

**Washington State Community College**  
**Board of Trustees Meeting**  
 February 20, 2022, 4 p.m.,  
 Community Room A102  
**Meeting Minutes**

**Roll Call**

Chairman David Vandenberg called the meeting at 4:01 p.m. in Community Room A102 of the main building. Erin O’Neill, Executive Assistant to Administration, took roll call and meeting minutes. The following trustees were present: Mr. David Vandenberg, Ms. Jodey Altier, Ms. Susan Vessels, and Ms. LeeAnn Johnson via Zoom. Mr. Bernie Anderson arrived after roll call. Tyler Wilcox and Cinda Erickson were absent.

Others in attendance included: Dr. Vicky Wood (President), Dr. Sarah Parker (VPAA), Mr. Gary Barber (VPOE), Ms. Angie Lang (CFO), Dr. Jona Rinard (Dean Public Services & Transfer), Ms. Amber Kisselburg (AA to A&S), Ms. Jean Worstell (HR Manager), Ms. Kathy Temple-Miller (Dean SS), Ms. Reba Bartrug (Director Enroll. Services & Fin. Aid), Dr. Heather Kincaid (Dean of Health Sciences), Tim Brunicardi (Director of Marketing) and Vivian Muntz (Student of the Month).

**Agenda Approval/Changes**

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

Mr. Vandenberg	Yes	Ms. Johnson	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Absent	Mr. Anderson	Absent
Ms. Erickson	Absent	Mr. Barengo	Absent

The **February 20, 2023 agenda**, as presented, was approved as **Resolution R01-23**.

**Approval of December 2022 Minutes**

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

Mr. Vandenberg	Yes	Ms. Johnson	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Absent	Mr. Anderson	Absent
Ms. Erickson	Absent	Mr. Barengo	Absent

The **December 19, 2022 minutes**, as presented, were approved as **Resolution R02-23**.

### Public Comment

Chairman Vandenberg asked for any public comments. Dr. Vicky Wood mentioned for the good of the order that outgoing Trustee Dan Pennock lost his mother. A card was passed around for everyone to sign to express condolences.

### Recognition of Guests

#### Student of the Month

Vivian Muntz was introduced by Tim Brunicardi, Director of Marketing. Vivian has worked at Magnum Magnetics for 25 years, became a mother, and most recently a grandmother. Muntz was diagnosed with cancer in 2019 and when she went into remission, she decided to chase her dream of going to college. She will be graduating in May with a degree in Accounting from Washington State Community College.

#### New team member

Dr. Jona Rinard introduced Amber Kisselburg, new Administrative Assistant for Arts & Sciences. Ms. Kisselburg said that she came from California and loves the area. She has a 19-year-old son and is excited to try something new in the academic field. She has a background in Hospitality Event Management & Sales.

### Financial Report

Ms. Lang presented the financial statements through Jan. 31, 2022, as presented in the board packet. Variance report shows state appropriations change of 21% overall; increase of \$368,000. Decreases in investment income, Barnes & Noble commission, miscellaneous income slightly less than what it was last year. Decrease in student services due to VP vacancy. Overall trending where we were last year. Statement of revenues and expenses is on a similar comparison to what was actually budgeted. 82% of total revenues received as of Jan. 31. Expenses of 53% are on target. Balance sheet: Total assets over \$37,000,000. Statement of revenue and expenses for restricted funds looks at where we are this year compared to last year. Final sheet is COVID funding; We want to look at this to finalize some of these expenses. Supplemental support under the American Rescue Plan is helping with employee salaries. Chairman Vandenberg asked what is the final deadline on the HEERF funding and Ms. Lang responded that it should be the end of the fiscal year unless another extension is granted. She said she is comfortable we are on track. Chairman Vandenberg then asked for questions. Hearing none, he asked for a motion to approve the Financial Report. Trustee Altier moved to approve the financial report. Trustee Vessels seconded. The motion passed with a roll call vote.

Mr. Vandenberg	Yes	Ms. Johnson	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Absent	Mr. Anderson	Yes
Ms. Erickson	Absent	Mr. Barengo	Absent

The **Financial Report**, as presented, was approved as **Resolution R03-23**.

Human Resources Report

Open positions: **VP of Student Affairs** two finalists were on campus last week and had final presentations. Hope to have a decision this week regarding the VPSA. **Cyber security/IT faculty:** Two interviews were held last week, two are scheduled for this week. Looking for someone to begin in next academic cycle. Have not found the best fit for WSCC yet. **OTA position** is progressing. Hope to have someone in place in the next month or two. That has been a difficult position to fill. We have some options now. 9-month nursing faculty as well as Director of Clinical Education Respiratory Therapy are in process. Esports Head Coach search is closed. Kathy Temple-Miller is leading search committee and we have a lot of good applicants. Executive Assistant for the President position is in process.

New hires: Gary Smith will step in as auto/diesel faculty. Director of PTA program has been named as Kim Salyers, a former PTA instructor who recently came back to the area. Program expected to begin within the year. We continue to add to the adjunct faculty. Professional staff new hires include Colby Vanoy who has joined Student Success. Jason Halbleib is a former instructor and adjunct who will serve as Assistant Director of TRIO/Upward Bound. Support staff will be Amber Kisselburg and Tina Olsen will support George and Reba. Resignations were provided in the report in the board packet. Mr. Barber asked for questions about HR report. There were no questions. Trustee Altier moved to approve the Human Resource report. Trustee Vessels seconded. The Human Resource report was approved by unanimous roll call vote.

Mr. Vandenberg	Yes	Ms. Johnson	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Absent	Mr. Anderson	Yes
Ms. Erickson	Absent	Mr. Barengo	Absent

The **Human Resources report**, as presented, was approved as **Resolution R04-23**.

Bookstore: There have been concerns about the bookstore for many years. Barnes & Noble projects the number of students who will need books. Many times when the projections are off, we have students who don't have materials. Especially in the 8-week format, it is an issue. The contract has expired with B&N so RFPs went out to find a replacement. There was a team of 11 people put together to look over the proposals from 3 vendors: B&N, Follett, and eCampus. A rubric was used to grade the proposals. The committee unanimously chose eCampus. Zoom interviews were conducted. eCampus has one day shipping. They also have several state partners in Ohio and a very good reputation. An initial contract was shared with the board. Contract will be resubmitted after revisions and settlements are made. Length of contract is still in question. Ohio Attorney General's office closed on Presidents Day. Mr. Barber asked the board to approve the resolution giving Dr. Wood the authority to enter into an agreement with eCampus. He shared a timeline that will be implemented with eCampus for a pilot program for the summer. Trustee Altier made a motion. Trustee Vessels seconded. The motion passed unanimously with a roll call vote.

Mr. Vandenberg	Yes	Ms. Johnson	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Absent	Mr. Anderson	Yes
Ms. Erickson	Absent	Mr. Barengo	Absent

The motion to give Dr. Vicky Wood authority to enter into an **agreement with eCampus** as the bookstore for WSCC was approved as **Resolution R05-23**.

Dr. Wood offered that during the finance meeting preceding the board meeting, it was decided that other resolutions to bring before the board would be added to the agenda under Mr. Gary Barber's report. The first being the 4-day Work Week.

Dr. Wood explained that much research has gone into looking at the benefits of 4 nine-hour days work week in the summer months as a cost saving measure when many of our buildings aren't in use. In the past, WSCC has used this program as a benefit enhancement and pay raise alternative. Dr. Kincaid has spoken with her faculty to make accommodations to move the only two Friday courses. This would be offered as a perk to employees. Trustee Altier made a motion to approve the 4-day work week pilot program beginning summer 2023. Trustee Vessels seconded. The motion passed unanimously with a roll call vote.

Mr. Vandenberg	Yes	Ms. Johnson	Yes
Ms. Altier	Yes	Ms. Vessels	Yes
Mr. Wilcox	Absent	Mr. Anderson	Yes
Ms. Erickson	Absent	Mr. Barengo	Absent

The **4-Day Work Week** to begin Summer 2023 was approved as **Resolution R06-23**.

## Policy Changes

### 4.851 Vacation Policy

Mr. Barber said that data has shown that WSCC's executive level vacation pay was lowest amongst 22 community college partners. He proposed that the rate of vacation pay for Executive level employees be increased to 6.15 hours per pay period, which would equal the 20 days that would make us more competitive.

*A-cB. All positions classified as Executive will accrue vacation at the rate of 6.15 hour per pay period prorated based on the number of hours paid during the pay period.*

### 4.341 Full-time Faculty Instructional Load

*Full-time, 9-month and 11-month faculty instructional load shall consist of 14-16 Teaching Load Units per term or a minimum of 30 Teaching Load Units in total for the academic year (fall and spring terms) where one Teaching Load Unit equals one 50-minute class hour. Faculty will maintain ten (10) office hours per week, where at most five (5) may be scheduled by appointment. Some of these office hours may be fulfilled by online office hours or other required duties. Full-time, 11-month faculty will teach 12 Teaching Load Units in summer terms. Full-time, 11-month faculty will hold five (5) office hours per week during summer terms.*

Mr. Vandenberg asked for a motion to accept the policy changes. Trustee Vessels made the motion. Trustee Anderson seconded. The motion passed unanimously with a roll call vote.

