. Carman	Absent	Ms. Watson	Yes
Ms. Matheney	Absent		

The **June 17, 2019, WSCC board meeting minutes** were approved as **Resolution R25-19**.

## **Public Comment.**

None

## **Recognition of Guests.**

Chairman Tenney acknowledged the July student of the month, Mr. Tanner Palmer, a 2019 graduate from the Massage Therapy program. Mr. Palmer said how smooth the transition into and out of WSCC had been; how affordable and how much he enjoyed his program. He is in the final stages of an interview process for a position in the Medical Massage Therapy field.

## **Administrative Reports via Consent Agenda**

### Human Resources

Mr. Jess Raines reviewed the Human Resources report. WSCC has open positions for; Director of Facilities and Maintenance; Director of Human Resources; Executive Assistant to the President; and Mental Health Counseling and Disability Services Coordinator Position (new FT position). Candidates for part-time positions are also being sought for Clinical Faculty in Health & Sciences and Lecturer Faculty Positions in BEPSLA and Health & Sciences. [The search for the Academic Dean of Technology and Transfer (prior title: Dean of Business, Engineering, Public Service & Liberal Arts) has been suspended to better coincide with the timing of academic institutions.]

Mr. Raines reported seven new full-time faculty have been hired (Biology, Information Technology, Math, Nursing, and Psychology) along with nine part-time faculty (Arts, Auto/Diesel, Electrical Engineering, English, Health/Biology, and Nursing). Jeffrey Graffius has been hired for the position of the Library and Student Resources Director (prior title: Director of Library Services). Dr. Wood thanked departing Anne Smith for her role as the WSCC Liaison to the Trustees. Please see the Human Resources report for additional details.

### Then and Now Certifications

Mr. Raines asked the Trustees to approve the Then and Now certifications, which are purchases that were made without having the certification of appropriated funds by the Treasurer prior to the purchase. It was noted that the invoice for Ellucian Company has a 2018 invoice date because the invoice was renegotiated.

Mr. Raines asked to amend the Consent Agenda and withdraw the *Proposal to Video Surveillance, Access Control and Network Audio* from consideration.

### Policy Changes/Additions

A new paragraph will be added to Chapter 10 of the Policy and Procedure Manual, Curriculum and Instruction. Paragraph 10.660 stipulates that students who register, but do not attend **all** scheduled courses during the first 15 days of the term will be administratively withdrawn from the college for non-attendance. The student account will be adjusted to remove tuition and fees. All scholarships and financial aid will be removed from the student account. The student will be responsible for any bookstore charges assessed to the account.

Currently, if a student does not attend any classes, the student has the potential to be responsible for the full amount of Financial Aid received and will receive F course grades. This policy change will keep students from being penalized academically and financially when "life happens." This is considered to be a best practice.

Policy 10.630 was updated to specify the requirement for attendance reporting to align with associated financial aid attendance verification requirements.

Policy 8.610 in Chapter 8, Access to Instruction, was updated to include a refund of the registration fee to students in the event of a full withdrawal from the college within the 100% refund period or if the student is administratively

withdrawn for non-attendance. This will treat students who withdraw themselves and those withdrawn by the college in an equivalent way.

Chapter 8.6 (Fees) was updated by replacing the term “Board of Regents and the State Department of Education” with “Department of Higher Education.”

Mr. Raines also updated the trustees on the recently passed state budget for Ohio regarding two revenue lines, the Tuition Authority and Subsidy. The budget gives the College the authority to increase tuition by \$5 per credit hour. The state share of instruction was increased 2.1% in fiscal 2020 and 1% in fiscal 2021 with the understanding the college is required to provide need-based aid, counseling, support-services, and work-force preparation services for students.

Currently, 13 institutions have increased their tuition by \$5.00 in 2019 fall; four institutions will be increasing their tuition in the spring of 2020 and two institutions have said they will not be increasing tuition at all in 2020. Three institutions did not respond. Mr. Raines said that WSCC will be bringing a proposal regarding tuition to the board in the next few months.

Chairman Tenney asked for a motion to accept the Consent Agenda as amended by Mr. Raines. Trustee Barengo moved to approve the Consent Agenda as amended, Trustee Vandenberg seconded, and the motion passed with a roll call vote.

Chairman Tenney	Yes	Mr. Pennock	Yes
Mr. Anderson	Yes	Mr. Vandenberg	Yes
Mr. Barengo	Yes	Ms. Vessels	Yes
Dr. Carman	Absent	Ms. Watson	Abstain
Ms. Matheney	Absent		

The **Consent Agenda** as presented was approved as **Resolution R26-19**.

### President’s Update

Dr. Vicky Wood highlighted information in the President’s Report and thanked Elizabeth Godfrey and the PR team for their work in creating the new electronic version of the report. She invited trustees to share their thoughts on the new format. Dr. Wood shared appreciation for the following:

- Trustee Vandenberg for participating in the all-college meeting on August 12 during the week of Fall Inservice. On behalf of the trustees, he thanked the employees for their hard work in achieving our strategic goals and he shared the vision of the Board.
- Sarah Parker-Clever for the great job she did coordinating the Fall Inservice week. Dr. Wood said she received many positive comments from employees who attended the professional development sessions. The Faculty Senate Chair, Donhnall Godfrey, conducted a session on course design for student engagement, which was based on a conference he had attended this summer. Faculty enjoyed this session. Donhall is also starting a faculty learning community that will bring faculty together every three weeks to talk about best practices and teaching methodology.
- College Safety Committee and Mr. Jess Raines for coordinating a safety training for WSCC employees. The following local law enforcement and emergency service personnel participated in the Active Aggressor Tabletop Training:

- o Chief Rodney Hupp, Marietta Police Department
- o Chris Chesar, Lieutenant, Ohio State Highway Patrol
- o Bradley Holbert, Deput Washington County Sheriff's Office
- o Jennifer Lauer, Dispatcher, WCSO
- o Charles DurhamIII, Chief Marietta Fire Department

Dr. Wood shared her experience of having breakfast at the Governor's mansion with Governor Dewine, Lt. Governor Husted, Chancellor Gardner, and 21 community college presidents. All have been extremely supportive of WSCC and the work we are doing to advance education and workforce development in our region. Lt. Governor Husted has been instrumental in budgeting funds to support the vision of a unified WSCC and Marietta City Schools campus.

The Ohio Association of Community Colleges developed a Leadership Academy to train the next generation of higher education leaders in Ohio. Dr. Wood served on the team that designed the curriculum and she was a presenter at the training kickoff event. David Scheimann and Kathy Temple-Miller were selected from WSCC to participate in the year-long training. Three trustees terms will expire in February 2020. These trustees are interested in remaining and Dr. Wood will communicate their interest to the Ohio Boards and Commissions.

#### Academics

Ms. Sarah Parker-Clever gave an overview of academics and congratulated the WSCC team for the following successes:

- #1 Community College in Ohio
- #4 Practical Nursing Program in Ohio
- #5 Associate Degree Nursing Program in Ohio
- 100% Radiologic Technology Licensure Pass Rate

Ms. Parker-Clever noted they were busy with hiring faculty over summer. Ms. Parker-Clever recognized the Dual Enrollment staff for expanding from eight partners in 2018-19 to 18 partners in 2019-20 and from 80 courses in 2018-19 to over 151 courses in 2019-20. The College is not soliciting new partners; the schools are asking to work with WSCC.

WSCC has developed 16 courses into an Open Educational Resource format, which is saving the students thousands of dollars in textbook costs. The College is part of the state's Strong Start to Finish grant, which has a 2021 goal to have 50% of the first-time-ever-in-college (FTEIC) students complete both math and English in year one.

Ms. Parker-Clever gave an update on 8-week courses that have increased from 8 course sections offered in 2018-19 to 41 course sections offered in 2019-20. Three programs have 70% or more of the curriculum in eight-week format and 10 programs have one or more courses offered in an eight-week format.

#### Grants

Ms. Wendy Brewer gave an overview of the state, federal, and local grants the College has applied for and been awarded. WSCC has received \$750,000 in grant funding this year. Currently, in review and development is another \$1,755,000 including:

- Appalachian Regional Commission (ARC) seeking 2019 POWER Funds (RAMTEC Appalachia) \$620,000. POWER funds are for training workers who have displaced from the coal and related industries.

- Workforce Opportunity for Rural Communities through the 2019 Funding Opportunity for Appalachian & Delta Regions for \$625,000. The grant will assist the Center for Student Success. Ms. Kathy Temple-Miller has worked hard to apply for funds for a program like ASAP (Accelerated Study to Associates Program).

The College has secured the following funding:

- Bernard McDonough Foundation \$50,000 over two years for the EARN (Education and Advancement to Registered Nurse) program.
- Dominion Energy Community Impact Award Workforce Development (EARN): \$10,000 and this grant will highlight WSCC in Cleveland Magazine.

**New/Old Business**

Mr. Raines asked that the withdrawn proposal for video surveillance, access control, and network audio be reconsidered after he confirmed with Mr. Rataiczak two additional companies had been invited to submit proposals. Mr. Raines invited Mr. Terry Rataiczak to join him to discuss the proposals. There were six total companies invited to submit proposals. I2c had the most comprehensive bid to the college. There was discussion about the different kinds of video surveillance technology used by the companies submitting the bids. i2c ties into the campus systems and security systems. The trustees asked if four or six vendors were contacted. Mr. Rataiczak confirmed there were six. The second section of the bid is for access control which logs who has locked or unlocked each building. The third section of the proposal is for bullhorn-style speakers to be used outside on the campus grounds and in larger spaces such as the Commons. Currently, the phone system is used and the speakers are not large enough to carry the message to everyone. Also, when the phone is engaged, the message system does not work. The trustees clarified that the total cost would not exceed \$182,444.86 and the time-frame for completed installation will be October.

Chairman Tenney asked for a motion to be made. Trustee Barengo moved to proceed with all three phases of the proposal as presented, Trustee Vandenberg seconded, and the motion was passed.

Chairman Tenney	No	Mr. Pennock	Yes
Mr. Anderson	Yes	Mr. Vandenberg	Yes
Mr. Barengo	Yes	Ms. Vessels	Yes
Dr. Carman	Absent	Ms. Watson	Absent
Ms. Matheney	Absent		

**The Proposal for Video Surveillance, Access Control and Network Audio** as presented was approved as **Resolution R27-19**.

Trustee Vandenberg made a motion to go into Executive Session to discuss personnel, Trustee Vessels seconded, and the motion passed with a roll call vote.

Chairman Tenney	Yes	Mr. Pennock	Yes
Mr. Anderson	Yes	Mr. Vandenberg	Yes
Mr. Barengo	Yes	Ms. Vessels	Yes
Dr. Carman	Absent	Ms. Watson	Absent
Ms. Matheney	Absent		

6The Trustees moving to **Executive Session** was approved as **Resolution R28-19**.

The WSCC Board of Trustees entered Executive Session at 5:00 p.m.  
The WSCC Board of Trustees exited Executive Session at 5:48 p.m.  
The WSCC Board of Trustees **meeting was adjourned at 5:51 p.m.**

**Next Meeting.** The next regular meeting will be held on September 16, 2019, at 4 p.m. in the Community Room at Washington State Community College.

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Mr. David Tenney                      Date  
Board Chairman

*Vicky Wood* *9/16/19*  
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Dr. Vicky Wood                      Date  
Secretary