

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Meeting – December 20, 2021**

Roll Call. Chairman Anderson called the meeting to order at 4:00 p.m. in the Community Room in the Main Building. Ms. Megan Hardway, Communications Specialist, took roll call. The following Trustees were present at roll call: Mr. Randy Barengo, Mr. David Vandenberg, Ms. Susan Vessels, Mr. Dan Pennock, Ms. Cinda Erickson, and Mr. Bernie Anderson. Ms. Jodey Altier joined after the roll call took place. Mr. Tyler Wilcox was absent.

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), and Ms. Megan Boyd (student of the month).

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 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	Abs	Ms. Vessels	Yes
Mr. Wilcox	Abs	Ms. Erickson	Yes

The **December 20, 2021 agenda**, as presented, was approved as **Resolution R53-21**.

Approval of the Minutes

Chairman Anderson asked for any additions or corrections to the minutes of the November 15, 2021 meeting. Trustee Pennock moved to approve the minutes 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	Abs	Ms. Vessels	Yes
Mr. Wilcox	Abs	Ms. Erickson	Yes

The **November 15, 2021 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R54-21**.

Public Comment: None

Recognition of Guests

Student of the Month

Chairman Anderson recognized the November Student of the Month, Ms. Megan Boyd. Ms. Boyd, an individualized study major with an emphasis in Business, shared her story on why she chose to continue her studies at WSCC. Ms. Boyd is especially grateful for the support services the College offers to students and thanked Dean Kathy Temple-Miller for her guidance on using those support services.

POBA Commander

Dr. Jona Rinard, Dean of Public Services and Transfer, introduced the new Peace Officer Basic Academy (POBA) Commander, Mr. Joe Browning. Mr. Browning described his background in the corrections field and also updated the Board on the programs he manages. Mr. Browning shared that WSCC has hosted two corrections academies in 2021 and currently has nine cadets enrolled in the Peace Office Basic Academy (POBA). In 2022 Mr. Browning is looking forward to hosting a refresher course for current officers, increasing enrollment in POBA, conducting Court Officer Training, and developing a private security officer training course.

Social Services Instructor

Dr. Jona Rinard, Dean of Public Services and Transfer, introduced the new Social Services Instructor, Ms. Stacy Smith. Ms. Smith discussed her background in social services, which included teaching social workers in the state of West Virginia. Ms. Smith's daughter recently graduated from WSCC and both enjoy the support and positivity at WSCC.

Financial Report via Consent Agenda

Financial Report

Ms. Lang presented the financial statements through November 30, 2021 as noted in the board packet. Ms. Lang noted in the variance report there are significant line item changes compared to last year. These notable changes can be seen in the expenses portion of the report under Academic Support, which has decreased by 47.55%. 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 and current FY22 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 million left in the student portion, over \$1.7 million in the Institutional portion, and over \$200,000 left in the Strengthening Institutions Program (SIP). The College has paid \$70,000 in student past due balances in an effort to give those students another opportunity to re enroll in courses Ms. Lang noted the Financial Aid Department is continuing to process Student Emergency Grants, which will be awarded for the spring semester.

Annual Financial Data Report

Ms. Lang updated the board on the errors found in the audit report. Those updates included grammatical errors and transposed numbers referencing the College's Pell awards revenue.

Chairman Anderson asked for a motion to approve the Financial Reports via Consent Agenda. Trustee Pennock 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
Mr. Wilcox	Abs	Ms. Erickson	Yes

The Financial Reports via Consent Agenda, as presented, was approved as Resolution R55-21.

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 addressed the challenge the College is having in hiring an Occupational Therapy Director and Director of Nursing and added that the team is working through many avenues to fill these positions, including possible partnerships with other institutions. Mr. Barber noted that two faculty members have been suggested for rank advancement. Ms. Lindy Lemley will move from Instructor to Assistant Professor and Steve Temsvery will move from Assistant Professor to Associate Professor. The TRIO Program hired Michelle Long as the new program assistant and multiple adjuncts have been hired for the spring semester.

Mr. Barber updated the board on the Human Resources departmental goals of retention and employee engagement. This year the department has received two resignations and one retirement as compared to last year where the College had eight resignations and 1 retirement. The Human Resources department is on track to meet their goal of improving the employee retention rate by 50 percent. Mr. Barber highlighted the employee engagement events that have been held this year including a chili cookoff, ice cream social, and holiday party. Mr. Barber added that plans are already in place for events in the new year. He reported on the new structured onboarding sessions for new employees that are offered throughout the first year of employment designed to create touchpoints and assist in retention.

Mr. Barber finished the administrative reports with an update on the ongoing facility renovations. Mr. Barber noted the temporary wall on the first floor has been removed and construction will continue over the holiday break. The first phase of the Health and Sciences Renovation will be completed at the beginning of January and phase two will begin with the Medical Laboratory Technician lab. Mr. Barber commended the construction company, Promanco, for their troubleshooting ability and how they handled logistical errors that have popped up. Promanco believes the project will finish on the projected date. Mr. Barber reported that the 50th Memorial Garden paver project is underway. With the support of Mark Mondo, Thompson's Landscaping, and Damian Lang, the College is hopeful the project will be completed with in-kind donations and no institutional funds will be used to cover the \$20,000 cost.

Chairman Anderson asked for a motion to approve the Administrative Reports via Consent Agenda. Vice Chairman Vandenberg 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	Abs	Ms. Erickson	Yes

The **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R56-21**.

Policy Update via Consent Agenda

Ms. Sarah Parker presented a new policy update to the board. She stated with the enactment of uncodified law section 733.20 in HB 110 on June 30, 2021, state institutions of higher education must consider the adoption of a formally recognized Textbook Auto-Adoption policy. The Textbook Adoption policy and Auto-Adoption policy will give students more transparency when they are purchasing textbooks. The Auto-Adoption policy states if a faculty member has not adopted a textbook in a timely manner; the textbook from the previous semester/year would be used. Dr. Wood added this policy helps students find

affordable resources. Trustee Barengo questioned the difference between the black and red versions of the changes. It was explained that the red version are the changes being made to the policy and the black version is a 'clean' copy of those changes. The trustees agreed to pass the policy with one grammatical change.

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

The Policy Update via Consent Agenda, as presented, was approved as **Resolution R57-21**.

President's Report

Dr. Vicky Wood began her update by acknowledging the December OnCampus that is included in the board packet. The OnCampus highlights the current events on campus and the achievements of students, faculty, and staff.

Dr. Wood moved on to the President's presentation where she commended the great work the staff and faculty have done to reach the College's Vision 2021:

- Phase one of Vision 2021 began with a focus on expanding the Center for Student Success to help increase success rates amongst WSCC students. All support services were moved to the new Center for Student Success located in the Library building. The College is already seeing an increase in student success with the help of Dean Kathy Temple-Miller and her team. Other notable accomplishments during the first year of Vision 2021 included the College received HLC accreditation for 10-years, secured a reciprocity agreement with West Virginia, and the partnership with Marietta College called WSCC2MC was launched.
- Phase II of Vision 2021 focused on the College's Student OneStop. All frontline services were moved to one location to streamline and enhance the student enrollment process. Other notable accomplishments in Phase II included the implementation of Project Teal that includes an early alert system and student e-advising, which helps students plan their entire year; one college-wide commencement; and the launching of the Education Advancement to Registered Nursing (EARN) program.
- Phase III of Vision 2021 focuses on an 8-week course delivery model, which has been branded as 'Focus to Finish'. This shortened delivery model will help students finish courses faster and allow more flexibility with their schedules. Creating the FY 2022-23 schedule is the next step in this 8-week transition process. Dr. Wood thanked Ms. Sarah Parker and the deans for their hard work in developing the 8-week model..
- Dr. Wood congratulated the WSCC Foundation on a record year in fundraising where over \$500,000 was raised to support students. She recognized the leadership of Amanda Herb and support of Cheryl Canaday.
- Dr. Wood highlighted the continued efforts in investing in the College's many sectors.
 - In the past year the College has made significant advancements in campus safety and security including newly installed cameras and automated locking door systems.
 - It was announced last month all employees would receive a 4% raise beginning in January 2022. This was made possible by the increase in SSI funding as a result of the hard work of staff and faculty to increase enrollment and degree completion.
 - Mr. Brandon Herb and the facilities team was thanked for their hard work in the ongoing projects and renovations around campus.

- The Information Technology team members are working well together and have improved processes and enhanced security.
- The learning environment at the College drastically changed when all courses were moved to remote delivery at the beginning of the pandemic. The College is continuing to increase technology to support hy-flex courses and remodeling classrooms with the use of HEERF funds to allow for social distancing.
- Two large classrooms with a removable wall will be created in the front of the main building. This space will accommodate two 60+ seat, social-distanced classrooms to support the nursing program expansion. With the divider wall opened, it will accommodate approximately 250 people and could be used to host community events. The space could easily be converted to an Occupational Therapy Assistant and Physical Therapy Assistant labs as these programs are launched in the future.
- Dr. Wood updated the Board on an emergency Covid-19 call with Governor Mike DeWine. Governor DeWine asked colleges to be prepared for an increase in cases upon return from break, to promote vaccinations and boosters, and to maintain mask mandates.
- Dr. Wood congratulated the 2021 Distinguished Alumni, Dr. Heather Kincaid and Marietta Fire Chief C.W. Durham. A luncheon was held on campus in recognition of their services to the community and school. Dr. Wood thanked Dr. Kincaid for all she has done for the College and the Health programs.
- Dr. Wood finished her president's update by presenting to the Board strategic ideas for the new Vision 2025 including: BSN program, student support services expansion: career and transfer services expansion, college name change, early college STEM Academy (9th - 12th grade curriculum), career coaches in high schools, student sports including e-sports, and health program expansion.

New/Old Business

Chairman Anderson asked Trustee Barengo to present the Nominating Committee's recommendation for 2022 Trustee Officers. Trustee Barengo announced that the Nominating Committee recommended Trustee David Vandenberg as chairman and Trustee Tyler Wilcox as vice-chairman of the 2022 WSCC Board of Trustees.

Chairman Anderson asked for a motion to approve the recommended 2022 Board of Trustees Officers. Trustee Barengo moved to approve the recommended 2022 Board Officers, 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	Abs	Ms. Erickson	Yes

The **2022 Board of Trustees Officers** was approved as **Resolution R58-21**

Executive Session

Vice Chairman Vandenberg made a motion to go into Executive Session to discuss the compensation of a public employee or official and noted there may be a vote at the end of the 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 4:55 p.m.

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

Mr. Wilcox	Abs	Ms. Erickson	Yes
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The Trustees moving to **Enter Executive Session** was approved as **Resolution R59-21**.

Trustee Barengo made a motion to exit Executive Session, Vice Chairman Anderson seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:39 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R60-21**.


Adjournment

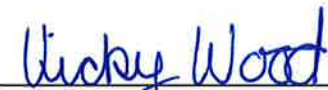
Trustee Barengo moved to adjourn the meeting at 5:40 p.m., the motion was seconded by Trustee Vessels, and the motion passed with a roll call vote.

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

The **Adjournment of the December 20, 2021 Meeting of the Board of Trustees** was approved as **Resolution R61-21**.

Next Meeting. The next meeting of the Board of Trustees will be held on January 24, 2021, at 4 p.m. in the Community Room.

 2/21/22
 Mr. David Vandenberg Date
 Chairman

 2/21/22
 Dr. Vicky Wood Date
 Secretary