

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – December 21, 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), Ms. Sarah Parker (VPAA), Ms. Amanda Herb (VPJA), Dr. Heather Kincaid (Dean Health), Mr. Gary Barber (Dir. WFD), Mr. George Bilokonsky (Dean T&T), Mr. Kenneth Wepler (HR), Mr. Brandon Herb (Dir. Facilities), Ms. Angela Lang (Controller), Ms. Kathy Temple-Miller (Dean SS), Ms. Jean Worstell (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 Pennock 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 **December 21, 2020 agenda**, as presented, was approved as **Resolution R59-20**.

Approval of the Minutes

Chairman Anderson asked for any additions or corrections to the minutes. 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 **November 16, 2020 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R60-20**.

Public Comment. None

Recognition of Guests

Dr. Wood recognized the December Student of the Month, Ms. Taylor Lemasters. Ms. Lemasters was unable to attend the BOT meeting.

Resolution to Appoint Angela Lang as Interim Chief Financial Officer and Board Treasurer - Trustee Pennock moved to approve the appointment of Angela Lang as Interim Chief Financial Officer and Board Treasurer, 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 **Resolution to appoint Angela Lang as Interim Chief Financial Officer and Board Treasurer**, as presented, was approved as **Resolution R61-20**.

Administrative Reports via Consent Agenda

Ms. Lang introduced herself and gave her background, which includes over 20 years in education, half of that in the public-school realm. Ms. Lang has been an active member of OACC's community college controller's group since she joined Washington State Community College six years ago.

Then and Now Certification

Ms. Lang presented four Then and Now Certifications for Board approval. Ms. Lang explained these are for purchases where a PO was not in place before the purchase.

Financial Report

Ms. Lang presented the financial statements through November 30, 2020 as noted in the board packet. Ms. Lang stated in the variance report that the findings are from timing issues with grant funding. Operation and maintenance expenses are 20% higher due to a \$10,000 increase in insurance and COVID expenses. Ms. Lang explained that they will create a journal entry to move those costs from the operation and maintenance expenses to the CARES Act Grant. Trustee Vandenberg posed the question, "How much?" Ms. Lang responded that they are reviewing reports to determine final costs. Dr. Wood added that there are three different COVID funds we will be receiving, they are in the process of recording expenses. Ms. Lang explained that revenue and expenses regarding student tuition and fees have slightly increased due to timing of items that have been purchased. Ms. Lang discussed the balance sheet and liabilities as presented in the board packet.

Chairman Anderson asked for a motion to approve the financial reports via Consent Agenda. Trustee Carman moved to approve the Finance Reports via Consent Agenda, 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 financial reports via Consent Agenda, as presented, was approved as **Resolution R62-20**.

Facilities

Mr. Herb introduced himself and discussed a Resolution for the Termination of Lease agreement with Washington County Career Center (WCCC). WCCC is seeking to sell .512 acres to Wiehl Family LLC. A title search found that the property is currently subject to a lease between Washington County Joint Vocational School and Washington Technical College, dated August 20, 1979. Under the 99-year lease term, when WSCC vacated the property in 1991 the agreement should have been void. After consulting with Reid Caryer from the Attorney General's Office, it was determined the lease was null and void as WSCC discontinued education programming on the leased premises. The College will sign an affidavit to terminate the lease.

Chairman Anderson asked for a motion to approve the termination of lease agreement. Trustee Barengo moved to approve the Termination of Lease Agreement, Trustee Pennock 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 Resolution for the termination of lease agreement with Washington County Joint Vocational School, as presented, was approved as **Resolution R63-20**.

The Board continued to discuss the history of the College at the property being sold.

Renovation Updates:

Mr. Herb also discussed the renovation project update as presented in the board packet. The College's projects are guided by the needs of our faculty, students, and workforce partners. The first project is the health sciences expansion project, Mr. Herb

thanked all program directors and instructors for their help in collaborating with the architects to create space that will meet the needs of our growing Health Sciences programs. The College is currently in the design phase of the project. The Health Sciences faculty expressed their concern of lack of lab/instructional/storage space. The first floor, where Student Services used to be located, will now hold 900 sq. ft. of additional lab space. The downstairs space will include the Physical Therapy Assistant Program, Respiratory Therapy Program, three simulation rooms, offices, and a new Occupational Therapy lab. Upstairs will feature a new human anatomy cadaver lab, a biology human anatomy lab, a Medical Laboratory Technology classroom and lab, and offices. The plan is to start construction after Spring Commencement and utilize the new space in the Fall of 2021. Mr. Herb also discussed the renovations taking place in the new RAMTEC Automation Training Center, funded by the Appalachian Regional Council (ARC) grant. This will be the first Smart Manufacturing Training Center in the Mid-Ohio Valley. Mr. Herb acknowledged the facilities team for their hard work in the renovations. Trustee Barengo asked Mr. Herb what the budget was for these renovations. Mr. Herb stated there is approximately \$2M for the Health Science renovation and \$100K for the Robotics and Automation Training Center. Trustee Pennock asked if the office spaces were any bigger than current offices; Mr. Herb stated that they were a little larger. Mr. Bilokonsky also shared his praises of the facilities team and Mr. Herb.

Human Resources Report via Consent Agreement:

Dr. Wood discussed the Board finance committee meeting held last Monday, the committee looked at WSCC's financial situation and salaries with the goal to adjust the minimum. The budget included a 2% increase for employees. After reviewing financials and salary adjustment recommendations, the Finance Committee agreed to forward the 2% increase for all employees and to raise the base salary to the 85th percentile COMPEASE base to the Board for approval.

Dr. Wood informed the Board of the plan to provide mental health services for students through a contract with 7-Cups using state COVID funding. Trustee Barengo asked whether students will eventually interact with an actual person? Mr. Barber responded that yes, the program is similar to Telemedicine. We are currently working to offer in-person mental health counseling on campus. Trustee Vessels asked if the Board will receive reports on the utilization of the program. Mr. Barber responded that the contract has the following data that will be provided: number of text messages, time of day, days of the week the program is used, and number of times a student uses the program. From this report, we can ensure the program is being utilized. Trustee Vessels then asked whether we had a hired mental health professional. Dr. Wood stated we are establishing an agreement with a local provider to offer in-person services on the WSCC campus.

Chairman Anderson asked for a motion to approve the Human Resources Report via Consent Agenda. Trustee Vandenberg moved to approve the Human Resources Report 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 Human Resources Report via Consent Agenda, as presented, was approved as Resolution R64-20.

President's Report

Dr. Wood expressed her appreciation to faculty and staff for their perseverance and resilience. The team has improved processes and practices that will strengthen the institution. Dr. Wood provided an overview of the College's two Wildly Important Goals: Access-- increase adult student enrollment, and Success--increase the number of degrees and certificates awarded.

The College will expand associate degree programs, one-year certificate programs, and short-term credential options that align with in-demand occupations. Dr. Wood recognized the Engineering faculty for their work in learning robotics and designing the lab and Dr. Adam Beatty for creating the Computer Science Cyber Security curriculum, and Dr. Heather Kincaid for expanding Health programs. Dr. Wood expressed appreciation for new programs and inactivating courses and programs that are no longer attracting students and/or meeting local workforce needs.

Dr. Wood highlighted Washington State Community College's enrollment during these difficult times. While a majority of Ohio community colleges have experienced significant decreases in enrollment, WSCC continues to do well with being slightly down. Dr. Wood is confident in the direction the College is moving.

Dr. Wood highlighted a research project, funded through Ascendium, and recognized Ms. Parker, Ms. Herb, Mr. Barber, and Ms. Brewer for receiving the grant. Dr. Wood discussed the Acceler8 industry credential offerings and thanked Mr. Barber for working with Job and Family Services to attract adult learners. Dr. Wood congratulated the Foundation staff, Ms. Herb and Ms. Canaday, for a record fundraising year, raising over \$350,000. Dr. Wood acknowledged the transitions the College has been through recently, and shared appreciation for the IT team, Drew Palagyi, Nick Arnold, and Lindsay McVey; Business Office staff, Ms. Angie Lang, Ms. Melinda Pinkerton and Ms. Jennifer Hayes; Human Resources, Kenneth Wepler and Jean Worstell, and Mr. Barber, and Lori Douglas.

Dr. Wood reminded the Board of the Ethics Training and Certification that is due by December 31, 2020.

Academic Report via Consent Agenda

Ms. Parker presented the Academic Update as highlighted in the board packet. Ms. Parker discussed the new certificate and degree submission process that includes Board approval. She also acknowledged Dr. Beatty for the changes in IT programs. Phase one was updating the associate degree program and will now revamp the Computer Support Technician and Help Desk certificates. The program will include stackable certificates to help students find employment in an entry-level position while they are working on their associate degree.

Ms. Parker discussed the new Health Information Management Technology program. The program will be developed as an online program. Trustee Vandenberg discussed the numbers projected in Ohio, Ms. Parker answered that the regional job statistics makes them confident in the job prospects for students. Dr. Wood mentioned the HIMT program covers medical coding, billing, and insurance; there are approximately 300 jobs in this field at Memorial Health Systems.

Trustee Vandenberg asked, once COVID is over, do we anticipate how many online classes will be going back to in-person or how many will stay online. Ms. Parker predicts a majority will go back to face-to-face, but noted some students have enjoyed online courses. Instructors experimented with highflex, where students can choose to come to class or remote in, where the class meets at the same time and same day so you have a mix of students in person and virtual. This allows faculty the ability to serve students in a flexible way. Trustee Vandenberg asked about the long-term effect and if we anticipate the facility utilization to go down due to online options. Ms. Parker stated that there will always be face-to-face courses; however, students expect a variety of delivery models.

Chairman Anderson asked for a motion to approve the academic report via Consent Agenda. Trustee Vandenberg moved to approve the academic report 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 Academic Report via Consent Agenda, as presented, was approved as Resolution R65-20.

Old and New Business:

Dr. Wood discussed the board evaluations as presented in the board packet. Dr. Wood explained the evaluations and stated that they were positive. One area noted for possible improvement was board attendance in state meetings. Dr. Wood stated that we know ODHE is planning virtual meetings and workshops in the future. The Board Chairman evaluation indicated

Chairman Anderson is doing an exceptional job in every category. Dr. Wood thanked the Board for support, direction, and conversation as we have gone through the challenges of the pandemic.

Public Notice

None.

Executive Session

Trustee Vandenberg made a motion to go into Executive Session to consider the employment and discipline 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 R66-20**.

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

Trustee Barengo made a motion to exit Executive Session, Trustee Vandenberg seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:47 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 R67-20**.


Adjournment

Trustee Pennock moved to adjourn the meeting at 5:50 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 December 21, 2020 Meeting of the Board** was approved as **Resolution R68-20**.

Next Meeting. The next regular meeting of the Board of Trustees will be held on February 15, 2021, at 4 p.m. in the Community Room.

 3/15/21

 Mr. Bernie Anderson Date
 Chairman

 3-15-21

 Dr. Vicky Wood Date
 Secretary

