

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – March 11, 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, Dr. Brad Carman, Ms. Staci Matheney, Mr. Daniel Pennock, Mr. David Vandenberg, and Ms. Susan Vessels. Ms. Bernita Watson was absent.

Others present at the meeting included: Dr. Vicky Wood (President), Ms. Sarah Parker-Clever (VPAA), Mr. Jess Raines (VPFA), Ms. Amanda Herb (VPIA), Dr. Heather Kincaid (Dean H&S), Ms. Brenda Kornmiller (Dean BEPSLA), Mr. Jesse Roush (Exec. Dir. Workforce Dev.), Mr. David Scheimann (Asst. Dean), Ms. Kathy Temple-Miller (Asst. Dean), Ms. Reba Bartrug (Dir. FA), Ms. Dustin Taylor (Registrar), Ms. Elizabeth Godfrey (Dir. Mkt.), Ms. Anne Smith (Exec. Asst. Pres./VPAA), Mr. Kenneth Wepler (HR), and Ms. Jean Worstell (HR).

Recognition of Past Chairman

Chairman Tenney recognized outgoing Chairman Randy Barengo noting that Trustee Barengo is a skilled communicator who fostered an environment of openness and inclusivity, and had done a great job as chairman. Chairman Tenney presented past-Chairman Barengo with a plaque. Trustee Barengo thanked the Board of Trustees and WSCC staff.

Approval of the agenda.

Chairman Tenney asked for changes to the agenda. There were no changes. Trustee Barengo moved to approve the agenda, 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	Yes	Ms. Watson	Absent
Ms. Matheney	Yes		

The **March 11, 2019 agenda**, as presented, was approved as **Resolution R5-19**.

Approval of the minutes of the regular meeting.

Chairman Tenney presented the February 11, 2019 minutes and asked for corrections to the agenda. There were no changes. Trustee Carman moved to approve the corrected December minutes, 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	Absent
Ms. Matheney	Yes		

The **February 11, 2019 WSCC board meeting minutes** were approved as **Resolution R6-19**.

Public Comment.

None

Recognition of Guests.

Ms. Elizabeth Godfrey introduced the WSCC March Student of the Month, Ms. Amanda Buckey who is pursuing a degree in Social Services to give back to the community and be the advocate she, herself, needed as a child. She was inspired by the social worker who worked with her as a teenager. The mom of four appreciates the help and support offered by WSCC faculty as she juggles the demands of college, parenthood, two jobs, and everyday life. Ms. Buckey loves the challenge of education and plans to earn a bachelor's and a master's degree.

Administrative Reports via Consent Agenda

Human Resources

Mr. Raines reviewed the Human Resources report. WSCC hired Lori Douglass for the part-time position for enrollment support specialist, effective April 1, 2019; and one part-time faculty was hired as lecturer 2 for spring semester college programs. WSCC has extended an offer to a candidate to fill the position for a full-time admissions counselor. WSCC is interviewing applicants for part-time positions including: clinical faculty in Health & Sciences, Upward Bound instructors, and lecturer faculty in BEPSLA and Health & Sciences. Please see the Human Resources report for additional details.

Finance Report

Mr. Raines presented to the trustees the Revenue and Expense and the Variance Reports for eight months ending February 28, 2019. The WSCC budget is on target. State Share of Instruction payments are received monthly and WSCC will end the year about \$62,000 better than budget based on the actual payments. Also, approximately fifty-percent of the summer term revenues, which come into this fiscal year. The Variance Report compares eight months of last year to the same eight months of this year to show revenue and costs over time. There is decreased Sales and Service fee income that comes from the low enrollment in welding and that OPOTA has not been run this academic year; however, these are costly programs to run so there is a neutral impact on the budget. Total revenues show an increase of 1.65% over the same period last year. In the general fund expenses, Academic Support expense is up 13.95% over the prior year because of vacancies being filled such as the assistant dean and workforce development positions. On the balance sheet, Mr. Raines noted the College received a large payment from the state in February for CCP, which increased our cash position and decreased our receivables. Overall, the College is in a good financial position. Please see the Washington State Community College February 28, 2019 Financial Reports for additional details.

Policy & Procedures Manual, Chapter 10.8 Graduation Requirements (Proposed Change)

Ms. Parker-Clever proposed a change to the language of the Policy & Procedures Manual, Chapter 10.8 (Graduation Requirements) and Course Catalog. This edit is being made to reflect the language and the guidelines of the Ohio Department of Higher Education and to more closely align with their degree requirements. The edit will update residency requirements and technical coursework credit hours. It will also remove the requirement that the final 15 credit hours of a degree be completed at WSCC thus allowing for reverse transfer, which gives WSCC an ability to be the awarding institution of the student's Associate Degree after they have moved to a four-year college. Dr. Wood noted the edits will strengthen WSCC's policy because it will now align exactly with the Ohio Department of Higher Education. Answering a trustee question, Dr. Wood explained that the state requires that all WSCC degreed programs be between 60 and 65 credit hours, the exact number of which is determined by program requirements.

Chairman Tenney asked for a motion to accept the Consent Agenda as presented. Trustee Barengo moved to approve the Consent 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	Yes	Ms. Watson	Absent
Ms. Matheney	Yes		

The **Consent Agenda** as presented was approved as **Resolution R7-19**.

President's Update

Dr. Vicky Wood reviewed the President's Report, included in the board's packet, and highlighted the following:

- WSCC Associate Degree Nursing program (ADN) ranked number 5 out of 94 RN programs in the state. Practical Nursing (PN) has not yet been ranked and an the error in the March President's Report regarding the PN ranking was removed.
- Lt. Governor Jon Husted visited WSCC and toured the auto-diesel lab, met with students, and participated in a round table discussion about the WSCC apprenticeship programs. WSCC has enrolled the second-highest number of apprentices of Ohio colleges participating in the apprentice grant. Thank you to Jesse Roush, Dean Brenda Kommiller, and Engineering faculty for their hard work in making the apprentice program a success.
- Ms. Bonnie Ward, Southeast Ohio liaison for Governor Mike DeWine, visited WSCC, toured our labs, and discussed the Engineering and Health programs offered with the department deans.
- Marietta City Schools Superintendent Will Hampton and Board of Education members were on WSCC campus to continue discussion of partnership expansion.
- Congratulations to Amanda Herb, Michele Murphy, and Missy Richman for receiving a Silver Award in this year's Educational Advertising competition for Digital Marketing for the WSCC website. The competition reviewed over 1,000 entries. WSCC staff did much of the website redesign work internally thus saving the college thousands of dollars.
- WSCC Commencement will be held on Saturday, May 18, 2019 at 10 a.m. at Marietta College Dyson-Baudo Recreation Center. Dr. Bill Ruud, President of Marietta College, will be the keynote

speaker for the 2019 WSCC Commencement Ceremony. Dr. Wood recognized and thanked the co-chairs of the Commencement Planning Team, Dustin Taylor and Anne Smith.

- Dr. Wood reminded the trustees that Financial Disclosure forms to the state are due by April 15, 2019.

Jesse Roush discussed the apprenticeship program at WSCC, which continues to receive accolades. WSCC is proud to have 19 active corrections officers who have completed the Academy and entered the on-the-job-training phase, with 15 new corrections apprentices to start in the Academy on March 18. The industry-led manufacturing sector partnership continues to advance and is working with the Manufacturing Association. Mr. Roush recognized Trustee Anderson for supporting this work. Workforce development is exploring tools to use in creating new curriculum, such as ToolingU Programming. WSCC workforce development is preparing for the launch of IRAP (Industry Recognized Apprenticeship Program) and exploring pre-apprenticeship models. There are pending grant awards, grant funding, and grant opportunities for many areas of workforce development. Mr. Roush gave an overview of non-credit training courses that are planned for the next six months and noted he is actively recruiting workforce training instructors.

Ms. Parker-Clever announced that the Respiratory Therapy program received an excellent evaluation by site visitors on Tuesday, February 26. The Commission on Accreditation for Respiratory Care (CoARC) evaluates programs in respiratory therapy to ensure quality. During the site visit, CoARC representatives interviewed employees, students, and community members as part of the review. During the exit interview, the review team shared many positive comments and indicated there were zero citations. The program will receive official notice of reaccreditation after July 2019. Ms. Parker-Clever congratulated and thanked Dr. Heather Kincaid, Dr. Rob Kinker, and Ms. Kathy Baker for their excellent preparation and work toward this accomplishment.

New/Old Business

None

Trustee Vessels made a motion to go into Executive Session for the lease or purchase of property for public purposes, or for the sale of property at competitive bidding, 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	Yes	Ms. Watson	Absent
Ms. Matheney	Yes		

The Trustees moving to **Executive Session** was approved as **Resolution R8-19**.

Chairman Tenney invited Jess Raines to join the trustees in Executive Session. The WSCC Board of Trustees entered Executive Session at 4:32 p.m.

The WSCC Board of Trustees exited Executive Session at 4:59 p.m.

After returning to the regular WSCC Board meeting, the trustees discussed sending Marietta City Schools a letter of intent that will outline the terms and conditions under which the College and Marietta City Schools will proceed toward the negotiation of an agreement of purchase and sale of property currently owned by Washington State Community College.

Chairman Tenney asked for a motion to allow the WSCC Board of Trustees to issue a letter of intent to Marietta City Schools. Trustee Carman moved that the WSCC Board of Trustees approve the Letter of Intent to Sell Property to Marietta City Schools, Trustee Vessels seconded the motion, 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	Absent
Ms. Matheney	Yes		


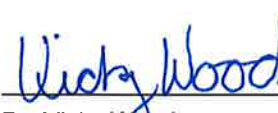
Offering the **Letter of Intent to Sell Property to Marietta City Schools** was approved as **Resolution R9-19**.

Chairman Tenney asked for a motion to adjourn. Trustee Matheney moved to adjourn, 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	Yes	Ms. Watson	Absent
Ms. Matheney	Yes		

The WSCC Board of Trustees **meeting was adjourned at 5:02 p.m.**

Next Meeting. The next regular meeting will be held on April 15, 2019 at 4:00 p.m. in the Community Room at Washington State Community College.


4/15/19

4-15-19
 Mr. David Tenney Date Dr. Vicky Wood Date
 Board Chairman Secretary

