

**Washington State Community College
Board of Trustees Meeting
October 16, 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, and Dr. Joseph Zacharias. Trustee Bernie Anderson was absent.

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), Mr. Tim Brunicardi (Director of Marketing), Ms. Reba Bartrug (Director of Financial Aid), Mr. Brandon Herb (Director of Facilities), Ms. Dustin Taylor (Registrar), Ms. Megan Marion (Director of Foundation and Development), Ms. Jean Worstell (Human Resources Manager), and Kathy Temple-Miller (Dean of Student Success).

Agenda Approval/Changes

Trustee Vessels 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	absent	Mr. Wilcox	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Erickson	Y	Mr. Vandenberg	Y
Ms. Johnson	Y		

The **October 16, 2023 agenda**, as presented, was approved as **Resolution R42-23**.

Approval of September 2023 Minutes

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

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

The **September 18, 2023 minutes**, as presented, were approved as **Resolution R43-23**.

Public Comment

There were no comments.

Recognition of Guests

Dr. Wood introduced Faculty Senate President, Dr. Micah Covert. Dr. Covert is working with Dr. Sarah Parker to support faculty and develop strategies to improve instruction and assessment of learning.

Financial Report via Consent Agenda

Ms. Angie Lang gave an overview of the financial statements. In the Variance Report, the biggest discrepancy from FY23 is lab fees. Operation and maintenance expenses show a \$40,000 decrease in light and power over what was paid in FY23. Comparing the budget versus actual in the Statement of Revenues and Expenses, there is a 1% difference from FY23. There is a little over \$36 million on the Balance Sheet.

HEERF Update: There is slightly under \$40,000 encumbered. An extension was granted, which moved the deadline for expenditure to December 31, 2023. The majority of the funds are in OTA and PTA department renovations. Ms. Lang and Mr. Herb will meet on October 17 to expedite and finalize those expenses.

FY23 ODHE Efficiency Report: The ODHE requires annual trustee approval and filing of the report. Dr. Wood noted that faculty have developed several Open Education Resources (OERs) to reduce student costs. The 2023 ODHE Efficiency Report includes a legislative request that colleges no longer hold transcripts. In the past, the college has held transcripts if fees were not paid. However, with HEERF financial resources to support students, only three transcripts have been held in the past two years. If the policy is not changed, the trustees will be required to report holds to the ODHE on an annual basis. Notification of policy decision is due to ODHE by December 1, 2023.

The following two policy changes were proposed via the Consent Agenda:

Policy 8.630 Miscellaneous Fees

Transcript Fee: A copy of a student's record is issued by the Record's Office upon request of the student or alumnus. A fee will be assessed for each transcript. ~~Transcripts will not be issued to those students who have unpaid financial obligations with the College or have library books out.~~

The college outsources the issuing of official transcripts to The National Student Clearinghouse, which charges students \$8.00 and a \$1.40 secure PDF fee.

Policy 9.350 Refusal to Provide Copies

~~The College reserves the right to deny copies of records, including official transcripts, not required to be made available by FERPA in any of the following situations:~~

- ~~A. The student has an unpaid financial obligation to the College.~~
- ~~B. There is an unresolved disciplinary action against the student.~~
- ~~C. The education record requested is an exam or set of standardized test questions~~

The Board supported the recommended changes to the two policies. Chairman Vandenberg requested tracking the amount of money owed to the college when fees are unpaid. Ms. Lang reported that the college has an allotted period of time to collect debts from students before their information is turned over to the Attorney General's office. The majority of debt is from students who don't complete the semester and owe federal funds.

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

Ms. Altier	Y	Ms. Vessels	Y
Mr. Anderson	absent	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 R44-23**.

Administrative Report

Mr. Barber presented reports on Human Resources and Facilities. Open positions are Financial Analyst, College Pathway Advisor, PTA Director of Clinical Education, Student Success Coach, Student Support Specialist, and Facilities Custodial Technician. Grant funding has been secured for additional nursing faculty positions and a nursing administrative assistant position. There is a

December deadline to hire a PT to fill the Clinical Director position for the Physical Therapy program. Two nursing faculty, an academic field coordinator, and a nursing clinical instructor have been hired; however, one resigned due to a medical situation. She may be able to return at a later date. A college pathway advisor and an educational advisor for ETS have also been hired.

Online Bookstore: There have been a few challenges with the transition to the online bookstore eCampus, such as ordering uniforms and textbooks for CCP students. There is close to 3,000 square feet in the vacant bookstore space. A local realtor was consulted to determine potential leasing revenue, which was estimated to be around \$6,000 a month for 3,000 square feet. The administration is considering options for using the space, and proposals include the creation of offices for career services and the Ohio Department of Jobs and Family Services, a physical store for apparel and refreshments, and the relocation of the food pantry.

Bridge Project and WCCC Truck Purchase: The bridge project went out for bid on September 11, was delayed a couple weeks to receive more bids, and will close on October 17. RAPIDS VI funds were designated for Washington State to purchase a semi truck and trailer for the Washington County Career Center (WCCC) because legislation does not permit WCCC to receive RAPIDS funds. Although the college is currently the owner of the semi truck, the firm Brickler and Eckler was hired to create a lease for the Washington County Career Center to be responsible for insurance and all associated costs. The WCCC can purchase this vehicle from the college in 2025.

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

Ms. Altier	Y	Ms. Vessels	Y
Mr. Anderson	absent	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 R45-23**

Student Affairs Report

Dean Kathy Temple-Miller credited the entire college for working together to increase student success. She shared success metrics. From 2018 to 2022, the persistence rate for full-time and part-time students from fall to spring semester rose significantly by 7%. The 2022 data show that the college is serving Pell-eligible students at a rate within 1-2% of those who are not Pell-eligible. This encompasses all categories including persistence, retention, and completion. The retention rate for all students enrolled from the fall of 2022 to fall of 2023 increased by nearly 13% over previous years. The 2020 graduation rate showed 7.4% growth from 2019, which is calculated at 150% of the full-time rate. For example, students are given three years to earn an associate

degree or two years to earn a certificate. The OACC Early Momentum Metrics ratings shows Washington State leads the 22 other community colleges in the state in credits earned by students in their first term and in their first year. Ms. Temple-Miller credited the increase in student success to the 8-week model and strengthening of support services including tutoring, mental health counseling, food pantry support, and financial support from the WSCC Foundation. These changes are part of the college's Guided Pathways work, and several team members will travel to Utah to attend the fifth Rural Guided Pathways Institute focused on improving student success during the onboarding experience.

Mr. David Hermann, vice president of student affairs, reported on the college's new Wildly Important Goals (WIGs). The first WIG is to increase enrollment from 2,428 to 2,600 by August 2025. The second WIG is to increase student average credits from 14.9 to 17 credits by August 2025. The focus will be on helping full-time students earn associate degrees within three years. Strategies include increasing student support at the college, strengthening advising of CCP students to build pathways to WSCC post high school graduation, and reaching out to students who don't qualify for CCP and are not on a college track. Trustee Vessels mentioned a critical balance between increasing numbers and student aptitude to complete. Mr. Hermann said the effort would be intentional, and quoted Dean Leffingwell's focus on matching aptitudes and interests to provide students with a greater chance at success. Trustee Barengo requested to see updated high school enrollment statistics from all five school districts in the county. Those statistics will be sent to the trustees before the next board meeting.

College Name

Director of Marketing, Mr. Tim Brunicardi, shared name change survey data comparing results from April, September, and October. Name change surveys have been completed by faculty, staff, students, Board of Trustees, and the community. The April survey had 20 names, the September survey had five, and the October survey had two names. The October survey was sent with a short narrative describing the merits of both names Washington State College of Ohio and Ohio River State College. The results of the October survey show Ohio River State College was chosen by 57% of students, 69.8% of faculty and staff, and 50% of Trustees. Chairman Vandenberg asked if the current name should be altered to honor the 50-year legacy or should the college move on with a whole new name. His follow-up question was if Ohio River State College is the best name to accomplish the turning of the page. There are some community colleges in the state that have added baccalaureate programs and kept the word community in their name, and others have dropped the word community.

Trustee Wilcox said he would like to represent the desire of the faculty and staff. Trustee Vessels noted that in the April and September surveys, there were two names which included Washington, and 48% of students chose a name including Washington in April and 59% in September. Trustee Vessels also felt the October survey narratives surrounding the choice of each name were biased toward Ohio River State College. Trustee Vessel's recommendation was to keep the current name. Trustee Johnson commented on rebranding the current name and emphasizing the word community as something positive, and promoting the BSN program. Dr. Wood mentioned the stigma that exists regarding the term community college and Ohio and national campaigns have attempted to address the stigma. She commented on the region's high poverty rate and low number of people holding baccalaureate or higher degrees in Washington County.

Dr. Wood noted that if the vision of the institution is to lift the community by increasing the number of people who hold bachelor and higher degrees by seeking approval to offer more baccalaureate degrees, it makes sense to remove the word community. Dr. Wood also called attention to the fact that Washington State is an exceptional community college and can remain as such for the next 50 years and beyond. Trustee Altier mentioned the successful team at the college, and supports the vision and rebranding as the next chapter for the college and the community. Trustee Barengo said he is for a name change, but does not care for either choice.

Chairman Vandenberg asked if the trustees wanted to wait to vote until the November meeting to choose one of the two names or make a motion to choose a new name. Both Trustee Barengo and Trustee Wilcox requested full attendance either in person or virtually for the November meeting to hold this vote.

President's Report

Chancellor Randy Gardner is retiring from ODHE effective December 31, 2023. Senior Vice Chancellor Mike Duffy is replacing Mr. Gardner. Young Engineers and Scientists (Y.E.S.) Days were held on campus October 9 and 10. There were almost 800 middle school students exploring careers, and 23 community members donated their time and presented demonstrations. Joseph Hughes from Kraton led the committee, which included Lisa Walsh and others. Washington State was awarded a U. S. Department of Education Title III Grant for over \$2 million. The college received a perfect score on the grant application, which is a rare occurrence. Three new programs are being funded with Title III. With this funding, combined with the \$868,000 ARC grant and the \$2.6 million portion of the USDA grant in partnership with Memorial Health Systems, the college has received over \$5 million in grant funding to expand programs and services. The college is continuing to focus on employee health and wellness with another walking challenge launched in October. This is the last of three years where employees can receive a \$100 dollar participation reward at the end of the year. The Human Resources department will work with the Health and Wellness Committee and our insurance broker to examine insurance incentive options for the 2024-2025 academic year.

The Foundation Board of Directors and Director of Foundation and Development Megan Marion are looking at a new annual campaign to name buildings and physical spaces. The title of the campaign is Building Better Futures. Other campuses of similar sizes have been studied to determine parameters. The fifth Rural Guided Pathways Institute is taking place next week in Salt Lake City where seven staff members will collaborate with 16 colleges from across the United States. Dr. Wood and Ms. Temple-Miller will also present at the institute.

New/Old Business

Trustee Barengo will lead the Board of Trustee (BOT) nomination committee to recommend officers for 2024, and the vote will be at the November or December meeting. The terms for Vice Chair and Chair have normally been 2-year terms with the vice chair advancing into the chair position. The Board of Trustees' self-evaluation and chair evaluation will be done electronically. Ms. Walsh will email the evaluations to the Trustees. The proposed BOT 2024 calendar was distributed in the packet for review and needs to be approved in November. Board of Trustees meetings will continue to be held on the 3rd Monday of each month, with the exception of January and July when the Board does not meet. The May Board meeting is replaced with WSCC

Commencement. A reminder was given that Ohio Ethics certifications are due by December 31, 2023.

Trustee Erikson thanked everyone for flowers and cards regarding the loss of her mother.

Trustee Barengo asked if the college has heard from ODHE or OACC regarding the policies that may change if Issue 2, the "Weed Bill" passes. Mr. Barber responded the only current required drug tests are for health clinical students, and the college does not have random drug testing.

Executive Session

Trustee Barengo 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 Wilcox seconded the motion, which passed with a roll call vote. The Trustees and Dr. Wood entered the Executive Session at 5:26 p.m.

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

The Trustees moving to **Enter Executive Session** was approved as **Resolution 46-23**

Trustee Randy Barengo made a motion to exit Executive Session, Trustee Tyler Wilcox seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:38 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R47-23**

Adjournment

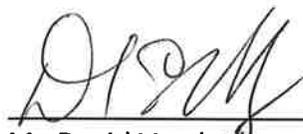
Trustee Randy Barengo made a motion to adjourn at 5:39 p.m., Trustee Tyler Wilcox seconded, and the motion passed unanimously with a roll call vote.

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

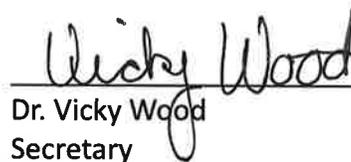
The Adjournment of the October 16, 2023 meeting of the WSCC Board of Trustees was approved as Resolution R48-23.

Next meeting – November 20, 2023

Submitted by: Lisa Walsh, Executive Assistant to the President



Mr. David Vandenberg 11/20/23
Chairman Date



Dr. Vicky Wood 11/20/23
Secretary Date