

**Washington State College of Ohio**  
**Board of Trustees Meeting**  
September 15, 2025, 4 p.m.  
Health Room H108  
**Meeting Minutes**

**Call to Order**

Chair Tyler Wilcox called the meeting to order at 4:01 p.m. Ms. Madelyn Goff Napier took roll call recorded meeting minutes. The following trustees were present: Mr. Tyler Wilcox, Ms. Jodey Altier, Mr. Bernie Anderson, Mr. Randy Barengo, Ms. Christy Chavez, Ms. Susan Vessels, Mr. David Vandenberg, and Dr. Joseph Zacharias. Ms. Lucinda Erickson attended virtually via Zoom.

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. Brenda Matthews (Executive Assistant to the President's Office), 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), Heather Kincaid (Dean of Health & Sciences), Ms. Tracey Hooper-Porter (Dean of Technology & Transfer), Ms. Dustin Taylor (Registrar), Mr. Brandon Herb (Director of Facilities), and Ms. Chrissy Manley (Program Director, HIMT).

**Agenda Approval/Changes**

Dr. Parker requested to amend the agenda to include the updated organizational chart to the Administrative Consent Report.

Trustee Barengo moved to approve the amended agenda, Trustee Chavez 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. Chavez   | Y | Mr. Wilcox     | Y |
| Ms. Erickson | Y |                |   |

The **September 15, 2025 agenda** was approved as **Resolution R29-25**.

**Approval of August 18, 2025 Minutes**

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

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| Ms. Altier | Y | Mr. Vandenberg | Y |
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|--------------|---|---------------|---|
| 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 minutes**, as presented, were approved as **Resolution R30-25**.

#### **Public Comment**

There were no public comments.

#### **Recognition of Guests**

Dr. Parker introduced Ms. Brenda Matthews, Executive Assistant to the President's Office. Ms. Matthews will be taking over for Ms. Madelyn Goff Napier.

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

Ms. Angie Lang, Chief Financial Officer, presented the Then and Now Report. She noted that certain items, specifically those related to HLC, HR Performance Solutions, and the Turnitin application, do not technically need board approval due to the timing discrepancies between the contract dates, invoice dates, and purchase order (PO) dates. However, in adherence to policy, these items were still included in the report for transparency.

Ms. Lang also presented the Variance Report as of August 31st. Within the revenue section, she noted that some figures remain subject to change based on fluctuations in enrollment. Student Tuition and Fees showed a slight decline, while state appropriations are trending higher compared to the same period last year. The Other Sources revenue line experienced a significant decrease, primarily due to delayed receipts of items that had been received by this time last year, such as the Bank of America p-card rebate and rental income checks.

On the expenditure side, there was a notable reduction in Academic Support expenses, which is attributed to having three deans at the beginning of the last fiscal year, compared to this year. In the Scholarships and Fellowships category, the decrease is related to the timing of the grant funding for the Summer 2025 term. The transmittal was processed last week, and the associated charges will be reflected in the respective accounts.

Additionally, Ms. Lang reviewed the Statement of Revenues and Expenses, comparing the current fiscal year to the prior year. Total revenue stands at 30% of the annual budget, compared to 33% at this time last year. Expenses remained consistent to last year at 13%. She concluded her report with an overview of the comparison of the Restricted Funds for the end of August, comparing current balances to those from the same time last fiscal year.

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

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| Ms. Altier | Y | Mr. Vandenberg | Y |
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| Mr. Anderson | Y | 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 R31-25**.

### **Administrative Report via Consent Agenda**

The Administrative Report was presented by Ms. Emily Miskimins, Director of Human Resources. She shared that the college is currently in the process of hiring a Facilities Custodial Technician, with second-round interviews underway. Additional open positions include a Financial Aid Advisor and an Assistant Director of Financial Aid.

The Educational Talent Search (ETS) Educational Advisor position, a 10-month role, has been filled, and the new hire is scheduled to begin next Monday. The positions of Criminal Justice Faculty and Director of College Access will be posted once internal processes and timelines have been finalized.

Ms. Miskimins also introduced new hires, including part-time faculty, professional staff such as Brenda Matthews, Executive Assistant to the President's Office, and welcoming back Debbie Gurtis, Partnership Coordinator, in the support staff area. She concluded by reporting recent staff resignations, which include Hunter Warsinky, Madelyn Goff, and Beth Meglio, whose resignation will be effective November 28, 2025.

Dr. Parker reported that amendments had been made to the organizational chart. She provided both the previous and updated versions for reference. With the departure of Mr. Hunter Warsinky, Director of Admissions, the budgeted salary for that position was used to support a departmental reorganization. As part of this reorganization, Ms. Kathy Temple-Miller was promoted to Dean of Students. In her new role, she will oversee both the Admissions team and the Center for Student Success. Additionally, Ms. Amanda Stilgenbauer was promoted to Director of Student Success. This restructuring has also created the financial capacity to separate the roles of College Pathway Advisor and Financial Aid Advisor. As a result, both divisions will now be able to add an additional staff member to better support their operations.

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

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| Ms. Altier   | Y | Mr. Vandenberg | Y |
| Mr. Anderson | Y | 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 R32-25**.

### **Academic Report via Consent Agenda**

Dr. Jona Rinard, Vice President of Academic Affairs, presented the Senate Bill 1 requirements related to the American Civic Literacy course, which must be embedded within bachelor's degree programs. She noted that the course is currently under development. The initial step in the timeline involves submitting the course proposal to the Curriculum Committee for approval during the upcoming Fall 2025 term. Following internal approval, the course will be submitted to the Ohio Department of Higher Education (ODHE) in the Spring of 2026. If approved, the course will be implemented and offered beginning in the Fall of 2026.

During the discussion, Trustee Vandenberg inquired whether the course would carry four credit hours, and Dr. Rinard confirmed that it would not. The course will be a three hour credit course.

Dr. Rinard also shared insights from her recent attendance at the SSLI conference. She observed that among Chief Academic Officers from other institutions, there was a wide range of approaches being considered for implementation. Washington State College of Ohio has elected to offer this as a standalone course. It will be a history course taught by Dr. Graham.

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

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|--------------|---|----------------|---|
| Ms. Altier   | Y | Mr. Vandenberg | Y |
| Mr. Anderson | Y | 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 R33-25**.

### **President's Report**

Dr. Sarah Parker presented the President's Report, focusing on the ongoing work surrounding the Workforce30 initiative. She explained that this effort has been a collaborative and data-informed process aimed at addressing workforce challenges across the region. The initiative is especially

relevant as the college prepares to host its fourth and final stakeholder meeting this coming Friday, where the full report and recommendations will be presented.

The Workforce30 study was conducted by the Center for Economic Analysis and Development at Northern Kentucky University. The research began by defining the geographic scope of the study, which included JobsOhio Southeast, West Virginia Workforce Region 4 and Region 5. This regional definition was guided by the core stakeholder group to ensure relevance to the communities served.

Dr. Parker noted that the initial analysis focused on high-level labor market data, which revealed that over the next 15 years, the region is projected to have more available positions than people to fill them. As the study progressed, it examined more detailed occupational data by analyzing standard occupational codes to identify anticipated surpluses and deficits in the labor force. The findings have been used as a foundation for strategic conversations with stakeholders about how existing programs at Washington State College of Ohio align with workforce needs. Deficit areas have become a particular point of interest, prompting discussions about whether new programs or expanded training are needed to fill emerging gaps. Conversely, surplus areas have also raised important questions about whether the region may be overproducing graduates in certain fields.

Dr. Parker highlighted one example concerning the Registered Nurse (RN) profession. While the study data indicated a surplus of RN graduates in the region, discussions with industry partner Memorial Health painted a different picture, with continued local shortages. Upon further investigation, it became clear that large institutions like Ohio University are included in regional data, even though many of their graduates do not remain in the local workforce. This discrepancy underscores the importance of using such data as a starting point for deeper analysis rather than as a definitive conclusion. Throughout the process, Dr. Parker emphasized the value of stakeholder collaboration in interpreting and acting on the findings. The data has served as a critical tool to guide planning efforts for the college's five-year strategic plan. For example, the continued deficits in fields such as social work and financial services are helping to shape conversations about future bachelor's degree offerings and potential partnerships.

At Stakeholder Meeting #3, the team examined additional data collected through the GRIT survey, a career assessment tool administered to high school students. The survey captured both student interests and aptitudes. Results showed a common trend that students tend to express interest in careers they are familiar with, such as healthcare and the arts, while their aptitude scores often align more closely with fields like manufacturing. This misalignment sparked thoughtful discussion about the importance of early exposure to high-demand career paths and how WSCO and its partners can help close the gap between interest and aptitude.

Trustee Vandenberg asked whether high schools were invited to these stakeholder meetings. Dr. Parker confirmed that they were, and that many superintendents participated. She emphasized the importance of having K-12 institutions collaborate with higher education and industry partners to address workforce gaps collectively.

Trustee Anderson raised a question about the disconnect between high aptitude scores for manufacturing and the low student interest in that field. Dr. Parker acknowledged that it is

largely an issue of exposure. Trustee Barengo added that although efforts have been made to promote manufacturing careers, the industry still suffers from an outdated and negative image. He noted that in reality, many of these roles are high-tech and offer strong career opportunities. Dr. Parker agreed, emphasizing that part of the college's role is to help combat the stigma around manufacturing jobs and communicate the realities of modern industry.

Dr. Rinard contributed to the discussion by highlighting the work of Ms. Tracey Hooper-Porter, Dean of Technology and Transfer, particularly her efforts to collaborate with Meba to create valuable partnerships that connect students to careers in manufacturing. Trustee Vandenberg asked whether WSCO had additional partners like Meba, and Dr. Parker confirmed that the college is actively seeking more such partnerships to strengthen its outreach and alignment with industry.

Dr. Parker reiterated that the final stakeholder meeting is not an endpoint, but rather a launching point for ongoing collaboration and action. She encouraged trustees to attend the final meeting this coming Friday, September 19th. The recommendations will not only serve as goals for the college but also as a roadmap for regional partners to work together to educate, retain, and attract talent to the Mid-Ohio Valley.

Dr. Parker shared other events and outings she has participated in. The Washington County Fair Parade was held on August 30th and nearly seventy members of faculty and staff participated. Dr. Parker then judged the Queen Genevieve pageant competitions. Dr. Parker and Ms. Jacklyn Callihan, Director of Marketing, represented the college at these events, where they met many community members and awarded a scholarship to the 2025 Queen Genevieve.

### **New/Old Business**

Trustee Anderson inquired about who is attending the upcoming Trustees Conference. It was noted that Dr. Zacharias, Dr. Parker, Ms. Vessels, and Mr. Barengo. There is a link to attend virtually for those who can not attend in person.

### **Executive Session**

Trustee Anderson proposed to enter Executive Session at 4:37 p.m. Trustee Barengo seconded, and the motion passed with a roll-call vote.

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

The motion to enter Executive Session was approved as **Resolution R34-25**.

Trustee Vandenberg made a motion to exit Executive Session at 4:46 p.m. Trustee Vessels seconded, and the motion passed with a roll-call vote.

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

The motion to exit Executive Session was approved as **Resolution R35-25**.


### Adjournment

Trustee Vandenberg made a motion to adjourn at 4:46 p.m. Trustee Vessels seconded the motion, and the motion passed with a roll call vote.

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

**The Adjournment of the September 15th, 2025 meeting** of the WSCO Board of Trustees was approved as **Resolution R36-25**.

**The next meeting is scheduled for October 20, 2025.**

 10/20/25  
Ms. Jodey Altire      Date

 10/20/25  
Dr. Sarah Parker      Date