

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

**September 21, 2020
BOB EVANS FARMS HALL ROOM 216
OR VIA MICROSOFT TEAMS**

**PUBLIC VIEWING ROOM
BOB EVANS FARMS HALL RM 111
5:00 PM**

I. CALL TO ORDER – Mr. Brady, Vice Chair, called the meeting to order at 5:16 P.M.

II. ROLL CALL

Mr. Paul Reed, Chair – absent

Mr. Samuel Brady, Vice Chair – present

Mr. Andrew Adelman – present

Mr. Mick Davenport – present

Mr. Troy Howdyshell – present via Microsoft Teams

Ms. Mary Lynne Jones - absent

Dr. Jill Neff – present

Ms. Taylor Rose – present via Microsoft Teams

Mr. Joshua Smith - present

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

RGCC Staff present included: Ms. Rebecca Long, Chief Operating Officer; Ms. Julia Slone; Ms. Cherokee Ruby, RGCC Treasurer; Ms. Amanda Ehman, Director of Community Partnerships & Admissions Processing; Mr. Tom Sutton, Director of the Meigs Center; Ms. Elizabeth Bynum, Fiscal Services Specialist.

URG Staff present included: Dr. Richard Sax, Provost; Mr. Russell Henchey, URG Chief Financial Officer;

Other Attendees present: Mr. Rich Bitonte, Legislative Liaison via Microsoft Teams.

I. RECOGNITION OF OUTGOING TRUSTEES

Ms. Long made clear that two trustees' terms will be expiring in October and they do not plan to renew their appointments. Ms. Long gave appreciation to Mr. Reed for purchasing food to honor their time served on the Board. She disseminated two resolutions honoring Dr. Neff and Mr. Brady for their service. President Smith and Ms. Long expressed gratitude to both of them.

Ms. Long indicated that Chair Reed and President Smith have been working on filling the vacant seats. President Smith added that they were Governor appointees and we have some great candidates for consideration.

Ms. Long asked Mr. Brady if she could call for a motion to approve both of the following resolutions. Mr. Brady agreed.

Mr. Brady thanked the group and expressed how proud he was of the work that both boards have been able to do.

Mr. Davenport made a motion to approve the following resolutions for outgoing trustees Dr. Jill Neff and Mr. Samuel Brady. Mr. Adelman seconded the motion. Ms. Long called for a voice vote. Motion was approved unanimously.

A. RESOLUTION 9.21.20(1)

WHEREAS, the Rio Grande Community College Board of Trustees members have term limits of 5 years for each appointment, and

WHEREAS, the term of Dr. Jill Neff expires on October 10, 2020 and Dr. Neff does not intend to seek reappointment,

NOW THEREFORE BE IT RESOLVED, The Rio Grande Community College Board of Trustees formally acknowledges Dr. Neff's decision, and extends its deep appreciation to Dr. Jill Neff for her time served as trustee.

B. RESOLUTION 9.21.20(2)

WHEREAS, the Rio Grande Community College Board of Trustees members have term limits of 5 years for each appointment, and

WHEREAS, the term of Mr. Samuel Brady expires on October 10, 2020 and Mr. Brady does not intend to seek reappointment,

NOW THEREFORE BE IT RESOLVED, The Rio Grande Community College Board of Trustees formally acknowledges Mr. Samuel Brady's decision, and

extends its deep appreciation to Mr. Samuel Brady for his time served as trustee.

II. APPROVAL OF THE JUNE 15TH AND SEPTEMBER 1ST MEETING MINUTES (PP.4-25)

Mr. Smith made a motion and Mr. Adelman seconded the motion to approve the June 15th and September 1st meeting minutes. Mr. Brady called for a voice vote. Motion was approved unanimously.

III. INTRODUCTION OF THE NEW TREASURER – CHEROKEE RUBY

Ms. Long expressed how happy she was to introduce the new RGCC Treasurer, Ms. Cherokee Ruby. She has worked for Rio in the past through the Business Office and the Human Resource Office. Today is her first day and we are excited to have her back at Rio.

Ms. Ruby thanked the board for the opportunity to work at Rio.

Ms. Long thanked Ms. Slone for agreeing to stay on to assist with the transition.

IV. FINANCIAL REPORT (PP.26-35)

A. FY 2020 YEAR-END FINANCIAL REPORT

Ms. Slone referred to the financial packet provided by Mr. Kent Haley. She explained RGCC had received an extra payment on SSI early in the year, so the budgeted SSI came out better than expected despite the year end reduction from the State.

Dr. Neff made a motion to approve the following resolution and Mr. Smith seconded the motion. Mr. Brady called for a voice vote. Motion was approved unanimously.

Resolution 9.21.20(3)

WHEREAS, the financial report for the year ending June 30, 2020 have been presented, and

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

THEREFORE, BE IT RESOLVED that the report for the period ending June 30, 2020 be approved as presented.

B. TREASURER'S UPDATE

1. 403B - CARES ACT 2020 AMENDMENT OPTIONS (PP.36-37)

Ms. Slone presented the board with a 403B CARES Act checklist in the agenda, which listed options for CARES Act Amendments to the plan. She explained that if they intend to expand the hardship allowances they will need to take action by choosing the best option from the list.

There was a discussion about whether it would be beneficial to take action on an additional COVID hardship allowance clause and if it was required by law to do so.

No action was taken at this meeting. Ms. Slone will verify that there is no Board action required if no amendments are being made, and will email that information to the Board.

2. UPCOMING BUDGET ADJUSTMENTS

Ms. Slone stated that an updated enrollment report from Mr. Haley indicates higher enrollment than the conservative estimate that she used in the creation of the FY21 budget in the spring. She further explained that it will produce about \$200,000 more in tuition revenue, and also a significant increase in fees. In early state budget discussions, it was estimated that there would be a 10% reduction in SSI funding, but it actually came in with a 4% reduction, which results in about \$200,000 greater revenue than budgeted, so just those two items will be \$400,000 in additional revenue. She explained to the board that there would be a revised budget at the October meeting that will include the increases in revenues and expenses.

V. PRESIDENTIAL SERVICES PAYMENT CLARIFICATION

Ms. Slone explained that in October of 2019 there was an overlap in Presidential Services Contract between Dr. Clark and President Smith, which included two different rates. Both boards approved the overlap in prior meetings, and Ms. Long had made it clear in that meeting there would be an increase in cost of up to \$35,000 from the original budget. Ms. Slone explained that later in the year both boards voted on the new Presidential Services Contract. In that new agreement, which was approved in December of 2019, it states that the new agreement will go into effect on the date of the last signature, which was in January after employees returned from break. Ms. Slone discussed this with the RGCC attorney Mr. Rory Callahan and he recommended getting a date clarification resolution. This will result in a payment to URG for the difference owed close to \$11,000 if effective

date is December. The amount will be a little over \$14,000 if effective as of President Smith's start date in October of 2019.

Mr. Davenport made a motion to approve the following resolution and Mr. Adelman seconded the motion. Mr. Brady called for a voice vote. Motion was approved unanimously.

Resolution 9.21.20(4)

WHEREAS, Rio Grande Community College entered into a contract with the University of Rio Grande for Presidential Services with an effective date of January 14, 2020, and

WHEREAS, the intent of the Board of the Rio Grande Community College is to cover the Community College's share of the cost of Presidential Services, and the services of the new President actually began on October 14, 2019,

THEREFORE, BE IT RESOLVED that the Rio Grande Community College Board of Trustees approve the payment of the increased amount in the new Presidential Services Contract to be retroactive to President Ryan Smith's start date.

VI. CAPITAL UPDATE

President Smith indicated that the capital bill has been put on hold due to COVID. There is an appropriations bill that rolls over unspent funds, and RGCC's were rolled over. There were also some redirected funds. Holzer redirected \$100,000 and Ohio State redirected \$500,000. President Smith had a discussion with the Senate President and he believes there will be an appropriations bill. The community college should have additional \$1.3 million in capital dollars if that bill goes through. President Smith felt very positive about where we are with the funds needed for the ERP Initiative.

President Smith indicated they have discussed the Rhodes Center project to make improvements and there is approximately \$980,000 in existing capital funds available.

Mr. Adelman inquired about the McArthur Center property and if there was a timeline to start serious conversations about improvements to the Vinton County site. President Smith explained that he and Ms. Long have been in conversations with Mr. Brooks, the Superintendent at Vinton County Local Schools. They discussed bringing in other partners and then request capital dollars in order to complete the project to combine funding for economy of scales. Right now, it would be difficult to build in McArthur based on the enrollment numbers at the McArthur Center

alone. If we are able to work out a partnership and get some revenue from the other partners then it would make the project more doable. President Smith expressed the need to discuss the possibilities with the other potential partners to see what could be worked out.

- VII. INSTRUCTIONAL, ADMINISTRATIVE & STUDENT SERVICES CONTRACT EXTENSION**
President Smith discussed the extension of the Instructional, Administrative, and Student Services contract last year. He further explained that the University is currently working through an audit and the auditors like to see a good relationship between the two institutions. The contract is a big document that covers a lot, and it would take about 200 more students for both sides to benefit or be significantly impacted from contract changes. RGCC already gives 96%, so there isn't much more that can be change in that regards. President Smith expressed how we need to get to a point where this contract can benefit both sides, and requested another extension to the current contract.

Mr. Smith made a motion to approve the following resolution and Ms. Rose seconded the motion. Mr. Brady called for a voice vote. Motion was approved unanimously.

Resolution 9.21.20(5)

WHEREAS, the Board of Trustees has discussed and agreed upon an extension of the Instructional, Administrative and Student Services Contract between the University of Rio Grande and Rio Grande Community College, and

WHEREAS, the Board of Trustees has discussed and agreed upon an extension of the Instructional, Administrative and Student Services Contract Addendum,

NOW, THEREFORE, BE IT RESOLVED, that the Instructional, Administrative and Student Services Contract and Addendum between the University of Rio Grande and Rio Grande Community College has been extended until December 31, 2021.

- VIII. PRESIDENT'S REPORT (PP. 38-42)**
President Smith reviewed the report he had submitted with the agenda. He explained that he includes things from both the University and the Community College in the report so that both boards are aware of everything. He then showed the board the improvements made to the Rio View book. He expressed that it is a professional looking piece, and is one example of how we are upping our game. He thought it included nice pictures of the students, and was very happy with the change.

In planning for the future, President Smith mentioned a few items he wanted to get everyone thinking about. He explained that you find out a lot about your institution when you pursue a levy to see what we need going forward. We may need to have someone do some polling and help design it. It will give us a chance to gather more information about what we look like to the community compared to what we think we look like to the community. He further explained how a good poll is about \$20,000 and that is before even moving the needle, but he will have to check into the cost. He wanted to get the board thinking about what might be involved with a future levy.

President Smith continued his presentation by discussing the ERP. He explained that the current system is very challenging to get good data out of. By updating the system, it will help us pick up on trends and the potential of predictive analysis. That will show us the students that are struggling and then we will be able help them, which will improve retention rates. He was positive about the direction of the new system.

Ms. Long added that the current system is at the end of life and expressed how it is a crucial part to the whole Rio operation.

IX. CHIEF OPERATING OFFICER'S REPORT (PP.43-47)

Ms. Long went over the 15th Day Dashboard included in the agenda on page 42. She indicated that Rio netted a 7% increase overall. Housing was up 14% compared to last year, which was very positive considering the current pandemic. There were decreases in McArthur and Jackson, so they are digging in to see who those students are. Overall there is an increase in CCP students. Approximately 10% of the FTE count is made up of CCP, which is very healthy. We have picked up about 100 students on campus overall, which is very positive news to share. Overall, RGCC is still above budget at all three centers.

Ms. Long then continued by going over the highlights from her report included in the agenda.

X. EXECUTIVE REPORTS

A. PROVOST'S REPORT (PP.48-50)

Dr. Sax went over the highlights from the Provost's Report included in the agenda. One item he shared that was not included in the report was his expectation of an Ohio Board of Nursing visit. The visit was delayed due to COVID and he expects the visit to occur this semester.

President Smith reminded the board that they had voted previously to hire a new English professor and asked Mr. Tom Sutton to describe how that was working out. Mr. Sutton expressed much appreciation for the new hire and described how she has been a good hire. He explained that she is doing very well working with the students and he thanked the board for funding the position. Dr. Sax agreed that she was a very good hire.

B. CHIEF INFORMATION OFFICERS REPORT (PP.51-52)

There were no questions for this report.

C. DIRECTOR OF COMMUNITY PARTNERSHIPS REPORT (PP.53-55)

There were no questions for this report.

D. LEGISLATIVE LIAISON'S REPORT (PP.56-60)

Mr. Rich Bitonte gave a verbal summary of the Legislative Liaison's Report that was included in the agenda.

XI. CREDIT CARD QUARTERLY REVIEW (PP.61-62)

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

Ms. Bynum explained the only change to the report was the credit card for Mr. Rick Price was closed.

XII. OLD BUSINESS

A. ACTION MATRIX (PP.63-64)

Ms. Long explained that Mr. Reed requested this report to assist us with items we need to follow up on. It will be updated after each meeting so the board can see what has been completed.

XIII. MR. PAUL REED'S AND MR. MICK DAVENPORT'S REAPPOINTMENT

Ms. Long reiterated this is a notification of Mr. Reed and Mr. Davenport's reappointments to the board.

A. Mr. Paul Reed's new term: 9/11/20 - 9/10/25

B. Mr. Mick Davenport's new term: 8/18/20 - 8/17/25

XIV. NOMINATION OF NEW VICE CHAIR

Mr. Brady expressed it has been his privilege to serve as the Vice Chair. In his departure a new Vice Chair will need to be appointed.

Mr. Brady opened the floor for nominations.

Mr. Adelman made a motion to appoint Ms. Taylor Rose as the new Vice Chair. Mr. Davenport seconded the motion. Ms. Rose accepted the nomination. Mr. Brady called for a voice vote. Motion was approved unanimously.

The Board congratulated Ms. Rose on the appointment.

XV. OACC DELEGATE

Ms. Bynum explained how Ms. Bobbi Montgomery was the former OACC delegate and Mr. Josh Smith was the alternate. It was necessary to appoint a new alternate and confirm Mr. Smith as the OACC delegate.

Mr. Davenport made a motion to appoint Mr. Smith as the OACC delegate and Mr. Howdyshell as the alternate. Dr. Neff seconded the motion. Mr. Smith and Mr. Howdyshell accepted the nominations. Mr. Brady called for a voice vote. Motion was approved unanimously.

XVI. OTHER BUSINESS

Ms. Long shared that the OACC group had them nominate two people to participate in the OACC Leadership Academy. Ms. Long explained that Ms. Amanda Ehman and Mr. Tom Sutton were nominated to participate. They have travelled and also presented virtually to the SSLI group. Ms. Long wanted to recognize them for their participation and express how they have done a great job with it and that they have brought back some great ideas.

XVII. EXECUTIVE SESSION

There was no need for an Executive Session at this meeting.

XVIII. ADJOURNMENT

There being no further business to discuss, Dr. Neff made motion and Mr. Smith seconded the motion to adjourn the meeting at 6:22 p.m. Mr. Brady called for a voice vote. The motion passed unanimously.



Mr. Paul Reed, Chair



Ms. Elizabeth Bynum,
Fiscal Services Specialist