

**WASHINGTON STATE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Minutes of Regular Meeting – April 15, 2019**

**Roll Call.** Chairman David Tenney called the meeting to order at 4:03 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, Mr. Daniel Pennock, Mr. David Vandenberg, Ms. Susan Vessels, and Ms. Bernita Watson. Ms. Staci Matheney 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. David Scheimann (Asst. Dean), Ms. Kathy Temple-Miller (Asst. Dean), Ms. Carrie Thrash (Dir. New Student Enrollment), 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).

**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	Yes
Ms. Matheney	Absent		

The **April 15, 2019 agenda**, as presented, was approved as **Resolution R10-19**.

**Approval of the minutes of the regular meeting.**

Chairman Tenney presented the March 11, 2019 minutes and asked for corrections to the agenda. There were no changes. Trustee Pennock moved to approve the March board meeting minutes, 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	Yes
Ms. Matheney	Absent		

The **March 11, 2019 WSCC board meeting minutes** were approved as **Resolution R11-19**.

**Public Comment.**

None

**Recognition of Guests.**

Ms. Elizabeth Godfrey introduced the WSCC March Student of the Month, Ms. Brittany Pittenger, a May 2019 graduating ADN nursing student. Ms. Pittenger had worked for 12 years a licensed practical nurse, but knew if she wanted to advance her career she needed to return to school and become a registered nurse. Today, as she nears graduation, her hard work has earned recognition. Tracey Bogard, Assistant Professor of the WSCC ADN Program notes Ms. Pittenger's outstanding performance in the clinical setting. "Seasoned RNs from the unit frequently compliment Ms. Pittenger on her nursing skills... and her ability to catch critically important details and to report this information to them." Ms. Pittenger plans to continue her education while working, and earn a Bachelor of Science in Nursing.

**Administrative Reports via Consent Agenda**Human Resources

Mr. Raines reviewed the Human Resources report. WSCC recently hired three staff members: Cheyanna Parsons for the full-time position of Admissions Counselor; Carrie Ramage for the part-time position of Upward Bound Resident Director; and, Lori Douglass for the part-time position for Enrollment Support Specialist. Four part-time faculty were hired for spring and summer semester college programs. WSCC is interviewing applicants for full-time positions including: Dean of Student Success, Computer Support Tech & Cyber Security Faculty (9-month), EARN Nursing Faculty (11-month), and ADN Nursing Faculty (11-month); and, part-time positions including: clinical faculty in Health & Sciences, Upward Bound staff, 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 nine months ending March 31, 2019. The Fiscal 2018-19 WSCC budget is on target. The Variance Report compares nine months of last year to the same nine months of this year to show revenue and costs over time. There is decreased Sales and Service fee income from the low enrollment in welding and not running the OPOTA program in the 2018-19 academic year due to lack of enrollment; however, these are costly programs to run so there is a neutral impact on the budget.

Total revenues show an increase of 1.66% over the same period last year. In the general fund expenses, Academic Support expense is up 14.25% over the prior year because of vacancies being filled (such as the assistant deans and workforce development positions). On the balance sheet, Mr. Raines noted that 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 March 31, 2019 Financial Reports for additional details.

### Fiscal Year 19/20 Operating Budget

Mr. Raines then presented and discussed the operating budget for the upcoming fiscal year of July 1, 2019 through June 30, 2020. The budget presented reflects a slight increase of 0.63% over the current year budget, bringing the WSCC annual operating budget to \$11.6 million.

This budget is built with an overall 1.1% increase in enrollment; the key driver to WSCC revenue cycle is enrollment. WSCC has gone back to the historical approach to arrive at the trend for the enrollment. A 1.1% increase is a conservative estimate and we believe there are many drivers to bring students to WSCC.

It is a challenge to predict when starting a new biennium and anticipating a new governor and administration; we do not know what the legislature will do to restrain the cost of tuition. Therefore, there has been no proposed increase in tuition at this point, we will wait until the Budget Bill is passed. There is currently in the language the ability to increase the tuition slightly. The OACC believes that the 2% increase included in the governor's budget is meant for the universities; the OACC is trying to separate the community colleges from the universities and show the differences. So, WSCC will have a better idea of the state budget recommendations on June 30th. We are looking at a total cost of tuition, which is based on 30 hours and the fees: general fees, technology fee, registration fee, and campus access and safety fee. We are looking to simplify so that our cost is really based on a credit hour of tuition. Once we have a clearer indication about where the Ohio Legislation is going, we will come back to the trustees with a recommendation for tuition. WSCC possibly will be looking at spring 2020 semester for an adjustment. Historically, if we are in the position of being able to adjust tuition, we do not want to leave this undone. WSCC has found itself in the position of having tuition frozen for four years in the past, which was very difficult: costs continued to increase, but WSCC was unable to raise revenues.

Mr. Raines noted that 89.2% of the operating budget comes from tuition, fees and state support. There is a new section, Grant Revenue, in this budget because it is becoming a key piece of the budget. Kudos to our grant writer, Wendy Brewer, and the grant writing team for the \$290,000 in grant revenue built into this budget, which represents about 2.5% of the budget revenue and will be used for key programs at WSCC.

Expenses have adjustments made to staffing; positions that were vacant or otherwise not used have been recycled/repurposed into the ones we do need to move the institution forward. The new faculty of the EARN program is grant funded for at least the first year, and a second psychology faculty member has been hired in response to the local high schools desire to offer psychology as a CCP course. WSCC is also prioritizing the hiring of positions which were previously eliminated in prior budgets: Director of Human Resources and Director of Facilities. There is a 2% cost of living increase in this budget, as well as an 8% increase for the cost of healthcare premiums. These increases will occur in January 1, 2020, which will allow time to review if the anticipated fall enrollment does not materialize.

There is a potential use of reserves in this budget of \$161,000. As a reminder, WSCC is transitioning through giving up the out-of-state tuition rate for students from West Virginia, which was \$350,000 annually. This will happen for a full four years until the subsidy is earned back. The current 2018-2019 budget also included a potential use of reserves, which will not be needed in fiscal 2019. Please see the Washington State Community College Fiscal Year 19/20 Operating Budget for additional details.

Chairman Tenney asked for a motion to accept the Consent Agenda as presented. Trustee Barengo moved to approve the Consent Agenda as presented, 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	Absent		

The **Consent Agenda** as presented was approved as **Resolution R12-19**.

### President's Update

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

- Thank you to Jesse Roush, Dean Brenda Kornmiller, and BEIT Faculty, as well as Wendy Brewer, grant writer, for their hard work on the application for the Power Grant to build a RAMTEC Training Center. Thank you to also to Trustee Anderson for his assistance and counsel during the process.
- Recognition was given to Amanda Herb, Cheryl Canaday, Reba Bartrug, and the Scholarship Committee who reviewed a record number of 2019-20 WSCC scholarship applications. Of the 371 student applications received for WSCC Institutional and Foundation 2019-20 scholarships, 308 were eligible applicants. The Foundation is awarding scholarships this year to 89 students for a total award amount of \$73,950.
- The 2019 WSCC Commencement Ceremony will be held on Saturday, May 18, 2019 at 10 a.m. at Marietta College Dyson-Baudo Recreation Center.
- Dr. Wood reminded the trustees that Financial Disclosure forms to the state are due by May 15, 2019.

Ms. Amanda Herb discussed current enrollment for the upcoming summer and fall semesters as compared to last year. Right now, the number are trending a little bit down; as spring semester wraps up, there is a major focus on retention and getting current students to register before leaving for summer. Summer semester has many transient and CCP students who traditionally enroll at WSCC right before the semester begins. A Summer Success Scholarship will be introduced to encourage students to take a summer course and either complete a degree or get closer to completion. West Virginia enrollment continues to grow; after less than two weeks of registration, WSCC already has 62% of the total SU18 WV enrollment and fall semester West Virginia enrollment WSCC has 30% of the total FA18 WV enrollment.

Ms. Herb reviewed the responses from the students and faculty/staff regarding a potential Health & Wellness facility. The key results are showed that the majority of respondents indicated some type of physical activity during the week [only 34% said they do not exercise on a weekly basis]. The student responses indicated an interest in the following top three facility features [indicated use of at least once a week]: Walking Track: 90%, Exercise Room: 88%; and Gym: 82%. Faculty/Staff responses were very similar, indicating an interest in the following top three facility features [indicated use of at least once a week]: Walking Track: 94%; Exercise Room: 91%; and Locker Room: 76%.

Ms. Sarah Parker-Clever recommended that the critical skills and training of the Powersports certificate be incorporated into the existing Automotive program coursework to prepare all students with the skills they need to be successfully trained and ready to enter the workforce. WSCC will also offer this training through Workforce Development in collaboration with local industry to train incumbent workers, which will allow the College to teach more students the skills identified in Powersports and suspend the formal certificate program. Ms. Parker-Clever also thanked Dean Kornmiller and the automotive faculty for their hard work.

Ms. Parker-Clever recognized the efforts of Debbie Gurtis, Assistant Director of Advising/CCP Coordinator, for the over 100% increase in high schools offering WSCC college classes to their CCP students. Ms. Gurtis works to build relationships and visits each of the high school throughout the year to understand what they want and need. The number of high schools working with WSCC to provide CCP classes has increased from eight high schools in academic year 2018-2019 to eighteen high schools for fall semester 2019-2020.

Ms. Parker-Clever congratulated and thanked Dr. Heather Kincaid noting that 23 EARN (Education Advancement to Registered Nurse) acceptance letters have been sent for 24 slots in the program.

**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 Pennock 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	Absent		

The Trustees moving to **Executive Session** was approved as **Resolution R13-19**.

Chairman Tenney invited Jess Raines to join the trustees in Executive Session. The WSCC Board of Trustees entered Executive Session at 5:02 p.m.

The WSCC Board of Trustees exited Executive Session at 5:18 p.m.

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

Chairman Tenney asked for a motion to authorize Dr. Wood to execute the Letter of Intent with Marietta City Schools on behalf of the WSCC Board of Trustees. Trustee Barengo moved to authorize Dr. Wood to execute the Letter of Intent with Marietta City Schools, Trustee Vandenberg 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	Yes
Ms. Matheney	Absent		

Offering the **Letter of Intent to Sell Property to Marietta City Schools** was approved as **Resolution R14-19**.

Chairman Tenney asked for a motion to adjourn. Trustee Carman moved to adjourn, Trustee Watson 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	Absent		

The WSCC Board of Trustees **meeting was adjourned at 5:20 p.m.**

**Next Meeting.** The next regular meeting will be held on May 20, 2019 at 4:00 p.m. in the Community Room at Washington State Community College.

*David B. Tenney* 5/20/19  
 Mr. David Tenney                      Date  
 Board Chairman

*Vicky Wood* 5-20-19  
 Dr. Vicky Wood                      Date  
 Secretary