

**WASHINGTON STATE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Minutes of Meeting – April 18, 2022**

**Roll Call.** Vice chairman Tyler Wilcox called the meeting to order at 4:18 p.m. in the Community Room of 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. Tyler Wilcox, Ms. Susan Vessels, Mr. Dan Pennock, and Ms. Jodie Altier. Mr. David Vandenberg, Mr. Bernie Anderson, and Ms. Cinda Erickson were absent.

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) Mr. Josh Thrash (Success Coach), Ms. Megan Hardway (Dir. Foundation), Mr. Eric Wright (Fin. Aid Assist), Ms. Dustin Taylor (Registrar), Mr. Ben Harris (Network Admin), and Mr. Nick Arnold (Info. Systems Analyst).

**Approval of the Agenda**

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

The **April 18, 2022 agenda**, as presented, was approved as **Resolution R14-22**.

**Approval of the Minutes**

Vice Chairman Wilcox asked for any additions or corrections to the minutes of the March 21, 2022 meeting. Trustee Pennock 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	Abs
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Abs

The **March 21, 2022 WSCC Board Meeting Minutes**, as presented, were approved as **Resolution R15-22**.

**Public Comment:** None

**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 stated that due to the contract dates beginning before the purchase order date a Then and Now Certificate was required.

Financial Report

Ms. Lang presented the financial statements through March 31, 2022 as noted in the board packet. Ms. Lang noted the revenue and expenses are staying true to the budget. Ms. Lang then updated the board on the remaining CARES Act funds and the College’s plans to spend down the funds by the deadline.

FY2023 Budget:

Ms. Lang discussed the College's FY23 proposed budget as presented in the board packet. Ms. Lang stated the College's projected state share of instruction (SSI) will not be received for a few months. Therefore, FY22 actual revenue was used for the projection for SSI and a 1.18% increase in enrollment for FY23. The projected total revenue will be slightly less than FY22 due to a lost revenue calculation used for FY22. The College does not project any lost revenue due to increased enrollment. Ms. Lang noted some areas with vacant positions. Salaries will be budgeted for the specific subject area, but the fringes are budgeted into one account. These funds will be moved throughout the fiscal year, as needed. There were several areas that had higher salaries and fringes than needed and the necessary adjustments have been made. No changes were made to fee waivers while Maintenance was adjusted to a reasonable budget. The College was able to project a balanced budget at approximately 12.2 million dollars. Some notable changes were a 5% increase in insurance with a built-in gap, 3% decrease in academic support where a majority of the insurance and salary balances were found, a 1% increase in institutional support services and a 2% increase in maintenance. Trustee Barengo commented that the expense portion of the budget is comparative to the FY22 budget, but there is a large difference on the revenue side. Ms. Lang responded that the College received a large increase in state share of instruction last year due to improved student success, and the College also projected almost \$600,000 in lost revenue. These two changes combined make up for the difference in the budget for FY23.

Vice Chairman Wilcox 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	Abs
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Abs

The **Financial Reports via Consent Agenda**, as presented, was approved as **Resolution R16-22**.

**Administrative Reports via Consent Agenda**

Human Resources Report

Mr. Gary Barber presented the Human Resources report as noted in the board packet. Mr. Barber briefed the board on the on-going searches to fill multiple open positions. A job offer was extended to an individual for the Director of Marketing position. The College plans to move the Marketing and Foundation offices to the Center for Student Success to allow for easy access for students/community and to enable collaboration on marketing and development strategies of the College. Mr. Barber noted that the Vice President of Institutional Advancement and IT Faculty positions are proving to be challenging to fill.

New Employee Onboarding

Mr. Barber reviewed the new employee onboarding process the College has been engaged in for the past year. The goal of the new process is to create a year-long experience with new hire cohorts that would engage new employees and help them learn more about the institution and how the institution functions. Each meeting focused on a different topic which included a professional development session, pathway to presidency session, 4DX training, and many others. Mr. Barber invited four employees to the meeting to share with the board their experience partaking in the College’s new onboarding process. Ms.

Megan Hardway, Director of Foundation and Development, Mr. Josh Thrash, Student Success Coach, Mr. Eric Wright, Financial Aid Advisor, and Ben Harris, Network Administrator. Mr. Barber ended this session by discussing the Human Resources Departments continued efforts to increase retention of employees and create a welcoming environment where individuals want to work. Dr. Wood thanked Mr. Barber and the HR team for bringing the new onboarding process to the College.

Cybersecurity Update

Members of the IT team, Nick Arnold and Ben Harris, attended the board meeting to give an update on the ongoing cybersecurity threats and vulnerabilities the College faces and the steps the IT department is taking to protect the College against these threats. At the end of the presentation Nick and Ben gave a detailed summary of the security actions taken since September 2021 and an overview of employee training. Trustee Wilcox thanked the IT department for all of their work and effort in tightening security.

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

The **Administrative Reports via Consent Agenda**, as presented, was approved as **Resolution R17-21**.

**Academic Update**

Policy Proposal 11.110: Academic Misconduct

Dr. Wood introduced Dr. Sarah Parker and congratulated her on receiving her Doctor of Education Degree from Ohio University. Dr. Parker brought forth a new policy regarding academic misconduct as found in the board packet. Dr. Parker found there was little guidance on how WSCC handled situations of academic misconduct. Using input from faculty members, Dr. Parker drafted a policy that will inform faculty members on the steps they will need to take if they find evidence of academic misconduct. The policy will also allow for reporting to be consistent across courses and between faculty. Dr. Parker noted that students dismissed because of academic misconduct will not be approved for academic forgiveness. Also, program guidelines that have stricter protocol regarding academic misconduct, such as in the Nursing program, supersede this policy.

Vice Chairman Wilcox asked for a motion to approve the Academic Update via Consent Agenda. Trustee Vessels moved to approve the Academic Update via Consent Agenda, Trustee Altier seconded, and the motion passed with a roll call vote.

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

The **Academic Update via Consent Agenda**, as presented, was approved as **Resolution R18-21**.

## Institutional Report

### 2022 Completion Plan

Dr. Wood introduced Ms. Amanda Herb to present the 2022 Completion Plan. Ms. Herb informed the Board this would be her last meeting as an employee of WSCC. Ms. Herb thanked the Board for the opportunity to serve the institution for the past 13 years. Ms. Herb reviewed the Completion Plan as presented in the board packet and noted this is the 5th completion plan the College has completed with the first one completed in 2014. Ms. Herb stated that since the first completion plan the College's efforts to enhance student success and completion are now more ingrained in everyday activities. Data and funding increases show the College's efforts are working. The 2022 Completion plan summarizes the status of the 15 action items the College focused on since the 2020 Completion Plan. Of those 15, seven have been completed, seven are scaling in progress and the remaining one is planning to scale. The correlation between the Completion Plan, the Strategic Plan, and the WIG (WSCC Important Goal) was highlighted. Ms. Herb presented an overview of the College's continued work on the 15 action items with a focus for adult learners and equity for underserved students. The Completion Plan aligns with the Guided Pathways work the College is continuing to implement which is now being recognized on a national level through the acceptance in the Rural Guided Pathways project and the BRIDGES project.

### Resolution to Approve Honorary Degree

Ms. Herb presented the Board with a resolution to approve awarding the College's first honorary degree in Technical Studies to Mr. David Archer at the 2022 Commencement Ceremony. Mr. Archer has displayed the level of exemplary achievement deemed worthy of the singular recognition conveyed by the conferral of an honorary degree by the College.

Vice Chairman Wilcox asked for a motion to approve the Institutional Report via Consent Agenda. Trustee Pennock moved to approve the Institutional Report via Consent Agenda, Trustee Wilcox seconded, and the motion passed with a roll call vote.

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

The **Institutional Report via Consent Agenda**, as presented, was approved as **Resolution R19-21**.

## President's Report

Dr. Vicky Wood began her update by acknowledging the April 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 updated the Board on the current work the College is doing that has been recognized on the national level. WSCC was selected to take part in the Rural Guided Pathways project funded by the National Center for Inquiry & Improvement (NCII). This was a national grant opportunity that included colleges across the United States and 16 were chosen to take part in the project. WSCC and Marion Technical College represent Ohio. Dr. Wood noted that this is the first opportunity WSCC has had to take a group of individuals to learn about other colleges and gain first hand knowledge from experts in the field. Dr. Wood stated that the WSCC team has worked hard to change the student experience on campus and WSCC is now being recognized nationally because of this work. Dr. Wood shared with the Board that the Florida Success Center saw the data from Ohio and recognized the work WSCC was doing and invited her to present at their spring conference to share WSCC's story and the changes the College has made to advance student success.

**New/Old Business**

Dr. Wood reminded the Board of the upcoming important dates:

- Financial Disclosure deadline of May 15, 2022
- 50th Anniversary Celebration May 11, 2022
- 50th Anniversary Celebration May 12, 2022
- 49th Annual Commencement Ceremony May 14, 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 Vessels seconded, and the motion passed with a roll call vote. The Trustees along with Dr. Wood entered the Executive Session at 5:21 p.m.

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

The Trustees moving to **Enter Executive Session** was approved as **Resolution R20-22**.

Trustee Pennock made a motion to exit Executive Session, Trustee Wilcox seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:52 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R21-22**.

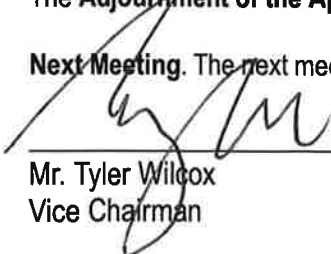
**Adjournment**

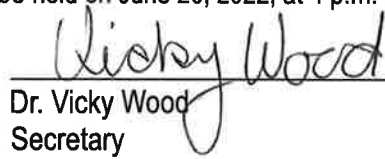
Trustee Vessels moved to adjourn the meeting at 5:55 p.m., the motion was seconded by Trustee Wilcox, and the motion passed with a roll call vote.

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

The **Adjournment of the April 18, 2022 Meeting of the Board of Trustees** was approved as **Resolution R22-22**.

**Next Meeting.** The next meeting of the Board of Trustees will be held on June 20, 2022, at 4 p.m. in the Community Room.

 6/20/22  
 Mr. Tyler Wilcox  
 Vice Chairman  
 Date

 6/20/22  
 Dr. Vicky Wood  
 Secretary  
 Date