

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – March 15, 2021**

Roll Call. Vice Chairman Vandenberg called the meeting to order at 4:00 p.m. in the Community Room in the Main Building. Ms. Cecily Fyffe, Executive Assistant to the President at WSCC, took roll call. The following Trustees were present at roll call: Mr. Randy Barengo, Mr. Dan Pennock, Mr. David Vandenberg, Ms. Susan Vessels, and Ms. Jodey Altier. Chairman Anderson joined the meeting after the roll call was taken.

Others in attendance included: Dr. Vicky Wood (President), Ms. Sarah Parker (VPAA), Ms. Amanda Herb (VPIA), Dr. Heather Kincaid (Dean Health), Mr. Gary Barber (Dir. WFD), Mr. Brandon Herb (Dir. Facilities), Ms. Angela Lang (Interim CFO), Ms. Kathy Temple-Miller (Dean SS), Ms. Jean Worstell (HR), Ms. Jona Hall (Dean Transfer & Public Services), Mr. Nick Arnold (Institutional Research Analyst), and Patrick Casino (SoM).

Approval of the Agenda

Vice Chairman Vandenberg 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	Abs	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Ms. Altier	Yes	Ms. Vessels	Yes

The **March 15, 2021 agenda**, as presented, was approved as **Resolution R1-21**.

Approval of the Minutes

Vice Chairman Vandenberg asked for any additions or corrections to the minutes of both the December 21, 2020 meeting and the February 22, 2021 meeting. Trustee Vessels moved to approve the minutes as presented, Trustee Pennock seconded, and the motion passed with a roll call vote

Mr. Anderson	Abs	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Ms. Altier	Yes	Ms. Vessels	Yes

The **December 21, 2020 and February 22, 2021 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R2-21**.

Public Comment: None

Recognition of Guests

Dr. Wood recognized the March Student of the Month, Mr. Patrick Casino. Mr. Casino, an Electrical Engineering student, expressed his gratitude and appreciation to the Board and WSCC for giving him the opportunity and pathway to pursue his degree. Mr. Casino discussed his past and how he now looks forward to making a difference in the world. Mr. Casino thanked everyone at WSCC for helping him improve his life.

Administrative Reports via Consent Agenda

Then and Now Certification

Ms. Angie Lang presented one Then and Now Certification for Board approval. Ms. Lang explained this was a purchase for WSCC's annual membership dues to ACCT. Trustee Vessels questioned why Bank of America was considered the vendor for

this purchase and Ms. Lang explained the College uses 'p-cards' for purchases, which is why Bank of America is the vendor. Ms. Lang further explained the College utilizes the p-cards to earn rebates on purchases. Trustee Vessels followed-up with the question, "How much has the College earned in rebates?" Ms. Lang replied she would need to look at the historical data for that information.

Financial Report

Ms. Lang presented the financial statements through February 28, 2021 as noted in the board packet. Ms. Lang stated the reports compare this year's to last year's data at this point in time. In the variance report findings, most variances show in the 'other sources.' Ms. Lang indicated the largest difference is Barnes & Noble at \$67,000 and the College's temporary investments are down \$28,000. Ms. Lang further explained that with students learning remotely for most of the year, the College's vending machine revenues are also down \$7,000. Ms. Lang discussed the College's scholarship variances and explained the largest difference is the fee waiver, which is caused by senior citizens' discount and the trustee scholarship. Ms. Lang discussed the balance sheet as presented in the board packet. Trustee Vessels followed up with the question, "Is there a reason we do not use local banks?" Ms. Lang explained that the College is part of a consortium with other colleges to earn a larger discount. Dr. Wood added that the state requests WSCC enter into consortium agreements to reduce costs. Trustee Pennock asked whether the College has a sweep account. Ms. Lang responded yes, the College utilizes a sweep account and she further discussed the percentage of those accounts.

Human Resources Report

Ms. Lang presented the Human Resources report as noted in the board packet. The College is currently in the process of hiring multiple full-time and part-time positions.

Vice Chair Vandenberg 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	Abs	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Ms. Altier	Yes	Ms. Vessels	Yes

The **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R3-21**.

Policies and Resolutions Report via Consent Agenda

Policy Proposal:

Mr. Gary Barber gave an update on the tabled policy **7.300 Regulations Governing Use of Outdoor Areas** from the February 22, 2021 Board of Trustees meeting. Mr. Barber explained the background of the new Senate Bill 40 and why colleges need to add this policy. Mr. Barber gave an overview of his discussion with Assistant Attorney General, Reid Caryer, and the changes that were made to address the Board's concerns. Mr. Vandenberg posed the question, "Could we charge everyone for cleanup?" Mr. Barber explained that the policy states groups are not charged for cleanup.

Resolutions:

Mr. Barber presented the Board with a resolution authorizing employer pickup of STRS employee contributions. Mr. Barber explained this is an update to a previous resolution approved in 2016. At that time, the Board ended pick up of staff's STRS contributions. This resolution gives the Board the discretion to allow pick up for the president.

Mr. Barber presented the Board with a second resolution which would allow WSCC to administer capital funds; this updates the 2016 resolution. This resolution gives the College the discretion to be the local administrator for projects under \$4M. ODHE will appoint someone to administer projects over \$4M. Trustee Barengo questioned whether or not the College chose the \$4M stop point. Mr. Barber explained that the \$4M threshold is referenced by ORC.

Chairman Anderson asked for a motion to approve the Policies and Resolutions Report via Consent Agenda. Trustee Barengo moved to approve the Policies and Resolutions 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
Ms. Altier	Yes	Ms. Vessels	Yes

The Policies and Resolutions Report via Consent Agenda, as presented, was approved as Resolution R4-21.

President's Report

Dr. Wood discussed the College's execution of strategies to achieve our strategic goals. The College is finding ways to recognize individuals who have gone above and beyond to help the College achieve its goals by naming 'heroes' in three categories: Huddle Hero, Support Hero, and Engagement Hero. Dr. Wood highlighted this month's heroes. The Biology faculty was selected as the College's Huddle Hero. This department, which includes Kelsey Lerch, Instructor - Biology, Paula Johnson, Professor - Biology, Valerie Webster, Instructor - Biology, and Dr. Ivan Zepeda Mejia, Instructor-Biology, has done a fabulous job with reviewing Biology curriculum and student success and making modifications within their program to help adult students be more successful. Hayley Hook, Assistant Director of Financial Aid, was selected as this month's Support Hero. Ms. Hook provided exceptional student support and leadership during a time the department was short staffed. This month's Engagement Hero is Tracy Bogard, Assistant Professor - ADN Nursing. Ms. Bogard does a wonderful job connecting with students both inside and outside the classroom. Dr. Wood also recognized Brad Merritt, Professor, Business and Marketing, for his work with WSCC Phi Theta Kappa honor's organization for receiving a 5-star rating, and noting very few chapters earn this rating 10-years in a row. Dr. Wood also recognized Dr. Adam Beatty, Associate Professor of Information Technology, for the publication of his second book.

Dr. Wood discussed the students return to campus and how the College is close to normal operations. The College is continuing to follow safety measures and is now able to offer free home COVID-19 testing kits to students, staff, and faculty.

Dr. Wood gave an overview of the College's updated organizational chart and the changes being implemented. Dr. Wood explained the organizational structure aligns with past discussions on changes to executive leadership and changes at the vice president level. She discussed the open positions within the new organizational chart and the plans to fill those roles.

Dr. Wood finished the President's Report by acknowledging the work Mr. Brandon Herb, Facilities Director, and his team have done to coordinate the ongoing auction. The College has sold over \$40,000 worth of items and the auction will close in three weeks. The facilities group installed 14 new air purifying systems throughout campus in anticipation of students returning to in-person instruction. Dr. Wood added that next month Mr. Barber will be sharing the progress the College has made in creating a partnership and pathway with Washington County Career Center.

Academic Report

Dr. Wood invited Ms. Sarah Parker, VPAA, to speak about how the College is monitoring low enrollment programs. Ms. Parker and the deans developed a new program review process. Dr. Wood also recognized Nick Arnold for his help in developing this new program assessment tool. Ms. Parker then reviewed the program assessment process as presented in the board packet. The cycle of assessment includes three years of annual assessments and a fourth year of a full program review. During the annual assessments, the programs are analyzed using course data, internal program data, and external program data. The annual program success information sheet combines important data into one sheet including enrollment numbers, fall-to-spring retention, fall-to-fall retention, FTE, and a tuition-expense breakdown. Ms. Parker added that the annual assessments are used to dig deeper into the data collected to allow programs to make informed decisions and changes based on previous years' information. Ms. Parker explained that the College's goal with these assessments is to set measurable outcomes and expectations for programs, as well as to encourage an execution strategy to address weaknesses and build upon strengths. Ms. Parker invited Mr. Arnold to review the new data retrieval tool. Mr. Arnold explained that he created

standardized queries that will populate a majority of data that is used to assess programs. This shortens the amount of time it previously took for faculty to submit a ticket to IT for specific program information. Ms. Parker provided an overview of KPI's. Trustee Vessels asked whether the College only includes 2-year programs in the data. Dr. Wood added that CCP students and certificate programs are not included. Ms. Parker explained the College hopes to move to a 3-year graduation rate that better aligns with ODHE data. Ms. Parker discussed how the next step with the new program review tool is to proactively gather information on SSI funding changes and current employment data. The Health and Sciences group currently does a great job in compiling this data and the plan is to scale this across other programs within the College.

Ms. Parker discussed the strategic execution plan in place for programs with low FTE. Ms. Parker recognized Dr. Jona Hall for her work on the POBA program and contacting potential candidates. Ms. Parker also acknowledged the work Mr. Gary Barber and Dean George Bilokonsy have done in building a partnership and pathway with WCCC to help bring students on campus for engineering programs. Dr. Matt Ammons has done a tremendous job on the PTA program and working with CAPTE during the hearing process. HIMT is currently in review with ODHE and plans are to begin the program in the fall, pending approvals. Ms. Parker explained the plan to merge the LPN & ADN programs into a unified Nursing department to better streamline curriculum and teaching strategies.

Trustee Vessels questioned the data for retention and graduation and asked to further explain our current graduation rate. Ms. Parker and Dr. Wood explained that many part-time students take longer than two years to graduate and many students gain employment after their first year of classes and do not complete. These factors make it difficult to accurately measure the graduation rate. As the College designs 8-week courses, the hope is to help students' complete certificates and degrees in a shorter period of time and will begin to look at a 3-year average, which will align better with ODHE grading. Chairman Anderson asked for clarification on the time period for employment KPI. Ms. Parker responded that most health programs look at two years. Dr. Wood added that the state used to look at 6-months but this employment funding formula is currently being debated on the state level. Ms. Parker finished by saying the College will get some guidance from the state on how to look at this data and how it will be incorporated in the funding formula.

Public Notice: None.

Executive Session

Trustee Pennock made a motion to go into Executive Session to discuss the employment of an employee or employees.

Mr. Anderson	Yes	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Ms. Altier	Yes	Ms. Vessels	Yes

The Trustees moving to **Enter Executive Session** was approved as **Resolution R5-21**.

The Trustees, along with Dr. Wood and Ms. Sarah Parker (VPAA), entered the Executive Session at 5:04 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 5:28 p.m.

Mr. Anderson	Yes	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Ms. Altier	Yes	Ms. Vessels	Yes

The Trustees moving to **Exit Executive Session** was approved as **Resolution R6-21**.


Adjournment

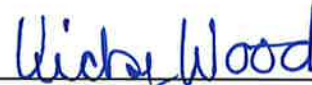
Trustee Barengo moved to adjourn the meeting at 5:30 p.m., the motion was seconded by Trustee Pennock, and the motion passed with a roll call vote.

Mr. Anderson	Yes	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Ms. Altier	Yes	Ms. Vessels	Yes

The Adjournment of the March 15, 2021 Meeting of the Board of Trustees was approved as Resolution R7-21.

Next Meeting. The next regular meeting of the Board of Trustees will be held on April 19, 2021, at 4 p.m. in the Community Room.

 4/19/21
Mr. Bernie Anderson Date
Chairman

 4/21/21
Dr. Vicky Wood Date
Secretary

