

**WASHINGTON STATE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Minutes of Regular Meeting – April 19, 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 (VPAA), Dr. Heather Kincaid (Dean Health), Mr. Gary Barber (Dir. WFD), Mr. George Bilokonsky (Dean Eng), Mr. Brandon Herb (Dir. Facilities), Ms. Angela Lang (Interim CFO), Ms. Kathy Temple-Miller (Dean SS), Dr. Matthew Ammons (Director PTA), Ms. Christina Manley (HIMT), Missy Richman (Communications Specialist, member of the Media (Marietta Times)).

**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 **April 19, 2021 agenda**, as presented, was approved as **Resolution R8-21**.

**Approval of the Minutes**

Vice Chairman Vandenberg asked for any additions or corrections to the minutes of the March 15, 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 **March 15, 2021 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R9-21**.

**Public Comment:** None

**Recognition of Guests**

Dr. Wood introduced Ms. Crissie Manley, WSCC's new Health Information Management Technology (HIMT) director. Ms. Manley briefly discussed her background in HIMT and updated the Board on the college's new HIMT program. Ms. Manley expects the program to launch Fall 2021. Trustee Vessels asked how many students were expected in the program. Ms. Manley responded they predicted 11 students and eight students have already expressed interest in the program. Trustee Barengo asked about the job outlook and Ms. Manley explained that our area is 8% higher than the national average. Students earn national certifications as they progress through the program and these credentials allow students to secure jobs where they can work remotely. Trustee Barengo asked about the salary for HIMT graduates and Ms. Manley stated the average salary after 5 years is around \$40,000-\$50,000; however, other factors are also included in this range.

## Financial Reports via Consent Agenda

### Then and Now Certification

Ms. Angie Lang presented one Then and Now Certification for Board approval. This purchase was for NADN Kaplan Fees for 2021.

### Financial Report

Ms. Lang presented the financial statements through March 31, 2021 as noted in the board packet. Ms. Lang stated the variance report findings; most variances show in the 'other sources.' Ms. Lang indicated the largest decrease is in lab fees with other sources including WSCC investment income which accounts for a \$32,000 decrease, Barnes & Noble (B&N) a \$67,000 decrease, and the College's vending machine revenues a \$9,000 decrease. Trustee Vessels inquired whether the B&N decrease is due to using more online book options or whether it is a decrease due to the contract. Ms. Lang explained that the College has not decreased the contract until recently; B&N has had a decrease in sales. Dr. Wood mentioned that we have rolled out more open source options for students to help reduce book costs. Ms. Lang discussed the statement of revenues as presented in the board packet. The College is currently at 80% of total revenue with expenses at 65%. Ms. Lang explained that expenses will look low until the College pays end-of-year faculty contracts.

### FY22 Proposed Budget

Ms. Lang discussed the College's FY22 proposed budget as presented in the board packet. Ms. Lang stated that the College kept tuition the same amount as the current fiscal year as well as the state's share of instruction. The decreases projected in the FY22 budget are located in the 'other revenue sources'/student charges. This is caused by the investment income, bookstore revenue, and vending machine sales being lower. This also causes a slight decrease in overall revenue from last year's projected revenue of 12.3M to just over 12.2M projected for the next fiscal year. The expense calculations are based on assumptions of flat enrollment, increase in insurance, and looking for the new renovations to have a positive impact on our student enrollment. Trustee Vessels requested a breakdown of travel and meeting expenses. Ms. Lang circled back to last meeting's question on the College's p-card rebates received. Ms. Lang's findings showed the College earns between \$9,000 and \$12,000 back in rebates each year. This past year was the College's best year due in part to the transition from JP Morgan to Bank of America.

### CARES Act Funding

Ms. Lang presented the Board with the College's summary of state funds received, a breakdown of how those have been spent, and what the College can expect to receive in future funding.

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

The **Financial Reports via Consent Agenda**, as presented, was approved as **Resolution R10-21**.

## Architectural/Engineering Contract for Health Sciences Renovation

Mr. Brandon Herb presented a resolution to the Board to approve the formal architectural engineering contract with Sol Harris Day for the Health and Sciences Renovation project and submission to the Ohio Attorney General's office for review. Mr. Herb explained that both parties agreed on a fee and the preliminary proposal was assigned. The capital request was submitted to the Controlling Board and approved during their April 5, 2021 meeting, which allowed the funds to be released. Mr. Herb will now submit the renovation plans to the Attorney General's Office for approval once the WSCC's Board approves the resolution to sign the formal contract. Trustee Barengo inquired if the expenses outlined in section 2.4 reimbursables are an addition to the base fee. Mr. Herb explained those are contingencies in case changes need to be made to the plans.

Trustee Vandenberg noted Pickering Associates is designated as a subcontractor. Mr. Herb confirmed Pickering Associates will be handling the engineering portion of the project, which is included in the contract.

Chairman Anderson asked for a motion to approve the Resolution to sign the formal Architectural/Engineering contract for Health Sciences Renovation. Trustee Vandenberg moved to approve the resolution, 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 **Resolution to sign the formal Architectural/Engineering contract for Health Sciences Renovation**, as presented, was approved as **Resolution R11-21**.

### Academic Report

#### Physical Therapy Assistant Program

Dr. Matthew Ammons discussed the changes being made in the College's Physical Therapy Assistant Program as presented in the board packet. Dr. Ammons reviewed the strategies being implemented to strengthen the program and better prepare students for the required NPTE Exam. Trustee Barengo questioned Dr. Ammons on how the College can enroll more students. Dr. Ammons stated he plans to reach students through community outreach and visiting local high schools to ensure students know their options in the Health Sciences field. Dr. Ammons explained this is one of his goals for the upcoming academic year. Marietta Times reporter, Janelle, asked Dr. Ammons to explain TEAS. Dr. Ammons explained that TEAS is another form of assessment for math, reading, and science. The fee for a TEAS assessment is similar to the ACT fee. Ms. Kathy Temple-Miller added that the TEAS assessment is more convenient for students as they can take the assessment online and do not wait for set ACT times. Dr. Wood concluded that this assessment is a more convenient and less expensive option for the students.

### Administrative Reports via Consent Agenda

#### President's Report

Dr. Wood discussed the budget process and explained that the College was looking at a 2 ½% decrease in enrollment during the initial budget review. However, since Summer and Fall registration has opened, enrollment numbers are looking positive. The College currently has 126 more students enrolled in the Summer and 134 more students enrolled in the Fall compared to last year at this time. Dr. Wood recognized the team and their focus on WSCC's important goals--improving student access and increasing degree completion. Dr. Wood recognized Ms. Angie Lang for her tremendous work on the FY22 budget process and thanked Ms. Amanda Herb for her assistance in projecting enrollment numbers. Dr. Wood acknowledged Dr. Matt Ammons and the team, Dr. Heather Kincaid, and Ms. Emily Taylor for helping him in his work to strengthen the College's PTA program. The Business Office, Angie Lang, Melinda Pinkerton, and Lindsay McVey were recognized along with Mr. Gary Barber, Ms. Jean Worstell, and Ms. Cecily Fyffe for their continued support and effort to keep operations running while vacant positions are being filled.

Dr. Wood updated the Board on the plans for the College's 48th Commencement. Currently, there are over 140 students who plan to attend the College's in-person ceremony on May 15, 2021, at Marietta College. Mr. Damian Lang will be the keynote speaker at this year's commencement ceremony. We look forward to him sharing his inspirational message.

#### Administrative Report via Consent Agenda

Human Resources: Dr. Wood 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.

Policy and Procedures Proposal: Dr. Wood presented a new policy, **10.880 Honorary Associate Degree** to add to the College's Policy and Procedures manual. This policy gives the College the authority to offer an Honorary Associate Degree should the Board deem an individual qualifies for this honor.

Chairman Anderson asked for a motion to approve the Administrative Report 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
Ms. Altier	Yes	Ms. Vessels	Yes

The **Administrative Report via Consent Agenda**, as presented, was approved as **Resolution R12-21**.

Washington County Career Center Partnership

Mr. Gary Barber gave an overview of the new partnership between WSCC and Washington County Career Center (WCCC) as presented in the board packet. Mr. Barber discussed the work he, Dean George Bilokonsky, and VPAA Sarah Parker have done to boost enrollment in Business and Engineering programs through partnerships with local schools. Last week Mr. Barber and Mr. Mike Elliot (WCCC) visited local high schools to recruit students for the new Robotics and Automation Program partnership. An open house will also be held on campus for students and parents to have a chance to see the equipment and ask questions. This new partnership and program will be a great option for students as it delivers a clear pathway between WSCC and WCCC. Students who participate in this program will be able to advance into a 4-year program or find employment due to the stackable certifications built into the program. Trustee Vandenberg asked how the pathway from WCCC and WSCC will work. Mr. Barber explained that the partnership has been set up where students can take their entire course load at WSCC, or if the student prefers he/she can take their general education classes at WCCC. Trustee Pennock brought up the previous issues of transportation between local schools and WSCC. Mr. Barber discussed WCCC will be the main point of contact for all local schools and the students would be bussed from WCCC to WSCC. Trustee Pennock asked how the transfer program will operate for high school students wishing to participate in this program. Mr. Barber answered that the students will typically earn their associate degree one year after high school.

Public Notice: None.

**Executive Session**

Trustee Barengo made a motion to go into Executive Session to discuss the employment of an employee or employees, 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 Trustees moving to **Enter Executive Session** was approved as **Resolution R13-21**.

The Trustees, along with Dr. Wood, Ms. Sarah Parker (VPAA), Dr. Heather Kincaid (Dean Health & Sciences), and Dr. Matthew Ammons (PTA, Director) entered the Executive Session at 5:15 p.m.

Trustee Vandenberg made a motion to exit Executive Session, Trustee Barengo seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:58 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 R14-21**.

**Adjournment**

Trustee Altier moved to adjourn the meeting at 6:00 p.m., the motion was seconded by Trustee Vandenberg, 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 April 19, 2021 Meeting of the Board of Trustees** was approved as **Resolution R15-21**.

**Next Meeting.** The next regular meeting of the Board of Trustees will be held on June 14, 2021, at 4 p.m. in the Community Room.

*Mr. Bernie Anderson*  
*6/14/21*  
 Mr. Bernie Anderson  
 Chairman    Date

*Vicky Wood*      *6-14-21*  
 Dr. Vicky Wood                                  Date  
 Secretary

*DAVID E. VAN DEN BROEK*

