

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – February 22, 2021**

Roll Call. Chairman Anderson 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: Chairman Anderson, Mr. Randy Barengo, Mr. Dan Pennock, Mr. David Vandenberg, Ms. Susan Vessels, and Ms. Jodey Altier.

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. Kenneth Wepler (HR), 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), Michelle Hildebrand (SoM), Michele Newbanks (Marietta Times Reporter), and Ms. Debbie Wiehl (Notary).

Swearing in of new Trustee - Jodey Altier

Chairman Anderson swore in Ms. Jodey Altier as a new Washington State Community College Board of Trustee member. Ms. Altier was appointed by Governor Mike DeWine.

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
Ms. Altier	Yes	Ms. Vessels	Yes

The **February 22, 2021 agenda**, as presented, was approved as **Resolution R69-20**.

Approval of the Minutes

Chairman Anderson asked for any additions or corrections to the minutes. Chairman Anderson suggested tabling the minutes until the next Board meeting. Trustee Vessels moved to table the minutes until the March 15, 2021 meeting, Trustee Pennock 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 **December 21, 2020 WSCC Board Meeting Minutes**, as presented, were tabled as **Resolution R70-20**.

Public Comment. None

Recognition of Guests

Dr. Wood recognized the January Student of the Month, Ms. Michelle Hildebrand. Ms. Hildebrand, a Nursing student, expressed her gratitude and appreciation for the staff and faculty at WSCC. She discussed her positive experience at WSCC.

Administrative Reports via Consent Agenda

Then and Now Certification

Ms. Angie Lang presented two Then and Now Certifications for Board approval. Ms. Lang explained these are purchases

where a PO was not in place before the purchase was made. Ms. Lang stated that both purchases are normal expenses: 1) WSCC Annual Accreditation for the Physical Therapy Assistant program, and 2) a three-year service agreement for i2c on-campus security equipment.

Financial Report

Ms. Lang presented the financial statements through January 31, 2021 as noted in the Board packet. Ms. Lang stated in the variance report findings show the majority of the 20% decrease is in sales and services. Other sources of variance include the bookstore commission and lease agreements where the College saw a decrease. Ms. Lang briefly reviewed the statement of revenues and expenses and the balance sheet. Ms. Lang revisited the discussion on CARES Act Fund allocations. She stated the journal entries for FY20 expenses have been completed to move costs from the general fund to the CARES Act Fund. For fiscal year 2020, that amounted to approximately \$27,000; and fiscal year 2021, that amounted to \$116,000; for a total of \$143,000 expenses. A portion of these funds were used for personnel to cover temperature checking stations, employee COVID leave, and janitorial supplies.

Chairman Anderson asked for a motion to approve the Financial Reports via Consent Agenda. Trustee Vandenberg moved to approve the Financial 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
Ms. Altier	Yes	Ms. Vessels	Yes

The Financial Reports via Consent Agenda, as presented, was approved as Resolution R71-20.

Facilities Update:

Mr. Brandon Herb presented a resolution to the Board to approve Chairman Anderson as signatory for upcoming Architectural/Engineering contracts for the health lab construction project. Mr. Herb announced the Architectural Firm Selection Committee selected Sol Harris/Day as the Architectural/Engineering Firm for this renovation project. After negotiations, a fee of 7.45% of total costs was agreed upon. This project will be submitted to the Controlling Board by the March 5, 2021 deadline.

Mr. Herb recommended the following four policies be added to the WSCC Policy and Procedures manual.

- **6.900 Procurement Policy and 6.100 Procurement Procedure:** these policies outline practices already in place at WSCC that support ORC rules and regulations. The Attorney General's office advised that because WSCC is designated as a locally administered state institution, these policies and procedures should be included in the College's policy manual. With these policies in place, the College has the ability to complete projects up to \$4M without the Attorney General's supervision and control or state commission board approval.
- **7.200 Facilities Use Procedures: Posting Procedures:** This stipulation was included in SB 40 and the Attorney General's office requested the College implement this policy by March 24, 2021. This procedure deals with how and where individuals are able to post public notices.
- **7.300 Regulations Governing Facilities Usage: Outdoor Space:** As part of SB 40, this policy outlines regulations and expectations of students regarding free expression on campus, and must be implemented by March 24, 2021.

Mr. Vandenberg posed the question, "What is the current estimated cost for the Health Sciences renovation?" Mr. Herb responded the current estimate is around \$2M, which includes contingency plans. He expects to come in under this amount. Mr. Vandenberg also asked whether the College's security team would be trained on the new outdoor usage policy in order for them to know how to respond. Mr. Herb responded that he will train the security team and will work with them when events take place. Dr. Wood added that these types of activities are held infrequently. Mr. Barengo shared his concerns with 7.300 and the College's liability, particularly being responsible for cleanup costs associated with these events. Mr. Barengo asked if the Board of Trustees could make changes to the proposed policy. Dr. Wood indicated the College would be responsible for

the cleanup costs as stated in this policy. After discussion, the Board tabled the addition of policy 7.300 and requested the College seek additional clarification from the Attorney General's office. Proposed 7.300 policy changes will be added to the March 15, 2021 Board of Trustees meeting agenda.

Chairman Anderson asked for a motion to approve the Facilities Policy Updates via Consent Agenda, excluding changes to Policy 7.300. Trustee Barengo moved to approve the Facilities Update via Consent Agenda, excluding changes to Policy 7.300, Trustee Vandenberg 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 Facilities Policy Updates via Consent Agenda, as presented and excluding changes to Policy 7.300, was approved as Resolution R72-20.

Academic Report via Consent Agenda:

Ms. Sarah Parker presented the academic update as highlighted in the board packet. Ms. Parker acknowledged Dean Bilokonsky and Dean Hall for their tremendous amount of work in building programs and certificates that are stackable. Ms. Parker highlighted the new Small Business and Entrepreneurship certificate, which aligns with the Business Management program. Upon completion of this certificate, students will have an industry certification that leads to employment or they may continue on to complete an associate degree. Ms. Parker also discussed the timeline and procedure for developing new certificates.

Trustee Vandenberg posed the question whether these courses were already available or if new courses had to be created. Ms. Parker answered that these courses are already available, no new courses had to be designed. Dr. Wood added that certificates provide short-term accomplishments for students, which help motivate them to continue toward an associate degree. Trustee Pennock stressed the need for accounting or QuickBooks to be included in the certificate program. Ms. Parker responded that financial concepts are included in the Excel course. Trustee Vessels requested clarification on the content covered in MATH 2610 - Quantitative Reasoning. Ms. Parker explained that this math course was built for students not going into a science major, more of a conceptual math, and it is transferable. Dr. Wood indicated this is one of three math courses used to meet the general education mathematics requirement.

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

The Academic Report via Consent Agenda, as presented, was approved as Resolution R73-20.

Human Resources Update:

Dr. Wood 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 a POBA Instructor and a College Pathway Advisor. Dr. Wood expressed her thanks to Dean Hirshi, Kenneth Wepler, and Douglas Blair who will be exiting Washington State Community College this semester. Trustee Barengo questioned why the CFO position was no longer listed. Dr. Wood explained that Ms. Lang is doing a great job as interim CFO and will continue in this role for the remainder of the academic year.

Chairman Anderson asked for a motion to approve the Human Resources Report via Consent Agenda. Trustee Barengo moved to approve the Human Resources Report via Consent Agenda, Trustee Pennock 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 Human Resources Report via Consent Agenda, as presented, was approved as **Resolution R74-20**.

President’s Report

Dr. Wood discussed how the pandemic has helped strengthen the College’s internal processes and procedures due to the redesign of processes, employees learning to work remotely, and faculty learning new tools for online course delivery. The College will now use remote delivery when there is a need to close/delay opening due to inclement weather. Dr. Wood provided an update on students returning to in-person learning for the second 8-weeks of the Spring Semester beginning March 15, 2021. The students have done well with remote learning and the College has done a good job managing COVID-19 cases. OACC is advocating to the legislature to include higher education in the next round of vaccine distributions. Dr. Wood shared appreciation for Memorial Health Systems for administering COVID-19 vaccinations to students and faculty in the Health Sciences programs.

Dr. Wood recognized the College’s facilities team for cleaning out storage areas and identifying items the College no longer utilizes. There are currently over 400 items the College is disposing of using an online auction platform, GOVDEALS.com. Items will be added every week through mid-March.

Dr. Wood introduced Dr. Jona Hall who recently joined the WSCC team as the Dean of Transfer and Public Services. Dr. Hall briefly discussed her background, which includes 20 years in education starting as a 7th/8th-grade History teacher. After earning her doctorate, Dr. Hall knew she wanted to enter the Higher Education realm and she is excited to start her journey at WSCC. Dr. Hall is currently working on rebuilding the College’s Corrections Academy and POBA program. With the enticement of earning college credits during the Corrections Academy, the popularity of the program has grown and will now be offered in two separate sessions. Dr. Hall also mentioned Sheriff Mincks and John Burdette are participating in the College’s search for a new commander. Trustee Vessels posed the question, how many applicants have signed up? Dr. Hall replied that currently 14 applicants have applied. Due to COVID-19 protocols, each session is capped at 15 students. Dr. Hall also discussed the interest in WSCC POBA Academy and is confident this program will be filled during the next academic year. A selling point is that the program will be offered in the evening, which helps those interested manage work and education.

Dr. Wood introduced Mr. Gary Barber, Director of Workforce Development and Partnerships. Dr. Wood discussed the two national initiatives WSCC is participating in this year. WSCC was selected for these projects based on the great work the college has done with designing innovative delivery models and support systems for students. Mr. Barber is leading the College’s BRIDGES cohort and gave an overview of the information provided in the board packet. Mr. Barber explained the WSCC team is working with five other community colleges in implementing a design-thinking process that includes various community stakeholders. WSCC’s team will design an innovative delivery model to teach Industry 4.0. Mr. Barber explained the different phases of the project and how the group will use a wide range of data to determine skills that are needed in our region. Trustee Pennock asked Mr. Barber if each college is doing this work independently. Mr. Barber replied, yes, the goal is to find one or two processes that work and can be replicated in other rural communities.

Dr. Wood reminded the Board that 2020 Financial Disclosures are due on or before Monday, May 17, 2021.

Old and New Business:

Dr. Wood discussed the election of officers for the next year. Chairman Anderson will continue in his role as Chairman to the Board of Trustees for the next year. Trustee Vandenberg will serve as Vice Chair.

Trustee Pennock moved to approve the appointment of Bernie Anderson to continue his role as Board Chairman and to elect Trustee Vandenberg as Vice Chair of the Board of Trustees. 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 Election of Board Chairman and Vice Chair, as presented, was approved as **Resolution R75-20**

Public Notice None.

Executive Session

Trustee Barengo made a motion to go into Executive Session to discuss an investigation of charges or complaints against a public employee.

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 R76-20**.

The Trustees, along with Dr. Wood and Ms. Amanda Herb (VPIA), entered the Executive Session at 4:50 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 6:28 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 R77-20**.


Adjournment

Trustee Pennock moved to adjourn the meeting at 6:30 p.m., the motion was seconded by Trustee Altier, 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 February 22, 2021 Meeting of the Board of Trustees** was approved as **Resolution R78-20**.

Next Meeting. The next regular meeting of the Board of Trustees will be held on March 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

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