

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

October 19, 2020

**Bob Evans Farms Hall Rm 216
Or via Microsoft TEAMS**

**Public Viewing Room
Bob Evans Farms Hall Rm 111
5:00 p.m.**

I. CALL TO ORDER – Mr. Reed, Chair, called the meeting to order at 5:06 P.M.

II. ROLL CALL

Mr. Paul Reed, Chair - present
Ms. Taylor Rose, Vice Chair - present
Mr. Andrew Adelman - present
Mr. Mick Davenport - present
Mr. Troy Howdyshell – present via Teams
Ms. Mary Lynne Jones - present
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. Cherokee Ruby, RGCC Treasurer; Ms. Amanda Ehman, Director of Community Partnerships & Admissions Processing; Mr. Tom Sutton, Director of the Meigs Center; Ms. Beth Zinn, Director of the Jackson Center via Microsoft Teams; Ms. Misty Napier, Director of the McArthur Center via Microsoft Teams; Ms. Elizabeth Bynum, Fiscal Services Specialist.

URG Staff present included: Dr. Richard Sax, Provost; Mr. Scott Hughes, Chief Information Officer; Dr. David Lawrence, Associate Provost for Institutional Effectiveness; Ms. Renee DeLawder, Marketing Director.

Other Attendees present: Mr. Cory Schierberl, Faculty Assembly President via Microsoft Teams; Mr. Rich Bitonte, Legislative Liaison via Microsoft Teams.

III. APPROVAL OF THE SEPTEMBER 21ST MEETING MINUTES (PP. 4-13)

Mr. Reed requested one amendment to the minutes in regards to Ms. Rose's appointment to Vice Chair from, "Several congratulated Ms. Rose" to "The Board congratulated Ms. Rose."

Mr. Davenport made a motion to approve the amended minutes and Ms. Jones seconded the motion. Mr. Reed called for a voice vote. Motion passed unanimously.

IV. RGCC FINANCIAL REPORT (PP. 14-19)

A. RESOLUTION TO AMEND FISCAL YEAR 2021 BUDGET APPROPRIATIONS

In consideration of better than anticipated Fall 2020 actual enrollment numbers a budget revision is necessary to reflect the increase in both revenue and expenses.

Ms. Ruby explained how RGCC is operating on a deficit budget assuming that we are able to spend all of our grant money that should be spent by July 1, 2021. There is quite a bit we need to spend in the next 6 months. She referred everyone to page 19 of the agenda and expressed how the good news with the grant money is that it will mostly be fixed assets. She indicated that she doesn't believe we will run in the negative after this year, as long as enrollment stays up and the SSI doesn't get further reduced by the State. Due to enrollment being higher than projected we are not as far in the negative as previously estimated. She continued with the highlights of her report. Overall it is looking pretty good and will look better as long as things keep going the way we want them to and the pandemic doesn't further hinder campus operations.

Mr. Smith inquired of the significant changes in Professional Services, Office, and Utilities. He pointed to the \$23,000 swing downward. Ms. Long expressed how part of the Professional Services line could be due to the extra payments to Clark Schaefer and Hackett for financial services we didn't expect to pay. Ms. Ruby indicated that there had been a difference in expense due to Covid; fewer people on campus and less travel. She further indicated that she was hoping not to rely on outside contracts in the next fiscal year. Ms. Long explained how they would look deeper into it and follow up with an email to the board.

Mr. Reed inquired of the levy. He wanted to confirm that what we receive is based on collections and that 96% of what is collected will be paid to the University. Ms. Ruby confirmed that was correct.

Mr. Reed inquired about capital purchases and Ms. Ruby explained how the capital dollars are allocated, but not entirely expended. She explained how we are not required to spend those dollars within this fiscal year. She went on to indicate that with the ERP coming up, not everything will be spent by July 1, but over a period of two years. There are also some grant dollars to replace some of the capital

dollars previously allocated to spend. Ms. Long added how we have been able to use some CARES dollars as well and that has helped to cover some expenses.

Ms. Rose made a motion to approve the following resolution. Mr. Smith seconded the motion. Mr. Reed called for a voice vote. Motion passed unanimously.

Resolution 10.19.20(1)

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, 2021**, 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: \$13,530,537
One Mill Tax Levy Fund: \$1,002,174
Capital Projects Fund: \$117,491
Meigs Parking & Safety Fund: \$30,000
Grants Fund: \$589,690

Total: \$15,269,892

APPROVED

B. SPRING 2021 \$5 TUITION INCREASE

Ms. Long explained how prior to the start of Fall semester the Board passed a resolution to increase tuition by \$5, and then tabled the increase for Fall Semester. It was decided that it would be brought back to the board in October for discussion for whether it should be implemented for Spring Semester.

Mr. Adelman made a motion to confirm the implementation of a \$5 tuition increase for Spring Semester that had been discussed and approved at the June meeting. Mr. Smith seconded the motion. Mr. Reed called for a voice vote. Motion passed unanimously.

C. THEN AND NOW PURCHASE APPROVAL

Ms. Jones made a motion to approve the following resolution. Ms. Rose seconded the motion. Mr. Reed called for a voice vote. Motion passed unanimously.

Resolution 10.19.20(2)

WHEREAS, Innovation Grant Summer Bridge Tuition and Fees were invoiced by the University of Rio Grande rather than being charged through Financial Aid, and

WHEREAS, the funds were appropriated and available upon obligation, and

WHEREAS, no purchase order was prepared in advance as it was not expected to be processed in this manner,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve a purchase order in the amount of \$35,492.32 after the obligation, as Rio Grande Community College is obligated to reimburse the University of Rio Grande for the aforementioned fees.

V. ERP UPDATE

Dr. Lawrence explained how they have met with Ellucian and Anthology each about five times. We are at the point where we have all of the information we need to make an informed decision. Dr. Lawrence indicated that he had called a meeting for this Thursday at 3:00PM to discuss which company will be the best choice. They will have a recommendation to give to the executive committee. Then they will bring the decision to the Community College Board for the approval of the final contract. He expressed how they want to make the best decision and are still negotiating.

Ms. Long indicated that it was their intent to bring the contract to the November board meeting. She further explained how this will be one of the largest contracts the board has voted on in a while and it will be a really big day for Rio. Ms. Long explained how this system is the backbone of everything we do on campus and the staff will celebrate in the beginning. Dr. Lawrence indicated that it will take 18-24 months to go through everything and get all of the data in the right format for best practices. This will ensure that we are able to pull the right data, since we have to piecemeal a lot of various systems together. There are multiple systems used across campus for various functions that have been used for several years. It will be a lot of work to bring it all together, but it will be world changing. Dr. Lawrence expressed how there will be a learning curve as we implement the new system, but there will be a lot of reporting that we will be able to access with accurate data which will be huge. He further expressed how it will be rolled out in sections and then tested before it goes live with a setup in place to fix any glitches that may come up then roll it out again. It will be an important step that will force us into best practices. It will be hard work, but will be worth it.

Dr. Lawrence indicated that there would be a training period of probably 24 months with 24-hour online support for assistance. Other schools also use this system, so we will be able to contact them and ask how they handled certain things. No other schools use Student Space, so the only option we have is to call India and they don't know what to do with us.

Ms. Long explained how the system implementation will be led by Dr. Lawrence. She expressed how he is very good with making sure everything is completed in a timely manner and will be good at handling the project. Ms. Long indicated that since it will be processed as a capital project, we will be able to package a lot of the cost on the front end and use capital dollars to cover the front side. Then the annual subscription and licensing fees the University will cover. The cost to the University will be minimal, because we can bulk the majority into the front side costs.

President Smith expressed how it will assist Rio in making important institutional decisions, because we will be able to see where we are making money. It will help us to make very data driven and more effective decisions.

VI. SCHAEFER LAND HOLDINGS LLC - VINTON COUNTY LAND PURCHASE (PP. 20-22)

Ms. Long explained how we had received a letter requesting to purchase the McArthur land.

Mr. Adelman made a motion not to accept the offer. Ms. Rose seconded the motion. Mr. Reed called for a voice vote. Motion passed unanimously.

VII. REAFFIRMATION OF RIO'S MISSION STATEMENT

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

Resolution 10.19.20(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.

VIII. RGCC BOARD MEETING DATES AND TIMES

It was discussed and determined that the board would move their meeting time from 5pm to 4pm. The next meeting will be Monday, November 16, at 4pm.

IX. PRESIDENT'S REPORT (PP. 23-24)

President Smith went over his report that was included in the agenda. Then asked if Ms. Renee DeLawder would give a brief update. Ms. DeLawder shared the view book with the group and explained how she had updated it to be more appealing to this generation by adding more pictures and including a QR Scan Code that connects to the Admissions application. She expressed how she has some great interns who have been helping to promote campus life and have been working on bringing back the Signals newspaper. Ms. DeLawder expressed how she wants to fuel their excitement. She further explained all of the various forms of marketing they have been using to advertise.

Mr. Smith inquired about the google analytics. Ms. DeLawder indicated that she has been monitoring the analytics to see which pages are good to use as targets, such as how many on Instagram have clicked on www.rio.edu. In one week, there were over 10,000 visiting the website. She indicated that it was important to her to make sure the website was cleaned up. She expressed how she would like to try to push for more virtual visits as well.

President Smith expressed how exciting it is and how important social media is to us. He further expressed how Ms. DeLawder is doing a good job.

President Smith went over the list of new sports coming to Rio in 2021 and how it will help to bring in new students. He also mentioned how from an economic standpoint it is bringing money into our area.

President Smith explained how Rio has the power to change lives for under resourced students through grants and financial aid. It will help the students if they are able to get a degree then go to work to make \$50,000-\$60,000, it's a game changer. There are rules in place that if a student owes \$200 they can't start the next semester, because they can't get financial aid for money owed in a prior semester. President Smith explained how Rio is starting a program to help them, because \$200 is a lot for these kids and we want to help the students in every way possible and that is what the "Changing Tomorrows" fund is all about. He will be working with Ms. DeLawder to work on how to fully roll it out.

X. CHIEF OPERATING OFFICER'S REPORT

Ms. Long gave an update on how Covid has been the top priority in the last few weeks. She indicated that they have dealt with a couple of outbreaks, 23 people have tested positive; 19 students and 4 employees. The outbreak was centered in athletics. There are over 80 students in quarantine. Ms. Marlene Childers dresses in full PPE to check on them and Dr. Stephanie Alexander has been following up with academic support.

Ms. Long explained how Ms. Marlene Childers the campus nurse also works at Holzer Urgent Care. Ms. Long indicated that Ms. Childers has had a very busy and full schedule this year, because on top of Covid testing she is also handling the regular items such as administering flu shots. Ms. Long explained how Holzer has been a great partner to work with Rio to quickly get test results. She further explained how it is best if testing is done on campus, because various health departments handle the investigations differently and Rio is not always informed of the results.

Ms. Long indicated that none of the cases have come from classrooms. President Smith expressed how we are seeing some mild flu like symptoms, and he has been reaching out through text messages. He is getting good responses and feels like Rio is doing the best we can.

Ms. Long indicated it has now been recommended that Rio test 3% of asymptomatic people, but she wasn't sure if they would be able to, due to the already extremely full schedule of Health Services.

Ms. Long informed the board that there will be Sunshine Laws and Ethics training conducted by our new attorney, Mr. Rory Callahan at the November board meeting.

STAFF REPORTS - Written reports were provided prior to the meeting. Verbal reports will be limited to specific inquiries by board members related to any areas of particular interest or question.

A. PROVOST'S REPORT (PP. 25-26)

Dr. Sax shared how there are two open faculty positions this year. One candidate is scheduled for an interview later in the week. He further explained how one of the Nursing faculty has resigned.

Dr. Sax explained how Covid has created a level of anxiety in students and faculty. If students are quarantined the faculty have to package the lessons. Dr. Sax expressed that Ms. Long has given them great direction on this and was proud of how they handled this.

B. CHIEF INFORMATION OFFICER'S REPORT (PP. 27-28)

No questions were asked.

C. DIRECTOR OF COMMUNITY PARTNERSHIPS REPORT (PP. 29-31)

Mr. Reed noted that Ms. Ehman gave a great report.

D. DIRECTOR OF MARKETING REPORT (PP. 32-33)

No questions were asked.

E. LEGISLATIVE LIAISON'S REPORT (PP. 34-37)

Mr. Bitonte briefly went over the report highlights included in the agenda.

XI. OLD BUSINESS

A. ACTION MATRIX (PP.38-39)

Ms. Ruby indicated that she would like to add, "Travel Policy Revision" to the action matrix. She explained how the current policy is very vague and how she would like to update it to include more details. This will hopefully get rid of some of the gray areas that cause a case by case approach. She further explained that it might be next fiscal year before she is able to make the change, but she would like to have it ready by February.

XII. OTHER BUSINESS

Mr. Reed gave opportunities to the Center Directors and the online participants to share any updates they might have.

Mr. Sutton expressed how he had recently been working with Mr. David Brodeur and VFP Fire Systems. He indicated that all was going well.

XIII. EXECUTIVE SESSION

A motion was made at 6:20PM by Ms. Jones to enter into executive session to discuss the employment of a public employee. The motion was seconded by Ms. Rose. President Smith, Ms. Long and Ms. Ruby were invited to join the trustees in executive session.

Executive Session Roll Call Vote:

Mr. Adelman	Yes
Mr. Davenport	Yes
Mr. Howdyshell	Yes
Ms. Jones	Yes
Mr. Reed	Yes
Ms. Rose	Yes
Mr. Smith	Yes

APPROVED

Executive Session ended at 6:33PM

No action was taken as a result of the executive session.

XIV. ADJOURNMENT

There being no further business to discuss, Ms. Rose made a motion and Ms. Jones seconded the motion to adjourn the meeting at 6:34PM. Mr. Reed called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Paul Reed, Chair



Ms. Cherokee Ruby, Treasurer