

**WASHINGTON STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Meeting – December 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. Randy Barengo, Mr. Tyler Wilcox, Mr. Bernie Anderson, Mr. Dan Pennock, and Ms. Cinda Erickson. Ms. Jodey Altier arrived after roll call and Ms. LeeAnn Johnson was 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), Mr. George Bilokonsky (Dean Business and Engineering), Ms. Jean Worstell (HR Manager), Ms. Kathy Temple-Miller (Dean SS), Ms. Reba Bartrug (Director Enroll. Services & Fin. Aid), Derek Conard (Rae & Associates), and Michelle VanWay (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, Vice Chairman Wilcox seconded, and the motion passed with a roll call vote.

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

The **December 19, 2022 agenda**, as presented, was approved as **Resolution R53-22**.

Approval of the Minutes

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

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

The **November 28, 2022 WSCC Board Meeting Minutes**, were approved as **Resolution R54-22**.

Public Comment

Recognition of Guests

Student of the Month

Chairman Vandenberg introduced the December Student of the Month, Michelle VanWay. Ms. VanWay graduated with her Associate Degree in Criminal Justice in 2021 and will graduate from Police Officer Basic Academy in January with her second associate degree, an Associate of Applied Science in Criminal Justice POBA. Ms. VanWay detailed her struggle with attaining her dream of becoming a police officer, but has persevered and hopes to one day become a Deputy Sheriff.

Financial Report

Post-Audit Conference

Ms. Angie Lang introduced Mr. Derek Conrad from Rea & Associates. Mr. Conrad reviewed the 2022 Fiscal Year Audit as presented to the Board. Mr. Conrad highlighted important information from the summary report, management letter, and full single audit report. Mr. Conrad noted that while Rae & Associates did not identify any major issues and there were no disagreements with management, there were audit adjustments and one finding.

Mr. Conrad explained that three entry adjustments were simple reclassifications while the finding was due to a receivable that should have been removed during the journal entry process.

Mr. Conrad reviewed the management letter that listed findings that were not significant enough to make it into the report. These included immaterial and non-compliance issues. Mr. Conrad noted the bank reconciliation process was highlighted in the management letter as they were delayed. He suggested the College submit those in a more timely manner.

Mr. Conrad further discussed the Independent Auditors report. Due to changes in reporting standards, the beginning report looks different from previous years. Mr. Conrad highlighted specific sections of the report and finished the conference by opening the floor to questions.

Trustee Aliter asked if the finding was due to the financial statement prep team missing the error. Mr. Conrad responded that the prep team receives the trial balance amounts and inputs those into the correct format for reporting purposes. Mr. Conrad added that the finding was caught in the detail testing portion of the audit and while the prep team could have caught the error on the preparation side, the team was working to meet tight deadlines.

Takeaways from the post-audit conference include: Set clear expectations and responsibilities of the College's role and the auditor's role; submit trial balance information by early August, look into an open consultation agreement in areas that are in need of further assistance. The impact of the finding is the College is now considered a High Risk Determination of a single audit, which means the College will have to get to 40% of expenditures instead of 20%.

Financial Report

Ms. Lang presented the financial statements through November 30, 2022 as presented in the board packet. Ms. Lang noted draft projections of State Share of Instruction show the College will receive over \$367,000 more in 2023 than 2022. This is because of the increase in course completions and student success rates. Ms. Lang confirmed that the flow through account in the restricted funds report has received all payments from the Foundation.

Ms. Lang ended the financial report by updating the Board on current HEERF funding balances. Nearly all costs have been encumbered with final projects beginning in early 2023. Those projects include the HVAC upgrade and water pump replacement in the Arts & Sciences building.

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

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

The **Financial Report**, as presented, was approved as **Resolution R55-22**.

Human Resources Report

Human Resources Report

Mr. Gary Barber presented the Human Resources report as noted in the board packet. Mr. Barber updated the Board on the current status of open positions within the College. Second round interviews for the Cyber Security Faculty position are set to begin this week and an offer was made for the Student Success Coach position. No progress has been made on the open Occupational Therapy Assistant position, the hiring process for the Administrative Assistant to the Deans is beginning, and the job description for the Assistant Director to Upward Bound has been approved and posted. Mr. Barber finished his update by explaining to the Board that the OneStop support staff position will be repurposed to an academic administrative assistant position that will support the OneStop on Fridays, and the College will hire an adjunct faculty member to fill the Auto/Diesel position short-term.

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.

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

The **Human Resources Report**, as presented, was approved as **Resolution R56-22**.

Capital Improvement Project

Mr. Brandon Herb, Director of Facilities, presented a memo to the Board for approval to move forward with the main building bridge renovation project. Mr. Herb explained that the bridge was first designed 30 years ago to be built with a covering, but was removed due to budgetary reasons. As identified in both the 2013 Campus Master Plan and the college's 2021-2026 Capital Plan, the pedestrian bridge which connects the Main Building to the Carson Miller Library, Student OneStop, and parking lot requires repairs. The damage is due to the freeze/thaw cycle in southeastern Ohio as well as the chemical effects from snow removal. To reduce redundant maintenance and replacement costs in the future, the planned Main Building Bridge Renovation Project will install an enclosure and complete repairs to the pedestrian bridge. The cost analysis estimated the project to be \$758,550.00. The cost estimate includes the removal of the existing failing and spalling brick veneer, concrete and metal panel entrance / standing seam metal roof tower construction along the South portion of the existing bridge, and re-install to match similar construction as well as the installation of an enclosure of the bridge to protect the future of the bridge decking.

Upon approval of the Main Building Bridge Renovation Project, the College will move forward with the capital improvement procurement process, which includes an architectural and engineering contract as well as a construction contract. Each contract will require review and approval by the Ohio Attorney General's office.

Chairman Vandenberg asked for a motion to approve the Capital Improvement Project: Main Building Bridge Renovation Approval. Vice Chairman Wilcox moved to approve the Capital Improvement Project: Main Building Bridge Renovation Approval, Trustee Altier seconded, and the motion passed with a roll call vote.

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

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

The **Capital Improvement Project: Main Building Bridge Renovation Approval**, as presented, was approved as **Resolution R57-22**.

President’s Report

Resolution to Accept the Resignation of Employee and Rehire

Dr. Wood presented a resolution to the Board to accept the resignation of employee, Mr. Gary Barber, for retirement purposes and to initiate procedures under Ohio Law for the retirement and reemployment of the employee. Mr. Barber intends to retire on December 31, 2022 and be rehired to his current position on January 4, 2023.

Chairman Vandenberg asked for a motion to approve the resolution to accept the resignation of employee, Mr. Gary Barber, for retirement purposes and to initiate procedures under Ohio law for the retirement and reemployment of the employee. Trustee Anderson moved to approve the Resolution, Trustee Barengo seconded, and the motion passed with a roll call vote.

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

The **Resolution to Accept the Resignation of Employee, Mr. Gary Barber, for Retirement Purposes and Initiate Procedures Under Ohio Law for the Retirement and Reemployment of the Employee**, as presented, was approved as **Resolution R58-22**.

President’s Update

Dr. Wood updated the Board on the below events:

- Dr. Wood welcomed new employees to the College and congratulated Ms. Rachel Hennes for her promotion to the HR Specialist position.
- Ms. Cecily Fyffe, Executive Assistant to the President, was recognized for being selected as the December Huddle Hero.
- Dr. Wood recognized this year’s Distinguished Alumni, Mr. Roy Cambell Jr. and Ms. Amanda Haney-Cech. Dr. Wood also thanked Trustee Vessels and Chairman Vandenberg for attending the Annual Donor Reception.
- Dr. Wood highlighted the \$1.5 million of grant funds the College has received thus far, which greatly helped offset operational expenses of the College.
- Dr. Wood showcased the data from the first full 8-week term. The data show promising results. Dr. Wood thanked Dr. Sarah Parker and the deans for leading faculty through this big change.
- Dr. Wood thanked the Human Resources group for hosting the Annual Holiday Gathering for employees and Kathy Temple-Miller for coordinating this year’s Adopt a Family event to help students in need.
- Dr. Wood also thanked Kathy Temple-Miller for working with the Suicide Awareness Alliance of Washington County and the Washington County Behavioral Health Board for sponsoring a candlelight *Hope for the Holiday* vigil.

Board Administration Report

Nominating Committee (2023 Chair and Vice Chair)

Trustee Barengo agreed to serve on the Board's ad-hoc nominating committee for next year. After speaking with the current Chair and Vice Chair who have both served one year, both are willing to continue serving for a second year. This recommendation to re-elect Chairman David Vandenberg and Vice Chairman Tyler Wilcox is in alignment with chapter 2 of the College's Policies and Procedures manual.

Chairman Vandenberg asked for a motion to approve the re-election of Chairman Vandenberg and Vice Chairman Wilcox for another term. Trustee Barengo moved to approve this motion, Trustee Vessels seconded, and the motion passed with a roll call vote.

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

The **re-election of Chairman Vandenberg and Vice Chairman Wilcox for another term**, was approved as **Resolution R59-22**.

Board of Trustees 2023 Calendar

The 2023 Board calendar was reviewed. No changes were made to the presented calendar.

Chairman Vandenberg asked for a motion to approve the Board of Trustees 2023 Calendar. Trustee Vessels moved to approve Board of Trustees 2023 Calendar, Vice Chairman Wilcox seconded, and the motion passed with a roll call vote.

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

The **Board of Trustees 2023 Calendar**, as presented, was approved as **Resolution R60-22**.

Adjournment

Chairman Vandenberg asked for a motion to adjourn the meeting. Vice Chairman Wilcox moved to adjourn the meeting at 5:05 p.m., the motion was seconded by Trustee Vessels, and the motion passed with a roll call vote.

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

Ms. LeeAnn Johnson	Absent		
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The **Adjournment of the December 19, 2022 Meeting of the Board of Trustees** was approved as **Resolution R61-22**.

Next Meeting. The next meeting of the Board of Trustees will be held on February 20, 2023, at 4 p.m. in H108 (Nursing classroom).

 Mr. David Vandenberg Date
 Chairman

 Dr. Vicky Wood Date
 Secretary