

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

FEBRUARY 8, 2021

**BOB EVANS FARMS HALL RM 216
VIA MICROSOFT TEAMS
VIA POLYCOM CONFERENCE LINE
5:00 P.M.**

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

II. ROLL CALL

Mr. Paul Reed, Chair - present
Ms. Taylor Rose, Vice Chair – present via Teams
Mr. Andrew Adelman - present
Mr. Mick Davenport - present
Mr. Troy Howdyshell – present via Teams
Ms. Mary Lynne Jones -present via Teams
Ms. Sarah Munn - present
Mr. Christian Scott - present
Mr. Joshua Smith – present via Teams and Polycom at 5:03 pm.

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; Ms. Amanda Ehman, Director of Community Partnerships & Admissions Operations; Mr. Tom Sutton, Director of the Meigs Center; Ms. Beth Zinn, Director of the Jackson Center; Ms. Misty Napier, Director of the McArthur Center; Ben Forche, Dean of Student Success; Ms. Elizabeth Bynum, Fiscal Services Specialist.

Other Attendees present: Dr. Kilian Garvey, Faculty Assembly President; Mr. Cory Schierberl, Former Faculty Assembly President.

III. APPROVAL OF THE DECEMBER 9TH MEETING MINUTES (PP. 4-15)

Mr. Reed requested clarification on page eight, second paragraph. He would like it to be made clear who the payable is for.

Mr. Davenport made a motion to approve the December 9th meeting minutes with the additional clarification. Mr. Adelman seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.

IV. NEW TRUSTEE INDUCTION – MS. SARAH MUNN

Mr. Reed expressed that it was an honor to introduce Ms. Sarah Munn. Ms. Munn was appointed by the Governor to serve on the Board of Trustees on January 1, 2021. Mr. Reed proceeded with the induction ceremony and welcomed Ms. Munn to the Board.

Ms. Munn expressed how she appreciated the opportunity to join the Rio Grande Community College Board of Trustees.

Mr. Reed asked each trustee to introduce themselves to Ms. Munn.

Mr. Josh Smith joined the meeting via Microsoft Teams for video and by the Polycom conference line for audio at 5:03pm.

V. CHAIRMAN’S UPDATE

Ms. Jones rejoined the meeting at 5:11pm via Microsoft Teams, however, continued to experience technical difficulty throughout the meeting.

Mr. Reed explained how he added the “Chairman’s Update” to the meeting agenda to give trustees the opportunity to share anything that might be on their minds. He would like the trustees to share what they feel is important and what they would like to know more about in the meetings, giving them an opportunity to ask questions. Mr. Reed explained how there are three things he would like to talk more about; the financial strain of the institution, student success, and contributions to the institution. He indicated the importance of creating new programs by explaining how the Meigs Center enrollment has decreased due to the lack of new programs. Mr. Reed expressed how he feels one of the duties of trusteeship is making contributions to the institution.

Mr. Reed asked each trustee if they had anything they would like to share.

Mr. Adelman expressed the importance of knowing what our clientele wants.

Mr. Davenport expressed his agreement with Mr. Adelman and also added that he believes enrollment and student success are very important.

Ms. Rose pointed out that the conversations the trustees are having today are very different from a year ago and thanked the staff, especially President Smith and Ms. Long for their hard work.

Mr. Scott expressed the value of focusing on our local students and the local area. He was a local student and believes that more students will stay in the area after graduation if we focus on local.

Ms. Munn indicated that she agreed with Mr. Scott and how vital it was to reinvest in our own community. She also agreed with Mr. Reed on the 3 focus points he presented; adding her moto of 3T's; time, talent, and tithes for contributing to things you care about.

VI. INTRODUCTION OF NEW FACULTY ASSEMBLY CHAIR - DR. KILIAN GARVEY

Mr. Reed introduced Dr. Kilian Garvey as the new Faculty Assembly Chair and asked if he would like to add anything on behalf of the faculty. Dr. Garvey expressed how he was very new to the position and looked forward to being part of the meetings. He would like to help contribute to the success of Rio. Mr. Reed expressed how it was good to have him join the meetings.

VII. RGCC TREASURER UPDATE (PP. 16-21)

- **AUDIT REVIEW**

The audit was disseminated to the trustees for review via email along side the agenda.

- **FISCAL YEAR 2021 – 2ND QTR FINANCIAL STATEMENTS**

Ms. Ruby discussed highlights of the financial statements and narrative included in the agenda packet. She indicated reasons for higher than original budget revenues and expenses that include enrollment, reinstatement of State Share of Instruction, a substantial receivable from the University, a large payable to the University and timing playing a role in the big picture. Ms. Ruby explained how in regards to the receivable from URG it looks as though there was an increase by \$1.2 million from prior year when in fact just two short weeks after the second quarter financial statement, a payment was made in the amount of \$1.7 million. Also, the contract payable to the university accrued is just under \$700,000 and was a prepaid the prior year, which shows the reality of over half a million-total reduction from prior year. She went on to point out how this is an important indicator of cash flows not only for the Community College but also the University as well. She explained that it is common practice to have a small payable to the University at the end of the fiscal year due to the contract having enrollment-

based changes for each semester. The payments were set up to the University largely fluctuating throughout the year to assist with their cash flows and this practice has not been necessary this year. We will increase the consecutive payments in a steady and consistent way to reduce the payable and allow for additional payment on the receivable while continuing to monitor cash flows.

Ms. Ruby noted that the pandemic has actually been helpful to Rio in many ways allowing us to reduce expenses, such as travel and receive funding for the necessary precautions. Also, our enrollment unlike many Community Colleges has not reduced but actually increased.

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

Resolution 2.8.21(1)

WHEREAS, the revenue, expenditure, and fund balances for the six-month period ending December 31, 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 December 31, 2020, be approved as presented.

- **AMENDMENT TO 6.02 C. TRAVEL EXPENSE REIMBURSEMENT**

Ms. Ruby discussed the need to clarify a few things in the travel policy, because it has been a struggle to get a clear understanding of the policy. She further indicated that auditors prefer a clear policy for testing purposes and welcomed any feedback or suggestions to the proposed amendment. The changes included the entire second paragraph, as well as, a specified rate of \$.50 per mile. She shared how the rate was determined by meeting in the middle between the IRS and State of Ohio mileage reimbursement rates. We currently use the IRS rate, although it is not written anywhere and it fluctuates from year to year. Fifty cents also makes budgeting and travel reimbursement calculations simpler. Another change is the second sentence in the first paragraph to include how mileage is determined using Google Maps. She referenced the State Auditor's office using Map Quest only. These changes will help eliminate gray areas.

Ms. Rose left at 5:28 pm.

Mr. Adelman made a motion to approve the updated travel policy below. Mr. Howdysell seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously.

C. Employees are required to use their privately-owned vehicle and shall be reimbursed at a rate of 50 cents per mile for work required travel. Employees will be reimbursed for the mileage based on the most direct route of travel calculated from Google Maps. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, insurance, etc.) Mileage reimbursement is payable to only (1) one of (2) two or more employees traveling on the same trip, in the same vehicle. Rental of a vehicle is not reimbursable without prior approval from the Senior Staff.

Employees or agents of the College seeking reimbursement required to work on multiple campuses will only be reimbursed travel when working in more than one location per day. Employees will not be reimbursed for the miles to and from home, but only miles from work site to work site. All travel must be recorded on proper mileage reports, turned in timely, and approved by Senior Staff.

VIII. ERP UPDATE (PP. 22-24)

Dr. Lawrence thanked everyone and referred to his written report that was included in the agenda packet. He explained how Rio will soon be able to start the Official Project Kickoff to formally start the beginning phases of the Rio transition to Anthology Campus Nexus.

Mr. Reed inquired of the length of time for the total rollout of the new system. Ms. Long indicated that it will take 18-24 months. Mr. Reed inquired of whether Rio will be able to start using some parts of the system while we are in the process of implementing it. Ms. Long explained that yes, it will be able to be used as we are rolling it out.

IX. CAPITAL UPDATE

President Smith explained how the ERP will be purchased with \$2.1 million from the State to cover the upfront cost of the new system. Then the cost of operating it will be covered by the University. President Smith is very excited about the data Rio will be able to retrieve from the new system and for that reason it can't roll out fast enough.

He explained how there is \$1.3 million from the capital bill for renovations, it is on hold until we figure out what our priorities are.

President Smith indicated he has been having a lot of discussions about the McArthur Center, including several conversations about potential partners and who would like to lease space from us. There are some government entities that would like to lease a new space for the purpose of upgrades. He also discussed some potential ideas with local health care facilities as well. He believes there are some strong possibilities and is excited to see where it goes.

Mr. Adelman inquired of whether the Vinton County Local Schools will be included. President Smith indicated that Rio will be adjacent from the local schools in McArthur and we definitely want them to be included. He went on to say we just need to know who can share this project and partner with us. Looking forward in the future if we pursue a levy we need to have good partner associations in the community.

X. PRESIDENT’S REPORT (PP. 25-27)

President Smith shared some of the highlights from his written report. He explained how he feels the morale was low at Rio initially, but the people at Rio love this place and they pull as a team. He went on to express how the addition of some of the new staff such as Ms. Ruby and Mr. Forche has been encouraging. They have taken the pressure off of everyone else in those areas, which helps to move us forward more efficiently. He further expressed how there are a lot of exciting things happening and we are going to see some more exciting things in marketing that will raise our profiles. He explained how Rio has made a tremendous amount of progress. He indicated that when he completes a board report he does it as the president of one institution, instead of trying to separate out the University information from the Community College information.

XI. CHIEF OPERATING OFFICER’S REPORT (PP. 28-30)

Ms. Long covered some of the highlights from her written report. She illuminated how Mr. Forche is leading the student success initiative that will include student success coaches. She asked Mr. Forche to share a little with the group.

Mr. Forche explained how Rio has a very diverse group of individuals with varied life situations and experiences to draw from. They will be able to offer more expansive services by going to the students. Mr. Forche explained how there are numerous students with low socioeconomical backgrounds. They have very complicated lives and deal with a lot. Many of them have kids and jobs. Mr. Forche has been meeting the students where they are at by walking with them to class to connect with them on their schedule, because he knows their time is limited. He indicated that he is trying to engage students that don’t feel connected to Rio. He is attempting to include those students and help them out by fitting into their schedules as opposed to trying to have them fit into ours.

President Smith added that the types of questions that Mr. Forche has been asking goes beyond what classes are you taking. He has been asking about their lives and that connection is really important to student success. Ms. Long added that there are equity groups started that are working together to actively pursue student success.

Mr. Reed inquired about what the State looks at quantitatively to measure the results and outcomes of student success. Ms. Long indicated that the State looks at various requirements. She explained that there is an SSLI group designated to assess the specific areas of success. Dr. Sax explained that the acronym stands for "Student Success Leadership Institute." Ms. Long explained how the State uses the information from this group to define what success looks like for us. That would be the quantitative view that the State looks at. She further explained how Rio has made improvements and offered to bring that data back to the board. President Smith added that when we know who our students are better, then we can build things that help our students to succeed.

Mr. Forche indicated that Higher Ed looks at family income and the student's connection to the institution. The connections make all the difference and they are the second biggest factor right after income. He indicated it is important to see what we can do to make the student feel like a part of Rio.

Ms. Long indicated that we have \$937,000 set aside for the Rhodes Students Center renovation. She explained how the current Jenkins Center will be expanding and moving to the library where they will have more resources available. She further explained how Mr. Forche will be working in Rhodes to create a Student Success operation. She indicated that there will be a lot of changes operationally and with physical facilities.

Ms. Long turned to the next important topic of the Power Grant, explaining how they had met with Dean Donna Mitchell to discuss. They are looking at two major tracks; Health Care and Industrial. They are just starting those conversations so there will be a lot more to come. Mr. Reed questioned what the targets will be. Ms. Ehman explained how on the Health Care side there will be a Certified Medical Assistant with training and certificate eligibilities in EKG, phlebotomy, and Medical Coding. Then on the Industrial side there will be MSSC training and use of the Fanuc robot, which will also have built in certificate opportunities. In going back to the SSLI our highest programs are Health and Industrial areas. Mr. Reed inquired of the target start date. Ms. Long indicated that the earliest would be Spring 2022, because we won't receive funding until October 2021. Mr. Davenport inquired if Rio will be partnering with Buckeye Hills Career Center. Ms. Long explained how there will be several partners on this grant.

Mr. Adelman inquired of the how the addition of the 450 new athletes listed in the President's Report, will impacted the finances. President Smith explained how there will be more students in the dorms along side more scholarships. He went on to say he was very optimistic about what this will do for enrollment, but it will also help with retention as well.

Ms. Long asked if she could share an enrollment report. She showed the group that there were 123 Community College students added in the Spring. She explained how many of our partners are seeing a decrease. She further explained that Rio has had a 7% increase overall. Ms. Long then pointed out how Rio has 450 CCP students, which is the most we have ever had. She continued going over the report and expressed how Rio will look at the enrollment by category to see which category the students are coming from. She also explained the definitions of FTE and headcount for the newest trustees.

XII. PROVOST'S REPORT (PP. 31-32)

Dr. Sax went over his report and explained how we are down one full time Nursing Faculty and one full time Computer Science Faculty, but they will be working to fill those positions. He explained what an ESL program is and how you need the program when you have students who do not have English as a native language. He further explained how the ESL courses will accommodate students who don't speak any English and students who have English as a second language.

Dr. Sax turned to the ratio score and how it has prohibited us in the past from starting new programs, but we can change existing courses. He explained how we now have a BS in Bio Chemistry and how it is less than 50% different from the Biology Major. This a great Pre-Med major which will be advised by Dr. John Means. Pre-Law will also be brought back and it will be advised by Dr. Kristin Chamberlain.

Dr. Sax briefly described a partnership with the University of Cincinnati. They will go into the local high schools to discuss Information Technology with CCP students. The opportunity to build from Rio's Associates degree to a Bachelor accredited through University of Cincinnati with the possibilities of not leaving Rio Campus or transferring to Cincinnati being available.

XIII. CHIEF INFORMATION OFFICER'S REPORT (PP. 33-34)

The Chief Information Officer's Report was included in the agenda. Mr. Hughes added that he has been working with Dr. Lawrence on data clean up and he believes that we are in really good shape.

XIV. OLD BUSINESS

- **ACTION MATRIX (PP. 35-36)**

Ms. Long did an updated synopsis of the items listed on the action matrix that have been resolved.

- She explained how the additional English faculty member has been fantastic and there is a strong desire to keep her, so a nonrenewal will not be necessary.
- The travel policy has been updated under Ms. Ruby's section earlier in the meeting.
- Ms. Long informed the board that Mr. Rory Callahan, the attorney assigned to Rio by the Attorney General, will be at the March meeting to conduct the Sunshine Laws and Ethics Training.

XV. CREDIT CARDS HOLDERS & LIMITS (pp. 37-38)

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

Ms. Bynum indicated there were no updates at this time.

XVI. CREDIT CARD REWARDS – 2020 ANNUAL REVIEW

- **HB 312 requires the board to review the purchases made with the credit card reward points once a year.**
- **No purchases were made in 2020 using points**

XVII. OTHER BUSINESS

- **ROOM AND BOARD FEE REVISION**

President Smith explained how there will be a University board meeting at the end of the week and they will be proposing a significant reduction in tuition and charges on the 4-year side. Currently, the Room and Board fee is \$11,166 and we want to reduce that to \$10,500. President Smith continued with how we want to meet the students where they are at. We have worked on the appreciative advising, but now we need to do some work on the financial side of things. He explained how when you add up everything the student can get from the government through financial aid and match it with the expenses the student incurs there is still a gap. He expressed how students will say they love it here at Rio, but they just can't afford to stay. Those students end up leaving to attend other schools, because they can't fill the gap in cost and financial aid if they stay at Rio. President Smith went on to say that a lot of people will say how they want to send their child to Rio, but they don't want them to have to transfer after two years. He mentioned the 50-mile radius rule that requires students to live in the dorms if they live more than 50 miles away. He expressed that we may want to revisit that policy, then explained that there would be more specifics in the future. First, we need to help create a path for our students to stay at Rio.

Mr. Davenport made a motion to approve the proposed decrease in room and board charges assessed to community college students to \$10,500 annually beginning in the fall of 2021. Mr. Josh Smith seconded the motion. Mr. Reed called for a voice vote. The motion passed unanimously

- **OTHER NOTATIONS**

Mr. Reed gave an opportunity for any other comments.

Dr. Sax commended Mr. Tom Sutton on his hard work and his assistance with the Rio Bookstore. Ms. Long agreed and added that Ms. Michelle Kennedy has been very helpful as well in running things at the Meigs Center while Mr. Sutton has been on Main Campus.

President Smith also commended Mr. Sutton on shoveling the Meigs Center parking lot by hand.

I. EXECUTIVE SESSION

A motion was made at 6:13 pm. by Mr. Adelman to enter into executive session to discuss a possible legal action. The motion was seconded by Mr. Davenport. President Smith, Ms. Long and Ms. Ruby were invited to join the trustees in executive session.

Executive Session Roll Call Vote:

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|-----------------------|------------------|
| Mr. Adelman | Yes |
| Mr. Davenport | Yes |
| Mr. Howdyshell | Abstained |
| Ms. Munn | Yes |
| Mr. Reed | Yes |
| Mr. Scott | Yes |
| Mr. Smith | Yes |

APPROVED

Executive Session ended at 6:34 pm.

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

II. ADJOURNMENT

There being no further business to discuss, Mr. Davenport made a motion and Mr. Josh Smith seconded the motion to adjourn the meeting at 6:34 pm. Mr. Reed called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Paul Reed, Chair



Ms. Cherokee Ruby, Treasurer