

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

December 9, 2020

**Bob Evans Farms Hall Rm 216
Or via Microsoft TEAMS
10:00 a.m.**

I. CALL TO ORDER – Mr. Reed, Chair, called the meeting to order at 10:02 a.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 via Teams
Mr. Christian Scott - present
Mr. Joshua Smith - present via Teams at 10:09 a.m.**

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

Staff present included: Dr. Richard Sax, Provost; Ms. Rebecca Long, Chief Operating Officer; Mr. Scott Hughes, Chief Information Officer; Dr. David Lawrence, Associate Provost for Institutional Effectiveness; Ms. Cherokee Ruby, RGCC Treasurer; 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. Renee DeLawder, Marketing Director; Ben Forche, Dean of Student Success; Ms. Elizabeth Bynum, Fiscal Services Specialist.

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

III. APPROVAL OF THE OCTOBER 19TH MEETING MINUTES (PP. 4-13)

Mr. Adelman made a motion to approve the October 19th minutes and Mr. Davenport seconded the motion. Mr. Reed called for a voice vote. The motion

passed unanimously.

IV. NEW TRUSTEE INDUCTION – MR. CHRISTIAN SCOTT

Mr. Reed introduced Mr. Christian Scott and explained how he was appointed by the Governor to serve on the Board of Trustees. Mr. Reed proceeded with the induction ceremony and welcomed Mr. Scott to the Board.

Mr. Scott expressed how he had learned a lot of valuable lessons during his time at Rio as a student. He desires to learn and to help in this community. He looks forward to working with the Board.

Mr. Josh Smith joined the meeting via Microsoft Teams at 10:09am.

V. INTRODUCTION OF NEW DEAN OF STUDENT SUCCESS – BEN FORCHE

Ms. Long introduced Mr. Ben Forche as the new Dean of Student Success. She explained how he has been at Rio a little over a month and how happy she is to have him here.

Mr. Forche greeted the Board. He thanked everyone for the warm welcome he has received and went on to explain how his background is in advising, retention, and recruitment. Mr. Forche indicated that there are a lot of opportunities out there and the importance of having good relationships with students to assist them in finding those opportunities as soon as possible.

Mr. Reed expressed how Mr. Forche gave a very positive presentation and let him know it was great to have him at Rio. Ms. Long added that there has been a lot of positive feedback in hiring Mr. Forche.

VI. CIC ONLINE CONSORTIUM (AKA “ACADEUM) (PP. 14-15)

- **COURSE FEE DISCUSSION –\$775 FEE**

Dr. Sax explained how there are 205 colleges that are a part of the CIC online Consortium, also known as Acadeum, in which students can register for a course while being enrolled at one of the other participating colleges. He went on to explain a few scenarios where a student may need to register for some of these courses throughout their college career here at Rio. There is a possibility that Rio will also be eligible to accept students from other colleges in the future and utilize both opportunities in this agreement. Dr. Sax explained how we don't want to lose student enrollment and we have to protect ourselves while helping our students stay successfully on track. He further indicated that this will have a narrow approval that would include the Dean's and the Provost's signatures before a student could register for a CIC course. They will review to make sure the student takes what is offered and available at Rio first, before this can be considered. The option will be used

sparingly, but as a student success tool. Most courses cost between \$600 - \$800 per course, which is above the Community College's cost per credit hour. They can't offer a course that costs over \$800. If Rio charges the student \$775, the highest potential gain would be \$175 per course and the biggest potential loss would be \$25 per course, but ultimately retain the student. He would like for the fee to be effective as of January 1, 2021.

Mr. Reed inquired about how this type of course will appear on the student's transcript. Dr. Sax indicated that it will show up just like a transfer credit.

Mr. Reed inquired about students who might prefer to take a network course, because it fits their schedule better. Dr. Sax indicated that the students would not have access to the network of courses offered. The students will also be required to work with the Dean and Provost to get approval to avoid that type of use.

Ms. Rose inquired about whether students would be able to use their financial aid or if they would receive a separate bill. Dr. Sax explained that as long as the student included it in their initial registration and not after their aid had been packaged, then it would be included in their financial aid.

President Smith expressed that it will be used as a gap filler and shouldn't affect a lot. He saw it as something that would be used more on the University side, and didn't believe it would have much of an impact on RGCC students. However, it would open up an option for them if they needed it.

Dr. Sax indicated that it could be used to benefit student athletes if they arrive on campus in September from out of the country. It will open up more options for them.

Ms. Rose made a motion to approve the implementation of the \$775 Acadeum Fee starting January 1, 2021 and Mr. Smith seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.

VII. RGCC COMPLETION PLAN (PP. 16-25)

Rio Grande Community College is required to submit a Completion Plan to the Ohio Department of Higher Education every two years. The Completion Plan was sent to the Board prior to the meeting for review.

Dr. Sax explained how typically the Completion Plan is due to the State by June 30th. This year due to COVID the State delayed the due date to December. He further explained how they compare it to last year's plan to see what has been completed. Dr. Sax expressed how Ms. Long and her team have gone through their portions thoroughly. He indicated that each campus area knows their sections of the

document very well.

Mr. Reed inquired of whether the Board should receive more information about the Completion Plan throughout the year. Ms. Long explained how it could be beneficial to share some of the bigger items, but there are lot of finite details that would not be important for the Board to filter through. President Smith echoed that it could be good for everyone if over time the baseline knowledge was shared with the Board.

Mr. Davenport made the following motion:

The Rio Grande Community College Board of Trustees hereby approves the 2020-2022 Completion Plan for submission to the Ohio Department of Higher Education.

Mr. Adelman seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.

VIII. RGCC FINANCIAL REPORT (PP. 26-32)

Ms. Ruby pointed to the first quarter statements included in the packet. She explained how the General Operating budget is doing a little better, but it may have to do with some of the payables. She further indicated that when the audit is complete they will make the final payment to the University of Rio Grande. The Community College's auditors will be on campus next week and she hoped to have the financial statements ready to upload, then the final payment will be made to the University.

Mr. Reed inquired of the receivable from the University and what the expectations are. President Smith expressed how they have had multiple meetings to discuss the budget and currently the University doesn't have a CFO. President Smith credited Ms. Ruby with doing a great job. He expressed that it has been great having her in the room during meetings and how she has hit the ground running. President Smith indicated that the University is working on the line of credit up to \$3 million and it is in the flow of coming back over to the Community College side. Ms. Ruby indicated that the receivable is only \$80,000 more compared to this time last year. There are some changes that might be beneficial for both sides this year. President Smith indicated that Ms. Hong Yang has a plan to pay this down and he feels better with where they are now compared to two months ago.

Mr. Reed expressed that he was pleased with the financial statements that were presented showing the year to year comparisons and complimented Ms. Ruby on creating them. Mr. Smith also indicated that he was happy with the financial statements as well.

Mr. Smith inquired about the change in the Other Income line. Ms. Ruby explained

how there were some lease payments that were moved and now show under Other Income.

Ms. Rose inquired of the decrease in interest rates. Ms. Ruby explained how some of the CDs have matured and were moved to get a better interest rate to try to recoup some income.

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

Resolution 12.9.20 (1)

WHEREAS, the revenue, expenditure, and fund balances for the three-month period ending September 30, 2020 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 September 30, 2020, be approved as presented.

IX. GRANT EXPENDITURES

The Treasurer presented invoices for grant expenditures over \$50,000 for approval to purchase upon the final approval for reimbursement, whereas the most cost-efficient quotes were selected:

1. OVRDC Grant invoices of equipment for a lab upgrade not to exceed \$64,000 with shipping (PP. 33-44)
 - State Electric \$46,378 and \$8,307.83
 - Connections \$6,578.16
 - Automation Direct \$2,197

2. RUS Grant Invoice for technology of distance learning improvements not to exceed \$187,104. (PP. 45-49)
 - CDW-G \$126,659.49

Ms. Ruby explained how both of these grants are reimbursement grants. Since they are above the \$50,000 purchasing limit, she is presenting them to the board for approval. Ms. Ruby further explained that the RUS Grant has a 30% match. She indicated that the amount shown on the agenda is what Rio would be reimbursed for. Ms. Ruby indicated that the second one listed for the RUS Grant has not received final approval, and would not be ordered until the approval was

received.

Ms. Ruby explained that the purchase listed for the OVRDC Grant has received final approval and would only need the Board's approval to move forward. Ms. Long explained how the OVRDC grant is partnership created with the support of Mr. Martin Wallace, who has been great for this project. He has worked with Rio on previous purchases through this same grant.

Mr. Reed inquired of the University's name listed on some of the quotes. Ms. Ruby explained how the staff member's account is under the University's name and is aware that they need to be updated to reflect the Community College's name on the invoices.

Mr. Reed asked if they were satisfied with the terms and conditions listed on some of the quotes. It was discussed that they were acceptable.

Mr. Smith made a motion to approve the orders and Mr. Davenport seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.

X. EFFICIENCY REPORT APPROVAL (PP.50-55)

Ms. Ruby explained how the Efficiency Report is an annual report created as part of the Senate Bill 6 requirements. It was due prior, but she was unaware that it needed to be completed. Ms. Ruby submitted the report prior to Thanksgiving, so they have the report, but they are waiting on the approval from the Board. She worked with multiple staff members to get the requested information. This year's report is based mostly on COVID information.

Ms. Long added how this is a report completed annually with the exception of last year. The items in the report are covered by the University's side of the operations. She indicated that they have informed the State of that and they said Rio still needs to turn it in to the State with the understanding that those items are processed on the University side.

Mr. Adelman made a motion to accept the Efficiency Report as present and Ms. Rose seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.

XI. RGCC BOARD MEETING DATES AND TIME

A. MEETING TIME DISCUSSION

It was discussed and decided that it would be best to move the meeting time back to 5pm to accommodate schedules.

B. 2021 MEETING DATES DISCUSSION

It was determined that it would be best to follow the same pattern as last year. There will be monthly meetings on the schedule and then cancelled when necessary. The meetings will be held on the third Monday of every month, with the exception of January and February due to Monday holidays. In those two months the meetings will be held on the second Monday of the month.

- 1/11/21
- 2/8/21
- 3/15/21
- 4/19/21
- 5/17/21
- 6/21/21
- 7/19/21
- 8/16/21
- 9/20/21
- 10/18/21
- 11/15/21
- 12/20/21

XII. PRESIDENT'S REPORT

President Smith explained how he would like to keep the Board informed of current activities and actions, so they hear information from him before the community starts talking about it. He expressed how due to COVID the Christmas party has been cancelled, but he will try to do a post COVID party.

President Smith explained how the CARES dollars will be used to reimburse the Community College \$50,000 to cover the expense of Ms. Long's response and work on the COVID related items. He further indicated that he has received many compliments on what a great job she has done.

President Smith explained how Mr. Rich Bitonte has been Rio's legislative liaison, but due to budget reductions they have decided to cancel the contract for Mr. Bitonte's services. President Smith expressed how we can always make a new contract with him in the future if the opportunity arises, but for right now we are looking for ways to cut the budget.

He continued his report by explaining how the Governor's office told him at the beginning of the year they plan to fill the other vacancy on the Board. He wasn't sure why they waited to fill the other vacancy.

Enrollments across the state and the country are down, however Rio's enrollment remains strong. He went on to report on the various sports that have been added. Rio has men's volleyball, and there are plans to add men and women's rugby for the fall. Rugby is a growing sport that will attract international students and will expose local students to other cultures. His hope is to also grow Archery and Mountain

Biking into sports. He also pointed out that Rio has a fishing club. President Smith went on to explain how we want to bring students to Rio and then anchor them here with various sports teams. There are a lot of good things on the horizon.

XIII. CHIEF OPERATING OFFICER'S REPORT

Ms. Long informed the Board that with the use of CARES funding they will be able to purchase 48 laptops for the Centers. She expressed how it has been nice to have agreements to share the CARES funds, it's a win, win for everyone. She explained how classes went remote after week 12. They were hoping to make it through the end of fall semester, but it was the right decision to go remote. There is a lot of COVID spread in the community right now and it was done in an effort to ease a lot of the burden. Ms. Long explained how there were 64 students and 10 employees that tested positive, which are really good numbers considering the size of the institution. She indicated that for the most part Rio students have done pretty well with what we have asked of them to prevent the spread. She went on to say they have tested over 300 people and it has been very beneficial to be able to do testing on campus.

Ms. Long explained that the decision was made to push the start date of Spring Semester back from January 11th to January 19th. This will allow some additional time in consideration of the activities the students plan to participate in, as well as give us time to prepare for their return. Spring Break will be skipped to make up for the time and this will keep the semester the same length. This will also allow Commencement to remain on the same day as well.

Ms. Long indicated that the Community College is up 16% compared to this same time last year and the University is only down 1% compared to last year. Overall institutional enrollment remains up compared to last year. She expressed how Mr. Forche is here now and will be able to put in the effort we didn't have last year. She further expressed how we are very positive in looking toward Spring Semester.

Mr. Reed expressed how individuals in the community have acknowledged the great job Rio has done managing COVID in comparison to other schools, even larger schools.

XIV. OLD BUSINESS

A. ACTION MATRIX (PP. 56-57)

MOU FOR LEASES

Ms. Long indicated that with the rise in COVID they haven't been able to give the attention needed to the leases. She explained how the attorneys are working on the leases and this MOU allows us to continue as is with our building operations. She requested the Board to extend the MOU for the

leases by 12 months to December 2021 to allow more time for review. She expressed how once COVID slows this will become more of a priority.

Mr. Adelman made a motion to extend the MOU for the lease agreements by 12 months to December 31, 2021. Ms. Jones seconded the motion. Mr. Reed called for a voice vote. Motion passed unanimously.

XV. CREDIT CARD QUARTERLY REVIEW (PP.58-59)

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

The list of credit cards was reviewed by the board members.

XVI. OTHER BUSINESS

A. NEW ERP SYSTEM – ANTHOLOGY CONTRACT

Ms. Long explain to the Board how they have been discussing the contract for the new ERP system for some time now and how implementation of the new system was built into the timeline for January. She further explained how this has been very laborious. Anthology is the vendor that was selected. She explained how the team has put in countless hours of time to go through the contract and they have two attorneys working with them. One is Mr. Rory Callahan, Rio's AG attorney and the other is Ms. Kathy Adams, with the AG's office, who specializes in contracts. Ms. Adams is the lead negotiator and she is very aware of what can happen with certain pieces of the contract if they are not done properly. She has been a blessing.

Ms. Long pointed the Board to the comments listed on the draft contract that she emailed to the Board prior to the meeting. There will be another document for the statement of work and Dr. Lawrence will use that to make sure every word of the contract has been scrutinized. Ms. Long explained how they have a plan to meet with the attorneys on Friday to clear up the contract. She let the Board know they will not approve anything that our attorneys don't agree with. If the attorneys are not happy on Friday we will not go forward to the Controlling Board. Cherokee will be the last one to sign, she can't certify the money until we have approval from the Controlling Board that the money is there.

Ms. Long disseminated the following resolution to the Board, with the notation that the contract is pending the approval of our attorneys. Ms. Long requested that she be given authority to sign the Anthology contract. It was discussed that the president will need to sign on behalf of the University and Ms. Long would be the next individual with a thorough knowledge of what should be included.

Mr. Smith asked for clarification on the amount and would like to add the amount of

the cap to the resolution. Ms. Long indicated that the max amount is \$2,187,773.86.

Ms. Long confirmed that the signed contract will be the amount released from the Controlling Board. This will be the amount for the first biennium. The annual costs beyond the biennium will come from the University.

Ms. Rose made a motion to approve the following resolution with signing authority granted to Ms. Rebecca Long and Mr. Adelman seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.

ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

Resolution 12.9.20 (2)

WHEREAS, Rio Grande Community College currently utilizes a student information system that is end-of-life and not meeting the reporting needs of the college, and

WHEREAS, RGCC, in conjunction with the University of Rio Grande, has committed to upgrade this legacy system to an Enterprise Resource Planning system that will effectively and efficiency operate a functional student information system, and

WHEREAS, RGCC has worked with the consultant group Brown and Hendrix to procure a vendor for an ERP system, and has dedicated many hours to interviews, demonstrations, and research to determine the best vendor for RIO, and

WHEREAS, the Rio team worked with two finalist vendors who submitted final bids for the ERP project, and has included all of campus in the search and evaluation process to ensure campus-wide buy-in for this project, and

WHEREAS, the ERP steering team has made a recommendation to the Executive Team, and the Executive Team has approved the recommendation to move forward with Anthology as the vendor for the ERP system,

THEREFORE, BE IT RESOLVED that the RGCC Board of Directors appoints Ms. Rebecca Long, Chief Operating Officer, to sign the included contract with Anthology, for an amount not to exceed \$2,187,773.86, that has been fully vetted and approved by the Attorney General's Office.

B. ZHF CONSULTING CONTRACT

Mr. Reed expressed gratitude to Mr. Rich Bitonte for his services and for the reports

he has presented to the Board.

Mr. Bitonte expressed appreciation for his time working with Rio and explained how it had been great to work with everyone on both boards. He further indicated that President Smith is doing a great job and he would be willing to work for Rio in the future if the opportunity presents itself. He indicated that he would be available to help in any way he can and not to hesitate to reach out to him.

XVII. EXECUTIVE SESSION

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

XVIII. ADJOURNMENT

There being no further business to discuss, Mr. Scott made a motion and Mr. Davenport seconded the motion to adjourn the meeting at 11:23AM. Mr. Reed called for a voice vote. The motion to adjourn was passed unanimously.


Mr. Paul Reed, Chair


Ms. Cherokee Ruby, Treasurer