

**WASHINGTON STATE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Minutes of Regular Meeting – June 17, 2019**

**Roll Call.** Chairman David Tenney called the meeting to order at 4:02 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. Daniel Pennock, Mr. David Vandenberg, Ms. Susan Vessels, and Ms. Bernita Watson. Dr. Brad Carman arrived at 4:06 p.m.

Others present at the meeting included: Dr. Vicky Wood (President), Mr. Jess Raines (VPFA), Ms. Amanda Herb (VPIA), Dr. Heather Kincaid (Dean H&S), Mr. Terry Rataiczak (IT), Mr. Jesse Roush (Exec. Dir. WF Dev.), Mr. David Scheimann (Asst. Dean), Ms. Kathy Temple-Miller (Dean CSS), Ms. Carrie Thrash (Dir. New Student Enrollment), Ms. Elizabeth Godfrey (Dir. Mkt.), Ms. Cheryl Canaday (Exec. Asst. Foundation), Ms. Anne Smith (Exec. Asst. Pres./VPAA), Mr. Kenneth Wepler (HR), Ms. Jean Worstell (HR), and Mr. Reid Caryer (Asst. AG).

**Approval of the agenda.**

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

The **June 17, 2019 agenda**, as presented, was approved as **Resolution R20-19**.

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

Chairman Tenney presented the May 20, 2019, WSCC board minutes and asked for corrections to the agenda. There were two minor grammatical corrections on page four. Trustee Vessels moved to approve the minutes with corrections, 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	Absent	Ms. Watson	Yes
Ms. Matheney	Yes		

The **May 20, 2019, WSCC board meeting minutes** were approved as **Resolution R21-19**.

**Public Comment.**

None

**Recognition of Guests.**

Chairman Tenney acknowledged the June student of the month, Ms. Ryle Willison, a Radiologic Technology major, who was unable to attend.

**Administrative Reports via Consent Agenda**Human Resources

Mr. Jess Raines reviewed the Human Resources report. WSCC has open positions for the Academic Dean of Technology and Transfer (prior title: Dean of Business, Engineering, Public Service & Liberal Arts); Mental Health Counseling and Disability Services Coordinator Position (new FT position); Library and Student Resources Director (prior title: Director of Library Services); and full-time Faculty– Mathematics (9-month) for two positions, Psychology (one position), and Nursing Faculty for two programs -EARN (11-month) and ADN (11-month). Part-time Clinical Faculty are also being sought in Health & Sciences and Lecturer Faculty Positions in BEPSLA and Health & Sciences.

Kathy Temple-Miller has been hired as the new Dean of Student Success. Adam Beatty has been hired, effective August 12, for the full-time Information Technology faculty position. Additional part-time staff and faculty have been hired in June. The positions for which the College will be hiring are budgeted for the 2019-2020 fiscal year. There are also two departures shown on the report. Please see the Human Resources report for additional details.

Finance Report

Mr. Raines presented the Revenue and Expense and the Variance Reports, which is on budget, for eleven months ending May 31, 2019. The Variance Report shows that Student Tuition and Fees are up approximately \$73,000 and State Appropriations are up \$153,686; investment revenue increased by \$33,700, with total revenues up \$248,000 over the same period last year. The expenses have increased approximately \$338,000 over last period, but are still within the budget. This is mainly due to vacancies being filled (additional faculty positions, student services staff, assistant deans, health advisor, and workforce development position), and increases in maintenance projects. Institutional Support decreased by over 4% due to the vacant Foundation Director position.

On the balance sheet, Mr. Raines noted that the cash and investment increased approximately 5% since the beginning of the fiscal year due to the College's investments, and reviewed the various fund balances both unallocated and allocated. Please see the Washington State Community College May 31, 2019 Financial Reports for additional details.

Then and Now Certifications

Mr. Raines then asked the Trustees to approve the Then and Now certifications. These are purchases that were made without having the certification of appropriated funds by the Treasurer prior to the purchase. It was noted that the invoice for the gym used for the OPOTA training was sent by the school approximately 18 months after the gym was used by the WSCC program.

### Policy Change/Addition

A new policy will be added to Chapter 6 of the Policy and Procedure Manual, under the Business Office Procedures and Regulations; 6.700 Online/Internet Business Account. This defines the use of the College's tax-exempt status and how WSCC will register and maintain online accounts for purchasing. This responsibility will be vested in the President and VP of Finance and Administration of the College. These accounts and who is authorized to make purchases on these accounts will be tracked.

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	Yes
Ms. Matheney	Yes		

The **Consent Agenda** as presented was approved as **Resolution R22-19**.

### **President's Update**

Dr. Vicky Wood reviewed the President's Report, included in the Board's packet, and noted that the President's Report will be sent electronically and the format will be changing from what was included in the June electronic packet. The electronic version of the report will allow for versions specifically focused on the interests of the College's varied audiences; such as the Board of Trustees, alumni and donors, the Foundation Board of Directors, the internal staff and faculty, the students, and the community. She also highlighted the following:

- There has been increased interest in WSCC Dual Enrollment opportunities. The expansion in Dual Enrollment includes high schools within our service area, and there has been an increase in institutions outside of our service area requesting CCP courses. This is evidence of our quality Dual Enrollment program.
- Upward Bound and Talent Search continue to excel. The Upward Bound College Prep Academy was awarded \$301,913 and Educational Talent Search will receive \$442,193, the largest amounts received to date. This represents a 4.5% increase over last year's base funding; to receive these funds, TRIO Programs must demonstrate substantial progress toward meeting program goals and objectives.
- The Community Colleges of Appalachia Annual Conference was held last week. Dr. Heather Kincaid and Ms. Sarah Parker-Clever presented information on and the model of the Educational Advancement of Registered Nurse (EARN) program. Mr. Terry Rataiczak and Ms. Sarah Parker-Clever also presented on Project TEAL (Tutoring, Early Alert, and Learning Resources), the

data analytics that WSCC is currently using to guide how we advise and serve students. Both presentations were very well received.

- The Ohio Hospital Association has received word about the WSCC EARN program and how WSCC is working with the hospital. They have asked Dr. Wood and Memorial Health System CEO, Scott Cantley, to present the EARN model at the Ohio Hospital Association state conference.
- Dr. Wood gave an update on grants received and additional grant opportunities
- The Center for Student Success has moved into the Carson Miller Library building. Ms. Kathy Temple-Miller has accepted the Dean of Student Success position and will oversee the new Center for Student Success.

Ms. Amanda Herb discussed the enrollment reports for summer and fall semesters. WSCC exceeded the headcount goal and came very close to meeting the credit hour goal for the summer semester, which started on June 4, 2019. WSCC was able to run a daytime POBA Academy and there are students enrolling for the evening POBA Academy to be held in the fall semester. The Practical Nursing program started over the summer semester with 48 students.

While credit hours per student are fewer this summer, summer semester students are traditionally part-time: continuing students trying to get ahead or transient students. WSCC did see an increase in new students, including almost doubling the high school students taking advantage of summer CCP. A WSCC retention goal for this fall is to retain 50% of the "first time ever in college" cohort of students. To work towards meeting enrollment and retention goals, the first-ever Registration Fest will be held on June 27 and Admissions and Marketing are launching a live-chat option next week. Ms. Herb also updated the trustees on the WSCC2MC program, which currently has ten students already registered in the program for fall semester, five of whom are continuing students and five of whom are new students.

Dr. Wood noted that community college enrollment in Ohio and nationally continues to decline. Ms. Herb said that WSCC continues to focus on degree-seeking adult students, as well as CCP students, using innovative programs.

Ms. Herb provided updates on the Foundation. The WSCC Annual Fund Campaign is ongoing and has received donations from 30% more alumni than this time last year. This includes gifts as well as grants. They are using the Raiser's Edge software in new ways for the outreach to the alumni and donors.

### **New/Old Business**

None

Trustee Vandenburg made a motion to go into Executive Session to consider the discipline of a public employee, Trustee Barengo seconded, and the motion passed with a roll call vote. Mr. Reid Caryer, from the Ohio AG's office, was invited to remain.

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 Trustees moving to **Executive Session** was approved as **Resolution R23-19**.

The WSCC Board of Trustees entered Executive Session at 4:31 p.m.

The WSCC Board of Trustees exited Executive Session at 5:13 p.m.

After returning to regular session, the Board of Trustees, Dr. Wood, and Mr. Raines reviewed the options for the Health & Wellness Building and selected three options to give to the firm Sol Harris Day to create a plan.

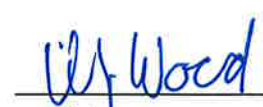
Chairman Tenney asked for a motion to adjourn. Trustee Barengo moved to adjourn, Trustee Carman seconded, and the motion passed with a roll call vote.

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 WSCC Board of Trustees **meeting was adjourned at 5:38 p.m.**

**Next Meeting.** The next regular meeting will be held on August 19, 2019, at 4:00 p.m. in the Community Room at Washington State Community College.


 8/19/19  
 Mr. David Tenney                      Date  
 Board Chairman


 8/19/19  
 Dr. Vicky Wood                      Date  
 Secretary