

Washington State College of Ohio
Board of Trustees Meeting
 June 10, 2024, 4 p.m.
 Health Room H108
Meeting Minutes

Call to Order

Chair Tyler Wilcox called the meeting to order at 4:01 p.m. Cheyenne Barker, executive assistant to administration, took roll call and meeting minutes. The following trustees were present: Mr. Bernie Anderson (via zoom), Mr. Randy Barengo, Mr. David Vandenberg, Ms. Susan Vessels, Mr. Tyler Wilcox, and Dr. Joseph Zacharias. Ms. Jodey Altier and Ms. Cinda Erickson were absent.

Others in attendance included: Dr. Vicky Wood (President), Mr. David Hermann (VPSA), Dr. Jona Rinard (Dean of Transfer and Services), Ms. Dustin Taylor (Registrar), Ms. Kathy Temple-Miller (Dean of Student Services), Ms. Megan Marion, (Director of Foundation and Development), Ms. Jean Worstell (Human Resources Manager), Ms. Maddie Galloway (Interim Director of Financial Aid), Mr. Brandon Herb (Director of Facilities), Dr. Heather Kincaid (Dean of Health and Sciences), and Ms. Jacklyn Callihan (Director of Marketing).

Agenda Approval/Changes

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

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

The **June 10, 2024 agenda**, as presented, was approved as **Resolution R32-24**.

Approval of April 15, 2024 Minutes

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

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

The **April 15, 2024 minutes**, as presented, were approved as **Resolution R33-24**.

Approval of April 29, 2024 Special Meeting Minutes

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

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

The **April 29, 2024 Special Meeting Minutes** were approved as **Resolution R34-24**.

Public Comment

None

Recognition of Guests

Dr. Vicky Wood introduced Executive Assistant Cheyenne Barker, and Interim Director of Financial Aid Maddie Galloway.

Financial Report via Consent Agenda

Dr. Vicky Wood gave an overview of financial statements. There was one Then and Now charge of \$4,700 for shopping cart advertising, due to a missed communication from Kroger. Dr. Wood shared that there is additional revenue from grants to offset staffing for the OTA and PTA programs. That revenue is almost \$800,000. Dr. Wood said when the 2025-26 budget is built, decisions will be impacted by grants that will be ending. The Variance Report showed total revenues and expenses between \$800,000 and \$1,000,000. On the Statement of Revenue and Expenses, there was a net decrease of \$2,491,407. The Balance Sheet showed a 12.47% change in total assets and deferred outflows, total liabilities, and fund balances. On the Statement of Revenues and Expenses for restricted funds, the ending balance for the current fiscal year was just over \$7.2 million.

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

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

The **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R35-24**.

Administrative Report via Consent Agenda

Ms. Jean Worstell presented the Human Resources report. There are currently five open positions. Jonny Chandler will be replacing Jim York in the Diesel department. Jim York will move to an adjunct position. Cindy Bachus is replacing Darla Boone as Program Administrator of the PN and ADN programs. Reba Bartrug's position has been split into two with Maddie Galloway serving as the Interim Director of Financial Aid, and Hunter Warsinsky hired as the new Director of Admissions. David Hermann's title has changed to Vice President of Institutional Advancement. With the exit of Dan Leffingwell, Dr. Jona Rinard has become the Dean of Tech and Transfer, and two new director positions were created. Dr. Micah Covert is the Director of Transfer and Public Services, and Jared Voldness is Director of Engineering and Business. Justin Barker and Tori Wittikend are the new Resident Assistants for Upward Bound. Resignations include Thomas Shields, Chris Carpenter, Jordan Jones, Destanee Folden, Dan Leffingwell, Nancy Rupp, Vicky Wood, and Missy Richman. Ms. Richman left in April, and the College is now advertising for a part-time Communications and Social Media Specialist to fill that position. Amber Kisselburg's position as Administrative Assistant has been eliminated. Brandon Herb and the IT Department will report to Scott Trew. Ms. Worstell also presented the updated organizational chart reflecting the changes.

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

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

The **Administrative Report via Consent Agenda**, as presented, was approved as **Resolution 36-24**.

Policy Revisions via Consent Agenda

Dr. Sarah Parker presented proposed policy revisions. Changes to Policy 4.410 Start and Stop times are due to extended summer hours Monday through Thursday with the campus shut down on Fridays. New Policy 4.411 Summer Leave is being added to detail the annual schedule change for June and July. Regarding Policy 4.822 Part-time Instructional Salaries, Mr. Trew helped faculty understand the business model of \$150 per contact hour for courses taught, rather than \$150 per student. Also, Dr. Micah Covert led a Solve and Dissolve team to examine compensation for Independent Studies courses. Policy 4.860 Tuition Assistance Program had changed last year, but needed redundant language removed and the reimbursement timeline defined. Policy 10.334 Incomplete had not been changed since moving to the 8 week model, which created inequity between the first and second 8 weeks. Trustee Vandenberg asked about the decision to give an incomplete. Dr. Parker replied that professors will use the new guidelines to decide which students need an incomplete. Ms. Vessels asked if there has to be a specific circumstance for a student to receive an incomplete, and Dr. Parker agreed that there are specific circumstances.

Trustee Zacharias moved to approve the Policy Revisions via Consent Agenda, and the motion was seconded by Trustee Barengo. The motion passed with a roll call vote.

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

The **Policy Revisions via Consent Agenda**, as presented, was approved as **Resolution 37-24**.

Student Services Report

Mr. David Hermann presented a report on enrollment and grants. There was a 5% increase in the spring headcount, which surpassed the goal. The Center for Student Success has supported that increase by helping ensure classes fit student schedules. Chair Wilcox asked about the correlation between the headcount and credit hours. Mr. Hermann referenced influential factors outside the numbers, such as students having jobs and families. Annual enrollment stands at 2,564, which is well on the way to the WIG of 2,600. There are also initiatives in place to bolster credit hours. Summer headcount and credit hours are trending upward. Mr. Hermann also gave a grants overview. He spoke about helping students become acquainted with free college. He said grant efforts have enabled the College to lean into the idea of free college, which could help increase enrollment. Mr. Vandenberg asked if grant duration will affect the idea of free college. Mr. Hermann responded that he is always looking for new grants to support that initiative. Dr. Wood agreed that it has always been in the College’s favor to receive subsidies. Mr. Barengo asked if the August board meeting could include a summary of summer, fall, and spring credit hours, and a breakdown of potential revenue. Dr. Wood said the State requires the submission of a five year forecast, which Scott Trew will present to the Board in August.

President’s Report

Dr. Wood spoke about the presidential search committee. Mr. Barengo said the committee has not concurred on the selection of a presidential search firm. It was noted that the search firm costs have not increased in the past seven years. A vote to choose one of the three potential search firms will be held during the August Board meeting. Those firms are: ACCT Executive Search Services, Academic Search, and LEADEXEC. Trustees have received background and cost information for each company. Dr. Wood spoke about the timing of her exit and transitioning her role to Dr. Sarah Parker. She thanked her team and the Board members for their support over the years. Dr. Wood also reflected on the changes and accomplishments that occurred in her seven year term. Chair Wilcox gave his thanks to Dr. Wood for her service.

New/Old Business

Trustee David Vandenberg gave an update on the Mid-Ohio Valley Aquatic Center. Trustee Vandenberg is meeting with a group that has a large donation for the construction of a 25-50 meter indoor pool. Pickering Associates is doing site assessments of two 6-8 acre sites on the WSCO campus. Consultant Sport Facility Advising has also been hired. The pool would be community based and could take up to 40 million dollars to build. Jennifer Garrison is looking into grants to fund the pool. If the aquatic center is built on campus, it would be free for WSCO students to use. The College's only involvement would be to supply the site. The Attorney General's office would have to be consulted, since the campus is state property. Chair Wilcox recommended the consultant create a business plan and discussion be continued on this potential project.

Executive Session

Chair Wilcox made a motion to go into Executive Session to consider the appointment, employment, or compensation of a public employee or official. Dr. Wood and Dr. Parker were asked to join. Trustee Barengo seconded the motion, which passed with a roll call vote. The Trustees, along with Dr. Wood and Dr. Parker, entered the Executive Session at 4:57 p.m.

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

The Trustees moving to **Enter Executive Session** was approved as **Resolution R38-24**.

Trustee Vandenberg 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 5:22 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R39-24**.

Adjournment

Chair Wilcox made a motion to adjourn at 5:25 p.m. Trustee Vessels seconded the motion. The motion passed unanimously with a roll call vote.

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

The Adjournment of the June 10, 2024 meeting of the WSCC Board of Trustees was approved as **Resolution R40-24.**

The next meeting is scheduled August 19, 2024.

Mr. Tyler Wilcox
Chair

Date

Dr. Vicky Wood
Secretary

Date