

Washington State College of Ohio
Board of Trustees Meeting
 November 18, 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. Jodey Altier, and Dr. Joseph Zacharias. Ms. Cinda Erickson was absent.

Others in attendance included Dr. Sarah Parker (President), Mr. David Hermann (Vice President of Institutional Advancement), 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), Mr. Hunter Warsinsky (Director of Admissions), Stacy Allen (Huddle HERO), Dr. Heather Kincaid (Dean of Health Sciences), Ms. Jacklyn Callihan (Director of Marketing), Megan Marion (Foundation Director), and Scott Trew (Executive Director of Operations and Finance).

Agenda Approval/Changes

Trustee Bernie Anderson moved to approve the agenda as presented, Trustee Randy Barengo 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	absent	Mr. Wilcox	y

The **November 18th, 2024 agenda**, as presented, was approved as **Resolution R55-24**.

Approval of October 21, 2024 Minutes

Trustee Tyler Wilcox moved to approve the minutes as presented, Trustee Susan 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	absent	Mr. Wilcox	y

The **October 21, 2024 minutes**, as presented, were approved as **Resolution R56-24**.

Public Comment

None

Recognition of Guests

Dr. Sarah Parker recognized our Huddle Hero Stacy Allen, she has been with us for four years. She has helped students administer the great minds fellowship which is for students going to Behavioral health. She helps local students in rural communities. She has an amazing advisory board, and Stacy has also maintained her own board certifications. This helps her stay current and involved in the classroom with relevant knowledge. Stacy Allen went on to give a comment on how important social services are to the community. The great minds helped keep students here and engaged, the civic lab is looking at the needs of social work in our rural communities. Civic engagement helps students back to middle school.

Our student spotlight was not present, although Jackie recognized Chauntay Dillon as an Associate of Science student at Washington State College of Ohio who hopes to eventually enter WSCO's Nursing Program. Dillon has always dreamed of being a nurse since she was a little girl and is finally getting a chance to chase that dream. As a single mother, she looks forward to her hard work and determination in school eventually paying off for her and her family.

Tyler Wilcox recognized an impressive candidate who interviewed at Peoples Bank. She completed some studies at Washington State who is graduating from OU and Peoples Bank is going to hire her.

Financial Report via Consent Agenda

Ms. Lang introduced auditor Derick Conrad, from Rea and Associates who presented the FY24 audit report. This is the post audit communications with the board of trustees. This letter lays out the auditors responsibilities, WSCO cooperated and was on time during the audit. There were no major changes within the financial statements. Mr. Conrad said that this year was calm, and you can look at last year's financial statements and you can actually compare last year with this year between each column. Not a whole lot of management discretion within the pension statement. Auditor found no issues.

One reclassified entry, and one insurance liability. Deemed qualitative, and no indication of controlled efficiency for fraud. One of the claims was a reversed entry that was not posted. There were no disagreements, if there was a question it was answered by the business department. It was a smooth audit. Adjustments are on page 4, the first one was a reversed entry. Second entry, net restriction between grants, they needed to be separated grants.

Financial statements, on page one, clean opinion and unmodified. Nothing in these financial statements was incorrect. This was a clean financial audit.

Net income increased by 3.1 million. He pointed out a net pension liability on page 11, which is almost 10 million. These are not the college liabilities, the college is only responsible for the contracted amount.

Mr. Conrad continued with no report of issues, on page 61. Page 62 is the single audit portion, which again had no issues, no controlled efficiencies identified or compliance items identified. Last thing that was touched on page 67, it gives a summary of the audit. No material weaknesses. There is not a management letter, which means that the audit was clean and on time. No questions were asked.

Ms. Lang presented the "Then and Now" reports for approval. We had some humidity issues in the business wing, work was performed on August 7th but was not requisitioned until August 8th.

Ms. Lang went over the variance report, students tuition and fees. Whenever we created the budget the revenue projected for FY25 was flat, whenever we received our draft there was an increase. A new true-up shows a \$30,000 decrease from the draft. Ms. Lang predicts a \$450,000 increase on SSI. Total assets are 39.5 million. The restricted funds are at 6.4 million at the end of October.

Ms. Lang presented the resolution for a raise. A 3% raise and a \$1,200 stipend for each employee. Trustee Wilcox said it was spoken of during the finance committee. Mr. Anderson asked for the total amount of this raise and stipend which would be \$376,000. This was the balance that management recommended.

Trustee Jodey Altier moved to approve the report as presented, Trustee Randy Barengo 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	absent	Mr. Wilcox	y

The **Financial Report via Consent Agenda**, as presented, was approved as **Resolution R57-24**.

Administrative Report via Consent Agenda

Ms. Jean Worstell presented the Human Resources report. There are three open positions, the first one is nursing. Flex factor stem specialist, we have gone through round one and round two interviews. The college does have a candidate in mind. The third is the graphic design position in the marketing department, there were 6 individuals chosen to do a video interview. As far as hiring, we hired Cynthia Bachus as the Assistant Program Administrator of Nursing. The college has had one resignation, that being Kirsten Graban a frontline individual, HR is working with the executive team about this position.

Schwendeman Agency, we do not have an increase in dental and vision although the college will see a 5% increase in premium health insurance. Open enrollment just started and is going to be continued through November 22nd. Mr. Barengo asked what types of plans we have. We are a consortium, we have two different types of plans which are a high deductible plan and a low deductible plan. Ms. Angela Lang mentions the 5% increase was budgeted.

Trustee Anderson 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	absent	Mr. Wilcox	y

The **Administrative Report via Consent Agenda**, as presented, was approved as **Resolution R58-24**.

Presidents Update

Dr. Sarah Parker gave an enrollment update on the second 8-week enrollment numbers. Student headcount was 2,020; this was a 1.8% increase which aligns with the College's enrollment projection. Dr. Parker reminded the board that numbers are never final until after the second 8-week courses are well underway.

Dr. Parker also provided a few academic updates. Through the use of Ohio's Tech Cred funding, the College was able to provide A.I. training for thirty faculty and staff. This allowed for thirty of the College's faculty and staff to obtain a certificate in A.I. Dr. Parker was excited to see faculty and staff members' interest in learning more about how to integrate A.I. in their work and in their classrooms. Dr. Parker continued on with accreditation updates.

The Accreditation Commission for Nursing (ACEN) has approved candidacy for WSCO's Associate Degree in Nursing and Bachelors of Science in Nursing programs. The Physical Therapist Assistant (PTA) program has submitted the application for candidacy through the Commission on Accreditation of Physical Therapy Education (CAPTE). The Occupational Therapy Assistant (OTA) program has secured all approval to launch in January. WSCO will see a positive impact on enrollment because of the launch of OTA. Dr. Parker concluded her academic news with an update on the Additional Location approval at Warren High School. The Higher Learning Commission (HLC) conducted a site visit on Friday, November 1, at Warren High School for the Additional Location review. The HLC report has since been submitted, and the application has been approved. Dr. Parker gave thanks to Dr. Jona Rinard, Kristin English, and Debbie Gurtis who helped with this HLC visit.

In other news, Dr. Rinard and Dr. Parker traveled to Denver for the Rural Guided Pathways project. This project utilizes data and peer college support to drive innovation and reforms using the Guided Pathway reform model. WSCO is moving into phase two of this project. The meeting in Denver was an opportunity for leaders to plan the next three years. Phase two will help WSCO develop change initiatives that align with the College's strategic plans.

For the final update, Dr. Parker reported employee involvement around campus. It has been an especially active month with Trick or Treat for the Evergreen children and the annual WSCO Pumpkin Chunkin' event for the community.

New/Old Business

The Board of Trustees' self evaluation was presented by Dr. Parker. The Board agreed or mostly agreed with all evaluation questions. One area for improvement is for trustees to participate in training and professional development. Dr. Parker mentioned that Dr. Zacharias was involved in a state-level meeting during the summer, and Randall Barengo will be joining Dr. Parker at the Ohio Associate of Community College's Governing Board meeting in December. Dr. Parker also mentioned that a budget is available for the Board of Trustees to participate in future events or conferences. Mr. Wilcox mentioned that the board also needs to fill the ninth seat. Dr. Parker went on to read the results for the rest of the evaluation, which focused on the Board Chair Mr. Tyler Wilcox. This evaluation resulted in good feedback for the Board to consider.

Board of Trustees Self- Evaluation & Chair Evaluation

Trustee Randall Barengo nominates Tyler Wilcox as chair and Ms. Jodey Altier as vice chair for the 2025-2026 year.

Trustee Barengo moved to approve the motion, and Trustee David Vandenberg 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	absent	Mr. Wilcox	y

The **Board of Trustees Self- Evaluation & Chair Evaluation** as presented, was approved as **Resolution R59-24**.

Board of Trustees Calendar

Dr. Sarah Parker only changed the finance committee meeting adding one on in the fall, and if we wanted to add one on in the spring.

Trustee Zacharias moved to approve the motion, 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	absent	Mr. Wilcox	y

The **Board of Trustees Calendar** as presented, was approved as **Resolution R60-24**.

Election of WSCO President

Trustee Randall Barengo proposed to elect Dr. Sarah Parker as the 8th president of Washington State College of Ohio.

Dr. Sarah Parker says that she went into the interim role, fully expecting to enter back into her VPAA role. Although she found that after she started the interim position, she had a lot of support. Trustee Wilcox wanted to thank the board of directors and those who led that committee, which was Randy Barengo, Bernie Anderseon and Jody Altier. Mr. Tyler Wilcox thanked Dr Sarah Parker for her diligence to care for those people of the college, and the students and faculty of the college.

Trustee Randy Barengo moved to approve the motion, 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	absent	Mr. Wilcox	y

The **Election of WSCO President** as presented, was approved as **Resolution R61-24**.

Executive Session

Trustee Zacharias moved to enter executive session, and Trustee Wilcox 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	absent	Mr. Wilcox	y

The Trustees moving to **Enter Executive Session** at 4:50 p.m. was approved as **Resolution R62-24**.

Trustee David Vandenberg 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 5:25 p.m.

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

The Trustees moving to **Exit Executive Session** was approved as **Resolution R63-24**.

Adjournment

Trustee Tyler Wilcox made a motion to adjourn at 5:30 p.m. Trustee Randal Barengo 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	absent	Mr. Wilcox	y

The Adjournment of the November 18th, 2024 meeting of the WSCC Board of Trustees was approved as **Resolution R64-24**.

The next meeting is scheduled December 9th, 2024.

Mr. Tyler Wilcox
Chair

Date

Dr. Sarah Parker
Secretary

Date