

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Meeting – November 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, took roll call. The following Trustees were present at roll call: Mr. Randy Barengo, Mr. David Vandenberg, Ms. Susan Vessels, Mr. Dan Pennock, Mr. Tyler Wilcox, Ms. Jodey Altier, Ms. Cinda Erickson and Mr. Bernie Anderson who joined virtually.

Others in attendance included: Dr. Vicky Wood (President), Ms. Sarah Parker (VPAA), Mr. Gary Barber (VPOE), Ms. Amanda Herb (VPIA), Ms. Angela Lang (CFO), Dr. Heather Kincaid (Dean Health), Dr. Jona Rinard (Dean Public Services & Transfer), Mr. George Bilokonsky (Dean Business and Engineering), Mr. Brandon Herb (Dir. Facilities), Ms. Jean Worstell (HR Manager), Ms. Kathy Temple-Miller (Dean SS), Ms. Reba Bartrug (Dir. Enrollment Services & Financial Aid), Ms. Michele Murphy (Graphics Coordinator), and Mr. Jesse Woomer (student of the month).

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	Yes	Mr. Pennock	Yes
Mr. Barengo	Yes	Mr. Vandenberg	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Abs

The **November 15, 2021 agenda**, as presented, was approved as **Resolution R44-21**.

Approval of the Minutes

Vice Chairman Vandenberg asked for any additions or corrections to the minutes of the October 1, 2021 special meeting. Trustee Vessels moved to approve the minutes as presented. 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
Mr. Wilcox	Yes	Ms. Erickson	Abs

The **October 1, 2021 WSCC Special Board Meeting Minutes**, as presented, were approved as **Resolution R45-21**.

Public Comment: None

Swearing in of New Trustee - Lucinda Erickson

Vice Chairman Vandenberg swore in Ms. Lucinda Erickson as a new Washington State Community College Board of Trustees member. Ms. Erickson was appointed by Governor Mike DeWine.

Recognition of Guests

Student of the Month

Vice Chairman Vandenberg recognized the October Student of the Month, Mr. Jesse Woomer. Mr. Woomer, a Science Transfer student, has been enjoying his time on campus and looks to further his education at Liberty University to pursue a degree in Physical Therapy. Mr. Woomer announced he is the newly elected President of the Student Senate. The Board congratulated him on this achievement and wished him luck on his educational journey.

Financial Report via Consent Agenda

Then and Now Certification

Ms. Angie Lang presented one Then and Now Certification for Board approval. This purchase was made on the College's Bank of America credit card for the yearly Zoom subscription which runs from July 2021 to July 2022.

Financial Report

Ms. Lang presented the financial statements through October 31, 2021 as noted in the board packet. Ms. Lang noted in the Colleges general fund, revenues have increased over \$200,000 and expenses have decreased by \$150,000 in comparison to last year. Another notable change can be seen in the expenses portion of the report under Academic Support, which has decreased by 46.44%. Ms. Lang explained that part of this change is from condensing three IT budgets into one. Two of these budgets were previously under Academic Support and have now been moved to Institutional Support. Ms. Lang explained the increase seen in revenues is due in large part to the increase in state subsidies for this fiscal year.

Ms. Lang concluded the financial report by briefly discussing the College's HEERF expenses as presented in the board packet. The HEERF report highlights the reimbursements made to the College for the FY2020/21 expenses, a breakdown of each round of HEERF funds and the amount the College has spent to date. Ms. Lang noted there is over \$1.1 million left in the student portion, over \$1.83 million in the Institutional portion, and over \$200,000 left in the Strengthening Institutions Program (SIP).

Vice Chairman Vandenberg briefed the Board on the Finance Committee meeting with the auditor. Vice Chairman Vandenberg acknowledged the great work Ms. Lang and the business office have been doing as the auditor is reporting a clean audit at this point in the process. Trustee Wilcox inquired about the date in which HEERF funds need to be spent down. Ms. Lang answered that the student portion would be discussed later in the board meeting and administration continues to have a plan to spend down the institutional portion. The plan includes paying students' past due balances, which would allow them to re-enroll at the College and renovation projects to allow for social distancing within classrooms. The deadline to spend these funds is May 2022.

Annual Financial Data Report

Ms. Lang discussed the annual financial data report as presented in the board packet. The Finance Committee met on Wednesday, November 10 with the auditor and reviewed the report. Vice Chairman Vandenberg asked when the final audit will be available. Dr. Wood responded that the audit group is continuing to evaluate HEERF funds and TRIO spending at this time and after that is complete, the College will receive the final audit report. Trustee Vessels asked questions about a couple figures and noted typographical errors in the report. Dr. Wood ensured Trustee Vessels that the audit report would be updated and the errors corrected on the final report.

The Affordability and Efficiency Report was briefly discussed. Trustee Pennock inquired whether the College would increase fees this fiscal year. Dr. Wood responded that the Board and administration made a concerted effort in FY20 to eliminate fees to help decrease the cost for students and the College will continue to find ways to keep costs down including not increasing

tuition or fees. Dr. Wood noted that the College conducts an annual audit of fees, which will be brought before the Board at a later time.

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 Altier 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
Mr. Wilcox	Yes	Ms. Erickson	Yes

The **Financial Reports via Consent Agenda**, as presented, was approved as **Resolution R46-21**.

Administrative Reports via Consent Agenda

Human Resources 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 is confident many of the current open positions will be closed by the end of the year. Mr. Barber expressed the challenges the College is facing in hiring a Director of Nursing and a Director of Occupational Therapy. Human Resources is working with Mr. Brandon Herb, Director of Facilities, with reworking the job description for the open HVAC position. Mr. Barber briefly reviewed the new employees that have been onboarded, specifically Ms. Mary Ann Simon, Interim Director of Physical Therapy. Ms. Simon previously worked at Hocking College and will lead our PTA program through the end of the academic year to ensure second year PTA students complete the program. Mr. Barber congratulated the Human Resources team on their retention numbers for October and November. Vice Chairman Vandenberg asked whether the new HVAC position was focused solely on HVAC or a combination of duties. Mr. Barber explained that it is a maintenance position that includes HVAC and other duties. The College did not find a candidate with HVAC expertise who would accept the position for the salary offered in the first search. The College is advertising the position with specific certifications in HVAC in an attempt to reduce HVAC maintenance costs.

6-year Capital Plan

Mr. Barber discussed the 6-year Capital Plan as presented in the board packet. Mr. Barber explained that after a discussion with OACC President, Jack Hershey, the team learned the plan submitted to the ODHE is a formality and the plan that will be used is the 2-year plan Dr. Wood will submit to OACC. Mr. Barber added that investments in new buildings is discouraged due to the increase in online instruction. The state would like to see community colleges invest in maintaining and upgrading current buildings. The College can expect to receive just over \$1 million to focus on maintenance and repairs of buildings. Mr. Barber discussed the tour he and Mr. Herb had an architect to assess the College’s buildings and grounds. Repairs were noted for the pedestrian bridge, parking lot, window updates to the A&S building, and a second ingress/egress to campus. These projects, along with others noted in the board packet, will take place in phases. Vice Chairman Vandenberg added that the Board will have a planning meeting early next year to prioritize major projects on campus. Mr. Barber reiterated that this is not a full comprehensive list of all projects on campus; however, it allows the state to see the College’s vision. Dr. Wood added that the team will review projects and use Higher Education Emergency Relief Funds (HEERF) funds where applicable to enlarge classrooms for social distancing and improve heating and ventilation systems.

Vice Chairman Vandenberg asked for a motion to approve the Administrative Reports 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
Mr. Wilcox	Yes	Ms. Erickson	Yes

The Administrative Reports via Consent, as presented, was approved as **Resolution R47-21**.

President's Report

Dr. Vicky Wood introduced Ms. Reba Bartrug, Director of Financial Aid and Enrollment Services, to the Board. Ms. Bartrug updated the Board on the student portion of Higher Education Emergency Relief Funds (HEERF) as presented in the board packet. Ms. Bartrug stated that the College has spent round one and two of HEERF funds and are currently working to spend monies from round three. Ms. Bartrug noted all funds must be spent by May 16, 2022. Ms. Bartrug gave a background of the College's procedures for finding eligible students, which included using a separate application to help students understand the type of assistance they were applying for, Emergency Assistance or Tuition Assistance (Community Impact Grant). Emergency Assistance is currently set at \$500 per semester and funds are automatically refunded to the student account or distributed by check. These funds can be used for transportation, housing, food, technology, course materials, etc.. Total spent to date for the Emergency Assistance fund is \$668,596, which was awarded to 829 students. Tuition Assistance, or Community Impact Grant, funds are applied to a student's account with their authorization and will cover up to 15 credit hours of tuition plus fees. Total spent to date on Tuition Assistance is \$887,698.50, which was awarded to 502 students. Ms. Bartrug explained the regulations changed for each round of funding, which became less restrictive. Trustee Vessels inquired whether HEERF has impacted Pell Grants as the numbers have significantly changed based on audit findings. With this question it was found there was a typographical error in the Annual Financial Data Report where two numbers were transposed. This error was noted and will be corrected in the final audit. Ms. Bartrug responded that HEERF should not impact Pell eligibility and that the College has seen an increase in Pell eligible students. Ms. Bartrug also noted that the Financial Aid department has more authority this year to make professional judgment and override a FAFSA ruling based on most recent tax information. Ms. Bartrug went on to discuss the impact the funds have had on student success. Ms. Bartrug highlighted the percent of students who received funds and have graduated. This data currently show higher success rates for students who have received HEERF support. Vice Chairman Vandenberg expressed his concerns that the College may be missing students who do not apply for these funds. Ms. Bartrug responded that with the third round of funding, any student who says they have been impacted by COVID-19 can receive funds and are approved. Ms. Bartrug presented plans to spend the remaining amount of HEERF funds. Based on estimates of what was spent in the FA21 semester, and the increase in applications received, the department can anticipate spending all monies by the deadline. Vice Chairman Vandenberg asked whether students who received financial assistance from the Foundation are included. Ms. Bartrug responded that these funds are separate; CARES Act rules do not allow funds to count toward estimated financial assistance; colleges cannot reduce any other type of financial aid.

Dr. Wood commended the College on the great work they have done and highlighted some of the College's accomplishments:

- Dr. Wood recognized Ms. Bartrug, the financial aid department, and the business office for their continued efforts to disburse HEERF funds and juggle the added workload that comes with this.
- Spring enrollment numbers are up compared to the same time last year and credit hours are also looking positive.

- The Health Expansion Renovation is currently on schedule. The walls covering the construction site on the first floor will soon be dismantled. Dr. Wood also shared the timeline of the ongoing renovations.
- Dr. Wood recognized Dr. Heather Kincaid, Ms. Sarah Parker, and Ms. Darla Boone for completing and submitting the College's BSN application. Ms. Parker commented she is hopeful to hear a response within the next few weeks. Trustee Wilcox questioned where WSCC would fall in affordability. Dr. Kincaid responded that the College's BSN program will be more affordable than four-year institutions due to WSCC having to stay at the community college rate of tuition. Trustee Vandenberg inquired whether a marketing promotion will run once the program is approved. Dr. Wood stated yes, WSCC will promote the program and will work with other community colleges to support their students in attaining a BSN, if approved.
- Dr. Wood updated the Board on WSCC's BRIDGES project and the new Accelerate Complete Engage (ACE) Program that will launch in January 2022. Ohio Association of Community College's (OACC) recent newsletter featured WSCC's ACE program. This is an honor as OACC only featured three programs in the state. Ms. Parker, Mr. George Bilokonsky, and Ms. Kathy Temple-Miller have been the leaders of this project and have done a phenomenal job. The program allows adult students who want to return to college complete their first semester free. This program will be offered in a shortened 8-week session that will allow adult students to complete credits faster by focusing on just two courses. Support services, such as weekly gas cards and free evening childcare through the Boys and Girls club of Marietta are offered, and the courses in this program have embedded industry credentials students can earn while they learn, such as OSHA, Rockwell PLC, SolidWorks, and FANUC.
- Dr. Wood highlighted the great work the HR department has been doing in holding employee appreciation events such as the chili cook-off, ice-cream social, and the upcoming holiday gathering. The College continues to recognize a Huddle Hero who others on campus see going above and beyond to help the College attain the Wildly Important Goals (WIGs). Ms. Faye Treadway was recognized as the October Huddle Hero at the recent chili cook-off. Ms. Treadway's dedication to ensuring staff and students alike have the tools they need to be successful is unmatched. The College has also been holding other events such as Bucktoberfest and Casual for a Cause which raised over \$1,600.
- Dr. Wood shared her appreciation for Ms. Amanda Herb and Mr. Gary Barber and their tremendous job on professional development initiatives on campus with StrengthsFinder training.
- Dr. Wood acknowledged Ms. Amanda Herb, Ms. Cheryl Canaday, and the marketing team for the phenomenal job they did on the Foundation's Annual Report which highlights the College's donors and stories of our students. The Foundation also had a record year in donations with almost \$528,000 raised. The Foundation Board of Directors has a new member, Mr. J. Douglas Mallett. Dr. Wood noted the dates of the College's 50th anniversary celebrations being held in May 2022.
- Dr. Wood briefly discussed the finance committee meeting where the College's finances were reviewed. Dr. Wood was happy to report enrollment numbers are continuing to increase as well as the College's completion rates. The College's SSI funding, which is calculated based on student access and success, is continuing to increase as well. Due to the increased SSI funding and record-high inflation, Dr. Wood recommended the additional funding be allocated to a raise for employees. Trustee Vessels inquired why the audit report shows an 11% decrease in enrollment for fiscal year 2021 when data shows a 2-4% increase in enrollment. Dr. Wood responded that enrollment will be captured correctly in the final audit.

New/Old Business

Vice Chairman Vandenberg expressed the Board's appreciation and congratulated the College on the work that has been done during the past few years to continue increasing enrollment and completions.

Vice Chairman Vandenberg reviewed the Board evaluation and noted that attending leadership training and development, and working to accept and expect difference of opinions of Board members, are areas for improvement. Vice Chairman Vandenberg expressed his thoughts that due to many new board members who have not attended a strategic planning

meeting may have led to this portion of the evaluation to be less agreeable. Vice Chairman Vandenberg also noted the evaluation was overall positive and thanked Board members for participating. Chairman Anderson's evaluation was positive and the Board thanked him for his leadership over the past year.

Trustee Altier and Trustee Barengo agreed to serve on the Board's ad-hoc nominating committee for next year. Proposals for the Board Chair and Vice Chair will be brought forward at the December meeting to be voted on. Trustee Barengo mentioned the importance of having a Board of Trustees member serve on the Foundation Board of Directors and asked if any Board members are interested.

The 2022 Board calendar was reviewed; it was suggested the Board of Trustees and the Foundation Board of Directors hold a joint meeting in January 2022. This suggestion to move the February meeting to January to coincide with the Foundation Board of Directors meeting was agreed upon and the proposed 2022 Board calendar was updated to reflect the change. Dr. Wood added that there will be an engaging activity at this joint meeting that will help the Board develop the College's next strategic planning. Trustees Vessels commented on the November meeting not falling on the third Monday. Dr. Wood responded that the change was made to avoid the week of Thanksgiving.

Vice Chairman Vandenberg asked for a motion to approve the 2022 Board of Trustees Calendar with the change in February and January meeting dates. Trustee Wilcox moved to approve the 2022 Board of Trustees Calendar with the change in February and January meeting dates, Trustee Erickson 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
Mr. Wilcox	Yes	Ms. Erickson	Yes

The **2022 Board of Trustees Calendar**, with the change in February and January Meeting dates, was approved as **Resolution R48-21**

Executive Session

Trustee Pennock made a motion to go into Executive Session to discuss the compensation of a public employee or official where there may be a vote at the end of Executive Session, Trustee Vessels seconded, and the motion passed with a roll call vote. The Trustees along with Dr. Wood entered the Executive Session at 5:12 p.m.

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

The Trustees moving to **Enter Executive Session** was approved as **Resolution R49-21**.

Trustee Barengo made a motion to exit Executive Session, Trustee Pennock seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:41 p.m.

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

Mr. Wilcox	Yes	Ms. Erickson	Yes
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The Trustees moving to **Exit Executive Session** was approved as **Resolution R50-21**.

Vice Chairman Vandenberg asked for a motion to approve an annual 4% increase in salaries. Trustee Vessels moved to approve the annual 4% increase in salaries, Trustee Wilcox 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
Mr. Wilcox	Yes	Ms. Erickson	Yes

The **Annual 4% Increase in Salaries** was approved as **Resolution R51-21**.


Adjournment

Trustee Barengo moved to adjourn the meeting at 5:45 p.m., the motion was seconded by Trustee Vessels, 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
Mr. Wilcox	Yes	Ms. Erickson	Yes

The **Adjournment of the November 15, 2021 Meeting of the Board of Trustees** was approved as **Resolution R52-21**.

Next Meeting. The next meeting of the Board of Trustees will be held on December 20, 2021, at 4 p.m. in the Community Room.



 Mr. Bernie Anderson Date
 Chairman

 12-20-21

 Dr. Vicky Wood Date
 Secretary