

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Meeting – February 21, 2022**

Roll Call. 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, and Mr. Tyler Wilcox. Mr. Bernie Anderson joined after the roll call took place. Ms. Jodie Altier and Ms. Cinda Erickson were 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), Mr. Joe Browning (POBA Commander), Mr. Dakota Walters (student of the month) and Ms. Emilie Bever (student of the month).

Approval of the Agenda

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

The **February 21, 2022 agenda**, as presented, was approved as **Resolution R01-22**.

Approval of the Minutes

Chairman Vandenberg asked for any additions or corrections to the minutes of the December 20, 2021 meeting. Trustee Vessels moved to approve the minutes as presented. Trustee Wilcox seconded, and the motion passed with a roll call vote.

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

The **December 20, 2021 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R02-22**.

Public Comment: None

Recognition of Guests

Student of the Month

Chairman Vandenberg recognized the January Student of the Month, Mr. Dakota Walters. Mr. Walters, a Peace Officer Basic Academy (POBA) student, shared his story on why he chose to enter into law enforcement. Mr. Walters hopes to stay in his home community of Noble County and help make the community a safer place to live. WSCC gave him the opportunity to continue living in his hometown while achieving his dreams of entering law enforcement.

Student of the Month

Chairman Vandenberg recognized the February Student of the Month, Ms. Emilie Bever. Ms. Bever, a College Credit Plus (CCP) student from Belpre High School majoring in Liberal Arts Transfer, shared her education journey as a CCP student. Ms. Bever plans to attend Cincinnati University after graduation this summer where she will only need one additional year of school thanks to credits earned while enrolled as a CCP student at WSCC.

Recognition of outgoing Chair

Chairman Vandenberg recognized outgoing Chairman Bernie Anderson with a plaque. The Board expressed their appreciation for the leadership Mr. Anderson showed during his two years as Chairman of the Board and leading the College through the COVID-19 pandemic.

Financial Report via Consent Agenda

Then and Now Certification

Ms. Angie Lang presented four Then and Now Certifications for Board approval as noted in the board packet. Ms. Lang specifically mentioned the Westfall Builders purchase of \$37,877.90 which was a Then and Now the College was expecting due to timing of the insurance payment. The College originally planned for insurance to pay the vendor directly; however, WSCC paid the vendor up front and was reimbursed by insurance.

Financial Report

Ms. Lang presented the financial statements through January 31, 2022 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 general fund revenues where State Share of Instruction (SSI) increased and the College's investment income decreased. The expenses portion of the report continues to see a variance due to the consolidation of IT budgets into one budget and removal of that budget line from Academic Support. Ms. Lang stated that the Board will continue to see this variance throughout the year. Ms. Lang discussed the new restricted funds report which was first brought before the Board in December. Ms. Lang noted the variances in the salaries and benefits expenses are due to fee waivers where utilizing CARES Act money for past due balances is reported as a benefit. The variances seen under miscellaneous expenses are due to outstanding January transmittals that will be processed.

Ms. Lang concluded the financial report by briefly discussing the College's HEERF expenses as presented in the board packet. A corrected HEERF funding report was distributed at the beginning of the meeting due to a formula issue in the original. The HEERF report highlights the reimbursements made to the College for the FY 2020/21 and current FY22 expenses, a breakdown of each round of HEERF funds, and the amount the College has spent to date. Ms. Lang noted the Financial Aid department has a plan in place to spend down the student emergency aid portion of funding by the May deadline. Ms. Lang then shared with the Board the Colleges plans to exhaust the institutional portion of HEERF funding. This plan includes continued renovations on Hi-Flex classrooms, salaries and fringes of faculty with online instructional loads, and new nursing simulator equipment.

2022-23 Lab Fees:

Ms. Lang presented updated lab fees to the Board as presented in the board packet. These recommended changes come after an audit was completed to ensure the fees were being spent directly on the students. Ms. Lang highlighted the below changes:

- The background check fee required for the Social Services program was moved to an earlier course to help students be prepared for later courses..
- The course fees for the Chemistry labs were reduced from \$70 to \$25 after the audit found the labs do not utilize that high amount of lab supplies.

- The Medical Laboratory Technician program has an increase in lab fees due to a decrease in supplies donated directly from hospitals.
- The ATI exam fees for the nursing program have increased slightly. It is recommended that these fees be non-refundable. This recommendation is brought forward to allow for the purchase of the exam material at the beginning of the semester. In the past, these exams have not been purchased until after the withdrawal period which leaves students without access for the first three weeks of classes. Making this fee non-refundable would allow the instructors to purchase the exam materials on the first day of classes.

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

The **Financial Reports via Consent Agenda**, as presented, was approved as **Resolution R03-22**.

Administrative Reports via Consent Agenda

Human Resources Report

Mr. Gary Barber presented the Human Resources report as noted in the board packet. Mr. Barber noted the yearly turnover rate is currently at 6.25% which is an improvement from last year. The HR department is increasing the number of employee engagement opportunities and are in the process of conducting 'stay interviews' with new employees and employees who have been at the College for many years. The College is currently in the process of hiring multiple full-time and part-time positions most notably, the Director of Nursing position. Mr. Barber thanked Dr. Heather Kincaid for her leadership during this time where the nursing department is seeing a high turnover rate. Trustee Barengo inquired where the staff for the nursing department had relocated and Dr. Kincaid responded that most vacancies are for personal reasons. Vice Chairman Wilcox asked whether the HR department has seen a steady flow of candidates for the Director of Nursing position. Mr. Barber responded that while the department has seen a steady flow of candidates, none have the required experience. While the College has an Interim Director serving in this position, the search will continue.

4.860 - Tuition Assistance Program Policy Update

Mr. Barber presented a recommended policy change to **4.860 - Tuition Assistance Program** of the policy manual. The major changes within the policy include an addition of verbiage to require employees to stay employed at WSCC for a year after reimbursement of tuition; require employees wishing to earn an Associates degree or a Bachelor's degree to complete a FAFSA, which will ensure those individuals are eligible for federal aid; and to help with budgetary tracking by requesting all tuition assistance seeking employees complete an application of intent by March for the following academic year. ~~The maximum amount of tuition assistance for an eligible employee is \$5,000 per year. By requesting intent by March 31, the HR~~ department will know how many employees intend to take advantage of the program, which will help prioritize and budget funds. Chairman Vandenberg inquired about how many employees take advantage of this program. Mr. Barber stated that on average, six to eight employees. Mr. Barber noted that if the College's BSN application is approved, this number could increase as nursing faculty positions normally require a higher degree. Vice Chairman Wilcox asked if this program gives the College a competitive edge. Mr. Barber responded that programs such as this are common in other institutions.

Constructional Approval for Hi-Flex Classrooms

Mr. Barber finished the administrative reports with a request for funds to continue renovations on the Nursing Hi-Flex classrooms. After adjustments were made due to the project being over budget, two rooms in the original plans were removed. The vision is to have two 60-student classrooms with a dividing wall to allow for a large space for community and college meetings. HEERF funds are available for this portion of the renovation. The construction portion of the renovation was bid by Promanco for \$124,000. It is requested to use Promanco based on the lowest bid and as the company is already on site and can begin this project immediately, if approved. The second request for funding is for furniture for the classrooms, which allows for social distancing within the classroom. Dr. Heather Kincaid thanked the Board for their support in these renovations as they have changed the way the nursing department can offer classes. Those that have received a tour are highly impressed with the renovations. Mr. Barber also discussed the changes and renovations to computer labs on campus, which includes updating the Cyber Security lab that can dually house the ESports gaming club. Dr. Wood noted that the Board will have a tour of all renovations once complete.

Chairman Vandenberg asked for a motion to approve the Administrative Reports via Consent Agenda. Trustee Wilcox moved to approve the Administrative 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	Abs	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Abs

The **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R04-21**.

Academic Report via Consent Agenda

Dr. Sarah Parker updated the Board on the College's outstanding Bachelor of Science in Nursing (BSN) application. Since the last meeting, the WSCC nursing department has submitted additional information to the Ohio Department of Higher Education (ODHE). Dr. Parker thanked the dean, Dr. Heather Kincaid, and Ms. Darla Boone, for compiling the requested information and submitting it quickly. The next step in the application process is ODHE to interview WSCC administration and then post the proposal for public comment for 10 days. After discussions with ODHE, three BSN applications were moved to the next round, Rhodes State College, North Central State College, and WSCC. Chairman Vandenberg inquired whether the timeline for approval is known. Dr. Wood stated the timeline for review is not known. ODHE conducted interviews with local employers and received input from 4-year institutions. Dr. Parker added that once the application has been approved, the College submits the new program proposal to the Higher Learning Commission (HLC). This submission will trigger a site visit from HLC. Other colleges who have gone through a similar process have stated that the timeline between submission to HLC and the site visit took 6-months. Dr. Parker noted that ODHE may collectively take all three colleges through the HLC process, which could potentially cut down the 6-month timeline. Trustee Barengo asked whether the Board could assist in any way during the public comment period. Dr. Wood replied that Ms. Cecily Fyffe will be monitoring the ODHE website and will inform the Board when it is open for comment. Dr. Wood believes WSCC has a strong application and a strong regional need for BSN prepared nurses and feels confident in the approval of the application.

Dr. Parker updated the Board on the College's transition to 8-week course offerings. Dr. Parker noted the curriculum committee reviewed all courses and labs and made changes where necessary to ensure all courses have a strong delivery. The new 8-week slogan is, Focus to Finish. Dr. Parker thanked the marketing team for their work on designing the new slogan and the current ad campaign promoting the transition. Dr. Parker informed the Board that the College contacted other institutions that have transitioned to 8-week courses, many of whom are Aspen top 10 institutions. Kilgore College specifically

offered great information and insight to the process. This transition was done in phases to ensure a smooth transition in Fall 2023. Data has shown that students who enroll in 8-week courses have a higher success rate, based on WSCC courses that have already made the transition to 8-week offerings. Dr. Parker stated that the committee had a process in place to find programs that would need to be exempt from the transition. By Fall 2023, 70% of courses will be offered in the 8-week model. Once this transition has been completed, assessments will be held to determine the success of the transition and monitor courses that are struggling with the transition.

President's Report

Dr. Vicky Wood began her update by acknowledging the February 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 highlighted the ongoing nursing renovations and noted how excited the nursing faculty members are with the new simulation labs. Dr. Wood also discussed the College's work in Guided Pathways, which focuses on changing the college experience from initial connection to when the student graduates and seeks employment. Dr. Wood noted that the College has been working on this initiative since she became President and the College has seen a positive impact on student success. Davis Jenkins, author of *Redesigning America's Community Colleges*, contacted WSCC after reviewing Ohio's data and seeing the success WSCC has achieved. Mr. Jenkins interviewed Dr. Wood, Ms. Amanda Herb, Mr. Gary Barber, Dr. Sarah Parker, and Ms. Kathy Temple-Miller to learn more about WSCC's guided pathways implementation and success.

Dr. Wood updated the Board on the grants WSCC has applied for including the EDA Good Jobs Challenge grant in partnership with West Virginia University - Parkersburg, Washington County Career Center, and local foundations. The vision, if awarded, is to stand up a second ADN cohort. Chairman Vandenberg asked how the College plans to start a second cohort of students if facilities are not completed by January. Dr. Wood stated that the College has a plan in place to ensure space is available. Dr. Wood briefed the Board on a second grant application for the Rural Guided Pathways Project. This is a national initiative that can help WSCC further the College's guided pathways vision and build on the solid foundation the College already has in place.

Dr. Wood highlighted the three strategic priorities the leadership team voted on; BSN application approval and implementation, expansion of guided pathways to strengthen career services and transfer services, and to change the name of the college after approval of the BSN program. Dr. Wood gave the Board options of dates to hold a Strategic Planning Session. The Board agreed to meet on Monday, March 21 from 12:00 pm to 4:00 pm.

Dr. Wood finished her president's update by reviewing the newly combined policies and procedures manual. Dr. Wood noted that only minor changes to titles and formatting were made. The policy was combined to allow users to more easily search the entire manual by key words and to allow for easier updating of policies. Dr. Wood brought this in front of the Board to allow for questions regarding this change.

Chairman Vandenberg asked for a motion to approve the President's Update. Trustee Barengo moved to approve the President's Update, Trustee Anderson 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	Yes	Ms. Erickson	Abs

The **President's Update** was approved as **Resolution R05-22**.

New/Old Business

Dr. Wood reminded the Board of important upcoming events which include the Board Finance Committee meeting with Trustee Jodey Altier, Trustee Bernie Anderson, and Chairman David Vandenberg on Monday, March 14, 2022 and the deadline for financial disclosures which is May 15, 2022.

Executive Session

Trustee Pennock made a motion to go into Executive Session to consider the employment, dismissal, discipline, promotion, demotion or compensation of a public employee, Trustee Wilcox seconded, and the motion passed with a roll call vote. The Trustees along with Dr. Wood entered the Executive Session at 5:05 p.m.

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

The Trustees moving to **Enter Executive Session** was approved as **Resolution R06-22**.

Trustee Pennock made a motion to exit Executive Session, Trustee Vessels seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:40 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R07-22**.

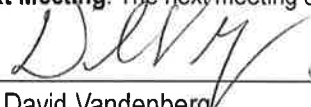
Adjournment

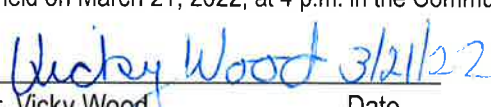
Trustee Wilcox moved to adjourn the meeting at 5:42 p.m., the motion was seconded by Trustee Barengo, and the motion passed with a roll call vote.

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

The **Adjournment of the February 21, 2022 Meeting of the Board of Trustees** was approved as **Resolution R08-22**.

Next Meeting. The next meeting of the Board of Trustees will be held on March 21, 2022, at 4 p.m. in the Community Room.


 Mr. David Vandenberg
 Chairman
 Date 3/21/22


 Dr. Vicky Wood
 Secretary
 Date 3/21/22