

**Washington State College of Ohio**  
**Board of Trustees Meeting**  
 February 19, 2024, 4 p.m.  
 Health Room H107  
**Meeting Minutes**

**Call to Order**

Chairman Tyler Wilcox called the meeting to order at 3:58 p.m. in Room H107 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. Susan Vessels, Dr. Joseph Zacharias, and Mr. Bernie Anderson. Mr. Randy Barengo was present via Zoom.

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. Brandon Herb (Director of Facilities), 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 Vandenberg moved to approve the agenda as presented, Trustee Anderson 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	Y

The **February 19, 2024 agenda**, as presented, was approved as **Resolution R1-24**.

**Approval of November 2023 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	Y

The **November 20, 2023 minutes**, as presented, were approved as **Resolution R2-24**.

**Public Comment** none

### **Recognition of Guests**

Students of the Month Che' Venoy and Brenna Weidner were recognized. Ms. Venoy is a POBA cadet and Ms. Weidner is a CCP student.

### **Financial Report via Consent Agenda**

Ms. Lang gave an overview of the financial statements. There were six Then and Now items. The Variance Report showed revenue up by 6.36 % and expenses up by 6.9%. The Statement of Revenue and Expenses showed revenue at 78%, which was the same as fiscal year '23. Expenses were 2% less. The Balance Sheet showed total assets at \$37.3 million. Allocations include strategic and new programs funds. A recent transmittal resulted in a higher than usual restricted balance. Trustee Altier questioned the difference between FY23 and FY24 restricted fund revenue and expenses. Ms. Lang responded that the difference is related to HEERF funds and financial aid transmittal. Revenue was accepted, but expenditures were not made until February.

The 2024 lab fees were presented, including lab and course fees, clinical and practicum fees, and exam fees. The Accounting program removed all lab fees. A list of deactivated courses was also included. Trustee Vandenburg asked about the \$1,335 Revenue Cycle and Coding class proposed fee. Dr. Parker responded that the HIMT program includes a considerable number of credentialed, stackable certificates. The exam costs were not initially included in HIMT fees. Students were waiting to take exams due to funding. With the exam costs included in the class fees, students would now be able to use financial aid. Some fees also offset the cost of books.

A change was proposed for Student Fee Credit Policy 8.640 to assess a fee and create a payment plan for students who have not secured funding or paid balances in full. In the past students were allowed to sign up for a payment plan. A new program was piloted in the fall semester. If students don't have financial aid or an account paid in full, they are automatically enrolled in a payment plan. In the past, students were asked to make four equal payments. The change is to give students one payment due date one week before they register for new classes. Payments can be made throughout the semester. A late fee will not be assessed until the due date.

A change was proposed for Payment Plan Fee Policy 8.700 for students to complete payments by one week before new term registration. Enrollment will be automatic each semester. If payments are not made in full by the deadline, a late fee will be assessed and students won't be able to enroll in a new semester. Chairman Wilcox asked how many students have been charged a late fee, and the response was 82 students. Trustee Vandenberg asked what the bad debt total was. Ms. Lang responded that the Business Office aims to keep debt below \$60,000 per semester. Debt is then turned over to the Attorney General's office for collections. Statements are sent to students three times over the semester, and if they are making payments they are not turned in to the Attorney General's office. The student's income tax refund can be garnished if they live in Ohio. Chairman Wilcox asked if this policy is written based on guidance by the state, or is it solely a college policy. Ms. Lang responded that the policy language is being updated. Dr. Wood added that the change was a recommendation

made by the College Financial Aid office and Center for Student Success. Students were struggling with the previous policy. The transition was piloted in the Fall.

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

The **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R3-24**.

### **Administrative Report**

Mr. Barber presented reports on Human Resources and Facilities. Nursing faculty openings will continue per grant requirements and funding. The addition of a project support specialist to write and manage grants was made possible due to the Title III grant. Erin O’Neill, administrative assistant to Dr. Parker and Mr. Hermann accepted the project support specialist position. The director of marketing role has been accepted by Jacklyn Callihan, a college pathways advisor. These two open positions will be backfilled.

Resignations include Justin Hasley and Tim Brunicardi. Darla Boone is retiring at the end of February. The auto diesel faculty position was vacated with the passing of Joseph Nutter. That position has been filled by Thomas Shields. Nancy Rupp is the director of clinical education for the PTA program. Andrea Renee Tamm has moved from Nursing faculty to clinical coordinator. Rachel Hill, Madison West, and Kelly Kramer are Nursing faculty hires. Paul Paslay is the new process Engineering Technology faculty member. Alisha Clark is the Cyber Security adjunct. Dan Erb is a custodian technician. Brittany Bartlett is a new success coach. With the vice president position modified, Scott True has been hired as the executive director of finance and operations. Scott is the business manager at Belpre City Schools and is pursuing a CPA. He will manage facilities, maintenance, and he will be the business office controller.

Mr. Barber brought forward a resolution for the expenditure of \$733,321.53 in Super RAPIDS funds for construction and architectural and engineering fees to renovate Chemistry labs. Mr. Herb took Dr. Kincaid and the Chemistry staff to Marietta College and Walsh University to tour their labs. Once an engineer is chosen, this team will meet to outline plans.

In the Facilities report Mr. Barber stated that the bridge project was started three weeks early due to good weather. The level of corrosion damage on the bridge was found to be at a level six on a scale of one to ten. Repairs may be less expensive based on this finding. The bridge will be closed on an intermittent basis while repairs are underway.

Trustee Vandenburg moved to approve the Administrative Report, and Trustee Vessels 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	Y

The **Administrative Report**, as presented, was approved as **Resolution R4-24**.

**Policy Change Resolutions via Consent Agenda**

Dr. Sarah Parker brought forth proposed policy changes for Policies 4.410 and 4.341. There was a discrepancy regarding faculty work week hours, and language needed to reflect faculty contracts. Dr. Parker also proposed the new policy 4.470 to address additional employment outside of the College. Chairman Wilcox asked if the new policy was in response to a particular situation, and if there are employees who would be affected by the change. Dr. Parker replied that there are faculty who seek adjunct employment at other colleges. Dr. Parker also proposed a change in policy regarding academic distinction on the President’s and Dean’s lists for part-time students. Trustee Vessels asked for clarification on the number of hours students would have to carry to be considered eligible for academic honors. Dr. Parker replied that eligible students would have to carry a minimum of six credit hours of college-level courses. Trustee Vandenberg asked if there are more students that take only six credit hours in the eight week semester. Dr. Parker replied that there could be. She also added that other community colleges in the state recognize part-time students for academic distinction.

Chairman Wilcox moved to approve Resolutions 9, 10, 11, and 12. Trustee Zacharias 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	Y

**Policy Change Resolutions via Consent Agenda**, as presented, were approved as **Resolution R5-24**

### Foundation Naming Policy

Megan Marion explained how the policy was created. In 2023, Foundation directors formed a committee to explore naming buildings and classrooms. Ms. Marion expressed that with the new college name, it is a great time to consider naming buildings and classrooms. The previous Foundation naming policy was approved in 2006 and was outdated with repetitive and conflicting language. The committee rewrote the policy and came up with a cost sheet that considers visibility, traffic, and square footage. Similar policies at Rhodes State and Southern State were also examined. Donors were consulted to determine if proposed costs were acceptable. An out clause was created in case donors would have any conflict with the College’s mission, vision, and values. The approval of the Board of Trustees is needed to move forward. Trustee Vandenberg asked about donor comments. Ms. Marion stated that costs requested by the other colleges studied were determined to be too high for the local area, so they were lowered. Trustee Vessels asked about the length of time the naming right would last. Ms. Marion responded that naming in perpetuity would be 20 years, with the option for the Board to examine any conflict on a case by case basis. Dr. Wood noted the last section of the policy includes the revocation of naming as needed. She added that the last policy was very outdated, and the committee did a great job rewriting it.

Trustee Zacharias made a motion to approve the Foundation Naming Policy. Trustee Altier 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	Y

**The Foundation Naming Policy, as presented, was approved as Resolution R6-24.**

Ms. Marion also noted that the Foundation is having its first ever fundraising concert on Saturday, April 6th at The Adelpia Music Hall. The Troubadours, which includes former trustee David Tenney and distinguished alum John Walsh, are reuniting for this concert. Proceeds will benefit the Student Emergency Fund.

Each year one member of the Board of Trustees attends the Foundation Finance Committee meeting, which is held in January. Any interested trustees should notify Dr. Wood.

Chairman Wilcox noted for the minutes that Dr. Wood and the faculty were well represented in the name change press conference, which took place before the board meeting. He recognized Dr. Wood and the faculty and staff for all their hard work behind the change, and for having the community recognize the progress that the College has made.

## **President's Report**

Dr. Wood noted that enrollment, both headcount and credits, are up for fall and spring. Not all Ohio colleges have an upward trajectory. Dr. Wood stated that the College is among the top institutions in Ohio in momentum metrics. She congratulated the team for their great work in advancing student success.

Dr. Wood introduced Dean Dr. Jona Rinard and Dean Dan Leffingwell, who were previously in K12. She noted that they are forming important relationships with high school partners and doing great work in attracting high school students.

Dr. Rinard presented information on the College Credit Plus (CCP) technical program pathway. Dr. Rinard led the Rural Guided Pathways Project during which Washington State established a Graduate Pathway to Success (GPS) with Fort Frye. Fort Frye students in the GPS begin taking CCP courses their freshman year, and the program is promoted to students in eighth grade. Students in their freshman year at Fort Frye High School can take courses onsite at their school. Their career pathways are Cyber Security, Education, and Criminal Justice.

In 2021 data from the Ohio Department of Education, 63.9% of Fort Frye seniors earned college credit, but only 16% were economically disadvantaged. Washington State wants to close the equity gap and give students a head start to college. In the Spring of 2023, 35 students from Fort Frye earned 849 college credits, and three degrees were earned. Reverse Transfer is an opportunity for CCP students to earn an associates degree by transferring credits back to WSCO from their four-year university. The College plans to strengthen promotion of this opportunity.

Trustee Vandenburg asked about the promotion of CCP within the school. Dr. Rinard responded that the guidance counselors talk with students about the program, and Washington State's college pathways advisors do so as well. Trustee Vandenburg also asked about having transportation to bring students to campus. Dean Leffingwell has worked out transportation for the InCERT Yourself program. Mr. Barber responded that there are some parents who are apprehensive to send younger students to campus unless it is within a cohort.

Dan Leffingwell presented information on the InCERT Yourself program, which is part of the Innovative Workforce Incentive Program (IWIP) through the Ohio Department of Education. The first meeting was held in October with sixteen superintendents. The program kicked off in January. Dean Leffingwell said that every journey starts with asking "Who do we serve?" and "What problems are we trying to help them solve?" He said the "Why" is to build a mutually beneficial program for all stakeholders, access to state of the art labs and equipment, and access to great instructors. Another goal is developing deeper partnerships with schools and industry. There is great potential for increased enrollment, and instilling hope and a sense of belonging for students who don't see college in their future.

The three pathways are identified by Ohio as the most in demand jobs. K12 partners were given the opportunity to leverage Innovative Workforce Incentive Program (IWIP) funds. Those partners receive \$1,250 in reimbursements for each credential students earn. Students can earn two credentials in each pathway. For example, Marietta High School's investment is \$7,000, and their return on investment ranges from \$52,000 to \$55,000. Washington State has 59 students on

campus from ten schools. The College has been asked to include additional programs so that school buses could be filled to capacity. The return on investment is helping rural communities by allowing districts access to our facilities. Another benefit is the sharing of staff because the number of instructors qualified in these pathways is limited. Each pathway serves as a 12-point alternative high school graduation pathway. This program increases career exposure for students. Twenty-six schools and business partners in our region are using YouScience to help students discover how their strengths, aptitudes, and interests align with careers.

Trustee Vandenberg asked if there are other programs being considered for inclusion in this program. Dean Leffingwell said that several schools have asked to send more students to campus on Fridays, so more programs will be added. The department will examine the IWIP approved list to determine which credentials will be offered. Students must earn a certain GPA to be eligible for the CCP program, and the state offers an innovative waiver that allows students, who do not have the required GPA, to take CCP classes in specific programs.

**New/Old Business**

There is \$500 million in funding available for community projects, and Jennifer Garrison is leading work in securing funds for a Mid Ohio Valley Aquatic Center (MOVAC). This group has reached out to Washington State to discuss the possibility of acquiring land for this type of facility. Dr. Wood and Trustee David Vandenberg will engage in the conversation to learn more.

**Executive Session**

Chairman Wilcox 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 Vessels seconded, and the motion passed with a roll call vote. The Trustees, along with Dr. Wood, entered the Executive Session at 5:12 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	Y

The Trustees moving to **Enter Executive Session** was approved as **Resolution R7-24**.

Chairman Wilcox 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 5:26 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	Y

The Trustees moving to **Exit Executive Session** was approved as **Resolution R8-24**.

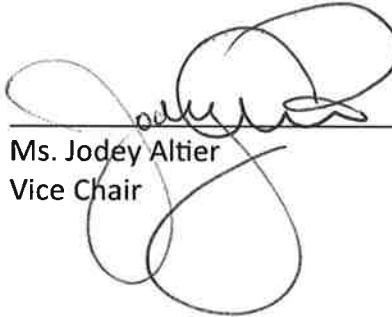
**Adjournment**

Trustee Vessels made a motion to adjourn at 5:29 p.m. Chairman Wilcox seconded the motion. The motion passed unanimously with a roll call vote.

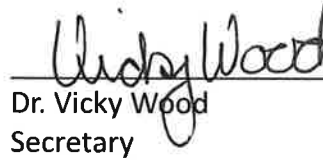
Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	Y	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Erickson	Y	Mr. Wilcox	Y

**The Adjournment of the February 19, 2024 meeting** of the WSCC Board of Trustees was approved as **Resolution R9-24**.

Next meeting – March 18, 2024.

  
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Ms. Jodey Altier  
Vice Chair

3-18-24  
Date

  
\_\_\_\_\_  
Dr. Vicky Wood  
Secretary

3-18-24  
Date