

**WASHINGTON STATE ` COLLEGE  
BOARD OF TRUSTEES  
Minutes of Regular Meeting – October 19, 2020**

**Roll Call.** Chairman Anderson called the meeting to order at 4:00 p.m. in the Community Room in the Main Building. 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. Dan Pennock, Mr. David Vandenberg, and Ms. Susan Vessels.

Others in attendance included: Dr. Vicky Wood (President), Mr. Jess Raines (VPFA), Ms. Sarah Parker-Clever (VPAA), Ms. Amanda Herb (VPIA), Dr. Heather Kincaid (Dean Health), Mr. Terry Rataiczak (IT), Mr. David Scheimann (Ass't. Dean), Ms. Kathy Temple-Miller (Dean CSS), Mr. Gary Barber (Dir. WFD), Mr. George Bilokonsky (Dean T&T), and Mr. Kenneth Wepler (HR).

**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 Vessels seconded, and the motion passed with a roll call vote.

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

The **October 19, 2020 agenda**, as presented, was approved as **Resolution R42-20**.

**Approval of the Minutes**

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

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

The **September 21, 2020 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R43-20**.

**Public Comment**

None.

**Recognition of Guests**

Chairman Anderson recognized the October Student of the Month, Ms. Harmony Izaguirre. Ms. Izaguirre is expected to graduate from the MLT program Spring of 2021. Ms. Izaguirre shared with the Board her reasons for attending Washington State Community College, as well as her accomplishments during her time here. Ms. Izaguirre shared appreciation for the faculty of the college, fellow classmates and her support at home.

**Administrative Reports via Consent Agenda**

Human Resources

Mr. Jess Raines presented the Human Resources report as included in the Board packet. Human Resources is in various stages of hiring full-time and part-time positions, including an Executive Assistant to the President, Biology Faculty, Nursing Faculty/Success Coach, Program Director for Health Information Technology, Clinical Faculty Positions in Health & Sciences, Lecturer Faculty Positions in Technology & Transfer, and Health & Sciences. Effective November 2, 2020 Matthew Ammons will serve as the Director of the Physical Therapist Assistant program. Natalie Bilokonsky, Lecturer 2 English, effective



October 5, 2020. Mr. Micah Covert, Student Success Coach/Career Services, effective October 19, 2020. Ms. Jasmine Riggs, Educational Advisor-Educational Talent Search, effective October 19, 2020. In addition, Hannah Schaffer, Executive Assistant to the President, resignation effective October 16, 2020. Mr. Micah Covert was present and introduced himself to the Board.

#### Audit Report

Mr. Raines presented the Audited Financial Statements for the fiscal year ended June 30, 2020 as audited by Rea & Associates. As noted at the top of the second page of the report under the paragraph titled Opinions, Mr. Raines was pleased to report the College received a clean opinion. This is the highest rating that one can receive on financial statements. Mr. Raines further discussed the report with the Board and noted Mr. Derek Conrad had presented the report to the Finance Committee last week in much more detail. Mr. Raines also noted the Single Audit Report portion of the audit has been separated this year due to the funds that institutions and governmental entities received from the CARES ACT. These funds will all be rated as high risk and auditors will need to audit them, however the audit program has not yet been made available. It is hopeful this will occur in December 2020.

#### Finance Report

Mr. Raines reviewed the financial statements for the three months ending September 30, 2020 as compared to the same period of the prior year. He reviewed the Variance Report in detail with the board. Overall, total revenues were down \$248,745 or 5.68% from the previous year. Total expenses were down \$155,502 or 5.86% from the previous year. The college's cash position has increased 8.22% from June 30. Mr. Raines also reviewed the college's reserves with the Board pointing out Fund Balances including unallocated and the allocated funds.

Chairman Anderson asked for a motion to approve the Administrative Reports via Consent Agenda. Trustee Vessels 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	Mr. Vandenberg	Yes
Dr. Carman	Yes	Ms. Vessels	Yes

The **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R44-20**.

#### **President's Report**

##### Employee Recognition

Dr. Wood recognized, as well as presented David Scheimann and Kathy-Temple Miller with certificates of completion of the OACC Leadership Academy. Also recognized, Donhnall Godfrey as a huddle hero for the month.

##### President's Update

Dr. Wood introduced the new Student OneStop which provides current and future students support for all of their needs in one central location. A special congratulations was given to the MLT program for achieving a pass rate of 100% on the Boards, as well as the outcome of Casual for a Cause, which generated \$2000.00 this year for the food pantry. Special recognition and thanks were given to Mr. Terry Rataiczak and Kinetic for their generous donation. Additionally, Dr. Wood recognized the Foundation, Ms. Cheryl Canaday, Ms. Amanda Herb and Ms. Wendy Brewer for their continued work with acquiring grants for the nursing program at WSCC.

Dr. Wood announced that we are now into the third year of WSCC Vision 2021 with goals that have been achieved and others that were not quite met. With the WSCC Guided Pathway, the goal is to have a career guided student experience. This new advising system will make sure students are now on a plan. As described, this Guided Pathway will guide each student from initial connection to WSCC, entry as a student, progress, completion of the student's program and transition into the workforce. Dr. Wood went through the Guided Pathway step-by-step as included in the Board Packet. Also covered by Dr. Wood was the WSCC Wildly Important Goals, WIG. Part of this WIG included Ohio's adult learner promise which is to increase adult students (over 25) in public higher education from 27% to at least 40% by 2025. WSCC currently has 19% adult



students (age 25 and older) enrolled this fall. In addition, an increase in the number of degrees and certificates awarded. Dr. Wood discussed the WSCC strategies and introduced two new programs, Occupational Therapy Assistant (OTA) and Health Information Technology (HIT).

Dr. Wood also spoke in regard to the upcoming 50th celebration, which will include October-Unstoppable WSCC, November-Giving Thanks for 50 years and December-We are a community, We are WSCC. Lastly, Dr. Wood discussed the fall enrollment numbers. The fall headcount was 1,814, which is down 2%; however, it is the third highest since Fall 2012. The fall credit hour count was 15,774, which is down 4%; however it is the seventh highest since Fall 2012. The division numbers were compared to Fall 2019 as included in the Board Packet. Clarification was made regarding a decrease in E-Wing programs. The decrease in numbers is believed to be an interim issue, as well as welding jobs are in decreased demand. Additionally, POBA will be coming back and it was stated that the Washington County Sheriff's Department currently has twelve openings, as well as \$75,000.00 in funding to help with recruitment. Dr. Wood also announced that OSU police want our graduates.

**New/Old Business**

Academic Report

Ms. Sarah Parker-Clever presented a proposal for course deactivations as a result of a course inventory audit performed by the Deans group. The goal of the audit was to determine the most up-to-date course offering to be published in WSCC's course catalog. With the assistance of Institutional Research, data was reviewed and several questions were taken into consideration as noted in the New/Old Business section of the board packet. Ms. Parker-Clever provided clarification on the recommended course deactivations.

Chairman Anderson asked for a motion to approve the Course Deactivations. Trustee Vandenberg moved to approve the Course Deactivations, Trustee Vessels seconded, and the motion was passed with a roll call vote.

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

The Course Deactivation Proposal was approved as Resolution R45-20.

7.800 Campus Tobacco Policy Proposal

Chairman Anderson asked for a motion to approve the Policy Proposal– 7.800 Campus Tobacco Policy Proposal. Clarifications were necessary. Trustee Vandenberg moved to approve the Policy Proposal– 7.800 Campus Tobacco Policy Proposal, Trustee Carman seconded, and the motion passed with a roll call vote.

Mr. Anderson	Yes	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Dr. Carman	Yes	Ms. Vessels	No

The Policy Proposal– Campus Tobacco Policy was approved as Resolution R46-20.

Public Notice

Trustee Barengo informed the Board Dr. Wood intends to retire and seek re-employment with the College.

**Executive Session**

Trustee Vandenberg 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. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Dr. Carman	Yes	Ms. Vessels	Yes

The Trustees moving to **Enter Executive Session** was approved as **Resolution R47-20**.

The Trustees, along with Dr. Wood entered the Executive Session at 5:18 p.m. Trustee Barengo made a motion to exit Executive Session; Trustee Vessels seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 6:06 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R48-20**.


**Adjournment**

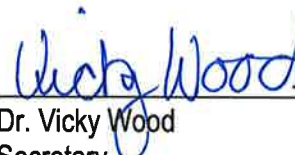
Trustee Barengo moved to adjourn the meeting; the motion was seconded by Trustee Carmen, and the motion passed with a roll call vote.

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

The **Adjournment of the October 19, 2020 Meeting of the Board** was approved as **Resolution R49-20** at 6:10 p.m.

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

  
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 Mr. Bernie Anderson                      Date  
 Chairman                                      11-14-20

  
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 Dr. Vicky Wood                              Date  
 Secretary                                      11-16-20

