Washington State College of Ohio
Board of Trustees Meeting
November 17, 2025, 4 p.m.
Health Room Hl08
Meeting Minutes

Call to Order
Chair Tyler Wilcox called the meeting to order at 4:01 p.m. Ms. Brenda Matthews recorded meeting minutes. The following trustees were present: Ms. Jodey Altier, Mr. Bernie Anderson, Mr. Randy Barengo, Ms. Christy Chavez, Ms. Lucinda Erickson, Mr. David Vandenberg, Ms. Susan Vessels, Mr. Tyler Wilcox, and Dr. Joseph Zacharias.

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), 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. Lisa Walsh (Director of CCP Partnership).

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	y	Ms. Vessels	y
Mr. Barengo	y	Mr. Wilcox	y
Ms. Chavez	y	Dr. Zacharias	y
Ms. Erickson	y		

The **November 17, 2025 agenda** was approved as **Resolution R45-25.**

Approval of October 20, 2025 Minutes
Trustee Zacharias moved to approve the minutes as presented, Trustee Vessels seconded, and the motion passed with a roll call vote.

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

The **October 20, 2025 minutes,** as presented, were approved as **Resolution R46-25.**

Public Comment
No public comments were made.

Recognition of Guests
No guests were in attendance.

Financial Report via Consent Agenda
Ms. Lang, Chief Financial Officer, presented the financial update, including the "Then and Now" for approval, which included Bank of America for testing exams. Ms. Lang then presented the Variance Report, highlighting variations in revenue due to the timing of spring registration, general fund expense fluctuations stemming from position vacancies and increased IT costs, and updates on scholarships, restricted funds, and the balance sheet. Efficiency initiatives, including articulation agreements, equipment sharing, and expanded use of Open Educational Resources, were also reviewed. The annual audit remains pending final federal compliance documentation. Two resolutions, a 3% cost-of-living adjustment and a $10.00 per credit hour tuition increase beginning Summer 2026, were approved.

Trustee Altier moved to approve the Financial Reports as presented, Trustee 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	Mr. Wilcox	y
Ms. Chavez	y	Dr. Zacharias	y
Ms. Erickson	y		

The Financial Report via Consent Agenda was approved as **Resolution R47-25.**

Administrative Report via Consent Agenda

Ms. Emily Miskimins, Director of Human Resources, provided hiring updates which included Jessica Sullivan as Physical Therapy Adjunct, Hannah Richard as Assistant Director of Financial Aid, Tina Olson as HR Specialist and Edmund Lynch as Financial Aid Advisor. The employee departures included the resignation of Megan Marion as Director of Foundation and Development and the retirement of Tamala Whitnable as Administrative Assistant, Health & Sciences Division. Health insurance initial quotes were at 11.4% increase, negotiated down to a 5% premium increase.

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

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

The Administrative Report was approved as **Resolution R48-25.**

Academic Report via Consent Agenda

Dr. Jona Rinard, Vice President of Academic Affairs, presented several policy updates, including a revised faculty evaluation procedure aligned with Senate Bill 1 requirements outlined in R.C. 3345.451. She also introduced an additional exemption process for the American Civic Literacy requirement. Under this process, students who have completed equivalent course content through another History or Political Science course may be exempt from the American Civic Literacy requirement in accordance with R.C. 3345.382.

Dr. Rinard then delivered a presentation on the institution's assessment process, highlighting the annual assessment cycle, the data collected, and the review procedures. She also explained the rotating Four-Year Program Review, through which faculty conduct an in-depth analysis of program data over a four-year period and respond to key findings.

Additionally, Dr. Rinard noted two programs currently classified under "assessment of need": Chemical Dependency, which has been recommended for deactivation, and Criminal Justice Technology, which is undergoing redesign. She emphasized that sharing data regarding the health of each program will be part of the institution's annual reporting as it continues its ongoing cycle of improvement aligned with curriculum development.

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

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

The **Academic Report via Consent Agenda,** as presented, was approved as **Resolution R49-25.**

President's Report

The President provided an update on the development of the College's 5-Year Strategic Plan. Final revisions are underway, and a preview of the plan was presented to the Board.

Work on the strategic plan began in April with the launch of the Workforce30 initiative, which served as a primary source of input. Additional sources included institutional data and qualitative feedback gathered from external partners, faculty, staff, and students. The College's leadership teams contributed to the development of priorities and goals, which are organized into three focus areas: Growth, Partnership, and Success.

The Board reviewed selected data used to inform the plan. Enrollment projections for Washington and Morgan counties over the next ten years show that, despite statewide predictions of enrollment decline, the region is not expected to experience significant decreases. Trustee Vessels requested clarification regarding senior enrollment data to which Dr. Parker responded that she would check if the data was projected enrollment or graduation numbers and report back.

Internal data regarding adult learners ages 24 and older indicated that approximately 25% withdraw after the first term and an additional 11% withdraw after the second term. The College has also experienced a steady decline in enrollment among this student group since Fall 2020.

These and other data elements guided the prioritization of goals and initiatives within the plan. The President presented a preview of the priority-level goals that will guide institutional efforts over the next five years. Planned areas of focus include increasing high-school-to-WSCO matriculation, removing barriers for traditional and non-traditional students, developing bachelor's degree options, and expanding non-credit training. In the area of partnerships, the College will work with regional partners to align student interests with aptitudes, expand internship opportunities, and increase financial support that promotes student completion. In the area of success, the College will emphasize continuous improvement, advance future-ready teaching and learning, and strengthen campus culture and community engagement.

A more detailed presentation of the goals and related initiatives will be provided at the next Board meeting.

The President reported that a College team attended Session 2 of the Rural Guided Pathways Institute in Louisville, Kentucky, in late October. The team analyzed program and workforce data and explored high-impact practices to improve student success. Through this work, the College has identified several focus areas for project development: redesign of College Credit Plus advising, initiatives to increase high-school matriculation, non-credit program redesign, and the integration of artificial intelligence and instructional design.

The President noted recent campus activities designed to strengthen community engagement, including the annual Trick-or-Treat event with the Evergreen Center and the Pumpkin Chuckin' event, both of which were open to the public and well attended.

New/Old Business
The Board of Trustees self-evaluation was presented by Dr. Parker. The Board agreed or mostly agreed with all evaluation questions. Mr. Wilcox mentioned the Board to consider the focus on policy verses administrative matters, and thanked the Board for the opportunity to serve as the Board Chair.

Board of Trustees Self-Evaluation, Chair
Trustee Tyler Wilcox nominated Jodey Altier as Chair for the 2026-2027 year.

Trustee Wilcox 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	Mr. Wilcox	y
Ms. Chavez	y	Dr. Zacharias	y
Ms. Erickson	y		

The **Board of Trustees Self-Evaluation & Chair Evaluation** as presented, was approved as **Resolution R50-25.**

Board of Trustees Vice Chair
Trustee Wilcox nominated Dr. Joseph Zacharias as Vice Chair for the 2026-2027 year.

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

Ms. Altier	y	Mr. Vandenberg	y

Mr. Anderson	y	Ms. Vessels	y
Mr. Barengo	y	Mr. Wilcox	y
Ms. Chavez	y	Dr. Zacharias	y
Ms. Erickson	y		

The **Board of Trustees Vice Chair** as presented, was approved as **Resolution R51-25.**

Board of Trustees Calendar
Dr. Parker presented the Calendar for the 2026-2027 school year, and suggested the Board review it to consider changes with a vote in December.

Adjournment
Trustee Wilcox made a motion to adjourn at 5:01 p.m. Trustee Chavez seconded the motion, and the motion passed with a roll call vote.

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

The Adjournment of the November 17, 2025 meeting of the WSCO Board of Trustees was approved as **Resolution R52-25.**

The next meeting is scheduled for December 15, 2025.

Mr. Tyler Wilcox Date Dr. Sarah Parker Date

Mr. Anderson	y	Ms. Vessels	y
Mr. Barengo	y	Mr. Wilcox	y
Ms. Chavez	y	Dr. Zacharias	y
Ms. Erickson	y		

The **Board of Trustees Vice Chair** as presented, was approved as **Resolution R51-25.**

Board of Trustees Calendar
Dr. Parker presented the Calendar for the 2026-2027 school year, and suggested the Board review it to consider changes with a vote in December.

Adjournment
Trustee Wilcox made a motion to adjourn at 5:01 p.m. Trustee Chavez seconded the motion, and the motion passed with a roll call vote.

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

The Adjournment of the November 17, 2025 meeting of the WSCO Board of Trustees was approved as **Resolution R52-25.**

The next meeting is scheduled for December 15, 2025.

Mr. Tyler Wilcox 12/15/25 Date

Dr. Sarah Parker 12/15/25 Date