

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

FEBRUARY 26, 2024

BOB EVANS FARMS HALL, ROOM 216

5:00 P.M.

I. CALL TO ORDER- Mr. Davenport, Chair, called the meeting to order at 5:00pm.

II. ROLL CALL

Mr. Mick Davenport, Chair - present

Mr. Paul Reed, Vice Chair - present

Mr. Troy Howdyshell - present

Ms. Mary Lynne Jones - present

Ms. Sarah Munn - present

Ms. Taylor Rose - present

Mr. Christian Scott - present

Mr. Jeff Simmons - absent

Mr. Joshua Smith - absent

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. Cherokee Ruby, RGCC CFO; Ms. Amanda Ehman, Director of Community College Programming & Student Success Center; Mr. Tom Sutton, Associate Vice President of Administration; Ms. Kristen Mershon, Director of the Jackson Center; Mr. Michael McCorkle, Director of Marketing; Mr. Jeremy Heffernan, Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist.

Other Attendees present: Dr. Savannah Applegate, Meat Science Program Coordinator; Dr. Wayne Rossiter, Faculty Association Chair

III. APPROVAL OF OCTOBER 23RD MEETING MINUTES (PP. 3-12)

Mr. Scott made a motion to approve the October 23rd meeting minutes. Ms. Rose seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

IV. MEAT SCIENCE PROGRAM PRESENTATION – DR. SAVANNAH APPLIGATE

Dr. Applegate thanked the trustees for inviting her to the meeting. She gave a brief description of her background and how she arrived at Rio. She explained how currently Rio offers a 2-year degree in Meat Science, but there are plans to expand that to 4-year Bachelor's degrees. There is an Ag. Facility in the works and Rio has been working with Wellogy to come up with the plans. They are working on two classroom spaces that could hold 30 students. There is also a pledge of \$50,000 to match the funds for the lab. The plan is to have an arena in the Ag. building and a handling center on the back side. This will give the students hands-on training. They will complete live animal evaluations then they will go to R&C Packing to process the meat. By doing both sides the students will understand what it takes to raise an animal to harvest and then all the way to the dinner plate. This semester there are seven classes in Meat Science offered and two of those are taught by Kaci Bryant at R&C Packing.

Dr. Applegate shared how it would cost Rio \$2 - \$2.5 million to offer the processing on campus or we can partner with R&C Packing which is what we have been doing.

Ms. Munn inquired of how many students are currently enrolled in the program. Dr. Applegate answered there are 12 students, but believes we will keep growing.

Mr. Reed inquired about what types of occupations the students will be trained to go into once they have completed their degree. Dr. Applegate listed multiple careers they could use their degree for. Students could run their own butcher shop, work for a butcher shop, they could be a buyer/seller of cattle, and anything pertaining to livestock.

Mr. Davenport thanked Dr. Applegate for her presentation.

V. CHAIRMAN UPDATE

There were no updates given at this time.

VI. RGCC FINANCIAL UPDATE (PP. 13-23)

Ms. Ruby shared how we received a payment of \$1,500,000 from the University instead of the \$700,000 we expected and reported in the narrative. That has reduced our receivable from the \$4.1 million to \$2.6 million. She went on to share how the University has to pay for financial aid up front and then be reimbursed. Allowing this receivable helps cash flow and to be compliant in disbursing students their financial aid overages.

Ms. Ruby also shared how the Power Grant is moving very well. We have plans to meet in regards to equipment purchases and expenses. We just purchased about \$50,000 in equipment. She explained that we are doing a little better this year than last year at this time financially. She described how we don't expect to see the tax payments from the counties as early as we usually do. The county auditor's office is working through some issues and expect to pay us a little later and she believes they will probably start coming

through in May.

Ms. Ruby shared how we have been receiving more in collections this month which is typically due to income taxes being filed by those who owe. It's normal this time of year to see an increase in collections received.

Mr. Reed inquired about what Ms. Ruby thought would happen to the receivable. Ms. Ruby responded with how it will go up with summer enrollment, but the University has a plan for paying it down. She shared how Ms. Fraley has a plan for making more payments. There will be another draw during the second 8-weeks of the spring semester and she is not concerned. Ms. Ruby is also actively reducing the Community College monthly contract payment to the University, so that the AR\AP stays more balanced.

Mr. Reed inquired about the CCP enrollment that was mentioned in Ms. Ruby's narrative and whether it was positive or negative for Rio. Ms. Ruby shared how this was both a positive and a negative. It is good because students can get credentials before graduating high school and we do get some funding from SSI for those completions as well. The negative part is that we don't get any of the lab fees or course fees for CCP students, Rio only gets tuition amounts. If the course is not taught at Rio with our instructors we only get \$41.64 per credit hour. We also need to report the numbers to the State and it is more difficult to get the info we need to submit to the State when they are not taught at our facilities. That piece is expense heavy, but overall, we do receive some funding and it helps SSI. We could get more state funding if we had more overall enrollment growth.

Mr. Reed 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 2.26.24(1)

WHEREAS, the revenue, expenditure, and fund balances for the six-month period ending December 31, 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 December 31, 2023, be approved as presented.

VII. AUDIT REVIEW

Ms. Ruby shared how the audit went well and we have no findings. There was nothing more than the two repeat items mentioned on the management letter. One item remained due to the University's audit not being complete for review. The other item would only be cleared if the URG ratio score was fixed, and is documented on the management letter every year. She explained that this is the last year with these

auditors. She is working with the State to get new auditors that will be a contract for the next 5 years. There are 3 companies that have responded, all from local areas. She expects to hear back in March from the State about the bids. There is a point system used to select the auditors, so it isn't necessarily the cheapest bid.

Mr. Davenport expressed how it was a pretty clean audit.

Ms. Ruby explained how the next audit will most likely be a single audit which is a more extensive audit due to the Power Grant being federal funds. There will also be extra time required with the new ERP.

Mr. Reed inquired of the two points that were made in the management letter and whether the trustees should address it officially in the minutes considering it is a repeat violation.

The conversation turned to how it would be very tough to correct the reliance on the University for financial aid. When it was looked into previously, they found out what it would take for the Community College to get their own financial aid number. At that time, they found out that it would be a very laborious process and several staff would need to be hired. Then the status of our joint accreditation would possibly need to be changed as well. The current staff are already stretched thin and it would be a difficult issue to fix with our unique status. We are working hard to keep everything moving forward in the best interest of the students. The ratio score is much closer to requirements and it's possible the new auditors will not continue these notices with the continuous improvements.

Mr. Reed wanted to make sure that the issues were clearly acknowledged by the trustees and that they are aware that it would increase costs to fix it with little benefit to resolve the issues.

Mr. Davenport added that the auditor's wording in the management letter wasn't very strong and how normally it would be a much stronger wording if they felt the risk was great.

VIII. RESIDENTIAL PRICING AND POLICY CHANGES (PP. 24-25)

Ms. Long shared how it is required by the State to have the Board approve the room and board charges since there are community college students residing in the residence halls. She explained how as Trinity Hall comes on board in the Fall it has brought about the need for changes in what is offered due to the ability for students to prepare more of their own meals. There will be a full kitchen in the rooms in Trinity Hall. Ms. Long went over the charges listed on page 25 of the agenda and explained what each one meant and how this provides more options to students than they have ever had.

Ms. Long shared how they planned for a 10% increase from Hallmark, but it looks like it will be closer to 4%. It's less than expected, so that is good for us.

Mr. McCorkle is putting together a Housing Guide to show all the breakdowns and explain what each option is for students. She went on to share how we will be offering a pet friendly dorm, which is new for Rio. They wanted to offer something special since not every student can live in Trinity Hall. It has become a fun plan. There will be a lot of rules in place to make sure it goes well. It will be in the Wellness dorm and there are plans to build a mini dog park as well. We are excited about this project.

Mr. Scott inquired of whether the other dorms are at capacity. Ms. Long shared how it depends on how you define capacity. She shared how there are many students who want the upgrade to a single room and are willing to pay for it, due to that we are near capacity. Full capacity would be if every single bed was taken.

Mr. Reed made a motion to approve the presented charges listed on page 25. Mr. Howdyshell seconded the motion. Mr. Davenport called for a voice vote. Motion passed unanimously.

IX. ENROLLMENT REPORT (PP. 26-27)

Ms. Ruby explained how enrollment came in 3% above budget overall. In the details the non-CCP enrollment is a little under expectation and the CCP greatly exceeded projections. She crunched the numbers to make sure the variations cover revenue expectations. She explained how she had enough CCP overbudget to make up for the non-CCP students being under budget. As far as revenue we are close to breakeven. She described how we are down on Main Campus, but that also reduces our expenses as far as the instructional contract payments. She explained how Meigs did take a hit in enrollment compared to last year and also compared to the budget. She went on to explain another variance in revenue. This is the first year without the internet fee, but we did increase the comprehensive fee for both RGCC and URG to help make up the difference for that. Ms. Ruby indicated that although there are many changes we are on trajectory for budget projections.

Mr. Davenport thanked Ms. Ruby for the updates.

X. CONSTRUCTION UPDATES – MS. REBECCA LONG

Ms. Long went over the top updates for some of the current construction project in process.

Rhodes Hall: Ms. Long shared how the Rhodes project is in the final stages of closing out. The message from the architect was that it was ok to start releasing retainage to the contractors. There have been some HVAC issues. URG purchased a couple of new

units with HEERF dollars. The ductwork on the units and the building don't line up, nobody did anything wrong. It's the way the ductwork settled and it is off by about an inch and half. The Community College Office suite is the main area affected. Overall it has been a good experience and we have learned a lot that we will use going forward on other projects. The bookstore is moving over this week and the space is just really exciting.

Trinity Hall: Ms. Long shared how Trinity is moving along well. They have been in the process of installing dry wall and cabinets, painting, and picking out furniture. They are looking at August for a ribbon cutting.

McArthur Center: We are ready to go into construction, but we are waiting on funding. We are waiting to hear about the Appalachian Grant and hope to get the bids out quickly before the competitive market.

Ag. Project: She shared how the Ag Building is moving a little slower, because they are still working on the design plan.

Pike County: Ms. Long shared how Rio isn't handling the construction of this project, but they are following the work progress completed by WAI. They are on track with progress that has been made. She shared how they plan to go see the progress in person soon.

Meigs Power Project: Ms. Long expressed how Meigs is coming along well and it is really nice. There has been a delay waiting on the hood. They can't complete the electrical wiring until the hood is installed.

XI. ERP UPDATE – DR. DAVID LAWRENCE (PP. 28-31)

Dr. Lawrence explained how he had met with the executive steering team monthly and had a very frank conversation with them. One issue is with the Finance Module, specifically related to student billing. This issue will cause us to be on hold until we can get it resolved. He explained how when funds are coming into the institution all of the funds are going into the University's bucket and we need it to go into the right bucket. Dr. Lawrence shared that they are hopeful that the issue will be able to be resolved, but not sure how long it will take. This will very likely push the go-live date. It will be a challenge when we go live, because we will need to shut the system down for a week. They are leaning toward a week in June to create the least amount of disruption. He then went over items from his written report include in the agenda packet.

Mr. Davenport thanked Dr. Lawrence for his report.

XII. ADOPTION OF ANTISEMITISM DEFINITION - EXECUTIVE ORDER 2022-06D (PP. 32-35)

Ms. Jones made a motion to approve the adoption of the antisemitism definition. Ms. Rose seconded the motion. Mr. Davenport called for a voice vote. Motion passed unanimously.

XIII. STAFF REPORTS

- **PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 36-38)**

President Smith started out by sharing how the ribbon cutting for the Rhodes Building was scheduled for March 6th at 11am. The building turned out really good and it was a good investment. All the students will go through this building. He further explained how the intent after graduation will be to take down the Berry Center house right next to Rhodes Hall to create more visitor parking. Rhodes will be the building used during orientations, so there will be a lot of traffic and we will need the parking space. He would like to keep a few of the prominent brick pillars and add the shield and set them up to be used as a place to take pictures.

President Smith further shared that they would like to also take down the Crossroads House, also known as the Track House located near Lyne Center. It is not very functional and the older it gets the more funds it will take to fix it especially when it comes to HVAC issues.

He went over the items included in his written report.

President Smith further added how they have been able to hire a 2nd Athletic Trainer, Mr. Scott Street. This has been a difficult position to fill. They have also been able to hire an Archery Coach and a Dance Coach. These hires have a lot of potential and will help to fill the dorms with increased enrollment numbers.

- **CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG**

Ms. Long went over a few key points. She shared how we are moving forward in Pike County and they will be meeting to discuss academic programs that will be offered.

She explained how they created an Enrollment Task Force for Meigs to help boost enrollment.

She thought we should know by the end of the month about the Appalachian Grant funds.

Ms. Long expressed how we are gearing up for the Fall registrations. Registration will start on March 18th. She shared how we are preparing for a multitude of things in the registration season and summer programming at

the Centers. It will be a busy summer with Pike County and Trinity Hall.

PROVOST'S REPORT – DR. DAVID LAWRENCE (PP. 39-42)

Mr. Davenport and Mr. Reed inquired of the Nursing Program scores and if there had been any updates since the last meeting.

Dr. Lawrence shared how in the last few years we have had a lot of trouble with the Nursing student pass rates. We have made changes to the Nursing leadership and it is paying off well. In past years we have been in the 55%, but last year with the changes we are up to 84.4%. That has put Rio in the 90th percentile for the national average. Dr. Lawrence shared how the Director of Nursing has been working really hard to clean it up and is doing a terrific job.

Dr. Lawrence went on to share how the Ohio Board of Nursing wants to put us on a 2-year probation. They want to see quarterly reports, but it doesn't change anything.

Mr. Reed inquired of why they want the reports now, when we have had such an improvement in our scores. President Smith shared how the provisional status looks in the past, so it wasn't the new Director's fault. It's just their natural steps. Dr. Lawrence added that we had three years in the low percentage and that puts us into hot water, but she has turned them around.

Dr. Lawrence shared how we are bringing in a new cohort in Salem with the Master's in Nursing (MSN). We are getting a good handle on the MSN Program, but it has been a lot of work. He expressed how Dean Stephanie Wells-Mullins has done tremendous work.

Dr. Lawrence shared how Ms. Kelsey Doughman has been doing great stuff for us in the area of IR and reporting.

He continued by going over highlights from his written report.

Mr. Reed expressed the importance of praise for a job well done. He asked Dr. Lawrence to let the Nursing Director know what she has done is so wonderful and how the trustees are so proud of her accomplishment. Dr. Lawrence agreed that he would.

- **CHIEF INFORMATION OFFICER'S REPORT – MR. ALLEN HUDSON (PP. 43-44)**

Mr. Hudson was unable to attend the meeting due to a scheduling conflict. President Smith shared that we could forward any questions they have to Mr.

Hudson.

- **DIRECTOR OF MARKETING'S REPORT – MR. MICHAEL MCCORKLE (PP. 45-51)**
Mr. McCorkle went over his PowerPoint included in the agenda packet.

XIV. CREDIT CARDS HOLDERS & LIMITS (PP. 52-54)

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

Ms. Bynum shared an update that the Lowes credit cards that were opened in error have been closed. She pointed out the letter on page 54 that was sent to us from Lowes confirming the closure of the Lowes account.

Mr. Reed inquired of who carries the Community College credit card that has a \$10,000 credit limit. Ms. Ruby explained that it is stored in the safe and various employees have to sign out the card and provide the PO number before they can use it.

XV. CREDIT CARD REWARDS – 2023 ANNUAL REVIEW (PP. 55-56)

- **HB 312 requires the board to review the purchases made with the credit card reward points once a year.**
 - Items purchased in 2023 (PP. 56)
 - Point balance as of 2/22/2024 was 1,694.
 - Points for reference. A very basic small microwave is valued at 19,600 points and a computer mouse is valued at 5,700 points.

Ms. Bynum shared that the report on page 56 listed the items purchased with the credit card points in 2023 and how all three items were used as door prizes for the Family Fun Day event.

XVI. OLD BUSINESS

- **ACTION MATRIX (PP. 57-58)**

Ms. Long shared how there were no updates at this time.

XVII. OTHER BUSINESS

INSTITUTIONAL FEE INCREASE

Ms. Ruby shared how the deadline to turn in any fee adjustments to the State for review/approval is March 2nd. She shared how the Housing costs will be submitted, but she would like to also propose an increase to our Institutional Fee. Currently the fee is \$20 and she would like to propose increasing it by \$5 to \$25 per credit hour and not raise our tuition rate. She continued with how this would be about \$195 for a full-time

student annualized. If the student is full Pell and full time FTE their Pell Grant would cover that cost increase.

Mr. Davenport clarified if this fee change would take affect in Fall 2024. Ms. Ruby confirmed that it would start Fall 2024.

Ms. Rose inquired of any plans for the additional revenue. Ms. Ruby shared that we have increased costs with hiring a new CCP advisor and it would help cover costs of things we have already been doing to promote student success.

Ms. Munn made a motion to increase the Institutional Fee by \$5 from \$20 per credit hour to \$25 per credit hour. Mr. Reed seconded the motion. Mr. Davenport called for a voice vote. Motion passed unanimously.

XVIII. EXECUTIVE SESSION

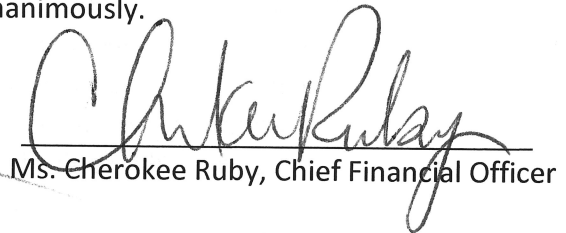
Executive Session was not initiated at this meeting.

XIX. ADJOURNMENT

There being no further business to discuss, Ms. Jones made a motion and Ms. Rose seconded the motion to adjourn the meeting at 6:30pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Mick Davenport, Chair



Ms. Cherokee Ruby, Chief Financial Officer