

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

JUNE 24, 2024

**DAVIS UNIVERSITY CENTER,
HERITAGE ROOM**

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. Joshua Smith, Vice Chair - present

Mr. Troy Howdyshell - absent

Ms. Mary Lynne Jones - present

Mr. Paul Reed - absent

Ms. Taylor Rose- absent

Mr. Christian Scott - present

Mr. Jeff Simmons – 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; Mr. Allen Hudson, Chief Information 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; Mr. Jeremy Heffernan, RGCC Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist; Mr. Quincy Wilson, URG Football Coach.

Other Attendees present: Ms. Casey Byrnes, Architect - Triad Architects; Ms. Morgan Mitchell, Interior Designer - Triad Architects; Mr. Brent Foley, Principal - Triad Architects.

III. INTRODUCTION OF FOOTBALL COACH – MR. QUINCY WILSON

President Smith introduced Mr. Quincy Wilson, the new head football coach. Mr. Wilson expressed how excited he was to be at Rio and to have the opportunity to build the program. He explained how this will be his 13th year of coaching; lucky number 13. Mr. Wilson shared how his true passion is coaching and he looks forward to getting into the

community and being part of the team that is bigger than just Rio. He thanked the Board for their support.

President Smith spoke positively about how Mr. Wilson worked the concession stand for a Women's basketball game. Pointing out how he is so willing to just jump right in and help the team. He asked Mr. Wilson to share about his mission and core values.

Mr. Wilson shared that the mission may change, but your core values don't. You have to know your "why" and you need to keep your focus. His core values are Trust, Focus, and Love.

President Smith expressed how excited Rio is to have him and he has already been out on the media circuit. Mr. Wilson shared his appreciation to the Board.

IV. APPROVAL OF MAY 20TH MEETING MINUTES (PP. 3-10)

Ms. Jones made a motion to approve the May 20th meeting minutes. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. Mr. Simmons abstained from the vote, since he was not present at the May meeting. All other trustees approved the motion.

V. CHAIRMAN UPDATE

Mr. Davenport opened with his new trivia question. Mr. Davenport described someone who has been associated with Rio in a couple different ways. In the early 1950's when Bevo Francis played basketball this person coached a team from the Lockbourne Airbase that played against the Rio team. Then in the early 1970's this person helped Rio to launch Rio Grande Community College. As a board member of the Board of Regents he voted in favor of starting the Rio Grande Community College. He gave a multiple-choice list. Ms. Jones gave the correct answer of, "C. George Steinbrenner."

No other discussion succeeded.

VI. TRIAD ARCHITECTS PRESENTATION - MCARTHUR CENTER

Ms. Long introduced the team from Triad Architects and explained how they have put many hours into the design of the new McArthur Center. They have been great to work with. She added how she was excited for the trustees to see the plans.

The architect, Ms. Casey Byrnes, shared how much they love this project and they have enjoyed working on it. She presented a slide show of the visual layout of the building while describing multiple features that are included. It will be a 22,000 square foot building, with a manufacturing workshop, and 125 parking spots. The floor plan includes 8 classrooms. She explained how 6 of the classrooms will have partitioned walls that are designed to open up to create one large space that can be used for events. It will be exciting for the community to rent out the space for parties and various events. It will

be a very versatile space. There will also be a science lab, a computer lab, a space for faculty to prepare for class and hold office hours and a space for students to study and collaborate on projects.

Ms. Morgan Mitchell the interior designer presented her portion of the presentation showing very beautiful pictures of the modern, contemporary style inside. She described how they are including touches of lumber in the design to reflect how the McArthur area is known for their lumber industry. They also incorporated brick to tie it back to main campus as well.

Dr. Lawrence inquired of the occupancy numbers for events. Ms. Byrnes shared some estimated amounts of how it can hold up to 800 people standing, or seat around 400.

Ms. Long shared from the layout that was displayed, how Holzer will occupy a portion of the building. They are also working with Mr. Jody Walker from Job and Family Services about leasing a space with a conference room. Ms. Long further explained that OSU has decided not to lease a space at this time, but that area of the building will be used for storage. However, it can be changed to use for a potential tenant if needed. Ms. Long also reassured the board there won't be any green chairs. They were only used as a placeholder in the design slides.

It was noted that they will be able to block off specific areas of the building when the building is rented for a community event. They will only be able to access the space designated for the event. They will not have access to the whole building.

The trustees reflected very positively on the design of the new McArthur Center. They were very pleased with what was presented.

Ms. Long shared how the plan is to release the bid documents on July 19th. They have to be listed for a month, but she is hopeful we will be on track to move dirt in the fall. The next item that will be brought to the Board for approval will hopefully be the construction contract, as long as there is a responsible bidder. She further explained how we plan to partner with OFCC (Ohio Facilities Construction Commission). They work with public entities to help oversee projects and make sure all the necessary documents are completed. They understand all the rules and regulations, so they can help make sure everything meets the required specifications. With a project this size we want to make sure we are doing everything correctly and this will give more eyes to the project.

The trustees thanked the group for the presentation.

VII. EMS 28803 PUBLIC SAFETY TELECOMMUNICATOR – STARTING FALL 2024

- **STUDENTS WILL PAY FOR THEIR BOOK AND TEST**
- **NO COURSE FEE**

Ms. Ruby shared how this is a new course that will be offered from Jackson County EMS and it has an instant access book that includes the test. Instead of a course fee, the testing fee will go directly on the student's bill. It will be a direct pass through and not a course fee, so it won't need to go to the State for approval. Ms. Ehman explained how Mr. Tim Jackson from the Jackson County EMS is the only one that can order the book, so it can't go through our Rio Bookstore.

Mr. Scott made a motion to approve EMS 28803 starting Fall 2024. Mr. Simmons seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

VIII. COURSE FEE ADJUSTMENTS

- **LISTED ON PAGE 12**

Ms. Ruby explained how the courses listed on page 12 are current courses, not new courses, but in an effort to increase testing certifications and improve completion rate of students we are looking at adding prep packages and include testing within the course.

Ms. Ruby explained how the Billing and Coding courses include exam fees and course materials that have risen in cost every year. We would like to make it a pass through and add the actual amount of the tests and materials to the student's bill. Initially there was some wiggle room with the course fees, so we didn't increase the cost. However, this year the tests and materials were more than the course fees. The problem is the deadline to send it to the State for approval doesn't coincide with the date of the rate changes that come to light.

Trustee Smith approved the list of changes on page 12. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

IX. APPROVAL OF THE RGCC COMPLETION PLAN, 2024-2026 (PP. 13-25)

- Rio Grande Community College is required to submit a Completion Plan to the Ohio Department of Higher Education every two years.

Ms. Ehman pointed to the plan included in the agenda starting on page 13. She explained how House Bill 59 requires colleges and universities to submit plans every two years. She explained how this was a team effort. It is a group consisting of employees from various areas of Rio that work together to evaluate and discuss the plan. The team includes a combination of faculty and staff. The leadership list is on page 14 of the agenda. The team discusses who our students are as they prepare. They then re-evaluated the plan that was submitted for 2022-2024 and what outcomes we have had. This year there were a couple of appendixes that were added to the requirements.

It was discussed how a lot of good has come from the plan. They have seen where Rio has made some significant improvements and how we are doing better in various areas, such as orientations and working with in-house teachers. They have been able to check multiple things off of the list which has been good.

Trustee Smith inquired about how they derived the percentages for Handshake listed on page 21. It lists 10% of Rio students will create an account and 20% will engage to explore employment opportunities. Ms. Ehman explained how we just started using Handshake, so that is why the percentages are on the low side. Mr. Condy Richardson, Director of Career Services has been presenting to multiple classes about how to use it. Trustee Smith shared how it is an easy way to access talent and he uses it a lot. Ms. Long added how we have had Handshake for 3 years. Dr. Lawrence shared how we just haven't made it useful until now with Mr. Richardson promoting it and building it from the ground up. We will shoot for a low percentage and then we should exceed the goal when we come back to it in a couple of years.

Ms. Jones made a motion to approve the 2024-2026 Completion Plan for submission to the Ohio Department of Higher Education. Trustee Smith seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

X. ENROLLMENT REPORTS

- **SUMMER SEMESTER (PP. 26-27)**

Ms. Ruby shared how she had added the original budget to show how we did hit the budget and exceeded it. She shared how she reduced it prematurely and turned in a lower amount to the county auditors, which is where the budget percentages are derived and audited. Ms. Ruby wanted them to see the original budget and how we came in at a good place.

- **FALL SEMESTER (PP. 28-29)**

Ms. Ruby explained how enrollment will increase right before the fall semester starts. She further explained how we will continue to monitor enrollment through the start of the semester. However, we are above the year-to-date number for both the community college and the university. She expressed how we are hopefully on track to hit what she estimated and she is cautiously optimistic.

Trustee Smith shared how impressive it is to see the improvement in CCP students in comparison to where we were 2 months ago. Trustee Smith further inquired about whether we are starting to include the band and football influence in the numbers. Ms. Ruby shared how she had included some programs such as archery and wrestling, but she has not included football and band yet. She knows there is interest, but we haven't accounted for it yet. She is working on a budget that includes them, but it is in a draft state for next

school year. Her goal is to eventually be able to do a 3-year budget.

President Smith added how Mr. Wilson has been here for only 3 weeks, but has already been actively making connections. He feels we will be in good shape with recruiting. He shared how we haven't counted much on football for fall, but expects between 25-30 in the Spring. President Smith further added that the Pike County Center will be fully operational next Fall, the Power Project will be done shortly, and then with the addition of the Vinton County Center 2025 will be a big year.

XI. OLD BUSINESS

- **ACTION MATRIX (PP. 30-31)**

Ms. Long shared how Holzer recently received funding for child care. Ms. Long would like to discuss it in more detail when Ms. Rose is present, since she presented the action item.

XII. CONSTRUCTION UPDATES (PP. 32-34)

Ms. Long briefly went over her updates listed in the agenda.

XIII. ERP UPDATE – DR. DAVID LAWRENCE (PP. 35-36)

Dr. Lawrence explained how we are coming close to the end of it. The go-live date has changed to tentatively July 17th. There are still issues being worked through and some processes we must nailed down before we can make the full transition. Many people are working diligently to try to make this transition happen. The next date if July 17th doesn't work out will be July 31st. Beyond that if we can't make it work we will be forced to wait until September due to the start of the fall semester. We are very close, but it's just a very complex system. Moreover, we have a complex arrangement with the public side and private side of Rio, so we just want to get it right.

XIV. STAFF REPORTS

- **PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 37-40)**

President Smith went over some highlights from his written report.

- **CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG (PP. 41-43)**

Ms. Long went over some highlights from her written report.

- **PROVOST'S REPORT – DR. DAVID LAWRENCE (PP. 44-46)**

Dr. Lawrence shared one item that was outside of his report. He explained how they have 4 very strong candidates for the Marching Band Director position and they are close to filling that position.

- **CHIEF INFORMATION OFFICER REPORT – MR. ALLEN HUDSON (PP.47-48)**

Mr. Hudson referenced his written report. He shared some highlights of how they are focused on construction projects and getting the technology right on the first try. They have been working with engineers to spec it all out.

He explained how we have a team from Electronic Specialty Company installing keyless door access on the dorms. This will be an upgrade created with funding from the Campus Safety Grant. The students will have a physical key to their dorm room, but they will use a card to access the building. Campus Police will be able to see who has access and what time the doors were opened. They will also receive notification if a door has been propped open as well as cameras to see who propped it open. Mr. Hudson express that the project is coming along nicely.

Ms. Long added how this is so good, because we are increasing the level of safety in our residence halls. We will focus on the dorms now and later on we will hopefully be able to add this to other areas of campus as funding permits.

Mr. Hudson wanted to put it on the radar that in October 2025 Windows 10 support will be cut off, so we will need to look at replacing computers in a mass amount. One positive trend is there are a lot of students who choose to use their own laptops and devices as opposed to computer labs. This will reduce the number of computers that need to be replaced, but we will also want to consider making sure there is adequate WIFI access for those using their own devices.

- **DIRECTOR OF COMMUNITY COLLEGE PROGRAMMING & STUDENT SUCCESS CENTER – MS. AMANDA EHMAN (PP. 49-50)**

Ms. Ehman went over highlights from her written report. She gave a shout out to the Center Directors for working diligently to always keep the momentum going and working together so well to help each other out. They really take ownership of their Center’s enrollment. She further added how Ms. Tracy Rice has been an excellent addition as the Pike Center Director.

XV. PIKE CENTER CREDIT CARD

The Rio Grande Community College Board of Trustees approves the addition of a business credit card for Ms. Tracy Rice to be opened promptly. Ms. Tracy Rice is the new Pike County Center Director. The Board of Trustees approves a credit limit of \$2,000.

NAME ON THE CARD: TRACY RICE

RIO GRANDE COMMUNITY COLLEGE

CREDIT LIMIT: \$2,000

Mr. Simmons made a motion to approve a business credit card for Ms. Tracy Rice. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

XVI. OTHER BUSINESS

Mr. Davenport shared how Mr. Howdyshell wanted to give a brief presentation about the Governor's Trustee Conference he attended in Columbus on behalf of Rio Grande. Mr. Howdyshell was unable to make it to today's meeting, but Mr. Davenport shared some takeaways from Mr. Howdyshell's email about the conference.

Mr. Howdyshell's reflections included appreciation for President Smith, Ms. Long and staff. He heard a lot from those he spoke with in Columbus about how Rio is doing great things and how Rio is privileged to have President Smith as our leader. There were lots of compliments about Rio given to Mr. Howdyshell while he was in Columbus. He expressed how it felt good to step out of our area of the state and have so many others recognizing all the wonderful things that are happening at Rio.

Ms. Jones wanted to give a special thanks to the staff for all the many things they do and all they have accomplished. She further encouraged them to all take some vacation time.

XVII. EXECUTIVE SESSION

Executive Session was not initiated at this meeting.

XVIII. ADJOURNMENT

There being no further business to discuss, Ms. Jones made a motion and Mr. Simmons seconded the motion to adjourn the meeting at 6:38pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Mick Davenport, Chair



Ms. Cherokee Ruby, Chief Financial Officer