

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – November 18, 2019**

Roll Call. Chairman David Tenney called the meeting to order at 4:06 p.m. in the Washington State Community College Community Room. Dr. Vicky Wood, WSCC President, took roll call. The following Trustees were present: Chairman Tenney, Mr. Bernie Anderson, Mr. Randy Barengo, Dr. Brad Carman, Ms. Staci Matheney, Mr. Daniel Pennock, Mr. David Vandenberg, Ms. Susan Vessels, and Ms. Bernita Watson.

Others in attendance included: Dr. Vicky Wood (President), Mr. Jess Raines (VPFA), Ms. Sarah Parker-Clever (VPAA), Ms. Amanda Herb (VPIA), 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.), and Ms. Debbie Gurtis (Ass't. Dir. Advising/CCP).

Approval of the Agenda

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

The **November 18, 2019 agenda**, as presented, was approved as **Resolution R37-19**.

Approval of the Minutes

Chairman Tenney asked for any adjustments to the minutes. Chairman Tenney asked for one spelling correction from "People's" to "Peoples" to be made. Trustee Watson moved to approve the minutes with corrections, Trustee Carman 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	Yes	Ms. Watson	Yes
Ms. Matheney	Yes		

The **October 21, 2019 WSCC Board Meeting Minutes**, with corrections, were approved as **Resolution R38-19**.

Public Comment

None.

Recognition of Guests

Student of the month, Stephen King was not present at the meeting. Ms. Elizabeth Godfrey shared a video of him with the Trustees.

Administrative Reports via Consent Agenda

Human Resources

Mr. Raines reviewed the Human Resources report with the Board and stated we are still 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. A number of interested candidates for the Facilities and Maintenance Director turned down the opportunity to interview given the salary range. The Director of Human Resources position has not been filled following a round of interviews and subsequent applications. The Mental Health Counselor who had accepted the position, then had a family emergency and declined the position, called last week to potentially re-accept the position, only to decline a second time. The committee will begin an additional round of interviews. The Director of Facilities and Maintenance Director position will be reposted with an associate degree qualification to better align with the compensation level. A recruiter may be used to aid in the search for a Director of Human Resources. Additionally, two part-time faculty members were hired and one professional staff left the college.

Finance Report

Mr. Raines reviewed the finance reports for the period ending October 31, 2019. WSCC revenue is up over the same four months of the prior year, which is attributed to a combination of subsidy and enrollment increases. Expenses over the same three months the prior year are also up 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. The variance report was reviewed with the Trustees. In reviewing the Balance Sheet, Mr. Raines stated the cash position has increased by 5.8% since the beginning of the year due to increased enrollment and the timing of expenses. He also directed the Trustees attention to the various Fund Balance of the College. Mr. Raines stated that overall the college is in great shape financially and on budget.

Chairman Tenney asked for a motion to accept the Consent Agenda, as presented by Mr. Raines. Trustee Watson moved to approve the Consent Agenda, Trustee Matheney 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	Yes	Ms. Watson	Yes
Ms. Matheney	Yes		

The **Consent Agenda**, as presented, was approved as **Resolution R39-19**.

President's Report

President's Update

Dr. Wood congratulated the Business Office and Financial Aid staff on a perfect audit and thanked the Board for approval of tuition simplification last month. Dr. Wood provided an update on the TRIO programs. She indicated staff are working on policy improvements and faculty are finalizing new program development. Dr. Wood stated that the college has started the Budget Process for Fiscal Year 2021. There were no questions.

Institutional Advancement– Ms. Amanda Herb, VPIA

Ms. Herb gave an Institutional Advancement update that included data to show where the College is in achieving WSCC's Vision 2021 goals: Student Access, Student Success, and Community/Workforce Development. She stated WSCC will host speaker Dr. Tia McNair on Wednesday, December 11 for an All-College professional development and encouraged the Trustees to attend. Ms. Herb shared the progress of the Front-Line Redesign, its vision, purpose and goals. Ms. Herb provided an update on the Foundation, its annual campaign goals and the upcoming Giving Tuesday event.

Center for Student Success Update – Ms. Kathy Temple-Miller, Dean CSS

