

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – October 21, 2019
WITH CORRECTIONS**

Roll Call. Trustee David Vandenberg 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: Mr. Randy Barengo, Ms. Staci Matheney, Mr. Daniel Pennock, Mr. David Vandenberg, Ms. Susan Vessels, and Ms. Bernita Watson. Mr. Bernie Anderson, Dr. Brad Carman, and Chairman David Tenney were absent.

Others in attendance included: Dr. Vicky Wood (President), Mr. Jess Raines (VPFA), Ms. Sarah Parker-Clever (VPAA), Ms. Amanda Herb (VPJA), Mr. Terry Rataiczak (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), Madison Galloway (Student of the Month, October), Christy Little (College Access Admin. Ass't.), Cassie Fluharty (UB Ass't. Dir.), Deb Goins (Dir. of UB), Brandi Koscho (Ass't. Director of ETS), Carrie Ramage (Ed. Advisor, ETS), Sarah Miller (Ed. Advisor, ETS), and Nicole Kuhn (Tutor/Mentor/Coordinator, ETS).

Approval of the Agenda

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

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

The **October 21, 2019 agenda**, as presented, was approved as **Resolution R34-19**.

Approval of the Minutes

Trustee Vandenberg invited comments or corrections to the minutes of the September 16, 2019, regular meeting of the WSCC Board of Trustees. Trustee Vessels moved to approve the minutes as presented, Trustee Watson seconded, and the motion passed with a roll call vote..

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

The **September 16, 2019 WSCC Board Meeting Minutes** were approved as **Resolution R35-19**.

Public Comment

None.

Recognition of Guests

Trustee Vandenberg welcomed Madison Galloway, the WSCC October student of the month. Dr. Wood recognized Madison for her academic success and the administrative support she provided to the President's Office. Madison is a Social Sciences transfer student who is excited to pursue her passion for helping people and giving back, specifically within the mental health field. Madison's decision to attend WSCC was influenced by three primary factors: her mother previously attended WSCC, its proximity to her home in McConnelsville, and affordability. Madison has enjoyed her experience at WSCC.

Administrative Reports via Consent Agenda

Human Resources

Human Resources is in the process of hiring for a number of open positions, including Facilities and Maintenance Director, Director of Human Resources, Mental Health Counselor, and a Nursing faculty member. All open positions are in various stages of the interview process. The Board approved personnel hiring and advancement: five part-time faculty positions, Hannah McKenzie as the Executive Assistant to the President and Lori Douglass' transfer to Administrative Assistant for Academics and Transfer Programs. Details are listed in the packet.

Finance Report

Mr. Raines reviewed the finance report covering the first three months of the fiscal year. WSCC revenue is up over the same three months the prior year, Mr. Raines attributes this increase to a combination of subsidy and enrollment increases. Currently, the revenue is overstated due to an amount in "Other Sources" that needs to be transferred for payment of a receivable. Expenses over the same three months the prior year are increased as with increased spending in Instructional, Academic Support, Student Services, Institutional Support, and Scholarships and Fellowships. Expenses for Operations and Maintenance have decreased slightly over the prior year. Mr. Raines states that overall the college is in great shape financially and on budget.

Proposal to Install Video Surveillance, Access Control, and Network Audio

Mr. Raines reviewed the Video Surveillance, Access Control, and Network Audio proposal. The project was rebid, five firms attended the pre-bid meeting and campus walkthrough on September 18, 2019. Two firms requested and were granted additional tours of campus following the initial meeting. HSI Security, Security Cameras of Columbus, i2c Technologies, Aardvark Communications, and Advanced Business Communications all submitted bids for the project by the October 4, 2019 deadline. No vendors attended the bid opening. i2c gave the lowest bid for cameras and access control, and the second lowest bid for network audio. Overall, i2c had the lowest total combined bid with the next closest bid being 23% higher.

Trustee Vandenberg asked if WSCC would need to employ someone to monitor the security system at all times. Mr. Raines recommended that WSCC should employ a security systems monitor that is separate from the WSCC campus security at least during working hours. Additionally, local law enforcement would have the ability to remotely access the system.

Tuition Recommendation

Mr. Raines reviewed the Tuition and Fees Recommendation. The Finance Committee proposed to eliminate three out of the four fees comprising the annual cost of attendance. The proposal would eliminate the \$3.00 per credit hour technology fee, the \$40.00 per term registration fee, and the up to \$75.00 per term Campus Access and Security fee. To cover the elimination of these fees, the Finance Committee recommends raising tuition from \$149 per credit hour to \$160 per credit hour. Increasing tuition and eliminating the three fees will raise the cost of attendance for full time students by \$10.00 per year. The Finance Committee believes bundling these fees with the cost of tuition provides a more straightforward way for the student to understand tuition costs. The new rate of tuition will put WSCC even with the cost of WVU-P tuition. Out-of-state students will have a slightly higher tuition rate at \$161 per credit hour. Mr.

Raines confirms this tuition change makes WSCC the third lowest community college of non-levy schools in the state of Ohio. Additionally, in response to an inquiry by Trustee Vandenberg, Mr. Raines stated that students who are not full-time will save money with this tuition change.

Audit Report

Mr. Raines reviewed the 2019 Fiscal Year Audit Report as completed by Plattenburg, Certified Public Accountants. WSCC received an unmodified opinion. The audit report had been reviewed in detail with the Finance Committee.

Mr. Raines discussed the Capital Assets portion of Note 2 in the audit report which currently has the capitalization amount set at \$3,000. Mr. Raines proposed to increase the capitalization amount to \$5,000. This change would align with the practices of other community colleges and allow WSCC to remove items from the depreciation schedule below this limit. Trustee Vandenberg asked if this change will be made automatically or if Board approval was needed. Mr. Raines confirmed that the Board would need to approve the increased limit and with the approval of the consent agenda, this change would be made.

The next item reviewed was the Single Audit Report and the schedule of Expenditures of Federal Funds. This section is required for the college to be able to disburse federal financial aid funds and other federal grants. WSCC received an unmodified opinion for this portion of the audit.

Mr. Raines extended thanks to the Business Office staff, the Financial Aid staff, and all others who committed time and resources to the 2019 fiscal year audit. No management letter, the standard practice for highlighting deficiencies, was issued as a result of the audit.

Affordability and Efficiency Report

Mr. Raines reviewed the Affordability and Efficiency Report. Additional information, gathered from external sources, was still required to move the document from "draft" stage. The Ohio Department of Higher Education (ODHE) requires WSCC to submit this finalized report by November 1, 2019. Therefore, the decision was made for the Board to review and approve the draft document before its submission rather than to be informed of the final document after submission. WSCC strives to be more efficient and manage resources to the best of its ability in order to find savings that can be reinvested in students and allow WSCC to continue to provide affordable education. The report includes: implemented policies and strategies such as the Textbook Adoption Policy, information regarding WSCC partnerships, textbook affordability initiatives, and developing OERs using state grants.

As feedback about how the State of Ohio can further support strength, resiliency and reputational excellence in Ohio's post-secondary education system, WSCC suggests that 1) the state provide financial resources to two-year institutions to upgrade facilities and technology to promote a more secure learning environment and 2) the state incentivize collaborative partnerships that enable students to obtain employment while completing their education, which provide the student with practical hands-on learning opportunities, and innovative partnerships between K-12 and IHEs. As additional feedback on legislative obstacles or policy roadblocks, WSCC suggested 1) allow two-year institutions to award baccalaureate degrees to meet workforce needs, including nursing; 2) incorporate college practitioner consultation in the development of programs to support adult learners, including TechCred and apprenticeship models.

Trustee Vessels inquired about how building automation systems helped curtail energy consumption during peak times, which resulted in an annual savings of approximately \$60,000. Mr. Raines explained that energy consumption levels were closely monitored during the peak days of summer. By automating the systems such as HVAC, internal lighting, and parking lot lights, WSCC was able to ensure that its facilities did not exceed targeted energy consumption levels. Trustee Vessels expressed that this was a significant savings and inquired about the overall

heating and cooling cost. Mr. Raines informed the Board that the cost of heating and cooling for WSCC averaged \$220,000 per year.

Trustee Vandenberg asked what items were missing from this report. Mr. Raines explained that he was only waiting on information from the bookstore regarding the average cost of the textbooks.

Trustee Vandenberg noted that the technology fee that we currently charge per credit hour was designated into a technology fund to make sure WSCC stays current. Trustee Vandenberg elaborated that if the Board votes to accept the Tuition Recommendation, it will become incumbent upon the Board to create a fund within the general budget to ensure roughly \$75,000 per year be set aside for technology updates.

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

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

The **Consent Agenda**, as presented, was approved as **Resolution R36-19**.

Mr. Raines recognized and thanked the Board and Dr. Wood for their support, patience and flexibility over the last seven years as he traveled in the Masonic line. The final Masonic event for Mr. Raines as Grand Master was hosted at Marietta College the previous weekend. The event utilized the WSCC parking lots for parking and the significant economic impact was good for Marietta.

President's Report

President's Update

Dr. Wood started by stating that WSCC has had a fabulous month. She introduced new team member Hannah McKenzie, Executive Assistant to the President and Board. Additionally, Dr. Wood recognized Mr. Raines for his service as Grand Master of Ohio Freemasonry and thanked him for hosting the Annual Conference in Marietta. The event brought over 2,000 people into the community and had a positive economic impact on Marietta businesses.

Dr. Wood recognized employees and shared appreciation. John Burdette, who plans to retire in December, was recognized for his service to the college at the OPOTA graduation. The Enrollment Services and Financial Aid teams were recognized for their hard work which resulted in an 8% increase enrollment. The Facilities and Marketing teams for outstanding preparation and support of several campus events including Chancellor Gardner's visit and YES Days. Appreciation was shared for all of the employees who participated in and supported the YES Days event. Special recognition was given to Ashleigh Pennock, Darren Wood, and Dean Hirschi for coordinating the event. Leadership Trainer, John Baker, gave a presentation to All-College on the importance of high-performing Organizational Culture.

Dr. Wood informed the Board that WSCC received its first ARC Power Grant for \$618,150 to equip a state-of-the-art Robotics and Automation facility. Dr. Wood informed the Board about her activities in October, including attending the

CASE Conference; hosting Chancellor Gardner and Mike Jacoby; and giving presentations at Peoples Bank, Marietta Morning Rotary, Parkersburg Rotary, and Ohio's Workforce Summit 2019.

Upward Bound/Educational Talent Search

The TRIO programs, Educational Talent Search and Upward Bound College Prep Academy, are federally funded programs through the United States Department of Education. The TRIO programs have been sponsored by WSCC since the mid-1990s. Donna Muntz, Director of College Access and Educational Talent Search (ETS), gave an overview of the programs and introduced her staff Christy Little, Cassie Fluharty, Deb Goins, Brandi Koscho, Carrie Ramage, Sarah Miller, and Nicole Kuhn.

The ETS and Upward Bound programs serve first-generation and low-income students by providing career exploration activities, cultural trips, tutoring, and college preparation services. For the 2019-2020 year, ETS received \$442,193 in federal grants plus a supplemental \$40,000 STEM-focused grant, and UB received \$301,913 in federal grants. ETS currently serves 825 students in grades 6-12 across ten school systems, while UB serves 65 students in grades 9-12 across seven school systems. Both TRIO programs met and exceeded their objective goals for the 2018-2019 year.

New/Old Business

None.


Executive Session

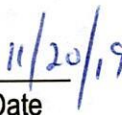
None.

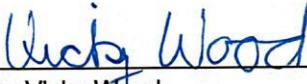
Adjournment

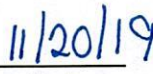
Trustee Matheney moved to adjourn the meeting. The motion was seconded by Trustee Vessels. The October 21, 2019 meeting of the Board adjourned at 5:00 p.m.

Next Meeting. The next regular meeting of the Board of Trustees will be held on November 18, 2019, at 4 p.m. in the Community Room at Washington State Community College.


Mr. David Vandenberg
Vice Chairman


Date


Dr. Vicky Wood
Secretary


Date

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