

Washington State College of Ohio
Board of Trustees Meeting
 September 16, 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 entered the meeting at 4:01 p.m.

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), Ms. Kristin English (Director of Educational Technology and Institutional Design), Mr. Brandon Herb (Director of Facilities), Mr. Hunter Warsinsky (Director of Admissions), Mr. Shad Mace (Student Spotlight), and Ms. Jacklyn Callihan (Director of Marketing).

Agenda Approval/Changes

Trustee Randy Barengo moved to approve the agenda as presented, Trustee David 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	y

The **September 16, 2024 agenda**, as presented, was approved as **Resolution R40-24**.

Approval of August 19, 2024 Minutes

Trustee Barengo 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
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The **August 19, 2024 minutes**, as presented, were approved as **Resolution R41-24**.

Public Comment

None

Recognition of Guests

Dr. Sarah Parker recognized the WSCO Huddle HERO, Kristin English. Kristin English spoke about her role at the college, where she works as the Director of Educational Technology and Institutional Design. Ms. English works with adjunct instructors, faculty, and students to ensure that everyone is enrolled in their courses on CANVAS.

Shad Mace was the second person recognized by Dr. Sarah Parker as our Student Spotlight. He is a Cyber Security major. Schaad then delivered a speech to our BOT group, expressing his passion for helping people. He spoke highly of our college and professors. Dr. Sarah Parker presented him with a gift.

Administrative Report via Consent Agenda

Ms. Jean Worstell presented the Human Resources report. She highlighted that she enjoys working with Dr. Sarah Parker and Kristin English. Ms. Worstell stated that WSCO is still recruiting nursing faculty. Sarah Mosberg has resigned from the college's nursing department. Additionally, Cynthia Bachus has left WSCO to take a position closer to home.

Ms. Worstell said that staffing positions are going well. Mr. Wilcox asked if the two resignations will affect the upcoming fall classes. Jean noted that we have hired a larger adjunct pool, and Tricia Schaad, Director of Nursing, is working to ensure these classes are covered. No questions or comments were made.

Financial Report via Consent Agenda

Angela Lang presented the "Then and Now" reports for approval; the college has five this month. Four of the five were contract renewals, and the requisitions were not in place. In the variance report, it was noted that lab fees were reduced, and miscellaneous income is down 30 percent. The Carbon Black class WSCO held during Fall of 2023 required scholarship funds that were granted for that class, causing an increase in scholarships and fellowships for FY24.

Regarding the statement of revenue and expenses, the college is on track compared to last year and what was budgeted for FY25. On the balance sheet, several sections were highlighted, related to the college's retirements. Once those entries are made, the finance department can close the books, and then see the changes reflected.

Mrs. Lang continued with the presentation when Susan Vessels asked about the \$80,000 difference in institutional support and operational maintenance. Angela Lang explained that this was due to contract payments for security being processed later, and more monthly expenses being included in this fiscal year compared to last. Institutional software fees and cybersecurity expenses are also higher.

Vandenberg asked if pensions and liabilities are covered by state funds. Mrs. Lang responded that we still need to calculate these funds. Mr. Barengo commented on the OACC funds, and Angela Lang explained that they are based on headcount.

Trustee Barengo 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	y

The **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R42-24**.

Facilities Report

Brandon Herb presented the Board of Trustees with a resolution that needs to be passed, stating that projects are properly administered. Mr. Barengo asked if we are resealing and resurfacing the parking lot, and Brandon responded that both are being done. The bridge project is 98% complete and is now open to the college. There were no accidents during the construction of the bridge, and it was completed under budget.

Mr. Herb also discussed the chemistry lab project, which will provide two new chemistry labs, each with seating for eighteen students. Brandon Herb thanked Heather Kincaid, Josh Holley, Mandy Bailey, and others for their contributions.

Mr. Vandenberg asked about the equipment that will be purchased for the project. Brandon Herb explained that the majority of the costs will go toward vents and ventilation work. No other questions were asked.

Trustee Tyler Wilcox moved to approve the agenda as presented, Trustee Jodey 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 Facilities Report via Ohio Revised Code Section 3345.50 as presented, was approved as **Resolution R43-24**.

President's Report

Dr. Sarah Parker presented the President's Report. Dr. Parker recognized the Massage Therapy program, highlighting Jackie Krider's hard work in revising the curriculum to ensure approval as an "assigned school" for Therapeutic Massage Certificate preparation. This is the highest credential massage therapists can achieve. Dr. Parker also recognized the Advanced Manufacturing program. The program is ARM-endorsed, a status funded by the Office of the Secretary of the Department of Defense. The latest ARM newsletter featured one of WSCO's student spotlights, promoting what the college does. Jared Voldness was recognized for his efforts in this achievement.

Dr. Parker thanked Peoples Bank and presented highlights from the ribbon-cutting event that was held on September 5th, recognizing those who contributed to its success. Peoples Bank was the first to contribute to the WSCO naming campaign, reestablishing the student food pantry as the Peoples Bank Foundation Student Food Market. Dr. Parker also acknowledged the InCert Academy Program, which helps students explore different college pathways. All ten school districts involved in the InCert Academy last Spring returned to partner again this Fall. WSCO will serve a total of 57 students in InCert Academy this Fall. Students will be able to earn credentials in the following areas: welding, criminal justice, and cyber security.

Interim President Parker also acknowledged Dr. Jona Rinard and Jared Voldness, who presented during the Ohio Associate of Community College's Student Success Leadership Institute on Friday, September 13. Dr. Rinard and Mr. Voldness were chosen to present about the InCert Academy program at the event. Dr. Parker shared pictures of the WSCO parade and expressed gratitude to those who participated. She also reminded the Board of the upcoming Barlow Parade on Friday, September 27th, and the BSN/ADN graduation which will take place on December 6th .

Ms. Vessels asked how many students are graduating with the BS in Nursing, and Dr. Parker confirmed that 12 students will graduate in December of 2024. Mr. Wilcox inquired about the job status of the BSN graduates. Dr. Heather Kincaid responded that most of the graduates are currently employed and could pursue managerial roles. These students may also choose to pursue Master's degrees.

New/Old Business

WSCO Foundation Director Megan Marion presented to the board requesting approval for Dr. Carole Hancock to name two classrooms (A&S 137 and A&S 138) with a \$20,000 donation to the Foundation. Ms. Marion asked for approval of this classroom naming and discussed background checks for individuals interested in naming WSCO space. Mr. Wilcox asked if, moving forward, background checks of individuals could take place prior to the Foundation Board approval and before the Board of Trustee review. The Board unanimously agreed to move forward under that motion.

Trustee Vandenberg gave an update regarding new business. The pool project is still in progress; they are just looking for a good location.

Trustee Dr. Zacharias moved to approve the agenda as presented with due diligence process on background review, 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	y

The **New/Old Business via consent agenda**, as presented, was approved as **Resolution R44-24**.

Executive Session

Trustee Vandenberg proposed to enter the Executive Session.

Trustee Barengo seconded, and Trustee 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 Trustees moving to **Enter Executive Session** at 4:35 p.m. was approved as **Resolution R45-24**.

Trustee Zacharias made a motion to exit Executive Session, Trustee Vandenberg seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:02 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 R46-24**.

Adjournment

Trustee Zacharias made a motion to adjourn at 5:03 p.m. Trustee Vandenberg seconded the motion. The motion passed unanimously with a roll call vote.

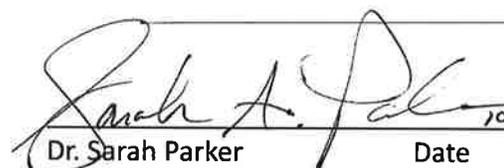
Ms. Altier	y	Mr. Vandenberg	y
Mr. Anderson	y	Ms. Vessels	y
Mr. Barengo	y	Dr. Zacharias	y
Ms. Erickson	y	Mr. Wilcox	y

The Adjournment of the September 16, 2024 meeting of the WSCC Board of Trustees was approved as Resolution R47-24.

The next meeting is scheduled October 21, 2024.

 9/16/24

Mr. Tyler Wilcox Date
Chair

 10/21/24

Dr. Sarah Parker Date
Secretary