

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Meeting – September 19, 2022**

Roll Call. Chairman David Vandenberg called the meeting to order at 4 p.m. in Nursing Classroom H108 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, Ms. Susan Vessels, Mr. Bernie Anderson, Ms. LeeAnn Johnson and Ms. Cinda Erickson. The following Trustees were absent: Mr. Randy Barengo, Mr. Tyler Wilcox, Mr. Dan Pennock, and Ms. Jodey Altier

Others in attendance included: Dr. Vicky Wood (President), Dr. Sarah Parker (VPAA), Mr. Gary Barber (VPOE), 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. Megan Hardway (Director of Foundation), and Ethan Lantz (Student of the Month).

Approval of the Agenda

Chairman Vandenberg asked for any additions or corrections to the agenda. Trustee Anderson moved to approve the agenda as presented, Trustee Vessels seconded, and the motion passed with a roll call vote.

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|--------------------|-----|----------------|-----|
| Mr. Anderson | Yes | Mr. Pennock | Abs |
| Mr. Barengo | Abs | Mr. Vandenberg | Yes |
| Ms. Altier | Abs | Ms. Vessels | Yes |
| Mr. Wilcox | Abs | Ms. Erickson | Yes |
| Ms. LeeAnn Johnson | Yes | | |

The **September 19, 2022 agenda**, as presented, was approved as **Resolution R38-22**.

Approval of the Minutes

Chairman Vandenberg asked for any additions or corrections to the minutes of the August 15, 2022 meeting. Trustee Vessels moved to approve the minutes with the amendment to Trustee Johnson marked as abstained during the roll call vote for approval of the agenda and approval of the minutes. Trustee Anderson seconded, and the motion passed with a roll call vote.

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

The **August 15, 2022 WSCC Board Meeting Minutes**, with amendment, were approved as **Resolution R39-22**.

Public Comment: None

Recognition of Guests

Student of the Month

Chairman Vandenberg introduced the September Student of the Month, Ethan Lantz. Mr. Lantz, a Respiratory Therapy student, plans to apply to WSCC's Associate Degree in Nursing Program next fall. With the combination of a respiratory

therapy and ADN degree he feels he will stand out in college applications when he applies for CNA school. If WSCC is approved to offer a Bachelor of Science in Nursing program, Mr. Lantz plans to apply.

Financial Report

Financial Report

Mr. Gary Barber presented the financial statements through August 31, 2022 as noted in the board packet. Mr. Barber noted that with the conclusion of enrollment for the fall semester the College saw a 1.18% increase. Mr. Barber congratulated Reba Bartrug and her team for the tremendous amount of work they did to continue enrolling students with the big change in the 8-week delivery model. Mr. Barber reviewed the variance report which shows state appropriations trending upwards and noted that investments are trending down. Total expenses are within budget for the first two months where the instructional section is seeing a 4% increase due to filling 10 open positions. The college has seen an increase in utility costs and will research consortiums in a bid to lower those costs. Trustee Vessels inquired whether the College was on the city's aggregate program. Brandon Herb, Director of Facilities, responded that the College is not currently a part of the program and he is researching this option. Trustee Vandenberg inquired whether the College had any concerns in regard to the budget. Mr. Barber responded that no.

Chairman Vandenberg asked for a motion to approve the Financial Report. Trustee Vessels moved to approve the Financial Report, Trustee Johnson seconded, and the motion passed with a roll call vote.

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

The **Financial Report**, as presented, was approved as **Resolution R40-22**.

Human Resources Report

Human Resources Report

Mr. Gary Barber presented the Human Resources report as noted in the board packet. Mr. Barber highlighted the 10 open positions. He noted the current open positions include a Master's level nursing faculty position, career tech specialist position, occupational therapy assistant position, and newly vacant success coach position. The College recently filled the open Health Information Management Technology position, which increased the faculty in this program to two. Mr. Barber also noted the College filled the previously open college pathway advisor positions.

Chairman Vandenberg asked for a motion to approve the Human Resources Report. Trustee Vessels moved to approve the Human Resources Report, Trustee Anderson seconded, and the motion passed with a roll call vote.

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

The **Human Resources Report**, as presented, was approved as **Resolution R41-21**.

Policy Proposal 4.440 - Motor Vehicle Use Policy

Mr. Barber brought forth a new policy the College's Casualty Insurance provider directed the College to adopt. The motor vehicle use policy will include a background check of employees' driving records. If an employee has 10 points or more, they can not drive a company vehicle. The College will run the background check every three years. Trustee Vessels asked if the Ohio Department of Higher Education recommended the cap of 10 points. Mr. Barber explained that he researched other community college's and most had a set limit of 10 points.

Chairman Vandenberg asked for a motion to approve the addition of Policy 4.440. Trustee Vessels moved to approve the addition of Policy 4.440, Trustee Erickson seconded, and the motion passed with a roll call vote.

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

The **addition of Policy 4.440**, as presented, was approved as **Resolution R42-21**.

Academic Report via Consent Agenda

Low Enrollment Report and Duplication of Course Report

Dr. Sarah Parker presented the Ohio Department of Higher Education Low Enrollment Report and Duplication of Course Report to be considered for approval by the Board. Ohio Revised Code requires these reports to be submitted every five years. Since the implementation of these reports, the College has reduced the number of course sections offered by implementing a schedule management process to track and deactivate low enrolled courses. An Under 10 report is reviewed by the deans each semester to reduce courses with less than 10 students enrolled. With the transition to an 8-week delivery model, the College has transformed the way the schedule is managed to create more efficiency.

Dr. Parker explained the three sections within the Low Enrollment Report. The first section reviews the College's low enrollment threshold, which is determined internally. WSCC's threshold is 10 students with exceptions such as clinicals, practicums, and independent studies. Section two discusses how the College monitors low enrolled courses and how those are addressed. The final section reviews course enrollment from consecutive semesters. The College reviews fall to fall and spring to spring as some courses are only offered in specific semesters. If a course does not meet the threshold through two offerings, the College takes action on that course. For example, there were 16 courses flagged from the previous fall and seven of those are over 10 this fall.

The Duplication of Course Report reviews programs that are offered at multiple institutions within a region. The State provides this information and asks institutions to provide rationale for keeping a duplicated program in place. Most often the rationale for many institutions to offer the same programs is due to the needs for these occupations in their respective communities.

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

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

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| Mr. Wilcox | Abs | Ms. Erickson | Yes |
| Ms. LeeAnn Johnson | Yes | | |

The **Academic Report via Consent Agenda**, as presented, was approved as **Resolution R43-21**.

President’s Report

Ms. Megan Hardway introduced herself as the new Director of Foundation and Development. Ms. Hardway updated the Board on current Foundation operations, which included soliciting for a new board member, focusing on specific funds in need of growth, and new funding opportunities for FY2023. Ms. Hardway highlighted the work the Foundation and the Center for Student Success are collaborating on to ensure students have access to emergency funds that can help with transportation, food insecurity, medical emergencies, and more. It was noted that the Foundation moved to calculating funding years based on academic year, not calendar year. Ms. Hardway mentioned that Distinguished Alumni Nominations are now open and the Annual Report this year will focus on ‘The Rest of the Story’ which features students’ stories outside of the classroom.

Dr. Wood updated the Board on the below important dates and projects:

- The Higher Learning Commission Change Visit is scheduled for October 24-25, 2022. Over the two days, the reviewers will meet with faculty and staff to discuss the preparedness of WSCC to offer a Bachelor of Science in Nursing degree. The reviewers requested a session with the Board of Trustees, more information will be forthcoming.
- New Board of Trustee orientation has been scheduled where the newest members of the board will have a chance to meet with each executive team member to learn about the structure and operations of higher education.
- WSCC, along with two other Ohio community colleges, was featured in an article by Davis Jenkins, Serena Klempin, and Hana Lahr titled ‘*Funding Guided Pathways Reforms at Small Colleges.*’ Dr. Wood presented with Hana Lahr at the recent Student Success Learning Institute in Wyoming.
- WSCC was awarded over \$800,000 through the Appalachian Regional Commission POWER Initiative to help support the second Associate Degree in Nursing program and the launch of the Bachelor of Science in Nursing program. This grant funding will cover operating costs of the Nursing expansion and reduce the need to use strategic operating funds.
- Dr. Wood informed the Board there were no items needing Board approval at the October meeting and suggested the Board cancel the regularly scheduled October meeting due to trustees participating in three additional meetings: Board Finance Committee meeting, HLC Change Visit Board session, and new board orientation.

New/Old Business

Public Notice

Chairman Vandenberg made a public notice that Mr. Gary Barber is or will be retiring and is seeking employment with the College. During the November meeting Dr. Wood will bring forward a recommendation to the board to rehire him.

Dr. Wood reminded the Board annual ethics training is due in December.

Adjournment

Trustee Vessels moved to adjourn the meeting at 4:55 p.m., the motion was seconded by Trustee Anderson, and the motion passed with a roll call vote.

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

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| Ms. LeeAnn Johnson | Yes | | |
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The **Adjournment of the September 19, 2022 Meeting of the Board of Trustees** was approved as **Resolution R44-22**.

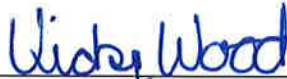
Next Meeting. The next meeting of the Board of Trustees will be held on November 28, 2022, at 4 p.m. in H108 (Nursing classroom).



 Mr. David Vandenberg
 Chairman

11/8/22

 Date



 Dr. Vicky Wood
 Secretary

11/28/22

 Date