

**Washington State College of Ohio**  
**Board of Trustees Meeting**  
 October 21, 2024, 4 p.m.  
 Health Room H108  
**Meeting Minutes**

**Call to Order**

Chair Tyler Wilcox called the meeting to order at 3:59 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 (joined via zoom), 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. Jean Worstell (Human Resources Manager), Ms. Maddie Galloway (Interim Director of Financial Aid), Dr. Heather Kincaid (Dean of Health and Sciences), Mr. Brandon Herb (Director of Facilities), Mr. Hunter Warsinsky (Director of Admissions), Ms. Debbie Gurtis (Huddle Hero), and Ms. Jacklyn Callihan (Director of Marketing).

**Agenda Approval/Changes**

Trustee Bernie Anderson moved to approve the agenda as presented, Trustee Susan Vessels 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 **October 21, 2024 agenda**, as presented, was approved as **Resolution R48-24**.

**Approval of September 16th, 2024 Minutes**

Trustee David Vandenberg 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	y	Mr. Wilcox	y

The **September 16th, 2024 minutes**, as presented, were approved as **Resolution R49-24**.

### **Public Comment**

None

### **Recognition of Guests**

Kylee Lewis, an AMIT major, was the first individual recognized by Dr. Sarah Parker in the Student Spotlight. Currently interning at AOMC, Kylee is highly involved in various activities, including assisting with the InCert Academy program. She plans to graduate from WSCO in Spring 2025 and intends to continue her engineering education at Ohio University.

Dr. Sarah Parker also recognized Debbie Gurtis as the WSCO Huddle HERO. Debbie has been with WSCO for 20 years, and in her role, she has significantly expanded high school partnerships and works closely with high school principals. Additionally, she has developed key service partnerships for high schools. Debbie expressed her love for her job, particularly the opportunity to work with students and WSCO's partners.

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

Scott Trew presented the "Then and Now" reports for approval; this is to AOMC for one of our spring instructors for welding class. The amount being \$9,478.40.

Mr. Trew went over the variance report, in the revenues there was notable change. This was higher than expected. Lower expenses were due to loss of the carbon black program, along with the one less dean. He then went over the quarterly revenue expenses, noting that last year's first quarter compared to last year they are nearly the same. Expenses are 20% and 20%, the only noticeable difference is that revenue is up 6%. Scott Trew states that there are no significant changes within the balance sheet. Mr. Vandenberg asked if we are adding the depreciation reports. Scott answered that he believes Angela Lang runs these reports annually. The final one is the statement of revenue expenses restricted funds, compared to 2.7 last year's 2.5 total expenses.

Dr. Sarah Parker presented the efficiency report, which is completed annually. She noted that there are not many changes to the template from last year, with the primary differences relating to facilities and distance learning.

Dr. Parker highlighted that additional information about enrollment was added to the report. The institution is focusing on tracking its space utilization. On page six of the packet, the report explains how the college partners with local high schools to improve efficiency. Also discussed were strategies for maximizing space on Fridays, with the InCert Academy program assisting in this effort.

The co-located section of the report was left blank, as WSCO is not a co-located campus. Dr. Parker mentioned the great efforts that the academic team had to ensure there were cost-effective textbooks for students.

A new section in the report addresses fees. Dr. Parker explained that the exam fee has increased due to the inclusion of credential exams and certification tests. These costs have been incorporated into tuition, allowing financial aid to help cover them. This approach helps students manage fees without paying out-of-pocket.

In the final section on future goals, WSCO included details about the increased exam fees and presented suggestions to the state for addressing these concerns.

Mr. David Vandenberg asked if the institution receives feedback on the report. Dr. Parker responded that they have not received feedback in the past.

Mr. Bernie Anderson inquired about the use of ATI in the Nursing program. Heather Kincaid explained that the nursing program uses the ATI system instead of traditional textbooks and is seeing similar outcomes.

Trustee Randal Barengo moved to approve the report 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 **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R50-24**.

**Administrative Report via Consent Agenda**

Ms. Jean Worstell presented the Human Resources report. WSCO has four open positions. Nursing faculty remains open. The Assistant Program Administrator for Nursing- for PN and ADN Programs has been filled with Cindy Bachus, and she has started today as of October 21st. The Graphic and Web Designer position is being reviewed to ensure that the description fits the current Marketing department’s needs, then it will be posted. The Flex Factor position will develop STEM programming and provide it to area secondary school students, college students, adult learners, and incumbent workers. Human resources is starting interviews for this position later this week. The Flex Factor position is grant funded. WSCO has promoted Eric Wright from Financial Aid Advisor position to Assistant Director of Financial Aid. Our second individual is Tawni Mincks, Assistant Program Administrator for Nursing. WSCO has moved her to the Nursing Program Administrator position. Regina Worthington and Merve Ocak are leaving us. Ms. Worstell summed up her report and asked if there were any questions; there were none.

Trustee Susan Vessels moved to approve the report 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 **Administrative Report via Consent Agenda**, as presented, was approved as **Resolution R51-24**.

### **Student Affairs Report**

Mr. David Hermann began by discussing the summer enrollment numbers, highlighting each summer term's results. It was noted that headcount increased across almost all community colleges in Ohio, including WSCO. At the beginning of the 2023FA semester, WSCO was the second smallest institution among OACC institutions whereas WSCO was the fourth smallest starting the Fall 2024 semester. Specifically, there was a 2.8% increase in headcount. Mr. Vandenberg inquired whether the closure of Eastern Gateway Community College was the primary reason for this increase. Mr. Hermann confirmed this as one factor but also mentioned that other initiatives, such as expanded online programs, all played a role.

Mr. Hermann continued by discussing credit hours, stating that last summer's numbers were lower than the year prior. However, this summer 2024, the institution focused on offering more General Education (Gen Ed) classes to students returning home for the summer, which supported the increased enrollment.

Regarding fall enrollment, preliminary numbers are showing an increase in credit hours but a slight drop in headcount. Now that the second 8-week term has started, a final enrollment count will gauge progress and finalize student numbers. Although there is currently a slight gap, Mr. Hermann remains optimistic that enrollment numbers will rise. Initiatives for Fall, such as maximizing grant funding, have set up a likely increase in overall enrollment for the Fall 2024 semester. This has been possible due to The Financial Aid team managing the college's state grants to provide more affordable college options. Mr. Hermann pointed out one trend at WSCO that is different from peer institutions, which is a greater increase in credit hours even when headcount is flat or slightly increased. Ms. Altier asked if the institution's bachelor's program could be contributing to the increase in credit hours. Mr. Hermann responded that the Center for Student Success team, specifically the Success Coaches, are actively encouraging students to take more credit hours when appropriate, emphasizing the higher likelihood of academic success with increased coursework.

While spring registration hasn't started yet, Mr. Hermann expressed optimism about future growth. He mentioned that the annual enrollment goal for FY24 was to exceed 2,500 students, bringing the college back to pre-pandemic enrollment. This goal was accomplished as we enrolled 2,564 unduplicated students in FY24. The goal for FY25 set at 2,644 unduplicated students. The team projects a 2% growth each year. As for credit hours, the goal in FY24 was to surpass 36,500, which was also achieved as the college earned a total of 36,677. The college is targeting 37,100 in FY25.

Mr. Hermann also outlined the strategies for increasing enrollment, including promoting the Free College program to students, especially since over 65% of students are PELL eligible. Promoting this will help heighten awareness among the community that going to college at an affordable rate, if not free, is a

reality. His team has made significant efforts to push this program in conjunction with the VIP Admissions strategy. Although Ohio does not currently offer free college for community college students, the institution is working on creating a unique program to help students gain access to free education. David Hermann acknowledged his team members, including Jacklyn Callihan, Hunter Warsinsky, and Maddie Galloway, for their contributions. Mr. Vandenberg asked if high school guidance counselors are promoting these efforts. Mr. Hermann confirmed that they are, noting that the Admissions team members continue spreading the word through their high school visits, chamber meetings, and community events. Lastly, Mr. Anderson asked whether West Virginia offers Free College programs for community college students, to which Mr. Hermann confirmed that it does.

### **President's Report**

Dr. Sarah Parker presented the President's Report, starting with the ARC Power Grant. The College worked in partnership with the Ohio Valley Educational Service Center to receive \$1.75 million for the Appalachian Educator EmPOWERment Consortium. The Power Grant stands for Partnerships for Opportunity and Workforce and Economic Revitalization, funding projects that uplift the Appalachian region. Since her time of employment at WSCO began, Dr. Jona Rinard has been working with area educational partners to address the issue of teacher shortages. This program is designed for students pursuing education careers. It allows students to enter apprenticeship programs and guarantees work after graduation. The Ohio Valley Service Center will act as the project's agent. Students enrolled in the education program will attend classes in the evening, while working as teacher aides during the day. These students are required to remain in the Appalachian region for at least three years after graduation. Dr. Parker congratulated Dr. Jona Rinard for her dedication and efforts on this project.

Dr. Parker also discussed the BB2C Community & Career Connected Learning Summit, which the college hosted. She mentioned how rewarding it was for external partners to visit the campus, especially those who had never been there before. The event saw participation from 163 partners across 24 counties.

Additionally, Dr. Parker talked about the Choose Ohio First Scholarship, which awarded \$26,900 to 23 students during a signing event for fall tuition. Maddie Galloway contributed significantly to this effort. This scholarship, initiated by Lieutenant Governor Husted, is designed to support students in STEM-related fields.

Another successful event at WSCO was Y.E.S. Days, held on October 14 and 15, which brought more than 700 seventh and eighth graders to the campus. The event featured presentations from local community professionals related to STEM fields, aimed at inspiring students.

Dr. Sarah Parker also mentioned her visit to the Statehouse on October 16, where she along with other community college presidents met with Senate President Matt Huffman to discuss state-level priorities. On the following Friday, Senator Chavez visited the campus, and Dr. Parker expressed her optimism about building a strong partnership with him.

### **Executive Session**

Trustee proposed to enter the Executive Session.

Trustee Bernie Anderson moved to approve the motion, and Trustee Susan Vessels 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 4:50 p.m. was approved as **Resolution R52-24**.

Trustee Randal Barengo made a motion to exit Executive Session, Trustee Susan Vessels seconded, and the motion passed with a roll call vote. The Trustees exited the Executive Session at 5:59 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 R53-24**.

**Adjournment**

Trustee Randal Barengo made a motion to adjourn at 6:00 p.m. Trustee Bernie Anderson seconded the motion.

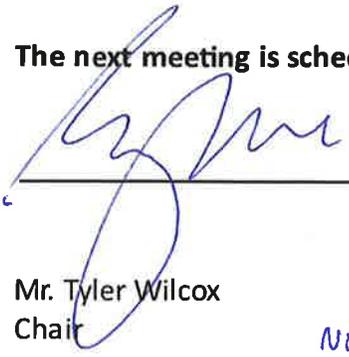
The motion passed unanimously with a roll call vote.

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 October 21, 2024 meeting** of the WSCC Board of Trustees was approved as **Resolution R54-24**.

**The next meeting is scheduled November 18th, 2024.**

The next meeting is scheduled November 18th, 2024.

  
\_\_\_\_\_

Mr. Tyler Wilcox  
Chair

Date  
Nov 18 2024

  
\_\_\_\_\_ 11/18/24

Dr. Sarah Parker  
Secretary

Date