

**WASHINGTON STATE ` COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – August 17, 2020**

Roll Call. Chairman Anderson called the meeting to order at 4:01 p.m. in the Community Room in the Main Building. Dr. Vicky Wood, WSCC President, took roll call. The following Trustees were present at roll call: Chairman Anderson, Dr. Brad Carman, Mr. Dan Pennock, Mr. David Vandenberg, and Ms. Susan Vessels. The following Trustees were absent at roll call: Mr. Randy Barengo 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), Dr. Heather Kincaid (Dean Health), Mr. Terry Rataiczak (IT), Mr. David Scheimann (Ass't. Dean), Ms. Kathy Temple-Miller (Dean CSS), Mr. Gary Barber (Dir. WFD), Mr. George Bilokosky (Dean T&T), Ms. Elizabeth Godfrey (Dir. Mkt.), Mr. Kenneth Wepler (HR), Ms. Jean Worstell (HR), Ms. Reba Bartrug (Dir. Enrollment & FA), and Ms. Dustin Taylor (Registrar).

Approval of the Agenda

Chairman Anderson asked for any additions or corrections to the agenda. Trustee Carman moved to approve the agenda as presented, Trustee Vessels seconded, and the motion passed with a roll call vote.

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

The **August 17, 2020 agenda**, as presented, was approved as **Resolution R29-20**.

Approval of the Minutes

Chairman Anderson asked for any additions or corrections to the minutes. Trustee Vessels moved to approve the minutes as presented, Trustee Pennock seconded, and the motion passed with a roll call vote.

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

The **June 15, 2020 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R30-20**.

Public Comment

None.

Recognition of Guests

None.

Administrative Reports via Consent Agenda

Human Resources

Mr. Jess Raines reviewed the HR report. Human Resources is in various stages of hiring for two full-time positions and a number of part-time positions, including the Student Success Coach/Career Services, Director of Physical Therapy Assistant, Clinical Faculty Positions in Health & Sciences, Lecturer Faculty Positions in BEPSLA and Health & Sciences, Library Assistant, and Science Lab Technician. Several full- and part-time faculty positions have been

filled and Ms. Whitney Ewing has moved from part-time to full-time support staff as a Student Support Specialist. Several full- and part-time faculty members and support staff have announced resignations, including Mr. James Rob Kinker, Director of Respiratory Therapy, effective 07/28/2020, Ms. Roberta Maxwell, Assistant Professor – Welding, effective 07/31/2020, Ms. Jennifer Dennis, Assistant Professor – Biology, effective 05/19/2020, Ms. Elizabeth Tokodi, Assistant Professor – Business Management effective 05/19/2020, and Ms. Tonia Ompach, Administrative Assistant – Technology and Transfer, retirement effective 12/31/2020.

Mr. Raines also updated the Board on a couple of financial matters. The first was the reduction to State Share of Subsidy which had been estimated to be a 20% reduction was communicated by the Ohio Department of Higher Education to be just 4.38%. This amounts to an additional \$918,781 of subsidy to the college and significantly reduces the budgeted deficit from 1.547 million to \$628,494. Secondly, Mr. Raines informed the Board that enrollment has not reached the budgeted level and Ms. Amanda Herb will give additional details. The financial impact is approximately \$108,000 if CCP at the high schools comes in on budget. This shortfall is in addition to the \$17,000 shortfall from summer. Mr. Raines said management was continuing to pay close attention to enrollment.

Chairman Anderson asked for a motion to approve the Administrative Reports via Consent Agenda. Trustee Vandenberg moved to approve the Administrative Reports via Consent Agenda, Trustee Carman seconded, and the motion passed with a roll call vote.

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

The **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R31-20**.

President's Report

President's Update & Campus Reopening Update

Dr. Vicky Wood applauded WSCC faculty and staff for demonstrating understanding and flexibility throughout the course of establishing various COVID-19 procedures and protocols. Fall semester launched today, August 17, 2020 with approximately 50% of classes being held face-to-face on-campus and 50% conducted virtually through means of online, hybrid, or hi-flex instruction. All employees, students, and visitors to campus are expected to adhere to safety protocols outlined in the *Stay Safe Washington State* plan, including practicing social distancing, wearing face coverings, practicing good hand washing, and participating in a daily health assessment upon arrival to campus. Additionally, the College has placed hand sanitizer dispensers, classroom cleaning kits, and plexiglass barriers around campus.

Dr. Wood introduced Mr. Gary Barber, Director of Workforce Development and Partnerships and Mr. George Bilokonsky, Dean of Technology and Transfer. Mr. Barber is a former superintendent of Marion City Schools and Tiffin City Schools. Mr. Barber has already started strengthening relationships between the College and several local companies. As well, Mr. Barber established a pathway for the Chemical Operator program between the College and Tyler Consolidated High School. Mr. Bilokonsky joins the College after serving as Associate Dean for Engineering and Manufacturing at Cuyahoga Community College. Mr. Bilokonsky developed project-based programs for high-school students that would prepare students for future employment in the technical workforce. Mr. Bilokonsky is looking forward to developing WSCC's RAMTEC 4.0 to expand robotics and advanced manufacturing training in this region.

Institutional Advancement and Enrollment Update

Ms. Amanda Herb provided an Institutional Advancement and Enrollment Update. Ms. Herb announced that the College is 2% higher than budgeted in enrollment of CCP students and 8% lower than the budgeted enrollment for full-pay students. Ms. Herb explained if we have strong dual enrollment registrations in the next 2-3 weeks, the credit

hour enrollment deficit could be 5% of the amount budgeted. As well, Ms. Herb shared that as of the end of June 2020, fundraising amounts were even with last year with an increase in major gifts and increase in gifts designated to the student emergency fund. The College will focus on raising funds to support the food pantry this fall.

New/Old Business

Appendix G, Standing Committees of the College Revision

Dr. Wood provided an overview of the revision made to Appendix G, Standing Committees of the College. No clarifications were necessary.

Chairman Anderson asked for a motion to approve the Policy Revision – Appendix G, Standing Committees of the College. Trustee Carman moved to approve the Policy Revision – Appendix G, Standing Committees of the College, Trustee Vandenberg seconded, and the motion passed with a roll call vote.

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

The **Policy Revision – Appendix G, Standing Committees of the College** was approved as **Resolution R32-20**.

Appendix H, Organizational Chart Revision

Dr. Wood provided an overview of the revisions made to Appendix H, Organizational Chart. No clarifications were necessary.

Chairman Anderson asked for a motion to approve the Policy Revision – Appendix H, Organizational Chart. Trustee Vandenberg moved to approve the Policy Revision – Appendix H, Organizational Chart, Trustee Pennock seconded, and the motion passed with a roll call vote.

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

The **Policy Revision – Appendix H, Organizational Chart Revision** was approved as **Resolution R33-20**.

7.900 Campus Animal Policy Proposal

Dr. Wood presented the proposed Campus Animal Policy which addresses student and employee use of Service Animals and Emotional Support Animals. No clarifications were necessary.

Chairman Anderson asked for a motion to approve the Policy Revision – Appendix H, Organizational Chart. Trustee Vessels moved to approve the Policy Proposal – 7.900 Campus Animal Policy, Trustee Carman seconded, and the motion passed with a roll call vote.

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

The **Policy Proposal – 7.900 Campus Animal Policy Proposal** was approved as **Resolution R34-20**.

Executive Session

Trustee Vandenberg made a motion to go into Executive Session to consider the employment and dismissal of a public employee and to discuss pending court action; Trustee Vessels seconded, and the motion passed with a roll call vote.

Mr. Anderson	Yes	Mr. Vandenberg	Yes
Mr. Barengo	Yes	Ms. Vessels	Yes
Dr. Carman	Yes	Ms. Watson	Yes
Mr. Pennock	Abs		

The Trustees moving to **Executive Session** was approved as **Resolution R35-20**.

The Trustees, along with Dr. Wood, Mr. Raines, Ms. Sarah Parker-Clever, and Mr. Reid Caryer (via telephone), entered the Executive Session at 4:40 p.m.

The Trustees exited the Executive Session at 6:03 p.m.

Adjournment

Trustee Vandenberg moved to adjourn the meeting; the motion was seconded by Trustee Anderson, and the August 17, 2020 meeting of the Board adjourned at 6:05 p.m.

Next Meeting. The next regular meeting of the Board of Trustees will be held on September 21, 2020, at 4 p.m. in the Community Room.

Mr. Bernie Anderson Date
Chairman

Dr. Vicky Wood Date
Secretary