

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – May 18, 2020**

Roll Call. President Dr. Vicky Wood called the meeting to order at 4:01 p.m. via Zoom. Dr. Vicky Wood, WSCC President, took roll call. The following Trustees were present at roll call: Chairman Anderson, Mr. Randy Barengo, Dr. Brad Carman, Mr. Daniel Pennock, and Ms. Bernita Watson. No Trustees were absent.

Others in attendance included: Dr. Vicky Wood (President), Mr. Jess Raines (VPFA), Ms. Sarah Parker-Clever (VPAA), Ms. Amanda Herb (VPIA), Dr. Heather Kincaid, Mr. Terry Rataiczak (IT), Mr. David Scheimann (Ass't. Dean), Ms. Kathy Temple-Miller (Dean CSS), Ms. Elizabeth Godfrey (Dir. Mkt.), Mr. Kenneth Weppler, Ms. Jean Worstell, Ms. Reba Bartrug, Ms. Dustin Taylor, Ms. Debbie Gurtis, Ms. Amy Taylor, Ms. Angie Limegrover, and Ms. Laura Garcia.

Approval of the Agenda

Chairman Anderson asked for any additions or corrections to the agenda. Trustee Barengo moved to approve the agenda as presented, Trustee Carman seconded, and the motion passed with a roll call vote.

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

The **April 20, 2020 agenda**, as presented, was approved as **Resolution R17-20**.

Approval of the Minutes

Chairman Anderson asked for any additions or corrections to the minutes. Trustee Barengo moved to approve the minutes as presented, Trustee Pennock seconded, and the motion passed with a roll call vote.

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

The **April 20, 2020 WSCC Board Meeting Minutes** were approved with corrections as **Resolution R18-20**.

Public Comment

None.

Recognition of Guests

None.

Administrative Reports via Consent Agenda

Human Resources

Mr. Jess Raines reviewed the HR report. Human Resources is in various stages of hiring for a number of full-time and part-time positions, including the Academic Dean of Technology and Transfer, Director of Engineering Technology, and Nursing and Biology Faculty. Effective May 25, 2020, WSCC's College Pathway Advisor, Amy Taylor will serve as the Director of Upward Bound. Ms. Diane Offenberger, Assistant Professor – EARN and Ms. Ashley Pennock, Assistant Professor – Education, as well as several part-time faculty members have announced their resignations. Ms. Jean Cech, Records Office Assistant, requested to amend her retirement date to June 30, 2020 from May 31, 2020 in order to provide continued support to WSCC during the COVID-19 pandemic response.

Finance Report

Mr. Raines reviewed the finance reports for the period ending in April 30, 2020. Mr. Raines stated that the college is in good shape financially as reflected in the reports submitted to the Board. Mr. Raines acknowledged an anticipated adjustment to subsidy in the last two months of the current fiscal year. WSCC revenue is up 4.07% over the same ten 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 ten months the prior year are up 6.51% with increased spending in Instructional, Academic Support, Student Services, Institutional Support, Operations and Maintenance, and Scholarships and Fellowships. Despite higher expenses compared to revenue, Mr. Raines affirmed that WSCC remains on-budget.

Chairman Anderson asked for a motion to accept the Administrative Reports via Consent Agenda, as presented by Mr. Raines. Trustee Carman moved to approve the Administrative Reports via Consent Agenda, Trustee Barengo seconded, and the motion passed with a roll call vote.

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

The **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R19-20**.

FY20/21 Budget Review

Mr. Raines reviewed the proposed Operating Budget for Fiscal Year 2020/2021. The current state of the economy, timing of the state budget release, and expected decrease in enrollment were challenging factors to consider while determining the FY20/21 Budget proposal. In addition to the \$216,716 decrease in FY19/20 State Share of Instruction (SSI) WSCC expects a 20% (\$1.18 million) decrease in WSCC's budgeted FY20/21 SSI. WSCC's increased enrollment and improved success earned the college an additional \$183,834 (3.23% increase) over the current year formula earnings. Net SSI estimated in the FY20/21 budget is \$4,705,893.

With recognition of the unknown effects of COVID-19, the FY20/21 Operating Budget is built with an overall 2.26% decrease in enrollment next year. This conservative estimation accounts for a 1% decline in full-pay students, a 10% decline in CCP at the high schools, and flat CCP on campus and Early Enrollment Program (EEP). To produce an estimated \$150,000 of additional revenue, Mr. Raines recommended implementing the \$5 per credit hour increase in tuition as allowed by the State's budget.

Mr. Raines stated the college's intention to restrain expenses and manage college operations by consolidating positions and making staffing adjustments based upon both historical and estimated enrollment. The FY20/21 budget includes one new faculty position as a Director of Engineering Technologies who will primarily teach Robotics. It also includes filling two vacant nursing positions, the replacement of the departing biology faculty member; the Dean of Technology and Transfer; the admin to the Vice President of Finance and Administration; and the continuation of the Respiratory Therapy Clinical instructor who is retiring mid-year.

The proposed budget contains a request for the potential use of \$1,547,275 of reserves to balance the budget. Mr. Raines stated that WSCC is still transitioning through the full reciprocity with West Virginia, recognizing that it will be two additional years until the subsidy related to this change is earned. Of this \$1.5 million request, \$1.18 million is related to the subsidy cut and another \$100,000 is budgeted as contingency. Additionally, WSCC expects \$463,116 of CARES Act funding to become available in the future. Mr. Raines anticipates the actual use of the reserves to be \$500,000 or less if WSCC exceeds enrollment projections. The college currently has \$8.09 million of reserves with \$6.5 million unallocated.

Trustee Pennock asked Mr. Raines to clarify if the \$463k from the CARES Act funding will need to be dispersed in-part to students. WSCC anticipates \$463k to be awarded to the college alongside an additional \$463k to be awarded

to eligible students. The Financial Aid and Business offices coordinated to determine eligibility and disperse refund checks.

Chairman Anderson asked for a motion to accept the FY20/21 Budget, as presented, by Mr. Jess Raines. Trustee Barengo moved to approve the FY2021 Budget, Trustee Watson seconded, and the motion passed with a roll call vote.

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

The **FY2021 Budget**, as presented, was approved as **Resolution R20-20**.

President's Report

President's Update

Dr. Vicky Wood reminded the Trustees to complete the 2019 Financial Disclosures, due July 15, 2020. Dr. Wood informed that the Spring 2020 semester is officially complete and recognized it as one of the most challenging semesters in the history of WSCC and applauded the WSCC team's resiliency, resourcefulness, and dedication throughout the semester. Additionally, Dr. Wood held a Student Forum/Town Hall via Zoom affording students the opportunity to speak directly with the President to provide feedback regarding the transition to remote learning, to offer praise, and to highlight areas needing improvement. Access to technology was the greatest challenge to students during the transition to remote learning. Phase one of the campus reopening plan, which will allow a small number of staff and students to return to campus, begins on June 1, 2020. All persons returning to campus will strictly adhere to all CDC and state health guidelines, including temperature checks, face masks, and social distancing. Commencement is tentatively postponed until August and Dr. Wood remains hopeful of an in-person ceremony. Dr. Wood announced that the Chemical Dependency program was approved by the Higher Learning Commission and will be offered in the Fall; she recognized Ms. Angie Limegrover for developing this program.

New/Old Business

Marietta City School Land Purchase Agreement Extension

Dr. Wood explained that the expiration of the original Marietta City School Land Purchase Agreement that would allow Marietta City Schools to purchase land from WSCC is approaching. WSCC seeks to extend the original agreement one year. Trustee Barengo asked if MCS intended on resubmitting the levy, Dr. Wood confirmed this intention.

Chairman Anderson asked for a motion to approve the Marietta City School Land Purchase Agreement Extension. Trustee Barengo moved to approve the Marietta City School Land Purchase Agreement Extension, Trustee Carman seconded, and the motion passed with a roll call vote.

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

The **Marietta City School Land Purchase Agreement Extension** was approved as **Resolution R21-20**.

Executive Session

Trustee Barengo made a motion to go into Executive Session to consider the employment and compensation of a public employee; Trustee Watson seconded, and the motion passed with a roll call vote.

Mr. Anderson	Yes	Mr. Pennock	Yes
Mr. Barengo	Yes	Ms. Watson	Yes

Dr. Carman	Yes		
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The Trustees moving to **Executive Session** was approved as **Resolution R22-20**.

The Trustees, along with Dr. Wood and Mr. Raines, entered the Executive Session at 4:37 p.m. The Trustees exited the Executive Session at 5:11 p.m.

Trustee Carman made a motion to allow the Chair and Vice Chair to finalize a 5-year contract extension with Dr. Wood per the agreed upon terms; Trustee Pennock seconded, and the motion passed with a roll call vote.

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

Entry into a **Contract 5-Year Extension with Dr. Wood** was approved as **Resolution R23-20**.

Adjournment

Trustee Barengo moved to adjourn the meeting; the motion was seconded by Trustee Carman, and the May 18, 2020 meeting of the Board adjourned at 5:14 p.m.

Next Meeting. The next regular meeting of the Board of Trustees will be held on June 15, 2020, at 4 p.m.



 Mr. Bernie Anderson Date
 Chairman

 6-15-20

 Dr. Vicky Wood Date
 Secretary