

**WASHINGTON STATE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Minutes of Meeting – November 28, 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. Randy Barengo, Mr. Tyler Wilcox, Ms. LeeAnn Johnson, and Ms. Cinda Erickson. Ms. Jodey Altier arrived after roll call. The following Trustees were absent:, Mr. Dan Pennock and Mr. Bernie Anderson.

Others in attendance included: Dr. Vicky Wood (President), Dr. Sarah Parker (VPAA), Mr. Gary Barber (VPOE), Ms. Angie 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), Mr. Tim Brunicardi (Director Marketing), and Jonathon Hicks (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 Vessels seconded, and the motion passed with a roll call vote.

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

The **November 28, 2022 agenda**, as presented, was approved as **Resolution R45-22**.

**Approval of the Minutes**

Chairman Vandenberg asked for any additions or corrections to the minutes of the September 19, meeting. Trustee Wilcox moved to approve the minutes as presented, Trustee Vessels seconded, and the motion passed with a roll call vote.

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

The **September 19, 2022 WSCC Board Meeting Minutes**, were approved as **Resolution R46-22**.

**Public Comment**

Chairman Vandenberg opened the floor to public comments in regards to the rehiring of Mr. Gary Barber upon his retirement from the College. No public comments were made.

**Recognition of Guests**

Student of the Month

Chairman Vandenberg introduced the November Student of the Month, Jonathan Hicks. Mr. Hicks, a nursing student and veteran, attributes his success in the nursing program to the outstanding instructors. After graduation in the spring of 2024, he plans to work in an emergency department, intensive care unit, or other emergency related field.

**Financial Report via Consent Agenda**

Then and Now Certification

Ms. Angie Lang presented one Then and Now Certification 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. Trustee Barengo questioned what the dump trailer would be used for. Mr. Brandon Herb, Director of Facilities, stated the dump trailer would be utilized for grounds maintenance.

Financial Report

Ms. Lang presented the financial statements through October 31, 2022 as presented in the board packet. Ms. Lang noted student fees are down by 11.4%. This is due to changes made to registration timing to fit the 8-week delivery model timeline. Student fees will balance out next month when the remaining registration days are calculated. Ms. Lang also stated that expenses under student services are down due to the open vice president position. Ms. Lang reviewed the restricted funds and explained that the biggest contributor to the difference in FY23 and YF22 is the College's flow through account. This account is used to manage reimbursements made by the Foundation to the College for the use of a credit card.

Affordability & Efficiency Report

Ms. Lang presented the Fiscal Year 2022 Affordability & Efficiency Report as noted in the board packet. Ms. Lang highlighted each of the four sections of the report and noted this report is submitted to the Ohio Department of Education and is used to annually review best practices and shared services implemented to reduce costs for students.

Annual Financial Data Report/ FY2022 Audit:

Ms. Lang discussed the annual financial data report as presented in the board packet. The Finance Committee met on Thursday, November 17 to review the report in detail. Ms. Lang noted there was one finding on the audit report related to a journal entry not being posted. There was discussion on whether the auditors should have caught this error when statements were prepared. The auditor will join the December meeting to address this finding and answer any questions.

RAPIDS VI Grant Funds

The College received \$422,617 of which the Washington County Career Center (WCCC) will receive \$135,250 in the most recent Regionally Aligned Priorities in Delivering Skills (RAPIDS) grant. The College will use these funds to purchase equipment for the Auto/Diesel, Massage Therapy, and Medical Laboratory Technician programs. The Career Center (WCCC) plans to utilize their portion of funding to purchase a semi-truck. As RAPIDS funds cannot be awarded to career technical training centers, the funds to WSCC to purchase the semi-truck and equipment for WCCC's use. Ms. Lang explained that the College is waiting for a reply from the ODHE on how the College will handle titling the semi-truck as insurance and liability is a concern. Chairman Vandenberg asked when the request for funds would go to the Controlling Board. Ms. Lang responded that the College is slated to submit the request at the January meeting. Trustee Altier suggested we inform the auditor of the possible purchase of a semi-truck to ensure all financial avenues are covered.

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

Mr. Anderson	Abs	Mr. Pennock	Abs
Mr. Barengo	Yes	Mr. Vandenberg	Yes

Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Yes	Ms. Erickson	Yes
Ms. LeeAnn Johnson	Yes		

The **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R47-22**.

**Human Resources Report**

Human Resources Report

Mr. Gary Barber presented the Human Resources report as noted in the board packet. Mr. Barber informed the Board that the Medical Laboratory Technician Faculty and Career Tech Specialist positions have been filled and an offer has been made for the 9-month Nursing Faculty position. Mr. Barber added that Ms. Rachel Hennes moved into the position of Human Resources Specialist and her previous position of Administrative Assistant to Academics is being backfilled. Chairman Vandenberg inquired whether these positions are new. Mr. Barber replied that the nursing and occupational therapy positions are new positions, but all others are existing positions that need to be filled.

Security Camera Upgrade

Mr. Barber updated the Board on the recent security upgrades, which include security cameras and new entry doors. These upgrades were funded by the Campus Safety Grant awarded last year. The new doors allow for instant lock down in case of an emergency situation, and the updated camera system allows security personnel to read license plates and, most importantly, use targeted signature capabilities that can be used to track an individual throughout campus. The College was recently awarded another \$226,000 in Campus Safety Grant funds, which was the second highest award to a community college and fifth highest award overall. These funds will be used to update campus radios, IT Infrastructure, and to extend the Arctic Wolf support for another two years.

Mr. Brandon Herb, Director of Facilities, answered Trustee Vessel's question from the September meeting in regards to joining the city's aggregate program for utilities. Due to the volume of flow through WSCC meters, the College does not qualify for this program. Mr. Herb is confident that the new 4-year agreement with IGM will significantly reduce costs.

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

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

The **Human Resources Report**, as presented, was approved as **Resolution R48-22**.

**Academic Report**

Higher Learning Commission Mid-Cycle Assurance Review

Dr. Sarah Parker updated the Board on the College's accreditation cycle and next steps. WSCC is an open pathways institution, which requires less site visits and reports than the standard pathway. The accreditation process is a 10-year cycle and the College is currently in year 5, the mid-cycle review. At this point in the cycle, the College will choose an institutional project to report on at the end of the 10-year cycle. Due to component 4B, Assessment of Student Learning, being cited, the College will focus on continuing to strengthen the assessment process. The College has already been working to strengthen

the assessment process by redesigning program review to ensure it is quality and aligns with the goals of the institution. The College has also re-evaluated general learning outcomes and built new processes to manage those, changed the learning management system to enhance online delivery, and transitioned to the 8-week delivery model. Dr. Parker assured the Board that the College is on target for submitting the re-accreditation application for the quality initiative by year 7.

Trustee Barnego asked if the College has received any updates on the Bachelor of Science in Nursing program application. Dr. Parker responded that the Higher Learning Commission should return the report soon and at that point, the College will review the findings and ensure there are no errors. Dr. Parker is still hopeful that the College will be slated for the January agenda to be formally approved.

#### Hyflex Classroom Demonstration

Ms. Christina Gater, Associate Professor - Accounting, demonstrated the newly equipped hyflex classroom. These classrooms enable students to learn in-person or remotely and still get the experience of being in the classroom. The use of Zoom and a smart TV allow for the instructor and students to learn asynchronously and has expanded the College's ability to meet the needs of more students by giving them flexibility to attend classes in-person or remotely.

#### **President's Report**

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

- Dr. Wood, with the assistance of Mr. Tim Brunicardi and Mr. Drew Palagyi, has been on a community tour of local organizations such as the Lions Club, Kiwanis Club, and Rotary Clubs. While attending these meetings, Dr. Wood gives an update on the College's current events, future plans, and extends a personal invitation to visit campus. Several community members have accepted this invitation and taken tours of the renovated campus.
- The Foundation will be rolling out a drip campaign for Giving Tuesday, which is on November 29, 2022. The drip campaign will target specific community members for donation solicitation. Trustee LeeAnn Johnson penned a personal letter that was used in the campaign. Internally, employees will have the opportunity to donate to the Food Pantry and wear jeans for the 'Casual for a Cause' Campaign.
- Dr. Wood has been attending department meetings to discuss the College's work in Rural Guided Pathways. During these meetings, Dr. Wood is able to hear firsthand how the transition to the 8-week delivery model is going, talk to faculty and staff to learn more about how it is affecting each department, and to learn each department's five year vision for their programs.

#### **New/Old Business**

##### Review of Board and Board Chair Evaluations

Chairman Vandenberg reviewed the Board evaluation and noted that attending leadership training and development and spending time planning and providing clear priorities for the President of the College are areas for improvement. Vice Chairman Wilcox asked Dr. Wood if she agreed that the Board does not spend time providing clear priorities. Dr. Wood responded that the process used to set strategic priorities during the planning session was beneficial and the weekly conversations with Chairman Vandenberg gives her the support she needs in her role. Chairman Vandenberg also noted the evaluation was overall positive and thanked Board members for participating. Chairman Vandenberg's evaluation was positive and the Board thanked him for his leadership over the past year.

Trustee Barnego agreed to serve on the Board's ad-hoc nominating committee for next year. Proposals for the Board Chair and Vice Chair will be brought forward at the December meeting to be voted on. Trustee Barnego mentioned the importance of having a Board of Trustees member serve on the Foundation Board of Directors and asked if any Board members are interested.

The 2023 Board calendar was reviewed. The Board was given two calendars, one reflected meetings being held on the third Monday of the month while the second calendar reflected the monthly meetings being held on the fourth Monday of the month. The Board will vote on the 2023 Board Calendar at the December meeting.

**Executive Session**

Trustee Wilcox made a motion to go into Executive Session to discuss the compensation of a public employee or official where there may be a vote at the end of Executive Session, Trustee Vessels seconded, and the motion passed with a roll call vote. The Trustees along with Dr. Wood and Angie Lang entered the Executive Session at 5:15 p.m.

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

The Trustees moving to **Enter Executive Session** was approved as **Resolution R49-22**.

Trustee Barengo 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 5:52 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R50-22**.

Chairman Vandenberg asked for a motion to approve an annual increase in salaries up to 5% and salary adjustments for position level changes, considering spring enrollment. Trustee Wilcox moved to approve the annual increase in salaries up to 5% and salary adjustments, Trustee Barengo seconded, and the motion passed with a roll call vote.

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

The **Annual Increase in Salaries up to 5% and salary adjustments** was approved as **Resolution R51-22**.

**Adjournment**

Trustee Barengo moved to adjourn the meeting at 5:58 p.m., the motion was seconded by Trustee Wilcox, and the motion passed with a roll call vote.

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

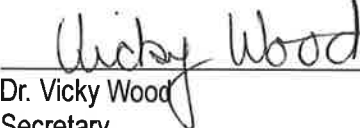
Ms. LeeAnn Johnson	Yes		
--------------------	-----	--	--

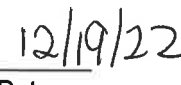
The **Adjournment of the November 28, 2022 Meeting of the Board of Trustees** was approved as **Resolution R52-22**.

**Next Meeting.** The next meeting of the Board of Trustees will be held on December 19, 2022, at 4 p.m. in H108 (Nursing classroom).

  
\_\_\_\_\_  
Mr. David Vandenberg  
Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Vicky Wood  
Secretary

  
\_\_\_\_\_  
Date