

Washington State College of Ohio

Board of Trustees Meeting

August 18, 2025, 4 p.m.

Health Room H108

Meeting Minutes

Call to Order

Chair Tyler Wilcox called the meeting to order at 4:00 p.m. Ms. Lisa Walsh took roll call and Ms. Madelyn Goff recorded meeting minutes. The following trustees were present: Mr. Tyler Wilcox, Ms. Jodey Altier, Mr. Randy Barengo, Ms. Christy Chavez, Mr. David Vandenberg, and Dr. Joseph Zacharias. Ms. Lucinda Erickson and Ms. Susan Vessels attended virtually via Zoom. Absent: Mr. Bernie Anderson.

Others in attendance included Dr. Sarah Parker (President), Dr. Jona Rinard (Vice President of Academic Affairs), Mr. Dave Hermann (Vice President of Institutional Advancement), Ms. Maddie Galloway (Director of Financial Aid), Ms. Emily Miskimins (Director of Human Resources), Ms. Jacklyn Callihan (Director of Marketing), Ms. Angela Lang (Chief Financial Officer), Ms. Heather Kincaid (Dean of Health & Sciences), Ms. Tracey Hooper-Porter (Dean of Technology & Transfer), Ms. Dustin Taylor (Registrar), Ms. Megan Marion (Director of Foundation), Mr. Hunter Warsinsky (Director of Admissions), and Ms. Adrienne Hellinger (Director of Respiratory Therapy).

Agenda Approval/Changes

Trustee Barengo moved to approve the agenda, Trustee Altier seconded, and the motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	A	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Chavez	Y	Mr. Wilcox	Y
Ms. Erickson	Y		

The **August 18, 2025 agenda** was approved as **Resolution R23-25**.

Approval of June 16, 2025 Minutes

Trustee Vandenberg moved to approve the minutes as presented, Trustee Barengo seconded, and the motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	A	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y

Ms. Chavez	Y	Mr. Wilcox	Y
Ms. Erickson	Y		

The **June 16, 2025 minutes**, as presented, were approved as **Resolution R24-25**.

Public Comment

There were no public comments.

Recognition of Guests

Dr. Parker noted that there was not a student spotlight this month, as the semester just began. She then introduced Ms. Tracey Hooper-Porter, the newly appointed Dean of Technology & Transfer. Ms. Hooper-Porter shared that she has served at Zane State College for 17 years and expressed her enthusiasm about joining the team.

Dr. Parker also recognized this year's Super Hero, Ms. Jacklyn Callihan, Director of Marketing, for her outstanding efforts. Ms. Callihan has consistently gone above and beyond, providing support to all divisions of the college through her leadership in marketing initiatives.

Financial Report via Consent Agenda

Ms. Angie Lang, Chief Financial Officer, presented the Then and Now Report. The first item pertained to the annual rental fee for a billboard (for the period of 07/12/25-07/12/26). The purchase order for this expense was not processed until July 22nd, 2025. The second item in the Then and Now Report related to the dinner for Dr. Parker's inauguration. As the purchase order was issued after the event, it is being presented in this report.

Ms. Lang presented the Variance Report, noting a 6.86% decrease in student tuition and fees, which reflects the decline in enrollment. This reduction also impacts sales and services, which is down 7.88%. Additionally, other sources show a 56.98% decrease. This is primarily attributed to lease income from the prior year that has not yet been received, vending machine commission income not yet collected, and miscellaneous income from a grant awarded last year that does not apply to the current year.

Within General Fund Expenses, Academic Support reflects a 21.33% decrease, primarily due to variances in the Dean's budget related to Arts & Sciences and Engineering. Scholarships and Fellowships show a 48.94% decrease, attributable to the availability of grant-funded scholarships, which reduce the need for expenditures from the general fund.

In reviewing the Statement of Revenues and Expenses, it was noted that total revenue is down 6% compared to the prior year, while total expenses remain consistent with last year at this point in time. Ms. Lang explained that a balance sheet was not provided, as FY25 has not been officially closed out. However, she did include a Statement of Revenues and Expenses for Restricted Funds.

The Resolution for the Parking Lot Repavement was presented by Ms. Lang. WSCO received

\$116,353.00 from the State of Ohio for this project. It went through the controlling board to have those funds released. The remaining amount of \$212,918.52 will come out of our capital funds. The timeframe for project completion will be September or October, and work will take place during nights and weekends for minimal interruptions.

Trustee Barengo inquired about the source of the capital funds. Ms. Lang explained that capital funds are received quarterly and remain reserved until needed. She noted that this project has been anticipated, and resources have been intentionally set aside in preparation.

Trustee Altier asked whether the decreases noted in the financial report had been anticipated. Ms. Lang and Dr. Parker confirmed that the decline is a result of lower enrollment, and the variances were expected as a result.

Trustee Vandenberg inquired about the decrease in revenue and how it will be addressed moving forward. Ms. Lang explained that efforts are focused on increasing enrollment for the second eight-week session and the upcoming spring term. She added that additional support will come from anticipated investment income.

Trustee Wilcox moved to approve the report as presented, Trustee Altier seconded, and the motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	A	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Chavez	Y	Mr. Wilcox	Y
Ms. Erickson	Y		

The Financial Report via Consent Agenda was approved as **Resolution R25-25**.

Administrative Report via Consent Agenda

The Administrative Report was presented by Ms. Emily Miskimins, Director of Human Resources. She provided an update on open positions, noting that interviews have been completed for both the ETS Advisor (12-month) and the College Pathway and Financial Aid Advisor, with candidate selection pending. The Criminal Justice Faculty position will be held until January, as the current semester can be supported with adjunct faculty. Interviews for the Assistant Director of ETS are taking place this week. The Facilities Custodial Technician position has been posted, and the Director of College Access position will be posted in the near future, as Ms. Donna Muntz will be retiring at the end of the year.

Ms. Miskimins provided an update on new hires and internal advancements. Three full-time faculty members have joined the college: Ally Trew (Education), Madison Flesher (Nursing), and Jennifer DeMeyer (Cybersecurity/Information Technology). Two adjunct faculty appointments include Dean Booth (Accounting & Business) and Antone Eason (Cybersecurity).

Professional staff hires include Lisa Walsh as Director of CCP Partnerships, Sierra Widener as Human Resources Specialist, Tracey Hooper-Porter as Dean of Technology & Transfer, Destanee Wilson as Student Success Coach, and Kylee Morrison as Educational Advisor, ETS (10-month). In addition, Mandy Bailey, who has been with WSCO since 2020, transitioned from part-time to full-time as Science Lab & Greenhouse Specialist.

Ms. Miskimins also reported on recent resignations: Stephanie Harlow (Criminal Justice Faculty), Brittany Bartlett (Student Success Coach), Carrie Ramage (12-month Educational Advisor/ETS), Donna Muntz (Director of College Access, retiring December 31, 2025), Scott Trew (Executive Director of Operations & Finance), Brandi Koscho (Assistant Director of ETS), and Daniel Erb (Facilities Custodial Technician).

It was further noted that with these resignations, particularly that of Mr. Scott Trew, the organizational chart will be reviewed to determine the most strategic path forward in filling future positions. An update will be brought to the September meeting.

Trustee Vandenberg made a motion to approve the Administrative Report. Trustee Altier seconded the motion, and the motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	A	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Chavez	Y	Mr. Wilcox	Y
Ms. Erickson	Y		

The Administrative Report was approved as **Resolution R26-25**.

Foundation Report

Director of Foundation, Ms. Megan Marion, reported strong donor engagement for FY25. The college received support from 376 annual donors, surpassing the goal of 320; 56 alumni donors, exceeding the target of 55; and employee giving reached the 50% participation goal by the second quarter. While the annual campaign raised \$255,000, it fell short of the \$450,000 goal. Additionally, 14 major gifts (\$5,000 or more) were received, compared to the target of 20. Despite these shortfalls, the Foundation awarded \$170,000 in scholarships to 129 students and raised over \$10,000 through the annual concert fundraiser. She noted that the Foundation Board will be meeting for the first time this academic year on Wednesday, August 20th, 2025.

Ms. Marion introduced her new campaign, titled “Unlock Opportunity,” a three-year effort to raise \$1.2 million by FY28 for student support programs, including the Annual Scholarship Fund, the Peoples Bank Foundation Student Food Market Fund, Student Transportation Assistance Fund, and the Student Emergency Fund. The institutional goal for the Annual Scholarship Fund is to raise \$13,500 by the end of FY26 through a combination of major

fundraising events and individual contributions.

Annual fundraising goals have been established at \$375,000 for FY26, \$400,000 for FY27, and \$425,000 for FY28, totaling \$1.2 million by the end of FY28. Strategies will focus on donor renewal, new donor acquisition, strengthening corporate partnerships, and increasing campaign visibility. Ms. Marion noted that historical trends demonstrate the Foundation's ability to rebound, and she expressed confidence in rebuilding that momentum moving forward.

The fall semester will begin with the Unlock Opportunity Campaign Brunch, scheduled for Wednesday, August 27th, 2025, in the OneStop on the WSCO campus. All trustees are invited to attend.

The Foundation is kicking off a cruise raffle fundraiser this week. Limited tickets will be available at \$50 each or 3 tickets for \$100. Tickets can be purchased through the WSCO Foundation office or from WSCO Foundation Board members.

The Foundation will also be hosting a Fall Craft Fair Fundraiser on Saturday, October 11, 2025 from 9am-2pm in the WSCO Main Building Commons area. The Foundation is currently seeking vendor applications and encouraging attendance at the event.

Several additional events have been planned, pending approval by the Foundation Board.

Ms. Marion emphasized the vital role Trustees play in unlocking opportunities for students and encouraged them to remain actively engaged by staying informed about the collaborative impact of the College and Foundation. She urged Trustees to champion students by sharing their stories and successes, and to use their personal and professional networks to help build valuable connections that can extend the Foundation's reach and impact. She also highlighted that participation in fundraising, along with the shared goal of 100% Board giving, serves as a powerful demonstration of their commitment to the students they support.

Academic Report via Consent Agenda

Dr. Jona Rinard, Vice President of Academic Affairs, presented the Low Enrollment Report and the Duplication of Program Report, which are required to be completed and submitted to the Ohio Department of Higher Education (ODHE) every three years. A low-enrolled course is defined as any course that exceeds the institutionally defined threshold of 20% for two or more semesters. For this review, courses with 12 or fewer students were examined.

The Duplication of Program Report involves evaluating programs that may overlap with others in the region, with the goal of preventing oversaturation, ensuring transferability, and supporting strong workforce outcomes for students.

A request was made to amend a committee, referencing Policy 10.500 and Appendix D. The Appeals Committee, as currently written, allows for dissolution and the formation of an ad hoc team as needed. Since most appeals are typically resolved at the Dean level before reaching the committee, it was proposed that a new committee, the Behavioral Intervention Team (BIT), be established in its place. This committee would focus on addressing reported student behavior

concerns, providing a structure that more effectively serves the college. The Appeals Team would continue to function on an ad hoc basis when necessary.

Dr. Parker noted that in recent years the college has become more efficient in utilizing the Under-10 Report by analyzing the optimal timing for course offerings and combining sections when appropriate. She commended the fact that 41 sections were identified as low enrolled and further investigated if action was required due to low caps or because they were part of a cohort. Running the Under-10 Report each semester positions the institution to more easily complete the three-year Low Enrollment Report and Duplication of Program Report, while also creating opportunities to evaluate programs in greater depth to ensure they best serve students.

Trustee Wilcox asked whether the State has ever disagreed with the reports or related decisions. Dr. Parker responded that no such feedback has been received, indicating the institution is in good standing. Trustee Vandenberg then asked whether combining courses affects compliance metrics. Dr. Parker explained that combining sections is straightforward for general education courses, where efforts are made to maximize enrollment. For program-specific courses, however, careful consideration must be given to the impact on low-enrolled cohorts and graduation timelines, with decisions made accordingly.

Trustee Barengo made a motion to approve the Academic Report via Consent Agenda. Trustee Vandenberg seconded the motion, and the motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	A	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Chavez	Y	Mr. Wilcox	Y
Ms. Erickson	Y		

The **Academic Report via Consent Agenda**, as presented, was approved as **Resolution R27-25**.

President's Report

Dr. Sarah Parker, President, reported that summer semester enrollment concluded at 101% of the established goal. As the first eight-week session for fall has just begun, an enrollment update is not yet available. She noted that dual enrollment students have not yet been entered into the system, as their enrollment aligns with the start of the high school academic year. It is anticipated that the second eight-week session will include the POBA class. Final fall enrollment numbers will be reported later in the semester once additional data is available.

At the beginning of August, Faculty In-Service was hosted, a professional development week offering a variety of activities for faculty, staff, adjuncts, and advisors. The event included a campus-wide brunch organized by Ms. Emily Miskimins, Director of Human Resources. The

schedule was developed by Dr. Rinard, who coordinated a successful program. In addition, Ms. Kathy Temple-Miller, Dean of Student Success, and Ms. Kristin English, Director of Educational Technology and Instructional Design, played key roles in leading multiple sessions throughout the week. The In-Service week highlighted clear institutional goals and areas of focus, including the continued advancement of the Rural Guided Pathways initiative. This initiative is designed to help students clearly define their educational and career goals, ensuring they are supported with best practices and fully developed plans that lead to sustainable employment or seamless transfer opportunities. This commitment applies to all students, including adult learners, CCP participants, and dual-enrolled students, emphasizing that their experience should be more than simply accumulating college credits.

Through Title III initiatives, the college is also embedding work-based learning opportunities such as internships, co-ops, and other forms of hands-on experience. The overarching objective is to maintain a healthy balance of CCP and traditional/non-traditional students, operate programs at full capacity, and foster a campus-wide commitment to delivering an exceptional student experience. Marketing continues to play a key role in promoting these programs and expanding awareness.

The new M.A.P. Framework was introduced to faculty and staff, outlining annual goals along with the projects, plans, and initiatives designed to achieve them, as well as specific metrics to measure effectiveness. This framework emphasizes the value of our work within the Guided Pathways model, supporting students throughout their journey from initial connection to successful completion. The M.A.P. Framework is being implemented to further enhance academic planning and advising processes, with a particular focus on student momentum. The three primary goals are enrollment, retention, and completion, measured on a three-year average.

Dr. Parker outlined the timeline for completing a new strategic plan for the college and highlighted the progress made to date. In the spring, information was gathered from across campus, and work began on the Workforce30 project. Over the summer, the President's Cabinet retreat focused on setting priorities and conducting a SWOT analysis. This fall, the broader Leadership Team will work to align future projects and initiatives with the SWOT findings. The Workforce30 team will present its final report in September, which will inform the development of the five-year strategic plan. Dr. Parker will prepare a draft plan and present the final version to the Board of Trustees by the end of the year. Updates on Workforce30 underscored the institution's efforts to expand training programs that address regional workforce needs, and the initiative has been very well received.

To highlight recent student success, Dr. Parker reported that the POBA graduation was held on August 1st, 2025. The program achieved a 100% pass rate, demonstrating the graduates' readiness to enter the workforce. Additional 100% pass rates were also reported in the Respiratory Therapy and Radiologic Technology programs, further underscoring the strength of these academic offerings and the dedication of both students and faculty.

On August 11th, the campus had the honor of hosting Senator Jon Husted. His visit highlighted the critical role of partnerships between higher education, workforce development, and State initiatives. The event provided an opportunity to showcase recent updates to our engineering lab, including advanced robotic equipment Senator Husted had not yet seen. The visit focused on the

new Workforce Pell initiative, which expands access to federal Pell Grant funding for short-term training programs. This initiative is particularly valuable for working professionals who may not have the time to complete a two-year degree but can benefit from credentials embedded within our degree and certificate programs. Thanks to the efforts of Mr. Jared Voldness, Director of Engineering & Business, and his team, the labs were well prepared for the tour, which was led by Dr. Rinard. Trustee Anderson and Dr. Parker also had the opportunity to meet with Senator Husted to discuss how Workforce Pell will support programs such as the Certified Process Technician and other certificates of completion, ensuring students have access to meaningful, workforce-ready credentials.

Dr. Parker noted that the partnership with Memorial Health through the Student Nurse Tuition Assistance Program continues to provide essential financial support to nursing students while addressing the regional demand for healthcare professionals. Memorial Health had previously faced significant staffing challenges, with more than 130 vacancies during the height of the COVID-19 pandemic. Thanks to this program, that number has been reduced to approximately 50. Established in 2023, the program was designed to both support students in pursuing their nursing education and help Memorial Health meet its critical workforce needs. Currently, 73 students are benefiting from this initiative. While the original grant funding is nearing its end, Memorial Health has expressed its strong commitment to sustaining the program, recognizing the substantial value it provides to both the organization and the broader community.

Additional highlights from recent months included the successful 710 Day celebration, which showcased the campus at 710 Colgate Drive and fostered strong community engagement. The event featured family-friendly activities such as miniature cows, a bounce house, hotdogs, and food trucks, while also providing information about academic programs, financial aid, and student support services.

Dr. Parker strengthened community connections through an off-campus visit to Florence Creamery, a family-owned farm with 50 dairy cows. WSCO alumna, Allison Hinton, a 2023 Business Management graduate, demonstrated how her education has supported the growth and diversification of her family's business. The creamery has expanded from bottled milk to include cheese production and is now exploring ice cream as a new product line.

On campus, the opening of new chemistry labs represents a major investment in STEM education, providing updated facilities for Chemistry and Physics courses. The labs, equipped with new fume hoods and modernized learning spaces, are fully prepared for the new academic year. In addition, progress on the Wayfinding Project has enhanced the campus environment with new signage installations. Once permitting is finalized, a large monument sign will be placed at the corner of Colgate and Glendale, further improving visibility and creating a more welcoming, cohesive campus experience.

In a discussion on student success strategies, Trustee Vandenberg asked about the level of support from local high schools. Dr. Rinard noted that ongoing conversations with district leaders emphasize the importance of treating College Credit Plus as a structured pathway rather than a series of individual courses. Aligning students to pathways helps prevent the loss of time and money associated with taking courses that may not transfer or apply toward a degree. When asked how this model compares to West Virginia schools, Dr. Parker and Dr. Rinard explained

that West Virginia operates under the “Bridge to College” program, which differs from Ohio’s approach. They also shared that they recently met with Ms. Mary Schaeffer, the new Marietta City Schools Superintendent, who expressed a strong interest in strengthening partnerships. Dr. Rinard further emphasized the significance of the Rural Guided Pathways initiative in advancing these efforts.


Adjournment

Trustee Zacharias made a motion to adjourn at 4:50 p.m. Trustee Chavez seconded the motion, and the motion passed with a roll call vote.

Ms. Altier	Y	Mr. Vandenberg	Y
Mr. Anderson	A	Ms. Vessels	Y
Mr. Barengo	Y	Dr. Zacharias	Y
Ms. Chavez	Y	Mr. Wilcox	Y
Ms. Erickson	Y		

The Adjournment of the August 18th, 2025 meeting of the WSCO Board of Trustees was approved as **Resolution R28-25**.

The next meeting is scheduled for September 15, 2025.



 Mr. Tyler Wilcox Date 9/15/25



 Dr. Sarah Parker Date