

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – November 16, 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. Elizabeth Godfrey (Dir. MKTG), Mr. Gary Barber (Dir. WFD), Mr. George Bilokonsky (Dean T&T), Mr. Kenneth Wepler (HR), Mr. Brandon Herb (Dir. Facilities), and Ms. Michelle Newbanks (Marietta Times).

Approval of the Agenda

Chairman Anderson asked for any additions or corrections to the agenda. Trustee Vandenberg 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	Mr. Vandenberg	Yes
Dr. Carman	Yes	Ms. Vessels	Yes

The **November 16, 2020 agenda**, as presented, was approved as **Resolution R50-20**.

Approval of the Minutes

Chairman Anderson asked for any additions or corrections to the minutes. Trustee Vessels requested corrections be made to page two first paragraph, as well as page three second paragraph of the minutes. Those corrections were to include a dollar sign in front of two separate dollar amounts. Trustee Vessels moved to approve the minutes, Trustee Vandenberg 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 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R51-20**.

Public Comment on Rehiring Dr. Vicky Wood

The BOT meeting was opened to anyone wishing to comment on the rehiring of Dr. Vicky Wood to a five-year contract as previously discussed during the October meeting. No comments were made by the public.

Chairman Anderson asked for a motion to approve the previous vote by the Board to rehire Dr. Vicky Wood as president. Trustee Pennock moved to approve the rehire Dr. Vicky Wood on a five-year contract, 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 **Vote by the Board to Rehire Dr. Vicky Wood** was approved as **Resolution R52-20**.

2021 Board Calendar and Committees

Dr. Wood gave an overview of the Board Calendar and Committees documents that were in the October Board Packet. She explained that these are essentially the same as before; however, the May calendar is slightly different due to commencement ceremonies. Dr. Wood also stated that the Committees would be kept as they are now.

Chairman Anderson asked for a motion to approve the Board Calendar and Committees as presented at the October 19, 2020 BOT meeting. Trustee Barengo moved to approve the 2021 Board Calendar and Committees, Trustee Vandenberg 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

Recognition of Guests

Dr. Wood recognized the November Student of the Month, Mr. Stratton Johnson. Mr. Johnson was unable to attend the BOT meeting.

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, Director of Clinical Education-Respiratory Therapy, Biology Faculty, Business Faculty, POBA Commander and Criminal Justice Faculty, Nursing Faculty/Success Coach, Program Director for Health Information Technology, Part-time positions include the following: Clinical Faculty Positions in Health & Sciences, Lecturer Faculty Positions in Technology & Transfer, and Health & Sciences. Effective November 9, 2020, Wendy Spears will serve as part-time Lecturer 2 for Respiratory Therapy. In addition, Brenton DeWees, Massage Therapy, will retire effective December 9, 2020. Rebecca Williamson, Adjunct 6-ADMIN/DIGT/MKTG/BUSM, will retire effective 11/6/2020. In addition, Elizabeth Godfrey, Director of Marketing and PR, submitted a resignation effective 11/24/2020 and Don Madison will be retiring, most likely the end of May.

Then and Now Certification

Mr. Raines then presented four Then and Now Certifications that need to be certified by the Board. Mr. Raines stated that three of the four are normal and recurring expenses which include Trimdata Corp., Scientific Instruments Center and Longsight, Inc. all of whom provide services on an annual basis to the College. Mr. Raines explained the fourth listed is S.L. Construction and is an overage on the Student OneStop. He stated that their contingencies were a little more than what were accounted for in the original purchase order and the amount listed is the difference.

Finance Report

Mr. Raines presented the financial statements through October 31, 2020 as noted in the Board Packet, Total Revenues were down approximately 4% for the entire year. Mr. Raines stated that the majority of that is within the miscellaneous category with approximately \$100,000.00 of the \$226,000.00 total, which keeps the College in line with the budget on the majority, even with student fees and tuition being slightly off. Mr. Raines explained total expenses are up 2.29% and assets including cash and investments are up 2.34%. Mr. Raines highlighted the Unrestricted General balance totals, specifically the Fund Balance-Unallocated, Allocated for Strategic, Scholarships and New Programs.

Affordability and Efficiency Report

Mr. Raines presented the Fiscal Year 2020 Efficiency Report and highlighted the first section labeled Operational Response. He noted the fiscal impacts of COVID-19 beginning in March and going through June. He noted how the external assistance funds were being used and explained that the College is not drawing those in fiscal 2020, but they will be in fiscal 2021. Mr. Raines also stated the CARES Act funding will partially be used for the transition to online delivery, support for students,

technology support for the shutdown of the campus, and cleaning/preparing the campus for return of students. He noted how the CARES Act was disbursed to students in fiscal 2020. Various scenarios were submitted as to how planning for the fiscal year 2021 would occur. The Regional Compact section describes how the College works with its partners and the bookstore section details how average costs are broken down for New, Used, Rented and eBooks and how we are expanding open educational resources for students as a cost saving measure. Policy reforms of the report and the process for collecting debt from students are detailed in Section III. Mr. Raines stated that the Ohio Attorney General's Office is responsible for debt collection; however, the College sends out three methods of notification prior. Allocation of saved funds during fiscal year 2020 to students is outlined within Section IV. The reciprocity with WVU-P and student scholarships were also highlighted.

Chairman Anderson asked for a motion to approve the Administrative Reports via Consent Agenda. Trustee Barengo moved to approve the Administrative Reports via Consent Agenda, 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 **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R54-20**.

President's Report

President's Update

Dr. Wood expressed her appreciation to faculty and staff for their hard work and dedication to the students as they manage an increased number of COVID and quarantine cases. She noted the protocols and management of the situation have made it possible for the successful completion of Fall Semester. Clarification was given regarding Governor DeWine's comment regarding closures of College campuses after Thanksgiving break; she stated the closures were meant for colleges and universities with residential facilities. In addition, Dr. Wood stated that Governor DeWine is allowing decisions to be made at a local level and he does not have plans to ask community colleges to shut down. Dr. Wood continues to meet with local and state health experts/leaders to monitor the COVID pandemic and response. Dr. Wood indicated they have Plan A and B and will make a decision on the delivery modalities for the first eight weeks by mid-December.

2020 Completion Plan

Dr. Wood introduced Ms. Amanda Herb to present the 2020 Completion Plan. Ms. Herb stated that the Campus Completion Plan is an overview of the College's efforts to enhance student success and completion. The plan summarizes nine action items as presented in the board packet. Ms. Herb stated that of the nine action items, seven have been completed and the remaining two are nearly completed. The correlation between the Completion Plan, the Strategic Plan, and the WIG (WSSC Important Goal) was highlighted. Ms. Herb presented an overview of the College's continued work on the 15 action items with a focus for adult learners and equity for underserved students. She indicated the College is in the process of implementing a new online learning management system, Canvas, that will replace Sakai. In addition, the College is engaged in new program development, which includes the new Health Information Technology (HIT) program. Ms. Herb mentioned the expansion of offering courses that align with micro credential and process improvement for awarding credit for prior learning experiences. The Completion Plan aligns with the Guided Pathways work the College is continuing to implement.

Chairman Anderson asked for a motion to approve the 2020 Completion Plan. Trustee Pennock moved to approve the Completion Plan, Trustee Carman 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 **Completion Plan** was approved as **Resolution R55-20**.

Public Notice
None.

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 R56-20**.

The Trustees, along with Dr. Wood, entered the Executive Session at 4:40 p.m.

Trustee Vandenberg made a motion to exit Executive Session, Trustee Carman seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:40 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 R57-20**.

Adjournment

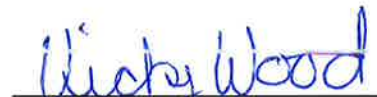
Trustee Barengo moved to adjourn the meeting at 5:43 p.m., the motion was seconded by Trustee Carman, and the motion passed with a roll call vote.

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

The **Adjournment of the November 16, 2020 Meeting of the Board** was approved as **Resolution R58-20**.

Next Meeting. The next regular meeting of the Board of Trustees will be held on December 21, 2020, at 4 p.m. in the Community Room.

 12-20-20
Mr. Bernie Anderson Date
Chairman

 12-21-20
Dr. Vicky Wood Date
Secretary