

**RIO GRANDE COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

OCTOBER 23, 2023

BOB EVANS FARMS HALL, ROOM 216

5:00 P.M.

I. CALL TO ORDER - Mr. Davenport, Chair, called the meeting to order at 5:03pm.

II. ROLL CALL

Mr. Mick Davenport, Chair - present

Mr. Paul Reed, Vice Chair - absent

Mr. Troy Howdyshell - absent

Ms. Mary Lynne Jones - present

Ms. Sarah Munn - present

Ms. Taylor Rose - present

Mr. Christian Scott - present

Mr. Jeff Simmons - present

Mr. Joshua Smith - present

Mr. Ryan Smith, President of the University of Rio Grande and Rio Grande Community College was present.

Staff present included: Ms. Rebecca Long, Chief Operating Officer; Dr. David Lawrence, Provost; Ms. Annette Ward, Chief of Staff; Ms. Cherokee Ruby, RGCC Chief Financial Officer; Mr. Tom Sutton, Associate Vice President of Administration; Ms. Amanda Ehman, Director of Community College Programming & Student Success Center; Mr. Michael McCorkle, Director of Marketing; Mr. Jeremy Heffernan, RGCC Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist.

Other Attendees present: Mr. Rory Callahan, Principal Assistant Attorney General Education Section; Dr. Kilian Garvey, Faculty Assembly President.

III. APPROVAL OF AUGUST 28TH MEETING MINUTES (PP. 4-14)

Trustee Smith made a motion to approve the August 28th meeting minutes. Ms. Jones seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Mr. Davenport shared that with the permission of the Board he would like to move one

item up, the other trustees agreed. President Smith wanted to give Mr. Mike McCorkle, the new Marketing Director, a chance to introduce himself to the Board.

Mr. McCorkle shared how it was great to be at Rio and his previous employer was Adena Hospital. He shared how this was his sixth day at Rio and he has been looking at the current opportunities to improve. He went on to share how he has been reviewing the website. He explained how he would like to get a crisis communication plan in place that would include policies and procedures. He would also like to create a media presentation to tell the story of Rio Grande.

Mr. Davenport welcomed him to Rio. President Smith added how we are happy to have him with us.

IV. ANNUAL OHIO ETHICS LAW PRESENTATION – MR. RORY CALLAHAN

Mr. Rory Callahan conducted an Ethics Law Training by means of a PowerPoint presentation.

V. CHAIRMAN UPDATE

Mr. Davenport shared how he had the opportunity to go to the Meigs Center to meet with President Smith. He plans to visit the Jackson and McArthur Centers in the near future. He explained how he felt it was important to meet with the Directors and talk to them. He will report back to the Board after he visits them.

No other questions or comments were presented.

VI. RGCC FINANCIAL UPDATE (PP. 15-24)

Ms. Ruby explained how she attempted to include all of the highlighted variances in her narrative that she included in the agenda packet. She asked if anyone would like more clarity.

Ms. Rose asked if Ms. Ruby felt anxious about the financials. Ms. Ruby explained how she didn't feel anxious, because the changes in financials in comparison to last year are due to timing issues with grant reimbursements that Rio has to pay up front. The delay in payments for the new ERP due to extended implementation time has also contributed in those variances. She went on to say we knew the next few years would have extra expenses with all of the new projects and timelines for those funding sources.

Ms. Ruby expressed how she was fairly confident that they would be able to come to an agreement with Anthology by the end of fiscal year 23. We are in negotiations of payments and the timeline in which payments will be processed.

Mr. Davenport asked Ms. Ruby to speak about the Power Grant. Ms. Ruby shared how in regards to cash flows, Rio has to pay up front then the Power Grant reimburses us.

She also explained how there are three personnel that are paid through the grant entirely and the grant pay schedule is a percentage of 54% of everything we have expended. Eventually we will have all of our portion back for those individuals. The progress is not showing in our assets yet, so that will fluctuate and we expect a payment in this second quarter for funds expended through October.

Ms. Rose made a motion to approve the following resolution. Ms. Munn seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Resolution 10.23.23(1)

WHEREAS, the revenue, expenditure, and fund balances for the three-month period ending September 30, 2023 have been presented, and

WHEREAS, the said statements appear to be a reasonable reflection of the current financial operations and position of Rio Grande Community College,

THEREFORE, BE IT RESOLVED that the statements for the period ended September 30, 2023, be approved as presented.

VII. 1ST AMENDED APPROPRIATION RESOLUTION (PP. 26-32)

Ms. Ruby shared how this resolution pertains to the budget and we knew we would need to have an amendment so we waited for enrollment census to be met. She shared how we are waiting to see what the county will do with the tax levies prior to increasing the expected revenues for those. We originally budgeted 4% more, but we will reduce that until we are sure that the revenues will be collected as they have been historically. She pointed out that the General Fund expenditure will be increasing for the new position of Pike County Director. She further explained how with the changes there is roughly a \$215,000 difference from what was approved back in April.

Mr. Simmons made a motion to approve the following resolution. Ms. Jones seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Resolution 10.23.23(2)

BE IT RESOLVED by the *Board of Trustees of Rio Grande Community College, Gallia County Ohio* that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending **June 30, 2024**, the following sums be and the same are hereby set aside and **appropriated** for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

General Fund: \$15,622,457

One Mill Tax Levy Fund: \$1,342,591

Capital Projects Fund: \$669,000

Meigs Parking & Safety Fund: \$30,000

Grants Fund: \$1,989,995

Total: \$19,654,043

VIII. ENROLLMENT REPORT (PP. 33-34)

Ms. Ruby went over the enrollment report in the agenda packet. She pointed out how we had an increase from year to year. The final numbers with CCP changes were 1% over what they were last year and 3% over what we budgeted Fall to be. The budget for the RGCC dorm head count was 167 and we have 177. She shared how there are an additional 10 students that are not showing up in the report properly due to a Student Space issue, but they are accounted for in the financials statements. Ms. Ruby shared how they are looking forward to the Spring, because retention has increased every year since 2018. Our enrollment has increased with out of district students living on campus which is why there was only a \$30,000 deficit even though the CCP population has grown so significantly.

IX. EFFICIENCY REPORT (PP. 55-73)

Ms. Ruby described how every year the State gives us the templates of what they want us to provide to them. She explained how she receives information from various departments to help write the report and meet the narrative. This report is based on what we did in the prior academic year and it has to be turned into the Chancellor's Office at the end of the week if approved by the board.

Mr. Simmons inquired if there are follow up questions from the State. Ms. Ruby shared that what she has found is they don't typically ask questions unless the auditors bring up something. One time they asked her to provide a textbook policy, but it was already included. They were looking for a separate document and she had included it within the report document.

Mr. Davenport expressed to Ms. Ruby that he felt her report was very well done.

Ms. Jones made a motion to approve the following resolution. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

X. CONSTRUCTION UPDATES – MS. REBECCA LONG (PP. 35-37)

Ms. Long shared from the report she included in the agenda.

Ms. Long thanked those who joined the campus tour and shared how it allowed them the opportunity to share the new things they have done around campus. She expressed how they felt it was a very efficient evening.

Trustee Smith thanked everyone involved with the tour. He expressed how awesome it was and that he was excited to see what is to come.

Ms. Long shared how Rio has a great team and that the Maintenance crew has put in a tremendous amount of work

XI. ERP UPDATE – DR. DAVID LAWRENCE (PP. 38-40)

Dr. Lawrence shared how the ERP is coming along and that he had just come from a meeting with two Anthology employees. They are on campus the next few days to work through issues in person. He explained that they gave a glowing report this afternoon, sharing how the team has worked hard and made a lot of progress. The goal is February 5th for a go live and Ms. Sandy Jackson from Anthology indicated that they are going to do everything on their side to make sure we do go live in February. Dr. Lawrence explained how there are lots of meetings and work happening all of the time to work on the ERP.

Mr. Davenport thanked Dr. Lawrence for his report.

XII. REAFFIRMATION OF RIO'S MISSION STATEMENT

Ms. Long share how both URG and RGCC Boards of Trustees approve the mission statement every year. The creditors like us to report it to them every year from both sides.

Mr. Scott made a motion to approve the following resolution. Trustee Smith seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Resolution 10.23.23 (3)

WHEREAS, the Board of Trustees adopted unanimously on October 17, 2014 the following mission statement for the University of Rio Grande and Rio Grande Community College:

The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship.

WHEREAS, a reaffirmation of the mission will occur annually, and

WHEREAS, through reaffirmation, the Board of Trustees, administration, faculty and staff, support the use of the mission statement as the guide for decision making,

NOW, THEREFORE, BE IT RESOLVED, that the Rio Grande Community College Board of Trustees does reaffirm the mission statement of the University of Rio Grande and Rio Grande Community College.

XIII. TRANSCRIPT POLICY DISCUSSION RELATED TO HB 33

Ms. Ruby explained how House Bill 33 requires to Board to decide on whether we want to withhold transcripts or not when a balance is owed to Rio. If we choose to continue to withhold transcripts we would be the only community college with that policy in the State. She went on to explain how there is a lot of research on how withholding the transcript is not beneficial for public institutions. Most of the time the collection amount is about the same, because we have the collections processed through the Attorney General. The Attorney General has the ability to withhold income tax refunds from those who owe a balance. We have a policy that allows us to release to an employer so they can hopefully get a job and pay their balance. We do however currently withhold releasing a transcript to another school if a balance is owed. This new policy would allow the transcript to be released to other schools.

Ms. Jones made a motion to approve the following resolution. Mr. Simmons seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Resolution 10.23.23(4)

Transcript Withholding

***WHEREAS**, Section 3345.027 of House Bill 33 passed by the Ohio House and Senate and signed into law by the governor of the State of Ohio requires the board of trustees of each state institution of higher education to formally consider and adopt a resolution addressing transcript withholding; and*

***WHEREAS**, Rio Grande Community College does not withhold a student's official transcripts from a potential employer because the student owes money to the institution provided the student authorized the transcripts to be sent to the employer and the employer affirms to the institution that the transcripts are a prerequisite of employment;*

***WHEREAS**, the Board has formally considered the extent to which ending the practice of transcript withholding will promote the State of Ohio's post-secondary education attainment and workforce goals; and*

***WHEREAS**, Rio Grande Community College will not withhold a student's official transcripts from a post-secondary educational institution because the student owes money to the College provided the student authorized the transcripts to be sent to the institution effective December 1, 2023;*

***NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees of Rio Grande Community College (the "Board" as referred herein) via this resolution affirms the policy of the college is consistent with Section 3345.027(B) of House Bill 33 and directs the college administration to provide a copy of this resolution to the chancellor of higher education*

as required by law.

XIV. STAFF REPORTS

- **PRESIDENT’S REPORT - MR. RYAN SMITH (PP. 41-43)**

President Smith pointed to his written report on page 42 and shared how he wanted to draw their attention to a few items. He shared about how a donation was received that would be used to spruce up Bob Evans Farms Hall and would also create an endowment for the School of Business for \$300,000.

He shared how Rio didn’t get the Proctorville location, but we are picking up on some CCP from that area. He shared how with all the current projects already in progress it’s ok that we didn’t get the Proctorville location.

There will be a new Residency Scholarship offered to students in need of financial help. He explained how he had given a presentation to high school seniors. Afterwards one student came up to him and told him how she would like to go to college, but financially she was in a tough situation. She even followed up with him with a very well written email. This led to the idea of offering more scholarships to help with the poverty in our area. He is dedicating 10 beds to this effort and he wants to change lives in our local area. This will help to break generational poverty. He shared how if we get one student a degree the next generation will go even higher. He has been in conversations with the Gallia Job and Family Services (JFS) and they believe they have some funding to help with this initiative as well. They hope to eventually expand out to the other counties’ JFS offices. He would also like to incorporate an opportunity to give to this effort at the donor dinner. He felt people will want to help support this if we share the story with them and this is fundamental to our mission as a college. The trustees reflected on how this was a wonderful idea.

- **CHIEF OPERATING OFFICER’S REPORT - MS. REBECCA LONG (PP. 44-47)**

Ms. Long went over the highlights from her report section. She added that Mr. Condy Richardson has continued to be a great hire. She also added how Trinity Hall is really coming along and is a great space that they hope to boost excitement about across campus.

- **PROVOST’S REPORT – DR. DAVID LAWRENCE (PP. 48-50)**

Dr. Lawrence went over the highlights from his written report. He specifically went over some of the new faculty hires that have been going very well.

Dr. Lawrence shared how in the Spring the Student Success Leadership Institute

(SSLI) team will bring the College Completion Plan forward to the Board to vote on. He shared how it is submitted every two years. The State lays out the areas they want you to work on. He will be stepping down as the lead and wants to let others have an opportunity to lead.

XV. CREDIT CARDS HOLDERS & LIMITS (PP. 51-52)

House Bill 312 requires a list of active credit cards to be presented quarterly to the political subdivision's legislative authority.

Ms. Bynum shared from page 52 of the report to inform the Board of two Lowes store credit cards that were created in error. They will be cancelled and have not been used.

XVI. FUTURE MEETING DATES DISCUSSION

- Current Format: RGCC Board meets at 5pm on the 4th Monday of every month, except December they meet on the 2nd Monday.

It was discussed and decided the Board would continue with this same meeting schedule in 2024.

XVII. OLD BUSINESS

- **ACTION MATRIX (PP. 53-54)**

Ms. Long explained how there have been a lot of conversations about child care in regards to the Appalachian Grant. The discussion turned to how Rio owns the daycare building close to main campus, but Rio leases it to the ESC and they run the daycare. It was explained that it would be best if the college doesn't operate the daycare, because it is hard to breakeven and they carry a lot of liability. As the Appalachian Grant progresses we hope to have more along the lines of child care. It has been on the minds of the administration.

XVIII. OTHER BUSINESS

- **DECEMBER MEETING LOCATION DISCUSSION**

Ms. Long shared how we may not have a November or December meeting this year, unless something comes up in the next two months. Since we likely won't be meeting in December it was discussed that the trustees would plan to join the campus wide Christmas party like they did last year. It is a busy time of year and they agreed it would be best.

President Smith shared how tentatively the campus wide Christmas party is scheduled for Wednesday, December 13th in the cafeteria. The Board will get more information as the plan gets confirmed.

XIX. EXECUTIVE SESSION

A motion was made at 7:05pm by Ms. Jones to enter into executive session to discuss employment of public employees. The motion was seconded by Ms. Rose. President Smith, Ms. Long, Ms. Ruby, and Mr. Callahan were invited to join the trustees in executive session.

Executive Session Roll Call Vote:

Mr. Mick Davenport	Yes
Ms. Mary Lynne Jones	Yes
Ms. Sarah Munn	Yes
Ms. Taylor Rose	Yes
Mr. Christian Scott	Yes
Mr. Jeff Simmons	Yes
Mr. Joshua Smith	Yes

APPROVED

Executive Session ended at 7:22pm

Ms. Munn made a motion to accept the proposed compensation corrections as presented by President Smith and to approve the postings of the two new RGCC positions; Pike County Center Director and CCP Advisor. Ms. Jones seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

XX. ADJOURNMENT

There being no further business to discuss, Ms. Rose made a motion and Ms. Jones seconded the motion to adjourn the meeting at 7:24pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.


Mr. Mick Davenport, Chair


Ms. Cherokee Ruby, Chief Financial Officer