

Washington State College of Ohio
Board of Trustees Meeting
April 15, 2024, 4 p.m.
Health Room H108
Meeting Minutes

Call to Order

Chair Tyler Wilcox called the meeting to order at 4:02 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: Ms. Jodey Altier, Mr. Bernie Anderson, Ms. Susan Vessels, Mr. Randy Barengo, and Mr. Tyler Wilcox. Trustees Erickson, Vandenberg, and Zacharias were absent.

Others in attendance included: Dr. Vicky Wood (President), Mr. Gary Barber (VPOE), Mr. David Hermann (VPSA), Ms. Angie Lang (CFO), Dr. Jona Rinard (Dean of Transfer and Services), Mr. Scott Trew (Executive Director of Operations and Finance), Ms. Dustin Taylor (Registrar), Ms. Reba Bartrug (Director of Enrollment Services and Financial Aid), Ms. Kathy Temple-Miller (Dean of Student Services), Ms. Megan Marion, (Director of Foundation and Development). Ms. Jean Worstell (Human Resources Manager), Mr. Dan Leffingwell (Dean of Engineering and Business), Ms. Jacklyn Callihan (Director of Marketing), and Ms. Jessica Thompson (Faculty Senate representative).

Agenda Approval/Changes

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

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

The **April 15, 2024 agenda**, as presented, was approved as **Resolution R17-24**.

Approval of March 2024 Minutes

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

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

The **March 18, 2024 minutes**, as presented, were approved as **Resolution R18-24**.

Public Comment

Recognition of Guests

Business Professor Brad Merritt was recognized for 15 years of service as Phi Theta Kappa advisor and for achieving 5-star status. The Alpha Rho Gamma students Helena Hardy, Frederick McKitrick, and Lillian Westbrook were recognized for being named to the All-Ohio Community College Academic Team.

Mr. Merritt discussed the mission of Phi Theta Kappa. He shared that through PTK, Washington State students have received full ride scholarships for baccalaureate and even master’s degrees. Alpha Rho Gamma recently won first and third place among national chapters at their convention in Orlando, Florida. Mr. Merritt also outlined service projects that the chapter has completed as part of Honors in Action. Students Helena Hardy and Frederick McKitrick spoke about their experience as PTK officers.

Financial Report via Consent Agenda

Ms. Angie Lang gave an overview of financial statements. The Variance Report showed total revenues and total expenses between \$600,000-700,000. On the Statement of Revenue and Expenses, the comparison to budgeted revenue was at 88%, which is the same percentage as last fiscal year. Expenses were at 66%, compared to 68% last fiscal year. There was a net increase of almost \$2.5 million, with some entries remaining to be made for the end of the fiscal year. The Balance Sheet had some allocated funds for strategic scholarships and new programs. The FY24 budget shows money set aside in case grants were not awarded. On the Statement of Revenues and Expenses for the restricted funds, with the exception of the General Fund, the ending balance on March 31st was almost \$6 million.

Ms. Lang gave a comparison between the FY24 and FY25 proposed budgets. On the Revenue Projection, strategic funding was set aside for salaries and fringes, which the ARC grant was able to fund. On the proposed FY25 budget tuition is at a 1.79% increase based on credit hours. The State Share of Instruction is the same amount as what was received in FY24. There was a decrease in course, lab, and practicum fees. On the expense side, salary, benefits, and consultant fees constitute around 80% of the budget. The total proposed budget for FY25 is \$13.4 million. Trustee Vessels asked why the proposed budget for FY25 is slightly less than the FY24 budget. Ms. Lang said that some positions are being covered by grant funds for the next few years. Chair Wilcox added that the Finance Committee will map out a three- to five-year financial plan to cover personnel expenses when grant funding ends. Ms. Lang added that an insurance increase was projected in the budget.

She also mentioned legislation has been proposed for educational institutes to cover an additional 4% of the cost for the State Teachers Retirement System (STRS). Discussions are ongoing, but it should not impact FY25. Mr. Anderson asked for clarification on the proposed 4% increase. Ms. Lang responded that the college currently pays 14% and that share would increase to 18%. Ms. Lang said she would calculate the added increase and share that amount with the Board. Mr. Barber mentioned the last increase made by the STRS was for employees, and it was charged gradually over four years.

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

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

The **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R19-24**.

Administrative Report via Consent Agenda

Mr. Gary Barber presented the Human Resources report. The Nursing Program Administrator position has been vacated by Darla Boone’s retirement. Jim York will be stepping back and working as an adjunct, and his full-time position will be posted this week. Other open positions include College Pathway Advisor and Upward Bound Resident Assistant. This is the smallest number of openings since Mr. Barber has been at Washington State. There are four Nursing faculty and one HIMT adjunct which have been hired from Eastern Gateway. Cheyenne Barker began today as the new Executive Assistant to Administration. Resignations include Jim York, Reba Bartrug, Doug Unsold, and Mr. Barber, who is retiring.

Mr. Barber also reported on the four-day work week, which was piloted in the summer of 2023. The weekly schedule consisted of four nine-hour work days. This summer, there are two campus events taking place on Fridays. Those include an ODHE Human Capital conference and Camp Invention. Mr. Barber proposed the continuation of the four-day work week for eight weeks from June through the last Friday in July. Chair Wilcox asked if it requires action on the Board’s behalf as an exception to the policy. Dr. Wood said the policy could be amended. She proposed that this would be the regular operating procedure each summer. A revised policy will be brought to the Board in June.

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

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

The **Administrative Report via Consent Agenda**, as presented, was approved as **Resolution 20-24**.

ODHE Completion Plan via Consent Agenda

Mr. Hermann presented the Campus Completion Plan. Washington State has been able to achieve four main accomplishments, which include degree completion, certificate completion, credits earned in a year, and persistence rates. For the next couple of years, Washington State is required to build on this momentum and put together updated goals, initiatives, and strategies. The first target is Connection, from the time students show interest to when they apply for enrollment. The second target is Entry, which is the time between enrollment and completion of gateway courses. The third target is Progress, when students are in their program of study and have completed 75% of their master academic plan. This is when students are starting their second year experience, and it focuses on keeping students engaged. The fourth target is Completion and Workforce Connection, which involves program completion and successful transition to a four-year institution or the workforce. Dr. Wood added that the Ohio Department of Higher Education requires that two year institutions submit a Board approved completion plan every two years.

Ms. Vessels asked about the implementation of VMock and if students are currently assisted with resumé building. Kathy Temple-Miller replied that the VMock program allows students to submit resúms and receive feedback to document and amplify accomplishments. Success coaches also support students in improving resumé quality. Ms. Temple-Miller said that faculty have required students to use VMock to improve their resúms and build a quality product to transfer with them. The program has been shared through classroom and library presentations. Trustee Barengo asked about progress toward the expansion of clinical sites. Mr. Barber mentioned the OTA, PTA, HIMT, and MLT programs have expanded clinical sites. Dr. Wood noted that clinical coordination is a shared responsibility, and through the grants a full-time Nursing clinical coordinator has been hired.

Trustee Barengo moved to approve the ODHE Completion Plan via Consent Agenda, and the motion was seconded by Chair Wilcox. The motion passed with a roll call vote.

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

The **ODHE Completion Plan via Consent Agenda**, as presented, was approved as **Resolution 21-24**.

New/Old Business

Dr. Wood gave the academic update highlighted in a memo from Dr. Parker. The PN and ADN programs had a 100% exam pass rate. Accreditation is being well managed by Dr. Kincaid to meet requirements and deadlines. OTA submitted an application for candidacy last week. PTA's application for candidacy will be submitted in November. BSN is working on a self-study for accreditation. HIMT has a site visit in May, which is the final step of the accreditation process. Reaccreditation for the MLT program is upcoming. The SSI formula is expected to change in the future. Governor DeWine in his State of the State address mentioned an employment portion of funding. Before COVID, the governor created a task force with four community college presidents and four university presidents to develop a way to adjust the funding formula based on student employment in their field within six months of graduation. A challenge for WSCO is Ohio employment data does not include the approximate 40% of students from West Virginia. Dr. Wood anticipates another task force will be created to explore incorporating an employment metric into the SSI. Trustee Anderson asked if the last task force made any recommendations. Dr. Wood said they met twice and did not have time to develop a recommendation when COVID-19 became the priority.

Dr. Wood expressed appreciation for WSCOs continued success in student momentum and completion metrics. Some Ohio colleges continue to struggle with funding. For example, Sinclair, one of the largest community colleges in the state, is closing two of their campuses that used to enroll 5,500 students. The last two semesters, only one face to face course was offered there. Two contributing factors are increasing online and dual enrollment numbers. Community colleges are getting more students through to completion during high school rather than after high school.

Dr. Wood attributed Trustee Vandenberg's comments made at a OACC Governing Board meeting as having an impact on broadening the discussion about Eastern Gateway's funding. They received millions of dollars in funding that should have been received by other Ohio community colleges. The new chancellor's comments noted that Eastern Gateway will continue to receive funding, but it will be more controlled.

Dr. Wood mentioned that a three-year enrollment forecast and financial plan will be presented at the board meeting in June. Around \$400,000 will need to be brought back into the budget at the end of the ARC grant, and approximately \$600,000 when the Title III grant is ends in five years. Dr. Wood closed by thanking trustees for supporting the Foundation concert, which raised over \$20,000 for the Student Emergency Fund.

Executive Session

Trustee Altier 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. Chair Wilcox seconded, and the motion passed with a roll call vote. The Trustees, along with Dr. Wood, entered the Executive Session at 4:51 p.m.

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

The Trustees moving to **Enter Executive Session** was approved as **Resolution R22-24**.

While in Executive Session, Dr. Wood shared that she had accepted the position of President of Trident Technical College in Charleston, South Carolina. Dr. Wood tendered her resignation to the Board.

Trustee Vessels made a motion to exit Executive Session, Trustee Barengo seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:32 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R23-24**.

Chair Wilcox made a motion to accept Dr. Wood's resignation, Trustee Altier seconded, and the motion passed with a roll call vote.

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

The Trustees acceptance of Dr. Wood's resignation was approved as **Resolution R24-24**.

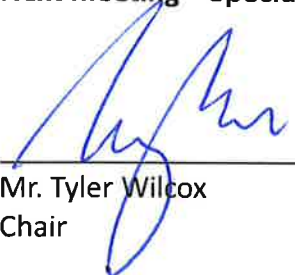
Adjournment

Trustee Anderson made a motion to adjourn at 5:38 p.m. Trustee Altier seconded the motion. The motion passed unanimously with a roll call vote.

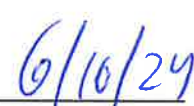
Ms. Altier	Y	Mr. Vandenberg	absent
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	absent
Ms. Erickson	absent	Mr. Wilcox	Y

The Adjournment of the April 15, 2024 meeting of the WSCC Board of Trustees was approved as **Resolution R25-24.**

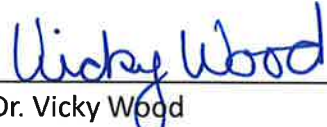
Next meeting – Special Meeting to discuss the president position is scheduled April 29, 2024.



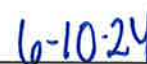
Mr. Tyler Wilcox
Chair



Date



Dr. Vicky Wood
Secretary



Date