

Washington State College of Ohio
Board of Trustees Meeting
 March 18, 2024, 4 p.m.
 Health Room H108
Meeting Minutes

Call to Order

Vice Chair Jodey Altier called the meeting to order at 4:01 p.m. in Room H108 of the main building. Lisa Walsh, executive assistant to the president, took roll call and meeting minutes. The following trustees were present: Mr. David Vandenberg, Ms. Jodey Altier, Ms. Lucinda Erickson, Ms. Susan Vessels, Dr. Joseph Zacharias, Mr. Bernie Anderson, and Mr. Randy Barengo. Chair Tyler Wilcox was absent.

Others in attendance included: Dr. Vicky Wood (President), Dr. Sarah Parker (VPAA), Ms. Jean Worstell (Human Resources Manager), Mr. David Hermann (VPSA), Ms. Angie Lang (CFO), Dr. Heather Kincaid (Dean of Health and Sciences), Dr. Jona Rinard (Dean of Transfer and Services), Mr. Scott Trew (Executive Director of Operations and Finance), Ms. Dustin Taylor (Registrar), Ms. Megan Marion (Director of Foundation and Development), Ms. Kathy Temple-Miller (Dean of Student Success), and Ms. Jacklyn Callihan (Director of Marketing).

Agenda Approval/Changes

Trustee Anderson moved to approve the agenda as presented, Trustee Vandenberg seconded, and the motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Erickson	Y	Mr. Wilcox	absent

The **March 18, 2024 agenda**, as presented, was approved as **Resolution R10-24**.

Approval of February 2024 Minutes

Trustee Vandenberg moved to approve the minutes as presented, Trustee Vessels seconded, and the motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Erickson	Y	Mr. Wilcox	absent

The **February 19, 2024 minutes**, as presented, were approved as **Resolution R11-24**.

Public Comment none

Recognition of Guests

The first dual Students of the Month Denise and Steven Lee were introduced. The Lees are married and majoring in Social Services Technology. They will both graduate in May.

Financial Report via Consent Agenda

Ms. Angie Lang introduced Scott Trew, the new Executive Director of Operations and Finance. Ms. Lang then gave an overview of financial statements. There was one Then and Now item for PPE purchased for the InCERT Yourself program. The Variance Report showed a sales and service decrease due to a change in lab fees. Other income sources included leases and rentals, commissions, and interest income which increased due to a requested rate change. On the Statement of Revenue and Expenses, the budget exceeded revenue due to allowances for startups of the OTA and PTA programs. This was to ensure expenses could be covered if grants were not awarded. The Title III, USDA Memorial Health Systems, and ARC grants have provided revenue for the OTA and PTA programs and their faculty positions. The FY25 budget will have some grant funded positions listed in the general fund. Trustee Vessels asked if academic support and student services positions are covered by additional grant funding increases, and also inquired about the interest rate change. Ms. Lang replied that faculty positions are covered under instructional and academic support positions including administrative, project support specialist, and success coach. Regarding the interest rate, the College was receiving less than 1%. When an adjustment was requested, the percentage rate increased to 4%. The increase is only available for six months, and at that time Ms. Lang will request another adjustment from the bank. The Balance Sheet showed total assets at a little over \$39 million. Allocated funds include \$500,000 for strategic, \$35,020 for scholarships, and \$1 million for new programs. Trustee Vandenberg asked about the possibility of requesting a different auditor. Ms. Lang replied that it is the last year of this audit cycle, and it could be too close to the end to put out a bid for a new auditor.

Trustee Susan Vessels moved to approve the Financial Report via Consent Agenda, and Trustee Barengo seconded. The motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Erickson	Y	Mr. Wilcox	absent

The **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R12-24**.

Administrative Report via Consent Agenda

Ms. Jean Worstell presented a report on Human Resources. Erin O'Neill accepted the position of project support specialist, creating an opening for an executive assistant to administration.

Jackie Callihan’s move to the director of marketing position created the college pathway advisor opening. Those positions were advertised with first round video interviews conducted using HireFlix. Four applicants for the executive assistant position are being interviewed March 18th and 19th. Nursing faculty positions are open and advertised. An Upward Bound resident assistant position has been created for the summer academy which runs from early June until late July. New hires include Business Adjunct Rachel Jacobs and Tutor Ashlynn Amos. Darla Boone’s retirement was effective February 29th. Her position description is being reviewed and will be advertised shortly. Trustee Barengo asked about the HireFlix platform. Ms. Worstell explained that applicants are vetted by recording answers to questions submitted by supervisors. The program successfully streamlines and shortens the search process. The system was reviewed well by Scott Trew as an applicant and Kathy Temple-Miller as a hiring supervisor.

Dr. Wood presented proposed changes to the Organizational Chart. The Foundation will be under Vice President David Hermann, and that position will return to a vice president of advancement. Dr. Wood will continue to work with Megan Marion and the Foundation Board of Directors. Executive Director of Operations and Finance Scott Trew was hired into a new position as he is new to higher education and is currently working towards his CPA, which he anticipates earning within a year. With the creation of this position, the vice president of administration position will not be filled at this time and Information Technologies will temporarily report to Mr. Hermann. Dr. Wood mentioned the Information Analyst Systems Manager position, held by Nick Arnold, will be updated and IT staff will report to this position. Human Resources will report to Dr. Wood. Dr. Wood indicated the best organizational structure and future plans for the College is to return to the three vice president organizational structure: Vice president of administration, VP of advancement, and VP of academics. Mr. Vandenberg asked when the proposed changes would go into effect and Dr. Wood said they will be effective July 1. Trustee Altier noted that Ms. Worstell did well presenting the Human Resources report and standing in for Mr. Barber.

Trustee Vessels moved to approve the Administrative Report via Consent Agenda and the motion was seconded by Trustee Vandenberg. The motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Erickson	Y	Mr. Wilcox	absent

The **Administrative Report via Consent Agenda**, as presented, was approved as **Resolution 13-24**.

Student Affairs Report

Mr. Hermann presented student survey results and an enrollment report. In the fall semester, a Trellis survey was conducted by Dean Temple-Miller and her team to gauge the financial wellness of non-CCP students in comparison with local and national trends. Over 1,000 students received the survey and just over 200 students responded. Key findings that align with other rural colleges were that many of our students struggle to have enough financing to attend school and cover family

responsibilities. 49% of responding students consider themselves to be workers who attend school, rather than students who work.

Dr. Wood referred to the Trellis survey from 2016 that found 44% of students were food insecure, compared with 54% on the 2023 fall survey. Another concern is that 48% of students responded that they experience generalized anxiety disorder. Faculty members and Dean Temple-Miller and her team have brought this concern to Dr. Wood's attention, and there is now a mental health counselor on campus. Dr. Wood recognized the work of Ms. Marion and the Foundation to support student needs, and mentioned an upcoming fundraising concert that will benefit the Student Emergency Fund. Mr. Vandenberg asked about the work being done to address student needs. Dr. Wood responded that the whole team including Reba Bartrug in Financial Aid, Kathy Temple-Miller in Student Services, and Ms. Marion with the Foundation work together to support students. Mr. Vandenberg also asked if students with the greatest needs are applying for scholarships. Ms. Marion said the Foundation receives over 300 applications each year.

Mr. Hermann presented information on enrollment. Fiscal Year 24 headcount surpassed the goal of 2,500. The college-wide initiatives of recruitment and retention have resulted in the College reaching pre-COVID numbers. Census data for spring is not yet available. Credit hours reflect that many students attend part-time. He added that an increase in completed courses results in an increase in success. Some students need support to reach full-time status. Credit hours for FY24 are not finalized, but they are at 35,692. Full-time enrollment had a small increase and is at the 15 credit hour threshold.

Mr. Hermann noted that college wide responsibility and buy-in is important. As an example, Eastern Gateway Community College's issues have affected over 9,000 students with over 6,000 online. WSCO has been asked to serve their students, and Carrie Thrash in Admissions and Recruitment is a primary contact for these students. The WSCO website has been updated by Marketing to reach these students. So far 47 inquiries have been received, 22 students have applied, and 17 have applied for summer and fall semesters. Ms. Thrash was able to get five transient students registered in the HIMT program for this second eight week semester. The deans, faculty, and registrar have completed crosswalks to evaluate Eastern Gateway credits.

Mr. Vandenberg mentioned news about Eastern Gateway becoming a branch campus of Youngstown State. Ms. Vessels asked about what caused Eastern Gateway to be out of compliance with accreditation. Dr. Wood said they are out of compliance with HLC and ODHE for a variety of issues including inappropriate distribution of federal financial aid. Trustee Vandenberg raised concerns at a recent OACC Governing Board meeting because of the financial impact this issue has had on Ohio community colleges.

New/Old Business

Dr. Wood received official notification that Trustee Johnson moved out of the county and will no longer serve on the WSCO Board of Trustees. Trustee Johnson's resignation was effective November 21, 2023. Dr. Wood asked the Board to recommend others who may be interested in serving as a trustee. She also noted that commencement planning is underway. The first graduation as Washington State College of Ohio is May 11th. Trustees are asked to let Ms. Walsh know if regalia is needed, and to arrive by 9:30 a.m. at the Dyson Baudo building at Marietta College.

Dr. Jona Rinard and her husband Josh were recognized for establishing the Ora Waveline Lane scholarship named for Jona’s maternal grandmother. Ms. Waveline Lane raised her children on her own and put education first. The scholarship is for women who are working to go back to school to improve their lives. Ms. Waveline Lane went back to school in her 50s to get her GED so she could earn her beauty license. Ms. Waveline Lane then started and ran her own successful business.

Executive Session

Trustee Vandenberg made a motion to go into Executive Session to consider the appointment, employment, or compensation of a public employee or official. Dr. Wood was asked to join. Trustee Barengo seconded, and the motion passed with a roll call vote. The Trustees, along with Dr. Wood, entered the Executive Session at 4:52 p.m.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Erickson	Y	Mr. Wilcox	absent

The Trustees moving to **Enter Executive Session** was approved as **Resolution R14-24**.

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 5:03 p.m.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Erickson	Y	Mr. Wilcox	absent

The Trustees moving to **Exit Executive Session** was approved as **Resolution R15-24**.

Adjournment

Vice Chair Altier made a motion to adjourn at 5:04 p.m. Trustee Vessels seconded the motion. The motion passed unanimously with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y

