

**Washington State College of Ohio**  
**Board of Trustees Meeting**  
 August 19, 2024, 4 p.m.  
 Health Room H108  
**Meeting Minutes**

**Call to Order**

Chair Tyler Wilcox called the meeting to order at 4:00 p.m. Cheyenne Barker, Executive Assistant to Administration, took roll call and meeting minutes. The following trustees were present: Mr. Bernie Anderson, Mr. Randy Barengo, Mr. David Vandenberg, Ms. Susan Vessels, Mr. Tyler Wilcox, Ms. Cinda Erickson, and Dr. Joseph Zacharias. Ms. Jodey Altier arrived shortly after the Human Resources report.

Others in attendance included: Dr. Sarah Parker (President), Mr. David Hermann (Vice President for Student Affairs), Dr. Jona Rinard (Dean of Technology and Transfer), 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), Dr. Heather Kincaid (Dean of Health and Sciences), Ms. Angela Lang (Chief Financial Officer), and Ms. Jacklyn Callihan (Director of Marketing).

**Agenda Approval/Changes**

Trustee Vessels 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	y	Mr. Wilcox	y

The **August 19, 2024 agenda**, as presented, was approved as **Resolution R32-24**.

**Approval of June 10th, 2024 Minutes**

Trustee Barengo moved to approve the minutes as presented, Trustee Anderson 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	abstained	Mr. Wilcox	y

The **June 10th, 2024 minutes**, as presented, were approved as **Resolution R33-24**.

**Public Comment**

None

**Recognition of Guests**

No guests.

**Administrative Report via Consent Agenda**

Ms. Jean Worstell presented the Human Resources report. She highlighted that the nursing grant continues to enable us to hire additional nurses. Human Resources plans to hire more staff in the nursing department and commended the team's hard work in recruitment and staffing.

At Washington State, several new hires have been made, including Kelsey Mullen as the Director of Clinical Education for our PTA program, and Ryan Moore, who has joined as our diesel faculty. Additionally, four part-time adjuncts have been brought on for various programs across WSCO.

Regarding professional staff, Jona Rinard's dean position has been combined with Dan's dean position, resulting in a new role: Dean of Technology and Transfer. Hunter Warsinsky has been hired to replace Reba Batrug as the Director of Admissions. Courtney Thompson and Lisa Walsh have been hired as College Pathway Advisors, with Lisa Walsh also assisting with financial aid. Lauren Zwick has been appointed as an Educational Advisor within the Educational Talent Search Program. Jena Barnhart has been hired as the Communications and Social Media Specialist. Additionally, two resident assistant positions have recently been vacated.

**Financial Report via Consent Agenda**

Angela Lang presented the "Then and Now" reports for approval, which included vendors such as HLC, 12c Technologies LTD, McDonald Hopkins, and Student Connections. No questions were asked about the report.

Mrs. Lang then presented the variance report, highlighting a change in the timing of computer software payments. This is expected to balance out once we review the August 2023 report. Payments were made in July this year, compared to August last year, resulting in a \$277,670 difference between the two periods. The statement of revenue indicates that the college is close to last year's figures and that any discrepancies will even out after the August reports are completed.

The report also compared restricted funds between fiscal years 2024 and 2025. The differences in restricted funds are due to the additional grants received, which have resulted in increased salaries and benefits.

Trustee Vandenberg inquired about when the balance sheet would be finalized. Angela responded that it will be completed within the next month or two. She also mentioned that the audit is progressing smoothly. No trustees had any questions.

Trustee Zacharias moved to approve the agenda as presented, 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 **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R34-24**.

**Five Year Financial Forecast - Scott Trew**

Scott Trew presented the five-year financial projection, extending the model back to 2017 and projecting forward. The college is currently in fiscal year 2025. The figures for 2024 and 2025 are budgeted, and the college should be able to close out the 2024 fiscal year soon. Trustee Wilcox inquired about a \$700,000 discrepancy. Mr. Trew explained that this amount was originally budgeted for nursing grants but was withdrawn once the grants were awarded. It is anticipated that these grants will no longer be available after 2027.

Mr. Trew discussed the projected 2% increase in funds, including potential additional sources such as the Eastern Gateway funds. Regarding expenses, he noted that salaries and fringes are projected to rise by 3% annually. Occupancy expenses will cover software and maintenance costs. Dr. Parker added that during the President’s Meeting, many leaders highlighted the need for software updates and the benefits of shared services.

Mr. Trew also addressed fee waivers, which decreased during COVID but are expected to rise again. Once the grant funding ends, it will result in a salary expense of \$1.3 million, though Angela Lang pointed out that these salaries are already accounted for in the general fund. The budget does not include Title III grants.

Trustee Vandenberg requested a reasonable timeframe for receiving a financial forecast report. Dr. Sarah Parker noted that Scott Trew is developing a more robust tool to assess the balance between programs and predict their financial impact. This tool will help forecast the viability of new programs and their financial benefits. Once completed, the tool will be presented to the finance committee.

**Foundation Report**

Megan Marion presented the fundraising achievements for the 2023-2024 fiscal year, reporting \$430,000 raised. She highlighted the success of the first-ever concert fundraiser, which generated over \$20,000 for student transportation. Additionally, six new scholarships were established, doubling the number from the 2022-2023 fiscal year.

The Foundation Board is appointing a new member to replace Mr. Vandenberg, who was the former liaison. Megan outlined the fundraising goals for FY 2025, aiming for \$450,000 with 320 donors. The goal includes securing 20 major gifts of \$5,000 or more. An employee donor participation goal is set at 50%, and the Foundation seeks 100% participation from the BOT.

The Foundation's campaign, named "I'm In," is a call to action to support the Foundation and is now live on our website. The marketing team, now fully staffed, aims to assist with foundation collateral to launch the full campaign. Megan also requested Board approval for featuring Peoples Bank branding for the WSCO Food Pantry.

Trustee Vessels moved to approve the agenda as presented, Trustee Vandenberg 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	abstained

The **Foundation Report**, as presented, was approved as **Resolution 35-24**.

### **President's Report**

Dr. Sarah Parker congratulated Dr. Jona Rinard on graduating from Appalachian State and also recognized David Hermann, who graduated from the OACC Leadership Academy. Dr. Zacharias and Dr. Sarah Parker attended the Trustees Conference, a full-day event hosted by Chancellor Duffey. During the conference, Governor DeWine emphasized the importance of teacher education programs in the state as well as liberal arts education. Discussions at the conference included enrollment rates, future enrollment projections, and strategies for addressing the "enrollment cliff." Dr. Sarah Parker highlighted several key points from the conference and made note of the handout from the conference included in the trustee's board packet.

Dr. Parker next acknowledged academic achievements since June 2024. Notably, the Associate Degree in Nursing and Practical Nursing graduates achieved 100% pass rates. In Respiratory Therapy, students must pass two exams to become licensed, and all students passed both exams on their first attempt. Dr. Parker also praised Adrienne Hellinger's exceptional work as the Director of Respiratory Therapy. Dr. Parker also noted that WSCO Police Academy graduates also achieved a 100% pass rate and completion.

Dr. Parker reminded the Board of the Higher Learning Commission's (HLC) accreditation timeline for WSCO. Following the mid-cycle review in 2022, Dr. Parker was tasked with reporting to HLC the College's efforts to strengthen assessment of student learning and timelines for assessment practices. Since that review, the academic divisions have been actively improving assessment processes and collecting data. Dr. Parker submitted the updated report in June 2024 and received positive feedback from the HLC.

### **Policy Revisions via Consent Agenda**

Dr. Sarah Parker presented a proposed policy addition.

### 8.240 Student Location

The College will maintain accurate documentation regarding students' state of residency. The College will inform applicants about their eligibility to enroll in for-credit online courses. Additionally, the College will inform applicants about how certificates, degrees, and credentials may or may not be applied to obtain employment in their state of residence.

A student's physical location will be recorded in the student information system at the time of enrollment and will remain in effect unless and until the student provides official notification to the College. Official notification of a change in address through the student information portal is the responsibility of the student. Depending on the new location, the College may or may not be able to allow the student to continue taking online courses or approve clinical, professional practice, or internship placements due to federal and state regulations. Students will be notified of this policy annually.

Trustee Wilcox 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	y	Mr. Vandenberg	y
Mr. Anderson	y	Ms. Vessels	y
Mr. Barengo	y	Dr. Zacharias	y
Ms. Erickson	y	Mr. Wilcox	y

The **Policy Revisions via Consent Agenda**, as presented, was approved as **Resolution 36-24**.

### Executive Session

Mr. Barengo made a motion to go into Executive Session to consider the appointment, employment, or compensation of a public employee or official. Dr. Parker was asked to exit the room but to remain nearby. Trustee Vessels seconded the motion, which passed with a roll call vote. The Trustees entered Executive Session at 4:44 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 R37-24**.

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 5:29 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 R38-24**.

**Adjournment**

Chair Wilcox made a motion to adjourn at 5:30 p.m. Trustee Vessels 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 August 19th, 2024 meeting** of the WSCC Board of Trustees was approved as **Resolution R39-24**.

The next meeting is scheduled **September 16th, 2024**.

  
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 Mr. Tyler Wilcox                      Date  
 Chair

  
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 Dr. Sarah Parker                      Date  
 Secretary