

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

Roll Call. Chairman Vandenberg called the meeting to order at 4:00 p.m. in the Infinite Learning Space in the Library. 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, Mr. Bernie Anderson, Ms. Jodie Altier and Ms. Cinda Erickson.

Others in attendance included: Dr. Vicky Wood (President), Dr. 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) and Ms. Abby Crock (student of the month).

Approval of the Agenda

Chairman Vandenberg asked for any additions or corrections to the agenda. Trustee Vessels moved to approve the agenda as presented, 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	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Yes

The **March 21, 2022 agenda**, as presented, was approved as **Resolution R09-22**.

Approval of the Minutes

Chairman Vandenberg asked for any additions or corrections to the minutes of the February 21, 2022 meeting. Trustee Barengo 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	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Yes

The **February 21, 2022 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R10-22**.

Public Comment: None

Recognition of Guests

Student of the Month

Dr. Vicky Wood recognized the March Student of the Month, Ms. Abby Crock. Ms. Crock, an Associate Degree in Nursing (ADN) student, shared her journey that led her to WSCC's ADN program. Ms. Crock, who started her career in the Army Reserves, researched many colleges before she chose WSCC and she is thankful she made that choice. Ms. Crock graduates this May and stated that because of the strong ADN program at WSCC she already has a full-time day position secured at WVU Medicine Camden Clark.

Financial Report via Consent Agenda

Then and Now Certification

Ms. Angie Lang presented two Then and Now Certifications for Board approval as noted in the board packet. Ms. Lang specifically mentioned the Prosource Technologies purchase of \$35,485. Ms. Lang stated that while the invoice was dated after the purchase order had been approved, the service date caused the Then and Now.

Financial Report

Ms. Lang presented the financial statements through February 28, 2022 as noted in the board packet. Ms. Lang noted in the Statement of Revenue and Expenses that tuition is steady and state appropriations are on target with what was budgeted. Ms. Lang stated that there are variances in the Restricted Funds report due to the flow of income between the Foundation and College. The College purchases items and the Foundation will reimburse the College for those purchases.

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 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 funds being disbursed directly to students has a balance of \$168,622 remaining and 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 shared with the Board the Colleges plans to exhaust the institutional portion of HEERF funding. This plan includes continued renovations on Hi-Flex classrooms, HVAC with sanitization system upgrades, and equipment to support virtual courses.

2022-23 Lab Fee Revision:

Ms. Lang presented a lab fee revision to the previously approved 2022-23 Lab Fee. Conversations regarding the Auto/Diesel Program continued and concerns were discussed about the tool kit necessary for the program and when it would be purchased. Previously, students could purchase the tools in increments. Now, students will purchase the entire tool kit in the first semester so they have the tools for the entire program. Ms. Lang noted that the amount of the lab fees has not changed; it is now consolidated into one course. Students are allowed to waive this lab fee. However, students receive a 50% discount due to the agreement WSCC has with Snap-on. Dr. Wood noted that while Nursing, Welding, and Auto/Diesel programs have high lab fees, students hired in these fields are often required to have possession of these tools.

Resolution to Increase Tuition and Remove Connectivity Fee

Ms. Lang presented a resolution authorizing an increase in tuition effective 2022-23 Academic Year and a Resolution to remove the \$25 Connectivity Fee. House Bill 166 of the 133rd General Assembly specifies that for the current biennial budget, community colleges may increase instructional fees up to \$5 per credit hour each year. WSCC elected not to increase fees in Academic Year 2022. The College now requests to increase student tuition by \$5 per credit hour which yields an increase of \$150 per annual, full-time equivalent in FY 2023. The College determined, after lengthy research, that due to the majority of courses being offered in the hi-flex/blended modality in academic year 2022-23 the connectivity fee for technology is used campus wide and therefore should not be a separate fee. By removing the connectivity fee of \$25 and increasing tuition by \$5 per credit hour, the College anticipates an annual increase in revenue of \$50,000. Students will now be charged a flat tuition rate and the only additional fees will be course and program specific fees. Trustee Pennock expressed his concerns with the increase in tuition when the College has carry over funds each year. Dr. Wood explained that while tuition will increase, most students will financially benefit from this change when the College moves to the 8-week model as the connectivity fee would have increased.

Chairman Vandenberg asked for a motion to approve the Financial Reports via Consent Agenda. Trustee Wilcox moved to approve the Financial Reports via Consent Agenda, Trustee Vessels seconded, and the motion passed with a roll call vote.

Mr. Anderson	Yes	Mr. Pennock	Yes
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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 R11-22.

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 three leadership position changes at the College. Ms. Amanda Herb, VPIA, and Ms. Cherly Canaday, Executive Assistant to the Foundation will be leaving the College mid May. This change informed the decision to hire a Director for both Marketing and the Foundation. The College will move forward with interviews for a Director of Marketing, a Director of Foundation and Development, and the Vice President of Institutional Advancement.

Purchase of Upgrades to the Arts & Sciences Building HVAC Unit

Mr. Barber finished the administrative reports with a request for HEERF funds to purchase and install replacement air cooled chillers and ventilation system for the Arts & Sciences Building to improve air filtration to prevent the spread of COVID-19. This system will be purchased and installed by Morrisons Incorporated for the quoted amount of \$219,159.399. Mr. Barber noted the current system in the A&S building is original and 28 years old with a life expectancy of 20 years. While the system has been well maintained, the reliability of it has diminished.

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 Agenda, as presented, was approved as Resolution R12-21.

Institutional Advancement Update

Ms. Amanda Herb, Vice President of Institutional Advancement updated the Board on the College's enrollment and student success data. Ms. Herb reviewed a presentation that showed how student success correlates to the amount of funding the College receives in SSI. Ms. Herb explained that SSI funding is based entirely on student success and is split three ways; half is based on course completion, while the other half is split between cost-based completion milestones and success points. All data is based on a three-year average. Ms. Herb went on to explain success points are reached by hitting three benchmarks. As students reach each benchmark they are more likely to graduate. Completion milestones look at the end of a student's college journey at whether they received a degree, certificates, or transferred with at least 12 credits. Ms. Herb noted that in order to receive a larger portion of SSI funding, the College must increase student success rates at a higher rate than other institutions as the State of Ohio has a complete success-based distribution model for its funding. This is a great model for colleges like WSCC due to the laser focus on student success and the ability to get students to completion faster. Ms. Herb highlighted that WSCC's SSI portion increased by 7.5% last year while the sector increase was only 0.9%. WSCC ranked #3 out of the 23 community colleges in Ohio. Ms. Herb completed her update by briefing the Board on the annual OACC meeting that reviews SSI trends and data from all community colleges. Ms. Herb also discussed how the College's Wildly Important Goals (WIGs) are connected to SSI funding in that the College focuses on increased enrollment and increase in completion.

Ms. Herb ended her update by discussing the next steps which include continuing to grow outcome production at the same pace or faster than other colleges, pay careful attention to access categories - especially 25+ students and Pell eligible students, and continue to focus on the entire pathway and remove unintended barriers to success.

Dr. Wood acknowledged Dean Kathy Temple-Miller and her team in the Student Success Center for all the work they have done in implementing innovative strategies to increase student success and retention.

President's Report

Dr. Vicky Wood began her update by acknowledging the March 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 budget discussions and expressed to the Board the final budget will be brought forward for approval at the April meeting.

New/Old Business

Dr. Jona Rinard, Dean of Transfer and Public Services wished to highlight an upcoming community event, Dancing with the Docs. Dr. Rinard is participating in this event where local doctors partner with a dance choreographer and perform a routine in front of an audience. The proceeds raised benefit Ronald McDonald's House Charities.

Dr. Wood reminded the Board of the upcoming Financial Disclosure deadline of May 15, 2022.

Adjournment

Trustee Barengo moved to adjourn the meeting at 4:51 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 March 21, 2022 Meeting of the Board of Trustees was approved as Resolution R13-22.

Next Meeting. The next meeting of the Board of Trustees will be held on April 18, 2022, at 4 p.m. in the Community Room.

Mr. Tyler Wilcox
Vice Chairman

4/18/22
Date

Dr. Vicky Wood
Secretary

4/18/22
Date