

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – May 20, 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, Ms. Staci Matheney, Mr. David Vandenberg, and Ms. Susan Vessels. Ms. Bernita Watson arrived at 4:02 p.m. Mr. Daniel Pennock and Dr. Brad Carman were absent.

Others present at the meeting included: Dr. Vicky Wood (President), Ms. Sarah Parker-Clever (VPAA), Ms. Amanda Herb (VPIA), Dr. Heather Kincaid (Dean H&S), Mr. Terry Rataiczak (IT), Mr. Jesse Roush (Exec. Dir. WF Dev.), 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), Ms. Angie Lang (Controller), and Mr. Reid Caryer (Asst. AG).

Approval of the agenda.

Chairman Tenney asked for changes to the agenda. There were no changes. Trustee Vandenberg moved to approve the agenda, Trustee Vessels seconded, and the motion passed with a roll call vote.

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

The **May 20, 2019 agenda**, as presented, was approved as **Resolution R15-19**.

Approval of the minutes of the regular meeting.

Chairman Tenney presented the April 15, 2019, WSCC board minutes and asked for corrections to the agenda. There were no changes. Trustee Vessels moved to approve the minutes, Trustee Matheney seconded, and the motion passed with a roll call vote.

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

The **April 15, 2019, WSCC board meeting minutes** were approved as **Resolution R16-19**.

Public Comment.

None

Letter of Intent for the Marietta City Schools

Chairman Tenney asked for a motion to approve the corrected letter of intent (one sentence struck from the copy approved at the April 15, 2019 meeting) Trustee Vessels moved to approve the minutes, Trustee Matheney seconded, and the motion passed with a roll call vote.

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

The **April 15, 2019, WSCC board meeting minutes** were approved as **Resolution R17-19**.

Recognition of Guests.

Chairman Tenney introduced Mr. Reid Caryer, Assistant Attorney General, Education Section.

Administrative Reports via Consent Agenda

Finance Report

Ms. Angie Lang presented to the trustees the Revenue and Expense and the Variance Reports for nine months ending, April 30, 2019, which is on budget. There are no large variances that are not seen at the end of every fiscal year. The Variance Report there are a few items to note: State Appropriations are up slightly due to the increase in state appropriations; Sales and Service fee income has decreased by 18.2%, due to the low enrollment in welding and not running the OPOTA program in the 2018-19 academic year because of lack of enrollment. There is an increase in investment revenue. There is an increase in Academic Support of 16.29%, mainly due to vacancies being filled (such as the assistant deans and workforce development position). Institutional Support decreased by over 6% due to the Foundation Director position. Ms. Lang said that the Statement of Revenue and Expenses showed that WSCC is on track for this fiscal year and asked for questions from the board.

On the balance sheet, Ms. Lang noted that the cash and investment increased, due to the College's investments, and noted the various fund balances both unallocated and allocated. Please see the Washington State Community College April 30, 2019 Financial Reports for additional details.

Human Resources

Dr. Wood reviewed the Human Resources report. WSCC is completing the process of hiring a Dean of Student Success. WSCC is interviewing applicants for full-time faculty positions: four applicants in the interview process for the Computer Support Tech & Cyber Security Faculty (9-month); and two applicants in the process for the EARN Nursing Faculty (11-month). There is a list of thirteen positions that the College will be hiring for over the summer. These positions are budgeted for the 2019-2020 fiscal year and are going through the approval process. Please see the Human Resources report for additional details.

Policy Changes

P&P Chapter 4.8541 A. *Conversion and Payment of Unused Sick Leave at Retirement*

Dr. Wood noted that AG Reid Caryer provided the College the language from the ORC to use in the policy revision.

P&P Chapter 8.635 *Drop Fee*

Dr. Wood stated that this policy was being changed to state “a fee may be charged for dropping a course.” At this point, WSCC will not be charging a drop fee; at the time the drop fee was implemented, it was intended to reduce the number of students who dropped their classes. After review of the data, however, this \$25 fee per class has not had the desired outcome; students are choosing not to formally drop classes so as to avoid paying the fee. This has negative implications for their future financial aid and is not serving our students well. The drop fee will be removed for the next academic year. The board approves fees annually.

Chairman Tenney asked for a motion to accept the Consent Agenda as presented. Trustee Barengo moved to approve the Consent Agenda as presented, Trustee Matheney seconded, and the motion passed with a roll call vote.

Chairman Tenney	Yes	Mr. Pennock	Absent
Mr. Anderson	Yes	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 R18-19**.

President's Update

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

- The WSCC Commencement ceremony was held on Saturday, May 18, at Marietta College's Dyson-Baudo Center was successful. It was the first time the ceremony was held off-campus and was well-received and well-attended. In the past, guests were limited to four per graduate; this year graduates had no limit on the guests they were able to invite. Thank you to Anne Smith, Dustin Taylor, the PR and facilities teams, and the many people who worked on this event.
- WSCC had a nice Employee Recognition Luncheon and recognized eleven employees for 5, 10, 20, and 25 years of service. Three employees who will be retiring: Mary Lou Moegling (Director of Library Services), Brenda Kommiller (Dean of Business, Engineering, Public Service & Liberal Arts), and Terrie Gabbert (Faculty, Nursing) were also recognized. Thank you to Kenneth Weppler and Jean Worstell and the other members of the Professional Development and Recognition Committee for coordinating this event. Thank you to Trustee David Vandenburg for attending.
- Dr. Wood congratulated the WSCC PTK Chapter. Four students were awarded OACC scholarships in an award luncheon in Columbus and the WSCC PTK Chapter, led by Mr. Brad Merritt, who was

recognized as a leader in the PTK state organization. WSCC PTK had 90 inductees in the 2018-19 academic year.

- The WSCC Foundation Donor Event was very well attended. Thanks to Cheryl Canaday, Amanda Herb, and the PR and facilities team for coordinating this event. There were over 300 applications for Foundation scholarships, and 92 students received almost \$74,000 in scholarships. There were many deserving students who were able to be given a scholarship, so as more donations are given, the Foundation is planning on awarding those to these students for the 2019-20 academic year and not waiting a year. Thank you to board member David Vandenburg for attending.

Ms. Amanda Herb noted that there had been a large increase in scholarship applications - a 100% increase in applications over 2018. WSCC saw an increase in applicants for some niche categories such as single mothers and former foster children, as well as in general applications. The WSCC Annual Fund Campaign will be focused on bringing in additional scholarship donations to meet this increased and demonstrated need in the 2019-20 academic year. Looking to increase our donor participation, WSCC has created t-shirts branded for the campaign "*Together we can.*" Unlike past campaigns run from April through June, the 2019-20 Annual Campaign will be run from April to December this year. Each quarter of the campaign will focus on a different theme, pushes, and target audiences. Many of you will have received your annual campaign letter in the mail last week. This year, WSCC is working very hard to increase participation of both the Foundation Board members and the College's Board members and employee participation (by 50%). There is also a focus to increase alumni giving, with a goal of increasing the participation to 20%. There are some new tools and resources to connect with donors. Dr. Wood thanked Amanda Herb, who has taken over leadership of the Foundation, and Elizabeth Godfrey for assistance in communication and marketing to potential donors.

Ms. Sarah Parker-Clever stated that the deans and faculty had been very busy wrapping up the academic year. She has received a letter from the accreditation board for the Respiratory Care; the WSCC Respiratory Therapy program has met all the current thresholds for success. Thank you to Dr. Heather Kincaid, Dr. Rob Kinker, faculty, and staff who assisted with the visit. She noted she attended the annual OACC PTK Award luncheon and how nice it was to see the WSCC students recognized and honored at the state level.

WSCC had an excellent visit with Warren School administrators who toured the College. The group talked about the benefits of a two-year degree and the school advisors and teachers will continue to meet monthly with WSCC to create strong academic pathways for their students. The Warren Middle School administrators will be visiting WSCC next week. CCP will continue to work with high school partners to show students the benefits of a two-year education. Thank you to Debbie Gurtis, Assistant Director of Advising/CCP Coordinator for working tirelessly on the CCP program. The WSCC Business Program presented their improvement plan to increase graduates to the Board a few months ago, Ms. Parker-Clever reported that their graduation numbers have more than doubled in the last academic year to 22 students.

New/Old Business

None

Trustee Vandenburg made a motion to go into Executive Session to consider the investigation of a complaint and discipline of a public employee, Trustee Anderson seconded, and the motion passed with a roll call vote.

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

The Trustees moving to **Executive Session** was approved as **Resolution R19-19**.

The WSCC Board of Trustees entered Executive Session at 4:24 p.m.

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

Chairman Tenney asked for a motion to adjourn. Trustee Matheney moved to adjourn, Trustee Watson seconded, and the motion passed with a roll call vote.

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

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

Next Meeting. The next regular meeting will be held on June 17, 2019, at 4:00 p.m. in the Community Room at Washington State Community College.

David B. Tenney 6/17/19
 Mr. David Tenney Date
 Board Chairman

Vicky Wood 6-17-19
 Dr. Vicky Wood Date
 Secretary

