

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

**AUGUST 28, 2023**

**BOB EVANS FARMS HALL, ROOM 216**

**5:00 P.M.**

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

**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 - 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 and Workforce Development; Mr. Condy Richardson, Director of Career Services; Mr. Jeremy Heffernan, RGCC Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist.

**III. APPROVAL OF JUNE 26TH MEETING MINUTES (PP. 4-14)**

Mr. Simmons made a motion to approve the June 26<sup>th</sup> meeting minutes. Ms. Munn seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Mr. Scott joined the meeting at 5:01pm.

**IV. CHAIRMAN UPDATE**

Mr. Davenport shared his appreciation for the former Board Chairs present in the room.

Trustee Smith joined the meeting at 5:02pm.

Mr. Davenport expressed how if the Board could come away with anything from serving on this Board it would be to stay engaged. He expressed how he has never served on a board during such a wonderful time and how we have a lot of people who want the best for Rio. There is a lot of expertise and heart that each person brings to the Board and he conveyed the importance of staying involved, especially in the counties they live. It will help push Rio over the top.

He opened the floor for comments, questions, or discussions. No further discussion or comments were given.

**V. RGCC FINANCIAL UPDATE (PP. 15-24)**

Ms. Ruby shared how her narrative in the agenda shows where we are at financially and all the critical pieces compared to the prior year. She went on to explain how this year we will need to do a budget adjustment due to a couple of the grants we are applying for and in preparation for the addition of the Pike County Center. The goal is to hire the Pike County Director so they can acclimate to how the school operates and make connections prior to the official opening of Pike County. She went on to explain how there is less cash due to the Power Grant, we only get 54% reimbursement of the expenses until we hit \$ 1.4 million total award. That reimbursement amount will start coming in higher as we get further into the construction phase.

Trustee Smith noted how we didn't spend as much for advertising and marketing at the Meigs Center. He shared how Precision Castparts is adding a plant with around 500 new jobs and thought it might be something to keep in mind for Meigs. Ms. Long explained how we have been using the marketing dollars from the Power Grant, so less funding has come from the Meigs advertising line.

President Smith added how Ms. Renee DeLawder our Director of Marketing has moved on and the job has been posted. He explained how this might give us a chance to amp things up, because we have a lot of good things going on.

Mr. Reed inquired about the difference in the utilities expense in comparison of Meigs to the other Centers. Ms. Ruby shared how Frontier for the phone services is a large expense, but once the VOIP system is in place we should see a cost savings in that area. She also shared some of the differences between the Centers as to why Meigs would have higher costs. Mr. Reed confirmed that the higher cost for Meigs was in line with how it should look, and Ms. Ruby agreed that it was accurate.

- **FISCAL YEAR 2023 – FINANCIAL STATEMENTS AS OF JUNE 30, 2023**

**Mr. Howdyshell made a motion to approved the following resolution.  
Ms. Rose seconded the motion. Mr. Davenport called for a voice vote.**

**The motion passed unanimously.**

**Resolution 8.28.23(1)**

*WHEREAS, the revenue, expenditure, and fund balances for the twelve-month period ending June 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 June 30, 2023, be approved as presented.*

**VI. AGRICULTURE PROGRAM BUILDING A&E RESOLUTION**

Ms. Long explained how we have selected Wellogy for A&E services. This company is doing a similar project for The Ohio State University, just on a much larger scale. She distributed a copy of the technical proposal she had received from Wellogy for the Rio Ag project. She shared how great they are, but the downside is you pay for their expertise. She explained how we are still negotiating with Wellogy and how she is fairly confident the price will come down. She felt it may come down closer to \$200,000 to \$220,000, but we don't want to halt the project. By approving this resolution up to \$285,000 we will be able to submit for funding in a timely manner.

Ms. Rose inquired about how much this would put us over with the initial quote. Ms. Ruby shared how we have \$250,000 in capital appropriations, so we should be able to get it down to that.

Mr. Reed inquired of the 16,000 square feet listed in the proposal and how this dollar amount didn't seem like a reasonable amount to cover such a large space. President Smith explained how we have a gap to fill on the building, so we will pursue a capital bill or grant funding. Ms. Long added that we might also complete the building in phases, where we start on one part of the building and then build on from there, but a large part of the square footage is an arena.

Mr. Reed noted how the architect is from Dublin and was curious about the costs. Ms. Long shared how that was already built into our contract and how we do a lot of meetings virtually. She went on to explain how OFCC oversees all the construction in the State and she has been working with them to ensure everything is what it should be. She shared how the attorneys reviewing our contracts from the AG's office are sticklers on these projects to make sure we don't go over.

The discussion turned to the location of the building and how it will include a show arena, classrooms, and locker rooms. It was shared that we don't have an official sketch yet. It was also deliberated how no onsite slaughtering will be conducted, that will all

take place at R&C Packing. This is due to the refrigeration needs and regulations that would have to be met. For this same reason, there will only be holding pins and nothing permanent. The team is still working on what the goals will be because there are so many pathways this could take. It was specifically mentioned how animal judging is a strong area of interest. Once a direction is decided we will spread out from there as demand drives it. Rio has been working with the OSU Extension Office. President Smith and Ms. Long answered several questions, especially in regards to carcass shows to the best of their ability. It was shared how Dr. Savannah Applegate was hired as the program director and she has been a great point person. She has gone to several of the local fairs and has been talking to various groups about the program. They will ask her to come to one of the future board meetings to answer questions and explain a little bit more detail about the program.

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

**Resolution 8.28.23(2)**

*WHEREAS, Rio Grande Community College is in need of an Architect and Engineering firm to complete design and prepare documents for the Agriculture Program Building Design, and*

*WHEREAS, Rio Grande Community College issued an RFQ for a qualified A/E and completed the State procurement process to determine the most qualified firm, and*

*WHEREAS, a team including the RGCC COO, CFO, Dean of the College of Professional and Technical Studies, and the Director of Facility Operations interviewed the three top A/E firms and selected a firm that is the best fit for this project,*

*THEREFORE, BE IT RESOLVED that the Rio Grande Community College Board of Trustees approves the awarding of a contract for A/E services for the Agriculture Program Building Design Project to Wellogy for an amount not to exceed \$285,000 pending Attorney General Approval.*

**VII. SAFETY GRANT MOTION**

Ms. Ruby shared how this motion is for the remaining funds of the Safety Grant that we received back in 2021. She explained how we have all the cameras up, but the other portion of \$63,723 is for the key card equipment for keyless entry. We are in the process of getting the procurement requirements filled. This motion will be to use the remaining funds per the grant requirements once we have met the controlling board quotas through our procurement processes.

**Ms. Jones made a motion to expend the funds remaining in the Safety Grant capital appropriations in the amount of \$63,723 per the RGCC procurement process with**

**the oversight of the CFO, COO, and CIO. Trustee Smith seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.**

**VIII. CONSTRUCTION UPDATES – MS. REBECCA LONG (PP. 25-27)**

Ms. Long went over the construction report she included in the agenda adding that she is trying to keep it updated regularly to keep the boards and the faculty informed of the status of each project.

A discussion ensued about whether there were any confirmed tenants for the McArthur Center project. President Smith and Ms. Long have a meeting scheduled with Holzer to see about their interest and they also have been working with grant consultants. There are a lot of moving pieces to strengthen the grant and meet community needs. There is also a possibility that the Vinton County Schools might want to use some of the building, but we are waiting to see how much space they would need. The building could be between 11,000-15,000 square feet depending on how much space is needed by the partners.

It was expressed that with all the projects it would be nice to have both boards come to campus outside of a meeting date and do a campus tour of the facilities after the Rhodes renovations and the new dorm are complete.

**IX. PUBLIC RECORDS TRAINING DESIGNEE**

Ms. Ruby shared how there are public trainings offered for free online and there are also in-person trainings that can be attended. She specifically pointed out how there is an in-person training coming up soon in Middleport. She further explained how everyone needs the training annually and if they didn't think they could complete the training it was allowable for them to designate her to take the training on their behalf.

Mr. Davenport noted that the resolution should say CFO instead of Treasurer and asked for it to be updated.

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

**Resolution 8.28.23(3)**

*WHEREAS, it is a requirement of Ohio Revised Code Section 109.43(B) for trustees of a public board to obtain public records training, and*

*WHEREAS, it is beneficial to authorize a representative for Rio Grande Community College Board of Trustees to receive training for the Ohio Sunshine Laws, and*

*WHEREAS, it is acceptable to appoint a public records designee when it is deemed*

*essential,*

*THEREFORE, BE IT RESOLVED that the Rio Grande Community College Board of Trustees appoints the CFO of Rio Grande Community College to be their designee to obtain the necessary public records training.*

**X. ERP UPDATE – DR. DAVID LAWRENCE (PP. 28-30)**

Dr. Lawrence went over the highlights from his report from the agenda packet.

Mr. Reed asked Dr. Lawrence if the new Anthology system was everything he had wanted it to be. Dr. Lawrence responded with how it isn't everything, but he thinks it will drastically change how we operate. He shared how Ms. Olivia Bevan, the Registrar is very excited about the degree audit feature. With our current system she has to process every student's degree audit manually by hand. The new system will be automatically processed and everyone will be able to see where they stand.

Mr. Reed inquired about how far we are from the original go-live date. Dr. Lawrence explained that we are about 16 months behind due to the turnover at Anthology, we had a project manager who wasn't on top of things and would let things slip by. The other delay has been the mess our data is in the current system.

Trustee Smith wondered if we are gaining confidence with the Finance portion. Ms. Ruby shared how the Anthology support team is working with us daily and they are responding quickly. Trustee Smith asked if Ms. Ruby felt they are reliable. Ms. Ruby shared how the team we are working with now is better than the implementation team we had and we should be good by the time we go live with Student.

Dr. Lawrence shared how it is just a big undertaking. President Smith and Ms. Long shared how Ms. Ruby is taking the brunt of it all right now.

**XI. ENROLLMENT REPORT (PP. 31-32)**

Ms. Ruby shared how she was excited about the enrollment numbers. She shared from the enrollment report included in the agenda and explained that the numbers as of today there are 1,019 FTE. We have a large amount of CCP in-house that need to be registered and they have until Friday to do so. Ms. Ciara Spurlin, CCP Coordinator, has been working diligently to get those students registered before the deadline. Ms. Ruby went on to share how there won't be a lot of non-CCP students added at this point, so those numbers should be relatively the same. Ms. Ruby shared how with these numbers, she was confident that we would hit the budget even after non-attendance. In the report we are about .5% above, but since this report was run last week we are up to 2% above budget as of this morning.

Ms. Ruby shared how when our Center enrollment numbers are up, it helps, because we pay for the instruction costs for those separately and directly. We are able to retain more of those revenues. Ms. Ruby shared how Ms. Kristen Mershon, the Jackson Center Director, is doing very well in Jackson. Mr. Howdyshell inquired of the reason it had increased so much at Jackson. Ms. Ehman shared how we have included several short-term certifications and we have more CCP students at the Jackson Center.

The discussion turned to how the University has grown a lot due to the Tuition Affordability Plan and the team is working to keep everyone at Rio and bringing in more out of State students. Other colleges would love to have the Rio numbers right now. There were concerns over faculty and how many we have teaching overload. It was shared that there are about 1/3 that are teaching overload and how difficult it is to find qualified adjunct faculty to teach due to the requirements. It was shared how we have hired quite a few Rio graduates to staff positions and how there is a philosophy as a college to be able to train up the employees needed for the positions we need to fill with the courses and programs we offer. It would be easier if we offered Master's degrees in the areas needed and if we were able to offer OPERS as opposed to social security.

## **XII. STAFF REPORTS**

- **PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 33-35)**

President Smith went over the highlights from his agenda report.

President Smith asked for the new hires in the room to be introduced and given a chance to share a little bit with the trustees.

Ms. Ruby introduced Mr. Jeremy Heffernan, the new RGCC Staff Accountant. Mr. Heffernan shared how he had moved to Ohio in 2020 and was happy to be hired at Rio. He shared how he started here in the Registrar's Office, then transferred to the Financial Aid Office, and now the Community College Office. He shared how he has been taking classes to study accounting ever since he started in 2020. Prior to Rio he worked for a court system where he was the Elections Manager in an area with a population of 100,000 and 65,000 registered voters, where he ran 11 elections.

Ms. Long introduced Mr. Condy Richardson, the new Director of Career Services and how he came here from Hocking College. She expressed how excited we are to have him and how he is building this from the ground up. Mr. Richardson explained how he had attended Rio in the early 90's then went to work in the prison system working with inmates to fill out applications and helped them get their driver's licenses back. He also worked to find employers who would hire the inmates once they were released. From there he went to work for Aldi's where he was a General Manager. He

shared how he was working 70 hours a week and decided to leave there to go work for Hocking College.

Mr. Richardson expressed how he is working with the alumni list to make connections through the LinkedIn page and now has 212 more connections. He hopes this will be able to be used for internships and hiring. Now that the students are back on campus, he has been working to connect with them. Currently, there is a planned day for Electro Craft to set up outside of the cafeteria to talk and recruit students, because they have a big need for employees. Bellisio Foods from Jackson will also be setting up like this on campus.

Mr. Richardson went on to share how he was proud to share how he will be introducing students to Handshake a large online recruitment and hiring tool. They will be adding all of the students and he will also be connecting with students in Gateway classes. He hopes to create a way to follow up with graduates to see how they fair in their careers and keep in touch with them.

President Smith then finished going over his report from the agenda.

- **CHIEF OPERATING OFFICER’S REPORT - MS. REBECCA LONG (PP. 36-38)**  
Ms. Long went over her agenda report.
- **PROVOST’S REPORT – DR. DAVID LAWRENCE (PP. 39-41)**  
Dr. Lawrence went over his agenda report. He added how they were able to pass the new CBA and he was excited, because this was the earliest they have been able to come to an agreement in a while.
- **DIRECTOR OF COMMUNITY COLLEGE PROGRAMMING & STUDENT SUCCESS CENTER – MS. AMANDA EHMAN (PP.42-45)**  
Ms. Ehman went over her agenda report.

There was a short discussion on how Ms. Ciara Spurlin has added a section on the CCP application to mark their intended major and she also speaks with them about their majors. It was discussed how Mr. Richardson will be able to connect with them on the majors they select.

There was a clarification given on why Ms. Ehman’s CCP number was different from the CCP number on Ms. Ruby’s enrollment report. Ms. Long explained how the difference is due to how the enrollment report is based on FTE (Full Time Equivalent) and Ms. Ehman’s number is based on headcount.



**XIII. CREDIT CARDS HOLDERS & LIMITS (PP. 46-47)**

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

- There are no updates to report for this quarterly review.

**XIV. OLD BUSINESS**

- **ACTION MATRIX (PP. 48-49)**

Ms. Long shared how there are no updates on the action matrix.

**XV. EXECUTIVE SESSION**

A motion was made at 6:45pm by Ms. Jones to enter into executive session to discuss personnel compensation and land acquisition. The motion was seconded by Mr. Howdyshell. President Smith, Ms. Long, and Ms. Ruby were invited to join the trustees in executive session.

**Executive Session Roll Call Vote:**

Mr. Mick Davenport	Yes
Mr. Paul Reed	Yes
Mr. Troy Howdyshell	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 8:01pm**

Mr. Simmons made a motion to accept the proposed compensation changes as presented. Ms. Munn seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

**XVI. OTHER BUSINESS**

Ms. Ruby shared how the Agriculture course fees were approved by the State but the Technology fee was rejected. They said since all students would get the fees it would be considered instructional fees, which could only be increased by \$5 per credit hour. Ms. Ruby explained how \$5 per credit hour was not enough to make up the difference in

revenue, so we opted to increase the Comprehensive fee in unison with the University. She submitted that to the State and they came back with questions twice. It won't be on every student's bill, only those taking more than half time. It will also read differently on the bills, so she wanted the Board to be aware of the changes that have happened since the last board meeting where it was discussed and approved. The revenue generation will be less than the original proposal but closer to the amount needed to cover technology expenses.


**XVII. ADJOURNMENT**

There being no further business to discuss, Trustee Smith made a motion and Ms. Rose seconded the motion to adjourn the meeting at 8:05pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.



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Mr. Mick Davenport, Chair



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Ms. Cherokee Ruby, Chief Financial Officer