TERRA STATE COMMUNITY COLLEGE
Fremont, OH 43420
BOARD OF TRUSTEES MEETING MINUTES
Wednesday, April 22, 2026
3:00 p.m. Boardroom B206

The Terra State Community College Board of Trustees met for a regular meeting at 3:00 p.m. on Wednesday, April 22, 2026, in the Boardroom in the General Technologies Building on the Terra State Community College campus.

Board Members Present: Tim Ellenberger, Nick Gerber (virtually), Derek Gerstenberger, Dr. Jim Lahoski, Jodi Rucker, Luke Sutter, and Chairperson Mircea Handru

Others Present: Dr. Cory Stine, Lisa Shuey, Jennifer Fehnrich, Dr. Doug Mead, Wayne Yerdon, Jan Jazwiecki, James Webber, Brianna Brown, Roger LaPointe, Mackenzie Pena, Jessica McCarthy, Tom Shaffer, Matt Hoffman, Klaire Hickey, Alisa Nowaczyk, Ryan Weaver, Michelle White, Krista Weirich, John Cipiti, Chris Newton, Amy Anway, Chelle Younker, Sue Babione, Amy Beam, Melissa Ramirez, Melinda Yerdon, Kris Watts, Terry Farris, Hanna Carnicom, Hannah Vera, Tim Shaal, Janelle Sica, Kristen Smith, Robert Cordell, Brian Hall, Clori Nasser, Charles Ticknor, Jacob Oetama-Paul (virtually), and Regina Mendicino-Dwyer (virtually)

Call to Order

Chair Handru called the meeting to order at 3:00 p.m. Those in attendance recited the *Pledge of Allegiance*.

Recognition of Retiring Professor Jeff Hamilton

Associate Professor Jim Webber spoke for Jeff, who was unable to attend. Mr. Webber's tribute included, "Today we have the honor of recognizing the retirement of Jeff Hamilton, a faculty member in the industrial electric department; whose service reflects commitment, purpose, and a deep belief in the mission of our College. Jeff's individual journey with Terra State began first as a student, following distinguished service to our country in the United States Army. He came back to Terra State to pay it forward, recognizing that members of our community needed access to *good jobs* and that education in the skilled trades could make that possible. Jeff joined the College as an adjunct faculty member in 2009, accepted a full-time role the following year, and went on to dedicate more than sixteen years of full-time service—along with additional credited military service—for a total of over twenty years committed to this institution. On behalf of all faculty, staff and administration at Terra State Community College, I want to thank Jeff for his service, his commitment, and his lasting impact. Congratulations to Jeff on a well-earned retirement."

Roll Call

Roll call was taken. The Terra State Mission, Vision, and Core Values were reviewed.

Changes or Additions to the Agenda

Changes to the agenda: Items 9-11, Residence Hall, Executive Session, and Return to Public Session, were taken off of today's agenda.

Public Commentary

There were no requests for public commentary.

Student Government Association (SGA) Report

SGA President Janelle Sica gave updates on the various activities SGA sponsored this spring, including a Q&A event with Dr. Stine, where students were able to ask questions related to the College, student life, and engagement. Four SGA members are graduating this year, and interviews will be held to fill positions before the fall semester.

Consent Agenda* R-2026-24

Approval of Regular Board Meeting Minutes – January 21, 2026

There were no additions, changes, or corrections to the meeting minutes from the January 21, 2026, Board of Trustees meeting.

Approval of Special Board Meeting Minutes – March 11, March 26, and April 2, 2026

There were no additions, changes, or corrections to the meeting minutes from the March 11, March 26, and April 2, 2026 Special Board of Trustees meetings.

Trustee Rucker moved that the Terra State Community College Board of Trustees approves the Consent Agenda as presented. Trustee Ellenberger seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 3:16 p.m.

Fiscal Watch

Finance Committee Meeting Minutes – February 11, March 11, and April 9, 2026* R-2026-25

There were no additions, changes, or corrections to the Finance Committee minutes from the February 11, March 11, and April 9, 2026 Finance Committee meetings.

Trustee Sutter moved that the Terra State Community College Board of Trustees approves the Finance Committee minutes for February 11, March 11, and April 9, 2026 as presented. Trustee Gerstenberger seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 3:18 p.m.

Treasurer's Report* R-2026-26

CFO Jan Jazwiecki's report to the board highlighted that the RITA penalties were abated; funds designated for the reserve bank account will be deposited; and, her department will have a new accounting manager starting May 5th. She confirmed that students who register for future terms do go into the Aging Report immediately (rather than at the start of the term they register).

Trustee Lahoski moved that the Terra State Community College Board of Trustees approves the Treasurer's Report as presented. Trustee Rucker seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 3:29 p.m.

Then and Now Certificates* R-2026-27

CFO Jan Jazwiecki explained that the College is implementing procedures as part of the controls in the Financial Services Department. If prior certification of funds by the fiscal officer was not obtained before the contract or order involving the expenditure of money, the fiscal officer may instead certify that there were appropriations available and funds available or in the process of collection at the time the order was made (then) and that there are still funds available or in the process of being collected at the time the certificate is being issued (now). Example: an invoice comes to the Finance Office without a purchase order (PO) number. This means that the funds were not already encumbered through the budget. Therefore, a Then and Now certificate must be completed before the invoice is paid. If the invoice equals or exceeds $3,000, Board of Trustees approval is required. This will happen each board meeting, and the

Board approval for the Then and Now certificates is approving the fiscal officer's certification that the funds are available, not that the invoices are to be paid immediately.

Trustee Sutter moved that the Terra State Community College Board of Trustees approves the Then and Now Certification of Appropriations Requiring Board Approval as recommended and described in SECTION I. Appendix 1 and SECTION II. Trustee Lahoski seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 3:53 p.m.

The Board of Trustees approved payment of the following expenditures separately:

HR Certification* **R-2026-28**

Trustee Gerstenberger moved that the Terra State Community College Board of Trustees approves the payment of $26,100.00 to HR Certification for the invoice dated 3/25/26 for testing needed for certification for the Human Resource program students. Trustee Rucker seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 3:58 p.m.

Forvis* **R-2026-29**

Trustee Sutter moved that the Terra State Community College Board of Trustees approves the payment to Forvis of $50,750.00 for the invoice dated 3/24/26 for the solar field rebate application preparation. Trustee Rucker seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 4:00 p.m.

Isaac Wiles* **R-2026-30**

Trustee Ellenberger moved that the Terra State Community College Board of Trustees approves the payment of $3,480.00 to Isaac Wiles for the invoice dated 3/30/26 for legal work for The Landings. Trustee Rucker seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 4:01 p.m.

WGTV* **R-2026-31**

Trustee Rucker moved that the Terra State Community College Board of Trustees approves the payment of $5,000.00 to WGTV for advertising and marketing. Trustee Ellenberger seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 4:02 p.m.

Plante Moran 13-Week Cashflow Tool* **R-2026-32**

Trustee Ellenberger moved that the Terra State Community College Board of Trustees approves the new contract with Plante Moran for the development of a rolling 13-week cash flow model and authorizes the expenditure as described in the Letter of Engagement not to exceed $25,000.00. Trustee Sutter seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 4:07 p.m.

Team IA* **R-2026-33**

The Team IA contract is necessary to produce and print forms from Colleague. This function is crucial to remaining on schedule with the Colleague implementation.

Trustee Rucker moved that the Terra State Community College Board of Trustees approves the new contract for Team IA and authorizes the CFO to proceed with payments as invoiced in FY2026 for implementation. Trustee Lahoski seconded the motion.

After board discussion, trustees directed that the approval to be contained within this fiscal year so that it would come back to the board for FY27.

Trustee Rucker amended her motion to "The Terra State Community College Board of Trustees approves the new contract for Team IA, Inc., and authorizes the CFO to proceed with payments as invoiced for the implementation phase for Fiscal year 2026, not to exceed $28,823.00." Trustee Lahoski seconded the amended motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 4:13 p.m.

Authorization for the Finance Committee to Approve Expenditures* R-2026-34

Regina Mendicino, Attorney General's Office, confirmed that the options of the trustees scheduling a special meeting each month to approve all monthly expenditures and/or authorizing the Finance Committee to do so are both valid methods of expenditure approval. She suggested that authorizing the subcommittee may be the most efficient way to do it, and she recommended that the authority to approve expenditures be capped at a specified amount. She added that this does not have to happen until after the recovery plan is approved, although it is up to the board members to decide if they want to start the procedure earlier. Chair Handru recommended that we start with the next meeting.

Fiscal Watch defines expenses that must be approved by the board as "all unbudgeted expenses." Trustees discussed imposing limitations on Finance Committee approvals so that unbudgeted expense approvals would come from unencumbered funds so that approved expenses would not increase the College's budget without full board approval.

Trustee Rucker moved that the Terra State Community College Board of Trustees authorizes the Finance Committee to approve expenses that are not encumbered for an amount not to exceed $25,000.00, that any budget changes must come before the full board, and that the Finance Committee may choose to bring any expense request to the full board for approval if so desired. Trustee Gerstenberger seconded the motion. Voting *aye* were Trustees Ellenberger, Gerber, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 4:48 p.m.

President's Report

Dr. Stine reported that the College has shared Fiscal Watch status updates with the Board, ODHE Chancellor and Chief of Staff, Terra State faculty and staff, students, and regional workforce development leaders and community partners. We submitted a formal response to HLC by the April 15 deadline regarding their notification of intent to assign the Financial Issue Designation to Terra State as a result of being declared in Fiscal Watch. We completed a framework for the Fiscal Recovery Plan, identifying four categories of action items: 1) fiscal accountability, 2) financial stability, 3) academic affairs & workforce training, and 4) collaboration & shared resources. The Executive Team has been carefully reviewing expenditures and identifying opportunities for cost savings. Dr. Doug Mead will be working with Dr. Bob Haas to refine the rubric to review the fiscal impact of academic programs and intercollegiate athletics. We will forego a Trustees' Holiday Reception this year and instead will invite the Board of Trustees to attend the employee function. The Finance Office has identified a senior accountant position candidate to assist in our recovery, who will start May 4. It is important to acknowledge the difficult decisions of last week: the good people who were impacted by the decision of a reduction in force, the managers who had to make tough decisions, and the whole workforce, as we work through the financial recovery process.

ODHE continues to serve as a resource throughout this process, for which we are thankful. We have been in touch with representatives from the IRS regarding the ERC funds, as well as Senator Moreno and Senator Husted's offices. I have been in contact with a number of community college presidents, who

have reached out to offer encouragement and support for Terra State. We are discussing partnership and collaborative opportunities with other colleges including BGSU, Northwest State Community College, and Owens Community College.

Board Information

Enrollment and Enrollment Revenue Reports

Dean of Student Success Tim Shaal gave the Enrollment Reports. He advised that Spring 2026 Headcount (HC) as of April 15 was 2006 and Full Time Equivalent (FTE) was 496.91, with a few part-time enrollments yet to come in. Summer 2026 HC is 415, ahead of last year. The Admissions Department is working on the applied-but-not-registered list and Advising is working on the list of those who are currently registered but have not yet applied for summer or fall. Multiple All-in-One Days are scheduled to encourage students to come in and get advised, do their testing, and register.

Assessment of Student Learning

VPAA Dr. Doug Mead presented the annual Assessment of Student Learning report, which provides the board with an overview of our assessment process and an update on progress this academic year. He noted that Terra State Community College's Assessment Committee continues to make meaningful progress in strengthening the College's Academic Assessment processes regarding outcomes for student learning. Over the past year, the committee has intentionally shifted to be more faculty-driven to ensure greater ownership, engagement, and long-term sustainability of assessment practices, and Academic Year 2025-2026 represented a significant milestone in shifting to a faculty-led assessment model. Moving forward, TSCC will create a document repository of the actions steps taken as a result of the assessment data collected each term and track the results of those actions. Co-curricular assessment efforts further support this progress by identifying student skill gaps, implementing targeted interventions, and measuring growth outside the classroom. Together, these initiatives reflect a comprehensive, student-centered assessment culture that supports ongoing institutional improvement.

Board-Initiated Agenda Item

Board Policies

Trustee Rucker advised that the Policy Committee met, made changes, and will bring the updated Policy Manual to the board at the May meeting.

Board of Trustees Adopted Curricular Approval Process R-2026-35

Trustee Ellenberger moved that the Terra State Community College Board of Trustees approves the adoption of this Resolution for the curricular approval process to ensure compliance with Ohio Revised Code 3345.457; and that should the staff of the Ohio Department of Higher Education further amend the curricular approval process for legislative compliance that such is also deemed approved by the Board of Trustees, and the Board of Trustees authorizes the Chief Academic Officer/Provost to implement the curricular approval process in a manner consistent with the provisions of this resolution and with the Ohio Revised Code 3345.457. Trustee Rucker seconded the motion. Voting *aye* were Trustees Ellenberger, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. (Trustee Gerber had to leave at 4:30 p.m.) The Chair declared the motion passed at 4:49 p.m.

Faculty Promotions and Tenure R-2026-36

Trustee Sutter moved that the Terra State Community College Board of Trustees moves to approve faculty promotions and tenure for these individuals:

- Instructor to Assistant Professor: Chris Kozlowski and Elizabeth McGrady
- Assistant Professor to Associate Professor: Veronica Miller

- Associate Professor to Professor: Larry Cunningham and Ryan Weaver
- Tenure: Robert Cordell, James Webber, and Chelle Younker

Trustee Rucker seconded the motion. Voting *aye* were Trustees Ellenberger, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 4:56 p.m.

Fee Changes **R-2026-37**

Proposed course and lab fee changes were for: EET1210, HCA2900, PTA1000, and PTA1980.

Trustee Rucker moved that the Terra State Community College Board of Trustees accepts the recommendation for changes to course and lab fees and presented and described in Exhibit A., enclosed, and directs the College to forward them to the Chancellor's Office for his approval to implement them for the 2026-2027 Academic Year. Trustee Sutter seconded the motion. Voting *aye* were Trustees Ellenberger, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 4:57 p.m.

Posthumous Degree – M. Silvas **R-2026-38**

Trustee Sutter moved that the Terra State Community College Board of Trustees approves the awarding of a posthumous degree of Associate of Applied Science in Health Information Technology to Matias Silvas, Jr. Trustee Rucker seconded the motion. Voting *aye* were Trustees Ellenberger, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 5:01 p.m.

Posthumous Degrees – J. Bowling **R-2026-39**

Trustee Gerstenberger moved that the Terra State Community College Board of Trustees approves the posthumous degrees of an Associate of Applied Science in computer Information systems and an Associate of Applied Science in Systems and Networking Support to Jonathan E. Bowling. Trustee Lahoski seconded the motion. Voting *aye* were Trustees Ellenberger, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 5:01 p.m.

Honorary Degree for Commencement Speaker **R-2026-40**

Trustee Rucker moved that the Terra State Community College Board of Trustees approves awarding of an honorary Associate of Applied Business degree to Mr. Jeff Groat, the 2026 Terra State Community College commencement speaker. Trustee Sutter seconded the motion. Voting *aye* were Trustees Ellenberger, Gerstenberger, Lahoski, Rucker, Sutter, and Chair Handru. The Chair declared the motion passed at 5:02 p.m.

Adjournment

As there was no other business to discuss, Chairperson Handru declared the meeting adjourned at 5:04 p.m.

**Indicates agenda items requiring a motion and a vote*