

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – September 16, 2019**

Roll Call. Chairman David Tenney called the meeting to order at 4:00 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, Ms. Staci Matheney, Mr. David Vandenberg, and Ms. Susan Vessels. Mr. Daniel Pennock, and Ms. Bernita Watson were absent. Dr. Brad Carman was absent for a portion of the meeting.

Others in attendance included: Dr. Vicky Wood (President), Mr. Jess Raines (VPFA), Ms. Sarah Parker-Clever (VPAA), Ms. Amanda Herb (VPIA), Mr. Terry Tataiczak (IT), Mr. Jesse Roush (Exec. Dir. WF Dev.), Mr. David Scheimann (Ass't. Dean), Ms. Kathy Temple-Miller (Dean CSS), Ms. Elizabeth Godfrey (Dir. Mkt.), Mr. Kenneth Wepler (HR), Ms. Jean Worstell (HR), Mr. Jeff Graffius (Dir. Library/Stud. Res.), Ms. Debbie Gurtis (Ass't. Dir. Advising/CCP), and Ms. Cheryl Canaday (Foundation).

Approval of the Agenda

Chairman Tenney asked for any adjustments to the agenda. Trustee Matheney moved to approve the agenda as presented, Trustee Barengo seconded, and the motion passed with a roll call vote.

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

The **September 16, 2019 agenda**, as presented, was approved as **Resolution R29-19**.

Approval of the Minutes

Chairman Tenney invited comments or corrections to the minutes of the August 19, 2019, regular meeting of the WSCC Board of Trustees. Trustee Vessels moved to approve the minutes with corrections. The motion was seconded by Trustee Barengo and carried via roll call vote.

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

The **August 19, 2019, WSCC board meeting minutes** were approved with corrections as **Resolution R30-19**.

Public Comment

None.

Recognition of Guests

Chairman Tenney welcomed Casey Jo Higgins, the WSCC September student of the month. Casey is majoring in Business Management Technology and has dreams to start an "old car" automobile business with her dad, in which she will serve as a

business manager. In spite of undergoing a double lung transplant in 2015, as a result of cystic fibrosis, Casey enthusiastically noted she loves college and her classes and is striving to do her best every day.

Administrative Reports via Consent Agenda

Human Resources

Mr. Jess Raines noted that the College is in the process of closing Fiscal Year 2019. The annual audit is underway and on schedule to be completed by October 15, 2019.

Human Resources is currently handling a number of open positions, including the Facilities and Maintenance Director, the Director of Human Resources, and the Mental Health Counselor. Nine qualified applicants for the Facilities and Maintenance Director have been identified. Interviews have been scheduled with two candidates for the Director of Human Resources position, and two candidates are being interviewed for the Mental Health Counselor position. The committee has narrowed the pool of seven applicants initially interviewed for the two administrative assistant positions down to four for follow-up interviews. Additionally, a number of part-time faculty have been hired and three part-time faculty have ended their employment with WSCC.

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

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

The **Consent Agenda** as presented was approved as **Resolution R31-19**.

President's Report

President's Update

Dr. Vicky Wood highlighted information covered in the first issue of the College e-newsletter that was emailed to Trustees and asked for their feedback. This e-newsletter format will be used to communicate with the Board and the community, with customization of content for varying audiences. The e-newsletter to the Board will contain a link to the Board's monthly meeting materials. Trustees Carmen, Vessels, and Barengo requested that they continue to receive hard copies of Board packets prior to the monthly meetings. All other Trustees will receive hard copies of the materials at the Board meeting.

Workforce Development

Mr. Jesse Roush reported that Workforce Development has established 50 apprentices since June of last year and has delivered over 15,000 hours of on the job training. Currently, there are 32 active correction officers and 3 active maintenance mechanics in apprenticeship programs. It is anticipated that 14 new correction officers will participate in this September's training academy. Conversations are taking place with industry leaders regarding developing pre-apprenticeship programs. One hundred and four incumbent workers were trained in the past year.

Mr. Roush has been actively engaging with new businesses the past several months, largely focusing upon gaining a deeper knowledge of local needs and developing customized training. A customized training program is in the delivery stages for Magnum Magnetics; partnership with Swiss Hills Career Center on an adult education pilot project focusing on the chemical operator and industrial maintenance is being explored, and a delivery model for micro-credentials in customer service for the banking sector is being developed.

Engineering faculty would like to convert the Greenhouse (1000-1200 sq. ft.) into a mini-scale manufacturing facility wherein real-world industrial situations could be replicated. Manufacturing plant startups or shutdowns could be simulated for real life training. It would provide an opportunity to integrate IT and industry. Engineers from local industries such as Solvay or Kraton would be able to test actual processes, and to update processes as technology changes. This concept was integrated into the RAPIDS grant proposal and would allow for the appropriation of increased funding.

Facilities Update

Security System

Mr. Raines informed the Board he was uncomfortable with the documentation to support the proposals previously received and requested the Board to rescind their Resolution 27-19 passed in August. The RFP for this project was re-issued on September 5, with responses due by October 4, 2019. The recommendation for approval of a selected vendor will be brought to the Board at the October meeting.

The Board discussed the process and the need to ensure all procedures are followed. Chairmen Tenney cautioned that all actions must be documented so that procurement decisions could be fully justified. In response to an inquiry by Trustee Vessels, Mr. Raines stated that the initial RFP had not been published widely via newspaper, etc. but the college had solicited bids from various vendors.

Student Health & Activity Center

Two sites are currently being considered for the Student Health & Activities Center: near the CB&T Building, and near the Evergreen Child Development Center. The location near the CB&T building has the advantages of requiring less-costly site preparation; it can be a visible showcase to travelers on Colegate Dr.; it would accommodate a service entry and accessible sidewalk from the student parking lot, and it would emphasize the upper campus area as a gateway to the College. Completion is estimated to cost \$9.4 million and annual operating costs are estimated at \$180,000. Typically, we can expect \$1.2-1.4 million from the state in capital funding.

Ms. Temple-Miller underscored the advantages of having a Student Activities facility. Intramural sports contribute to strong cohorts for completion among students. Studies indicate that students who participate in intramural sports have double the retention rate of non-participants. Not only are they 40% more likely to achieve 2nd-year status, but they are also likely to obtain a higher GPA. Seventy-eight percent of Ohio's community colleges offer intramural athletics, with the most common being volleyball and basketball. Several community colleges make use of their activity centers available to the public.

Trustee Tenney remarked upon the existence of only one entrance to the campus and the need to create a second egress. Mr. Raines noted that summer facility projects have placed the College in a comfortable position with the next pressing need for capital funds being repairs to the Arts & Sciences building.

Enrollment and Academic Affairs Update. The College's Fall 2019 enrollment has exceeded the FY20 budgeted goals for headcount at 108% and for credit hours at 103% - the largest numbers since FY2013 and FY2014 respectively. Engineering and Industrial Technologies and Public Service Technologies show the largest increases in enrollment.

Several new academic programs are being explored to meet local employment needs. Health Information Technology, Occupation Therapy Assistant, and Chemical Dependency Counselor programs will be developed. The Associate of Technical Study in Cyber Security and Investigation will be converted into an Associate in Applied Science in Cyber Security. Academic Affairs is working closely with Workforce Development and local business leaders to determine appropriate certifications in Entrepreneurship and Digital Media.

New/Old Business

