

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Regular Meeting – June 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 was absent.

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. Brandon Herb (Dir. Facilities), Ms. Angela Lang (Interim CFO), Dr. Matthew Ammons (Director PTA), Dr. Jona Hall (Dean Public Services & Transfer), Ms. Megan Hardway (Admin. Comm. Spec), Ms. Jean Worstell (HR Manager), Ms. Cheryl Canaday (Exec. Ass. Foundation), and Ms. Reba Bartrug (Dir. Financial Aid).

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 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 **June 15, 2021 agenda**, as presented, was approved as **Resolution R16-21**.

Approval of the Minutes

Vice Chairman Vandenberg asked for any additions or corrections to the minutes of the April 19, 2021 meeting. Trustee Vessels moved to approve the minutes as presented, 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 **April 19, 2021 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R17-21**.

Public Comment: None

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 the Physical Therapy Assistant Program ACE CAPSTONE course.

Financial Report

Ms. Lang presented the financial statements through May 31, 2021 as noted in the board packet. Ms. Lang indicated the largest decrease is in lab fees with other sources including Barnes & Noble (B&N). Ms. Lang looks to receive B&N Commission payment by June 30, 2021. Another notable change, last year state appropriations anticipated a decrease, that has now been modified and the decrease will not be as large. Ms. Lang went on to address Trustee Vessels' questions from the previous board meeting on the breakdown of travel and meeting expenses as presented in the board packet. Ms. Lang

explained that the Dean's make the final decision on how the travel and meetings budget is spent. Vice Chairman Vandenberg inquired where Ms. Lang thought the budget would fall. Ms. Lang is optimistic the college will be in good standing, the CARES Act funds will help offset the decreases the college has seen in specific areas.

Vice Chairman Vandenberg asked for a motion to approve the Financial Reports via Consent Agenda. Trustee Pennock moved to approve the Financial Reports via Consent Agenda, 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 Financial Reports via Consent Agenda, as presented, was approved as Resolution R18-21.

Administrative Reports via Consent Agenda

HR Report

Mr. Gary Barber 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. Mr. Barber discussed his recent meeting with members of the team to address and formalize strategies to recruit nursing faculty members. The college has seen a competitive market for nurses arise with local businesses, such as Marietta Health Systems, offering large incentives for new hires. Mr. Barber also discussed the rank advancement of Ms. Tracey Bogard from Assistant Professor to Associate Professor. Mr. Barber noted the College has filled multiple positions including, Network and Systems Administrator position, HR Specialist position, and the Administrative Assistant to the Deans position. Trustee Altier asked whether the college is seeing potential candidates pushing for a higher salary. Dr. Wood responded that yes, the college has lost potential candidates because the payscale did not meet their needs. Dr. Wood is hoping with the continued increase in enrollment numbers she will be able to bring forward mid-year proposals for increasing and updating our COMPEASE data. This will allow the college to offer a more competitive salary.

Mr. Barber updated the board on the college's current renovations. The Health Sciences renovation held a pre-bid meeting on June 14, 2021. Mr. Baber went on to explain the current timeline of the Health Sciences renovations. Bids are due June 30, 2021, once bid is awarded the controller will give the final approval to move forward with the project. The renovation will happen in three phases; phase one will begin August 3, 2021 which will focus on the first floor, phase one is projected to be completed by January 7, 2022; phase two is set to begin January 10, 2022 and focuses on the donor and cadaver labs and the Biology and Med Tech labs on the second floor, phase two is expected to finish March 4, 2022 and April 8, 2022 respectively; phase three of the renovations is set to begin March 7 and be complete by May 6, 2022. Vice Chairman Vandenberg asked whether there would be disruptions during courses. Dr. Heather Kincaid responded yes, once the renovations begin on the second floor during phase two, plans will need to be made on where to hold biology and cadaver labs. Mr. Barber added that there will be approximately a three month disruption period to classes.

Vice Chairman Vandenberg asked for a motion to approve the Administrative Reports via Consent Agreement. Trustee Barengo moved to approve the resolution, Trustee Altier 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 R19-21.

Recognition of Guests

Dr. Wood introduced Megan Hardway, the College's new Administrative Communications Specialist. Megan gave a brief introduction of herself and expressed her excitement about joining Washington State Community College' team.

Academic Update

Student Success

Ms. Sarah Parker updated the board on current academic achievements within the college as presented in the board packet. Ms. Parker gave an overview of the transition to 8-week course offerings and explained the three phases in which this will be done. Phase one consisted of educating faculty and some courses volunteered to move forward with the transition early. Phase two will see the transition of all non-accredited programs and phase three will see all courses with accreditations transition to the 8-week delivery option. Ms. Parker continued her academic updates with an overview of the ongoing Corrections Academy and POBA Instructor training being held this month. Ms. Parker praised Dean Hall for her continued work in building the POBA program that will launch FA2021. Ms. Parker reminded the board that the program needs 10 students enrolled to move forward and the college currently has six enrolled. Ms. Parker gave an update on all Health Sciences programs and specifically mentioned the College's largest graduating classes for the ADN and LPN programs. Summer enrollment for both of these programs are also trending high with 53 students enrolled in the ADN program and 52 students enrolled in the LPN program. The Higher Learning Commission approved the College's Health Information Management Technology program and the team is now ready to begin marketing to potential students and enrolling students for FA21. Ms. Parker also mentioned the high pass rate of 89% in the College's Biology AMP course which is a testament to the College's Biology department as this is higher than the institutional average.

Physical Therapy Assistant Program

Ms. Parker notified the board of the negative outcome the Physical Therapy Assistant (PTA) Program received from CAPTE. She gave an overview of the team's next steps in submitting for re-accreditation as presented in the board packet.

Program Updates

Ms. Parker updated the board on current program enrollment as presented in the board packet. The College is currently seeing an upward trend of 47.7% enrollment for FA21 as compared to FA20. Programs listed that have low enrollment numbers have either been deactivated, changed to a certificate program, or are new for this upcoming year. Vice Chairman Vandenberg asked if the College's Welding Program was deactivated. Ms. Parker responded that the program has not officially been deactivated but because of low enrollment numbers the number of faculty teaching in the program has been reduced and the team is working to come up with a strategic plan to increase enrollment numbers. Trustee Vessels commented on the Robotics and Engineering partnership with WCCC. Ms. Parker informed her that while the partnership with WCCC is not moving forward this year, our team is currently reaching out to interested students to help them enroll in classes if they want to move forward in this program.

Foundation Update

Ms. Amanda Herb began her Foundation update by introducing Ms. Cheryl Canaday, Executive Assistant to the Foundation, and commended her on her continued work in helping the Foundation reach its goals. Ms. Herb went on to update the board on the Foundations continued efforts to support students through scholarships, the food pantry, and emergency funds. 2020 was the largest fundraising year for the Foundation and saw 14 new scholarships added with 8 of these scholarships offering a full ride for students. Ms. Herb then updated the board on the College's 50th Anniversary Campaign which includes the new Brick Campaign, opportunities to fund Endowed Scholarships, and naming opportunities. The Foundation has already reached 80% of its fundraising goal for this year. Dr. Wood added that Mark Mondo is donating the concrete base needed for the Brick Campaign. Vice Chairman Vandenberg asked Ms. Herb what the timeline for this campaign was. Ms. Herb responded the Foundation is hoping to continue fundraising for the rest of this year and begin construction on the walkway in spring 2022.

President's Update

Dr. Wood briefed the board on the possibility of WSCC being able to offer a BSN program. The BSN proposal was entered into the budget bill which Dr. Wood noted it was a good sign of it passing. The College will continue to prepare for this possibility. Vice Chairman Vandenberg asked how the timeline would look if the BSN proposal passed. Dean Heather Kincaid responded it would be four to five years before the College could offer the BSN program.

Policy Update via Consent Agenda

Dr. Wood presented the College's updated Organizational Chart, **Appendix E**, to add to the College's Policy and Procedures manual. This policy includes the updated hierarchy in the vice president positions and other changes to staff and faculty.

Dr. Wood presented an updated version of **Chapter 3.200 - College Governance System**, for the board's approval. This policy update reflects changes to titles, and updates to the President's Cabinet and Leadership Team members.

Vice Chairman Vandenberg asked for a motion to approve the Policy Update via Consent Agenda. Trustee Vessels moved to approve the Policy Update 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 **Policy Update via Consent Agenda**, as presented, was approved as **Resolution R20-21**.

Public Notice: None.

Executive Session

Trustee Pennock made a motion to go into Executive Session to discuss the employment of an employee or employees, 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 Trustees moving to **Enter Executive Session** was approved as **Resolution R21-21**.

The Trustees, along with Dr. Wood, and Ms. Sarah Parker (VPAA), entered the Executive Session at 5:00 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 5:30 p.m.

Mr. Anderson	Abs	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 R22-21**.

Adjournment

Trustee Vandenberg moved to adjourn the meeting at 5:31 p.m., the motion was seconded by Trustee Vessels, and the motion passed with a roll call vote.

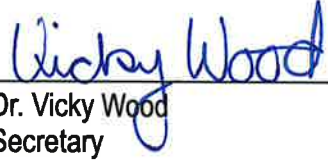
Mr. Anderson	Abs	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Ms. Altier	Yes	Ms. Vessels	Yes

The **Adjournment of the June 14, 2021 Meeting of the Board of Trustees** was approved as **Resolution R23-21**.

Next Meeting. The next regular meeting of the Board of Trustees will be held on August 16, 2021, at 4 p.m. in the Community Room.



Mr. Bernie Anderson 8-16-21
Chairman Date



Dr. Vicky Wood 8-16-21
Secretary Date