

Washington State Community College
Board of Trustees Meeting
November 20, 2023, 4 p.m.
Health Room H108
Meeting Minutes

Call to Order

Chairman David Vandenberg 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, Mr. Tyler Wilcox, Ms. Jodey Altier, Ms. Lucinda Erickson, Ms. LeeAnn Johnson, Ms. Susan Vessels, Mr. Randy Barengo, Dr. Joseph Zacharias, and Mr. Bernie Anderson.

Others in attendance included: Dr. Vicky Wood (President), Dr. Sarah Parker (VPAA), Mr. Gary Barber (VPOE), 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. Tim Brunicardi (Director of Marketing), Mr. Brandon Herb (Director of Facilities), Ms. Dustin Taylor (Registrar), and Ms. Kathy Temple-Miller (Dean of Student Success).

Agenda Approval/Changes

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

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

The **November 20, 2023 agenda**, as presented, was approved as **Resolution R49-23**.

Approval of October 2023 Minutes

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

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

The **October 16, 2023 minutes**, as presented, were approved as **Resolution R50-23**.

Public Comment

There were no comments.

Recognition of Guests

Mr. Derek Conrad, CPA, CFE of Rea & Associates was in attendance to discuss the audit.

Financial Report via Consent Agenda

Mr. Derek Conrad, CPA, CFE of Rea & Associates shared the FY23 audit report, with no reportable issues. Student Financial Aid and the CARES act were targeted areas. Mr. Conrad asked for questions, and made himself available to be contacted after the meeting. Trustee Wilcox asked if recommendations were made. Mr. Conrad said there were a few verbal comments, but the financials were very clean. Dr. Wood recognized Reba Bartrug and her team, and Angie Lang and the Business Office for their work on managing grants and having a clean audit. Mr. Conrad mentioned that there was much more added than taken away in the grant process. The audit report will be filed with the state on November 21, 2023. The reports are not public until they are accepted by the state. After a month, the state will approve the reports then make them public. Copies will be available if state approval is given and corrections are not needed. Ms. Angie Lang reported that adjustments will be made on deferred liabilities now that the audit is complete.

Ms. Lang gave an overview of the financial statements. There were three Then and Now items. The first was due to a timing issue on a renewal. The second was due to a very low estimate to correct a humidity issue in the Arts & Sciences Building. According to Mr. Barber, unusually high humidity and equipment issues resulted in 80% humidity in the building. Emergency services were called in, and brought in humidifiers which removed 40 large garbage cans of water daily from the building. An insurance claim was not filed because the clean up took longer than projected. The third Then and Now was a requisition for Just Lunch that was not completed before the end of Fiscal Year 23.

The Variance Report showed revenue up slightly by 7.5%, and expenses up by 2.5%. The Statement of Revenue and Expenses had nearly the same percentages for both areas. Over

\$7,000,000 was budgeted for state appropriations, with a 3% increase built in for the state share of instruction (SSI.) The actual amount of SSI increased by \$316,000, over \$300,000 beyond what was projected. Completion rates were much higher than anticipated. Chairman Vandenberg congratulated the team for those results. Dr. Wood also commended the team for their diligence in performance. A resolution was presented to provide employees with a 3% raise and an \$800.00 success stipend, with \$316,000 going to the General Fund. The total cost of the resolution for the raise and success stipend is \$316,000. Trustee Vessels asked who would be eligible for the success stipend. Ms. Lang replied that all staff except adjuncts are eligible.

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

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

The **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R51-23**.

Administrative Report

Mr. Barber presented reports on Human Resources and Facilities. The facilities custodial technician position was offered and accepted on November 19th. A candidate for the PT position will visit the college on November 21st. The remaining open positions are grant funded, with the exception of the vacated Nursing Clinical Coordinator position. Resignations include Stacy Greenup and Rachel Hennes.

Insurance rates are increasing due to less competition, high expenditures for traveling nurses in the industry, and the filing of a larger number of claims by college employees. Five of the eight high claims filed at Washington State were for one time health events, which lowered the overall cost increase to 15%. Dr. Wood recognized the executive team for projecting and budgeting for the insurance increase. Dr. Wood said that for the last several years, employees have not had to pay higher rates due to the college picking up the increase. Mr. Barber noted a suggestion which was made to have the college spend \$75,000 to reduce the insurance increase to 10%. The Finance Committee made the recommendation to give the money directly to employees instead.

Bridge Project: The bridge that spans from the student parking lot to the main building is 32 years old. The project to repair the bridge and add a protective cover went out for bid on September 11th and closed on October 17. Mr. Barber shared drawings of the project with the trustees. Only one bid was received, which was too high. Brandon Herb, the director of facilities, worked diligently to solicit more bids. The timeline was extended, and the project was advertised in the tri-state area. Buckeye Construction and Restoration was the lone bidder. Capital funding has

been secured in the college’s six year capital plan. The cost of the project is \$600,000 over the original projection. Trustee Wilcox agreed that costs are up in the commercial construction sector. Chairman Vandenberg asked if there is a better place to spend the funds. Mr. Barber said the bridge is the highest priority on campus. The quote for a steel canopy is \$197,541. Translucent panels will cost \$329,122, and an additional set of panels covering the arch will cost \$85,713. The translucent canopy will require cleaning every 10-12 years, but should not need more maintenance. The cost to install radiant heat and gas will be \$78,000. Mr. Herb’s team will add lighting to the structure. The state will fund \$1,000,464. According to Dr. Wood, funding for this project has been increased due to the calculation of capital funding using the same formula as SSI. Millions of dollars have been offset for the bridge due to grant funding being awarded. The project is required to be presented to the state for approval. The project should begin in March of 2024, with completion before the fall semester.

Trustee Anderson moved to approve the Administrative Report, and Trustee Barengo seconded. The motion passed with a roll call vote.

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

The **Administrative Report**, as presented, was approved as **Resolution R52-23**

Academic Report
HLC Additional Location Resolution

Dr. Sarah Parker presented information about designating Warren High School as an additional location. Warren High School has moved the majority of their CCP courses from another college to WSCO. Washington State has been assisting with onboarding Warren faculty who are getting credentialed to teach CCP classes on their campus. The next phase is to continue building technical pathways beyond general education courses so that students can finish their degree. The Education Transfer pathway has been a focus to address the teacher shortage. Warren has increased course offerings at the high school from nine to fourteen. With that number of on-campus classes, the Higher Learning Commission designates Warren as an Additional Location. Students are able to complete over 50% of courses on their campus. WSCO will not have to offer additional services at Warren High School. Oversight is in place, which includes WSCO faculty creating courses and conducting observations. There is no additional cost for the college. Chairman Vandenberg asked if there are other schools who have this goal. Dr. Parker said there are schools that have started developing technical programming on their campuses. Education coursework is a good fit, since most high schools have credentialed educators holding master’s degrees. Other schools may follow suit. When asked about qualifications, Dr. Parker noted that faculty at the high schools would need to have more than general education credentials in the

program pathway. Dr. Rinard recently presented Fort Frye High School with the possibility of a Criminal Justice pathway, similar to success pathways built at Marion Tech and Tiffin. Fort Frye High School is interested in growing Education pathways and a Criminal Justice program.

Trustee Wilcox moved to approve the Academic Report, and Trustee Zacharias seconded. The motion passed with a roll call vote.

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

Academic Report: HLC Additional Location Resolution, as presented, was approved as **Resolution R53-23**

President’s Report

Dr. Wood began by recognizing Lucinda Erickson for recommending a faculty candidate for Physical Therapy. There is a deadline of December 1st to fill that position. Trustee Erickson also introduced Dr. Wood to McConnelsville’s Community Bank Vice President Kelsey Wells, who is seeking community funds for healthcare services in Morgan County. WSCO will partner with Community Bank to apply for funding. Students may complete clinicals at that location in the future.

Dr. Rinard’s and Dr. Parker’s work with the CCP program at Warren High School was recognized. The college’s successes with CCP have been noted, leading to a visit today from the superintendent and executive team from Groveport. Mr. Leffingwell and Mr. Barber met with those representatives and the meeting went well. The district is out of the college’s service area, so if an agreement is reached Dr. Wood will have a discussion with their local college president. Washington State is trying to shift high school students from taking 30 general education credits and move them into technical programming. Dr. Wood’s vision for a GPS program from seven years ago is coming to light. Dr. Rinard will have a presentation on CCP successes at the next board meeting.

Mr. Leffingwell has piloted an “inCERT” Yourself program to help high school students complete industry recognized certifications. Those certifications will count toward the twelve point requirement for high school graduation. Students will be bussed to Washington State once a week to work on the lab portion of the certifications. Trustee Anderson met with Mr. Leffingwell to discuss local industry needs, such as the need for entry level machinists. They reached an agreement that students earning this certification will be offered employment with MIBA. Publications and logos will be created to market this new pathway. High schools will receive \$1,250 from the state for each certification that is earned. The money comes from the state’s

Innovative Workforce Incentive Program. Workforce transformation sets aside \$4.5 million annually. Twelve high schools will have the opportunity to participate in this program. Two of twelve schools have responded so far. Currently the Cyber program is full, and the Advanced Manufacturing and Welding programs have seven enrolled. This template will be developed at Washington State for other colleges to replicate. Mr. Leffingwell will present more information on this new program at the next board meeting.

The Finance Committee met on November 13th to examine the yearly budget versus the actual budget. Grant success has been so high that rather than applying for new grants, Dr. Wood may want to focus more on implementation of current grant funds. In the past three years, \$4,999,000 dollars has been carried over due to operational expense offsets from grant funding. The 2023 target is a record breaking \$9,935,182 in grant funding. A record of \$3 million was set in 2022. The surplus is growing. Capital funding was recently presented to the Ohio Community College presidents. Washington State is exceeding last year's numbers in course completions, associate degree completions, certificate completions, and transfers. There will be an increase in SSI, so \$119,000 will be received in capital funding. There is a possibility for more due to Chair Vandenberg's calling attention to Eastern Gateway's online credit issues. The ODHE has taken action by removing their president and naming an interim president. That interim president is giving back Eastern Gateway's portion of capital funding to the other state community colleges, and those funds will be equally distributed.

The Foundation is conducting a drip campaign ending in Giving Tuesday, which is November 28th. Letters from Trustee Barengo and Trustee Zacharias have been sent to major donors, and forwarded to many contacts. \$150,000 was raised in the 2022 campaign. Chairman Vandenberg noted the surplus funds were discussed in the Finance Committee meeting, and that the college should not be dependent on receiving grant funding. Trustee Barengo asked about Sinclair Community College's funding. That funding is high because Sinclair is large and tax levy funded. There are several colleges which are losing money and are asking for a new funding formula. Dr. Wood is vice chair, and noted there is pressure to redistribute capital funding. Some community college presidents are asking that the state consider providing less capital funding to colleges that have funds in savings.

New/Old Business

Board of Trustees self-evaluation and Chair evaluation. Trustees completed the evaluations. Feedback noted that professional development and state training were not made available. The board was waiting for positions to be filled. Trustees may also request funding to attend training. There were also some comments about the board providing clear priorities for the president. A strategic plan was approved titled "Vision 2025" which set those priorities. An update will be provided by Dr. Wood at the first board meeting in 2024. A question was also raised about committees. There was a vote a few years ago that made committees ad hoc, with the Finance Committee as the only permanent committee. Trustees had wanted to avoid meeting without having anything on the agenda. Chairman Vandenberg said that if a need is identified, a committee can be requested and formed. He asked the attendees if there is anything the board needs to do to support their roles at the college, but no comments were received.

Board of Trustees 2024 Calendar. A draft was provided to trustees at October’s board meeting. Meetings in 2024 will continue to be held the third Monday of each month excluding January, May, and July.

Trustee Vessels moved to approve the 2024 Calendar, and Trustee Johnson seconded. The motion passed with a roll call vote.

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

The **Board of Trustees 2024 Calendar**, as presented, was approved as **Resolution R54-23**

Board of Trustees Nominating Committee The process for filling the roles of chair and vice chair has been that those positions are held for a period of two years. Trustee Barengo was asked by Chairman Vandenberg to nominate officers for 2024. Nominations were also requested from the floor. Trustee Barengo recommended Vice Chairman Wilcox be elevated to chair, and Trustee Altier elevated to vice chair for the two year period. No other nominations were received. The nominations were approved unanimously.

Trustee Anderson moved to approve the nominations of chair and vice chair, and Trustee Johnson seconded. The motion passed with a roll call vote.

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

The **Board of Trustees Nominating Committee Recommendation**, as presented, was approved as **Resolution R55-23**

College Name On November 1st, former WSCC President Dr. Carson Miller and eleven other retirees were on campus for a luncheon. Dr. Wood shared their preference for the name Washington State College. Their recommendation was to build a logo with Marietta, Ohio under that name to avoid confusion about location. There were no further comments regarding names.

Chairman Vandenberg gave directions that trustees could vote yes, no, or abstain from the vote and make a motion to suggest another name.

Trustee Wilcox moved to vote on the name Ohio River State College, and Trustee Altier seconded. The motion was defeated 5-4 with a roll call vote.

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

Trustee Johnson moved to vote on the name Washington State College of Ohio, and Trustee Vessels seconded. The motion passed 5-4 with a roll call vote.

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

The **College Name, Washington State College of Ohio**, was approved as **Resolution R56-23**

The Ohio Department of Higher Education must approve this name change. Dr. Wood will start the process to request approval from ODHE. Trustee Wilcox stated his support of the board's opinion on this matter. Chairman Vandenberg asked everyone to respect the process. Mr. Brunicardi will put together a timeline with steps in the process for the next board meeting. Rebranding will cost around \$100,000-\$150,000.

An Ohio Ethics training reminder was given to trustees who did not complete the required yearly training.

Chairman Vandenberg noted that since there were no action items for December, he recommended canceling that meeting.

Trustee Johnson made an announcement that this would be her last meeting. Trustee Johnson said that she and her husband made a decision to move back to the Mahoning Valley to be closer to most of his constituents. This decision was made prior to a college presidency offer being

by Youngstown State. Trustee Johnson said it has been an honor to serve with the board, and commended the work of the college the accomplishments achieved, which have made a positive impact on students in the region. Chairman Vandenberg and Dr. Wood thanked Trustee Johnson for her service.

This was also the last meeting with Mr. Vandenberg serving as chairman. He thanked everyone for working with him, and for all of the great work done. Mr. Wilcox thanked Chairman Vandenberg for always being available if anyone had issues to discuss.

Adjournment

Trustee Johnson made a motion to adjourn at 5:20 p.m., Trustee Wilcox seconded, and the motion passed unanimously with a roll call vote.

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

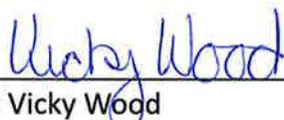
The Adjournment of the November 20, 2023 meeting of the WSCC Board of Trustees was approved as Resolution R57-23.

Next meeting – February 19, 2024

Submitted by: Lisa Walsh, Executive Assistant to the President



 Mr. David Vandenberg Date
 Chairman



 Dr. Vicky Wood Date
 Secretary