

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – February 24, 2020**

Roll Call. Trustee David Vandenberg called the meeting to order at 4:01 p.m. in the Washington State Community College Community Room. Dr. Vicky Wood, WSCC President, took roll call. The following Trustees were present: Mr. Bernie Anderson, Mr. Randy Barengo, Mr. Daniel Pennock, Mr. David Vandenberg, Ms. Susan Vessels, and Ms. Bernita Watson. Dr. Bradley Carman was absent during roll call but arrived at 4:10 p.m.

Others in attendance included: Dr. Vicky Wood (President), Mr. Jess Raines (VPFA), Ms. Sarah Parker-Clever (VPAA), Ms. Amanda Herb (VPIA), Mr. Terry Rataiczak (IT), Mr. Jesse Roush (Exec. Dir. WF Dev.), Mr. David Scheimann (Ass't. Dean), Ms. Kathy Temple-Miller (Dean CSS), Ms. Elizabeth Godfrey (Dir. Mkt.), Mr. Kenneth Wepler (HR), Ms. Jean Worstell (HR), Mr. Jeff Graffius (Dir. Library/Stud. Res.), Ms. Debbie Gurtis (Ass't. Dir. Advising/CCP), Ms. Carrie Thrash (Dir. New Enrollment), Mr. Mike Kelly (Marietta Times).

Approval of the Agenda

Trustee Vandenberg suggested removing "Approval to contract for renovations to the CBT Building" under New/Old Business since no approval is needed for items below \$50,000 limit. He also recommended tabling the assignment of subcommittee members and selection of board officers. Trustee Barengo moved to approve the agenda with changes, 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	Abs	Ms. Watson	Yes
Mr. Pennock	Yes		

The **February 24, 2020 agenda**, as presented, was approved as **Resolution R1-20**.

Approval of the Minutes

Trustee Vandenberg asked for any additions or corrections to the minutes. Trustee Pennock moved to approve the minutes as presented, 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	Abs	Ms. Watson	Yes
Mr. Pennock	Yes		

The **December 16, 2019 WSCC Board Meeting Minutes** were approved as presented as **Resolution R2-20**.

Public Comment

None.

Recognition of Guests

February Student of the Month

The February Student of the Month, Bailey Putnam, was not in attendance. Trustee Vandenberg suggested recognizing two students next month to allow the student another opportunity to be introduced to the Trustees.

Administrative Reports via Consent Agenda

Human Resources

Mr. Jess Raines reviewed the HR report. Human Resources is still in the process of hiring for a number of positions including the Academic Dean of Technology and Transfer, the Director of Clinical Education, Respiratory Therapy, the Director of Human Resources, and nursing faculty. Two applicants for the Director of Human Resources position are scheduled for second-round interviews in early March. The Director of Facilities and Maintenance position was filled by Brandon Herb effective January 6, 2020. Several resignations and retirements were announced including several adjunct faculty, Deb Goins, Director of Upward Bound, Jean Cech, Records Office Associate, and Jonathan Standiford, Administrative Assistant to the VP Finance and Administration/Financial Analyst. Trustee Pennock noted that this was a busy time for Upward Bound and wondered if Ms. Goins departure would cause disruption. Mr. Raines agreed that this was a busy time for Upward Bound and that the college had ensured Ms. Goins responsibilities would be covered adequately.

Finance Report

Mr. Raines reviewed the finance reports for the period ending in January 31, 2020. WSCC revenue is up 5.07% over the same seven months of the prior year, which is attributed to a combination of enrollment and tuition increases, increase in state appropriations, and increases in investment revenue and admin fees. Expenses over the same seven months the prior year are also up 7.13% with increased spending in Instructional, Student Services, Institutional Support, Operations and Maintenance, and Scholarships and Fellowships. The variance report was reviewed with the Trustees. In reviewing the Balance Sheet, Mr. Raines stated the cash position has increased slightly by 2.20% since the beginning of the year. He also directed the Trustees' attention to the various Fund Balances of WSCC. Mr. Raines stated that the college is in good shape financially especially given the increase in enrollment.

Then & Now Certification

Mr. Raines asked the Trustees to approve the Then and Now certification for four invoices as shown on the report. These are purchases that were made without having the certification of appropriated funds by the Treasurer prior to commitment to purchase. Trustee Barengo questioned if the third line item, 2019 Summer Tuition Reimbursement for James York in the amount of \$3,030.00 was for one person. Mr. Raines confirmed and President Wood stated Mr. York is enrolled in a Master's program.

Trustee Vandenberg asked for a motion to accept the Administrative Reports via Consent Agenda, as presented, by Mr. Raines. Trustee Vessels moved to approve the Consent Agenda; Trustee Barengo 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	Yes		

The **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R3-20**.

Academic Policy & Program Approvals via Consent Agenda

10.400 Academic Probation and Dismissal Policy – Change Approval

Ms. Sarah Parker-Clever presented changes made to the Academic Probation and Dismissal Policy. She explained changes were made to this policy not to alter the meaning but to simplify the policy and clarify language that was unnecessarily confusing. No questions were asked.

Trustee Vandenberg asked for a motion to accept the Academic Report-Policy Changes via Consent Agenda, as presented by Ms. Parker-Clever. Trustee Vessels moved to approve the Academic Policy & Program Approvals via Consent Agenda; Trustee Watson seconded, and the motion passed with a roll call vote.

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

The **Academic Report-Policy Changes via Consent Agenda**, as presented, was approved as **Resolution R4-20**.

President's Report

President's Update

Dr. Vicky Wood gave her update as a PowerPoint presentation. She congratulated two faculty members, Dr. Adam Beatty and Ms. Christina Veladota, both achieved great personal successes. Dr. Wood noted the increase in enrollment, headcount, and credit hour count. She also highlighted the 0.9% increase in fall-to-spring persistence. Dr. Wood explained the frontline services redesign and detailed the reasons WSCC decided to pursue this change. She commended Mr. Terry Rataiczak and success of the scanning project. When the frontline services move is complete, the vacant space will be renovated for health technology.

Dr. Wood reminded the Trustees about the May 15, 2020 deadline for Financial Disclosures. Due to a conflict between the previously scheduled April Board Meeting and the Higher Learning Commission's annual conference, Wood proposed moving the April Board Meeting to April 13, 2020. The Trustees acknowledged this proposal and confirmed a decision will be made at a later date.

Executive Session

Trustee Barengo made a motion to go into Executive Session to consider the employment and compensation of a public employee; 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	Yes		

The Trustees moving to **Executive Session** was approved as **Resolution R5-20**.

The Trustees entered the Executive Session at 4:31 p.m. The Trustees exited the Executive Session at 5:06 p.m.

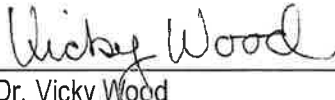
Adjournment

Trustee Carman moved to adjourn the meeting; the motion was seconded by Trustee Watson, and the February 24, 2020 meeting of the Board adjourned at 5:17 p.m.

Next Meeting. The next regular meeting of the Board of Trustees will be held on March 16, 2020, at 4 p.m. in the Community Room at Washington State Community College.



 Mr. David Vandenberg Date
 Vice Chairman



 Dr. Vicky Wood Date
 Secretary

