

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Meeting – June 20, 2022**

Roll Call. Chairman David Vandenberg called the meeting to order at 4:00 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. David Vandenberg, Mr. Randy Barengo, Mr. Tyler Wilcox, Ms. Susan Vessels, Mr. Dan Pennock, Ms. Cinda Erickson and Ms. Jodie Altier. Mr. Bernie Anderson was absent.

Others in attendance included: Dr. Vicky Wood (President), Dr. Sarah Parker (VPAA), Ms. Angela Lang (CFO), Dr. Heather Kincaid (Dean Health), Dr. Jona Rinard (Dean Public Services & Transfer), Mr. George Bilokonsky (Dean Business and Engineering), Ms. Jean Worstell (HR Manager), Ms. Kathy Temple-Miller (Dean SS), Ms. Dustin Taylor (Registrar), Ms. Reba Bartrug (Director Enroll. Services & Fin. Aid), Ms. Tricia Schaad (Dir. of Nursing), Ms. Darla Boone (Dir. of Nursing Advancement), Mr. Brad Merritt (Professor Business, PTK Advisor), Mr. Mackenzie Smith (PTK Student), Mr. David Harr (PTK Student), and Ms. Candice Runnion (PTK Student).

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

The **June 20, 2022 agenda**, as presented, was approved as **Resolution R23-22**.

Approval of the Minutes

Chairman Vandenberg asked for any additions or corrections to the minutes of the April 18, 2022 meeting. Trustee Vessels moved to approve the minutes with the amendment to the signature line. 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	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Abs

The **April 18, 2022 WSCC Board Meeting Minutes**, with amendment to the signature line, were approved as **Resolution R24-22**.

Public Comment: None

Recognition of Guests

Dr. Vicky Wood introduced Professor Brad Merritt, Phi Theta Kappa (PTK) Advisor, to the Board. Mr. Merritt has served in this capacity for 13 years. Dr. Wood commented on students' involvement and relationships established with each other and their continued involvement with the College post graduation. Professor Merritt gave an overview of WSCC's PTK Chapter and touched on many of the accomplishments. These include consecutive 5-star ratings, most distinguished chapter in the

Ohio Region, national award for 'Feeding the Hungry' Campaign in 2020, and one of the only chapters who are continuing to see a rise in acceptance rates. Professor Merritt introduced three PTK members who recently were awarded the 2022 All-Ohio Community College Academic Team, Mr. Mackenzie Smith, Mr. David Harr, and Ms. Candice Runnion. Each awardee shared with the Board what PTK has meant to them and what their future plans are after graduation. The Board thanked the PTK members for representing WSCC so well.

Financial Report via Consent Agenda

Financial Report

Ms. Lang presented the financial statements through May 31, 2022 as noted in the board packet. Ms. Lang noted in the variance report that revenues are up in all areas with exception to the 'other sources' category. This is due to the current interest rates. Also noted in the variance report is a negative 0.65% variance, which is due to the restructuring of the IT budget from three separate categories to one. Ms. Lang reviewed the statement of revenues and expense report as well as the balance sheet, which has total assets & deferred outflows over \$31.5 million. Ms. Lang completed the financial reports with an update of the remaining CARES Act funds and the College's plans to spend down the funds by the deadline. The date to have all CARES Act funds expended has been extended to June 30, 2023 for all balances over \$1,000. The student portion of the funds is expected to be exhausted this summer.

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

The **Financial Reports via Consent Agenda**, as presented, was approved as **Resolution R25-22**.

Administrative Reports via Consent Agenda

Academic Update

Policy Proposal Appendix F: Faculty Rank Advancement

Dr. Sarah Parker brought forth an update of the existing Appendix F: Faculty Rank Advancement as found in the board packet. In 2020 the faculty senate reviewed and significantly revised the faculty evaluation tool and replaced the points system with a years of service system. Upon completion of the project, faculty formed a solve and dissolve team to review the faculty rank advancement process, which also utilized a points system. After careful consideration and research of other institutions' processes, the solve and dissolve team put forth a recommendation to the president's cabinet. The changes made to the policy have simplified the process by replacing the points system. Human Resources will track and make recommendations of faculty members who are up for rank advancement. Dr. Wood added that the previous process was complicated, time consuming, and 100% of faculty that submitted a rank advancement application were promoted to the next rank. Dr. Wood thanked faculty for taking the lead and finding a solution. Trustee Wilcox asked whether there is a retroactive fix or on a going forward basis. Dr. Parker responded that the new process would in effect going forward. Trustee Vandenberg inquired whether any faculty responded to the changes being made. Dr. Parker responded that the policy was reviewed by the faculty senate, which is made up of faculty members across the campus and it was also sent to all campus employees for review before the final version was brought to the board for approval. Trustee Wilcox asked if this policy keeps the College competitive. Dr. Parker responded that yes, the four rank titles are consistent with other community colleges and compensation is attached to each rank increase.

Health Programs Update

Dr. Sarah Parker introduced Dean Dr. Heather Kincaid, Director of Nursing Tricia Schaad, and Director of Nursing Advancement Darla Boone who updated the Board on the status of the College's Nursing programs. Dr. Kincaid thanked Darla, Tricia, and Dr. Parker for their work on the addition of a second Associate Degree in Nursing (ADN) cohort and moving the BSN application forward for approval. Darla explained to the Board that the goal for the Nursing program was to move the Licenced Practical Nurse (LPN) and ADN programs under one director. It was found that many LPN's continued into the ADN program; however, the two programs did not have a seamless transition. The changes to the nursing programs were submitted to the Ohio Board of Nursing in December and approved at the March meeting along with the necessary curriculum changes. These changes will be enacted this summer semester. The end goal of combining the two nursing programs is to make the transition from LPN to ADN easier and help the students be more successful. The number of ADN's that began as LPN's were 25-27%, that has grown to over 50%. The College is hopeful to continue to see this increase.

The group then updated the Board on the status of the Bachelor of Science in Nursing (BSN) application, which was approved by the Ohio Department of Higher Education in April of this year. The next step in the approval process is to submit the request to the Higher Learning Commission. This submission took place today, which will trigger a change visit where HLC will visit campus and request further information to gauge the preparedness of WSCC to offer a BSN. The earliest the group is expecting the change visit to occur is fall of this year with a final approval to accept the first BSN cohort in the fall of 2023.

Dr. Kincaid finished the nursing program update by addressing the initiative to fill the severe nursing shortage in the community by opting to add a second ADN cohort in the spring semester. Human Resources has been assisting in the hiring process, which includes additional faculty and a clinical coordinator. Trustee Barengo asked when the College could begin to advertise the BSN program. Trustee Vessels asked whether the second ADN cohort will double the number of nursing students. Darla responded that the goal is to do just that, the College graduated 42 ADN students and 41 LPN students in May, but local hospitals are continuing to run 100 staff shy daily. The addition of the second ADN cohort will also allow students who were unsuccessful in the fall semester to reenter in the spring semester rather than wait until the next fall semester where the College could potentially lose that student through attrition.

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

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

The **Academic Update via Consent Agenda**, as presented, was approved as **Resolution R26-21**.

President's Report

Dr. Vicky Wood began her update by acknowledging the June 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. Dr. Wood also noted summer enrollment is up by 5% in headcount and 7% in credit hours. Dr. Wood then introduced the new director of marketing, Mr. Tim Brunicardi. Mr. Brunicardi gave a background of his career in higher education and marketing. Mr. Brunicardi added that in the short time on campus he has seen a fantastic leadership team and great colleagues. The Board welcomed Mr. Brunicardi to WSCC.

Human Resources Report

Dr. Wood presented the Human Resources report as noted in the board packet. The CyberSecurity and the Occupational Therapy Assistant (OTA) instructor are continuing to be hard to fill. Dr. Parker's work to try to partner with another college for OTA instruction has not come to fruition. Dr. Wood praised Tricia Schaad on her new role of Nursing Director and mentioned the positive comments she has already heard from staff and faculty on her leadership. Dean George Bilokonsky is currently networking to find a replacement for Trevor Cochran who submitted his resignation letter recently. Dr. Wood finished the human resources report with an update on the financial analyst position, controller position, and vice president of institutional advancement position, which are being reopened to accept new applicants.

Change in Salary Structure: Reward Longevity

Dr. Wood brought forth a memorandum to the Board for a change in salary structure to reward longevity. Due to the competitive climate, a higher salary is needed. The move to increase COMPEASE to 85% for all employees has caused new employees to be at the same salary as existing employees in some cases. Vice president of organizational effectiveness, Mr. Gary Barber researched the COMPEASE system and created a longevity plan that will award employees for the number of years of service to the College. The longevity increase will cost a total of \$31,557.90. The College hopes to see increased enrollment and State Share of Instruction so the College can continue to offer raises to hard working employees. Trustee Pennock expressed his concerns with the longevity plan and explained that through his work in government longevity raises end at 20 years, while WSCC has them going over 20 years. Dr. Wood responded that this system is not to emulate K-12 systems, but rather a way to continue to make efforts to get all employees to the COMPEASE mid-point of 100%. Currently, the College is at 85%. Dr. Wood also noted that the College is struggling with employee retention when employees can leave the College and make \$40,000-\$50,000 more for similar positions. Dr. Wood ended the request by saying the WSCC team is well deserving of these efforts to increase salaries because of their dedication to the students.

Vision 2025: Strategic Planning

Dr. Wood finished the President's Report by highlighting the Vision 2025 priorities and briefing the Board on the updated Wildly Important Goals of the College. The College is currently focused on adult enrollment and degree/certification completion. Dr. Wood made the decision to continue to focus on these two goals for the next year with the implementation of short-term certificates in the engineering department and the move to an 8-week model, the College will continue to see increases.

Chairman Vandenberg asked for a motion to approve the President's Report via Consent Agenda. Trustee Barengo moved to approve the Institutional Report 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	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Yes

The **President's Report via Consent Agenda**, as presented, was approved as **Resolution R27-21**.

New/Old Business

Dr. Wood reminded the Board there is no regularly scheduled meeting in July.

Executive Session

Trustee Wilcox made a motion to go into Executive Session to consider the performance and employment of the College President, Trustee Vessels 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	Abs	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 R28-22**.

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

Mr. Anderson	Abs	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 **Exit Executive Session** was approved as **Resolution R29-22**.

Adjournment

Trustee Pennock moved to adjourn the meeting at 5:53 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	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Yes

The **Adjournment of the June 20, 2022 Meeting of the Board of Trustees** was approved as **Resolution R30-22**.

Next Meeting. The next meeting of the Board of Trustees will be held on August 15, 2022, at 4 p.m. in the Community Room.

David S. Vandenberg 8/15/22
 Mr. David Vandenberg Date
 Chairman

Vicky Wood 8/15/22
 Dr. Vicky Wood Date
 Secretary