

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

**AUGUST 16, 2021**

**BOB EVANS FARMS HALL ROOM 216  
5:00 P.M.**

- I. **CELEBRATION** - Mr. Andy Adelman has faithfully served on the Rio Grande Community College Board of Trustees for 40 years. The trustees and staff honored Mr. Adelman with a dinner to appreciate his service and dedication to Rio. Mr. Adelman received a standing ovation for all of his devoted service to Rio, it's students, and surrounding communities.
- II. **CALL TO ORDER** – Madam Chair Rose called the meeting to order at 5:39pm.
- III. **ROLL CALL**

Ms. Taylor Rose, Chair - present  
Mr. Mick Davenport, Vice Chair - present  
Mr. Andrew Adelman - present  
Mr. Troy Howdyshell - present  
Ms. Mary Lynne Jones - present  
Ms. Sarah Munn - present  
Mr. Paul Reed - present  
Mr. Christian Scott - present  
Mr. Joshua Smith – 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. Scott Hughes, Chief Information Officer; Dr. David Lawrence, Interim Provost & 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. Misty Napier, Director of the McArthur Center; Ms. Elizabeth Bynum, Fiscal Services Specialist.

Other Attendees present: Dr. Kilian Garvey, Faculty Assembly President

- IV. **APPROVAL OF THE JUNE 21ST MEETING MINUTES (PP. 4-22)**  
Mr. Davenport made a motion to approve the June 21<sup>st</sup> meeting minutes. Mr. Scott seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.

**V. CHAIRMAN'S UPDATE**

Ms. Long disseminated copies of the resolution below, honoring Mr. Andy Adelman for his service. She shared how it has been a privilege to have him serve on the Board.

Mr. Reed shared how he has served 17 years alongside Andy on the Board and he has always been impressed with how Mr. Adelman always puts the students first. He expressed how he was always pleased to see Mr. Adelman at the meetings, because even through the toughest times he would always bring a calm and peaceful presence. It was shared how Mr. Adelman made exceptional contributions to the Ohio University retreats. Mr. Reed also pointed out how Mr. Adelman was the first to introduce the Christmas parties for the Board and his love of dancing. Mr. Reed further expressed deep appreciation for Mr. Adelman's time spent on the board.

Ms. Rose thanked Mr. Adelman for being a staple and expressed how he has been an asset to the communities he has served. She expressed appreciation for how he shared the potential opportunity to join the Board and asked if she had interest. She indicated that Rio wouldn't be where it is without his calm presence and voice of reason. She indicated how he always brought the factual conversations that would take the meetings to a productive place.

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

**Resolution 8.16.21(1)**

*WHEREAS*, Mr. Andrew Adelman was appointed to the Rio Grande Community College Board of Trustees in September of 1981, and has faithfully served the residents of Vinton, Jackson, Gallia and Meigs Counties for forty years with his time, talents, and gifts, and

*WHEREAS*, during his time on the Board, Mr. Adelman has served as Vice-Chair and Chair, and has been active on the Marketing and Enrollment Committee and Trusteeship Committee, as well as other important committees as needed throughout the years, and

*WHEREAS*, during Mr. Adelman's time on the Board, Rio Grande Community College has enrolled more than 20,000 students, and Mr. Adelman has voted to approve the awarding of more than 6,090 associate degrees to students of Rio Grande Community College, and

*WHEREAS*, as a public trustee, Mr. Adelman held a duty to appropriately approve State capital dollars, and during his time Mr. Adelman voted to approve the use of capital dollars to improve the facilities at all Rio Grande campuses in the amount of \$10,817,158.00, including eight new facility construction projects and multiple renovation projects, and

*WHEREAS*, Mr. Adelman has worked with ten different Rio Grande Community

College Presidents during his time as a trustee, and

*WHEREAS*, Mr. Adelman has been instrumental in the constructing and opening of the Meigs Center, the McArthur Center, and the Jackson Center to better serve the commuter students in the Rio Grande Community College District, and

*WHEREAS*, Mr. Adelman has also been instrumental in planning for the construction of a new facility in McArthur to better serve the residents of Vinton County, a process that is under way with the purchase of land and the procurement of architectural services. Mr. Adelman has also been instrumental in ensuring program approval and additional programming for the students of the McArthur Center, and

*WHEREAS*, throughout his time at Rio, Mr. Adelman has remained faithful and dedicated to the students, the region, the campuses, and the partnership with the University of Rio Grande that makes Rio so unique. Mr. Adelman has always supported a unified relationship and advocated for that which he felt was best for the collective Rio. Mr. Adelman has been a true champion for Rio Grande Community College and the University of Rio Grande, and all who have graced their many hallways.

THEREFORE, BE IT RESOLVED that on this day, August 16, 2021, we honor Mr. Adelman for his forty years of service and dedication to the Rio Grande Community College Board of Trustees.

## **VI. RGCC TREASURER UPDATE**

### **A. APPROVAL OF FINANCIAL REPORTS (PP. 23-33)**

Ms. Ruby shared how it was discussed at a previous meeting with Ms. Fraley, the CFO of the University, that they had hoped to be below \$500,000 in the receivable amount from the University. She indicated that they have been able to reach that goal, the receivable will be about \$485,000 once everything is complete.

Ms. Ruby explained how the financial statements included in the agenda packet were the unaudited statements, so there will be a few changes after the audit. She explained how the majority of the closing entries are made with the auditors. Those entries will include capital lines and pension lines, but the regular payments have all been completed. She indicated that they will not change massively, but there will be some changes.

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

**Resolution 8.16.21(2)**

WHEREAS, the revenue, expenditure, and fund balances for the twelve-month period ending June 30, 2021 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 June 30, 2021, be approved as presented.

**B. AMENDED APPROPRIATION RESOLUTION (PP. 34-47)**

Ms. Ruby explained how the amended appropriations need to be approved and sent to the County Auditor's Office. This is for the new year and now that we have the June 30 statements and everything is computed, there is one change.

Ms. Ruby further explained how we will be receiving a little over \$1 million for the Power Grant. After 15<sup>th</sup> day enrollment numbers we may need to revisit, but she believed we would be good in the Spring. She mentioned how she had hoped to hear back on the Safety Grant, that will be about \$300,000.

Ms. Rose inquired of the timeline for the ARC Grant payout. Ms. Ruby explained how we haven't received a timeline yet, and that we won't have information before spring semester, because we haven't received the official agreement yet.

Ms. Ruby pointed to pages 40-46 in the agenda packet. She explained how if you take the revenues from the financial statements and the budget you can estimate the revenues we will get in taxes, from the tax amounts you have already approved and then the county approved. You have to always approve a second time after the county approves and basically awards the estimation.

Mr. Reed inquired of whether the Power Grant will require construction at the Meigs Center. Ms. Long indicated that there wouldn't be any new construction, but they will add onto the science lab and that will be our match funds. Mr. Reed questioned how much that would increase the space at the Meigs Center. Ms. Long explained how it would basically extend the length of the sidewalk on that side of the building.

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

**Resolution 8.16.21(3)**

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, 2022, 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: \$14,485,306**

**One Mill Tax Levy Fund: \$1,060,750**

**Capital Projects Fund: \$120,000**  
**Meigs Parking & Safety Fund: \$30,000**  
**Grants Fund: \$1,634,778**  
**Total: \$17,690,834**

**C. JAKE BAPST SCHOLARSHIP RENEWAL**

Ms. Ruby explained how in every biennium Rio has to get a tuition waiver approved by the Chancellor for the Jake Bapst Scholarship.

Ms. Rose inquired of how many years we have offered this scholarship. Ms. Long indicated about 10 years. She further explained how when they eliminated the previous scholarships that were offered, the guidance counselors from the local schools started coming to the board meetings to complain. They complained about how that had taken away a lot of funding from the students. This scholarship was created to replace those funds and was named for Mr. Jake Bapst because it stood for everything he had fought so hard and so long for. There are two full tuition scholarships we offer; the Jake Bapst Scholarship and the District Counselors Scholarship. Ms. Ruby added that there have been thirteen students graduate with Associate degrees and 6 with Bachelor's degrees that have received the Jake Bapst Scholarship in the past eight years and there are nine students currently attending that receive the scholarship.

**Mr. Davenport made a motion to approve the following resolution. Mr. Howdysshell seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.**

**Resolution 8.16.21(4)**

WHEREAS, Rio Grande Community College wishes to increase course and degree completions, and to provide opportunities for qualified district students to attend college full time without financial barriers,

WHEREAS, the administration has recommended the RGCC Scholarship Program annually provide a scholarship covering tuition only in an amount up to \$4,517.12 per year for two years (up to 32 credit hours each year) to one graduating student from each public high school in the district, and

WHEREAS, administration has recommended that the scholarship be awarded by the University of Rio Grande/Rio Grande Community College Scholarship Committee, and that said committee use an established rubric evaluating student essays, high school grade point average, and ACT scores to determine the scholarship award, with the student with the highest total rubric score from each high school being awarded the scholarship, and

WHEREAS, §369.180 of Am. Sub. H.B. 64 of the 131st General Assembly requires any waiver of tuition for a student or class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, the Board of Trustees and the Chancellor of the Ohio Department of Higher Education previously approved this program for the 2017-2018 and 2018-2019 academic year,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Rio Grande Community College does hereby approve the Scholarship program for the 2021-2022 and 2022-2023 academic year;

BE IT FURTHER RESOLVED that as required by law, the administration will seek approval from the Chancellor of the Ohio Department of Higher Education for the fee waiver.

## **VII. ENROLLMENT UPDATE**

Ms. Long disseminated an enrollment report and explained how this is the same report they have been reviewing throughout the summer. The blue represents the University's enrollment and the red is the Community College enrollment. As of this morning the Community College is up 9% and the University is up 48% overall compared to this time last year. She indicated that the current enrollment is 1,403. She shared how we are lagging in returning students from two years ago. She explained how all online courses are considered University courses even if the student is taking all their other classes at the Centers. It is something they are looking into to see if changes need to be made. She indicated they were up in all categories except for Meigs. She further explained how in reviewing the data we are getting a lot of growth in CCP students at the Centers, but we do want to make sure we keep a good balance of CCP students and non-CCP students.

Mr. Reed inquired of the variance of 35 at the McArthur Center. Ms. Ruby explained we don't have as much overhead at the McArthur Center, so that has helped a lot. Ms. Long further explained how the large variance was also due to FTE verses headcount. Ms. Ruby explained how a student may be included in the headcount because they don't always take 15 credit hours, but every 15 credit hours is equal to one Full Time Equivalent or FTE.

President Smith expressed how he felt the Center Directors have done a great job to get us where we are. He explained how as we increase programs, use Power Grant funds, and build a new facility in McArthur, those things will all help enrollment numbers. This just gives us a little more breathing room to make these decisions. President Smith shared how the Vinton County Local School's administration is definitely wanting to be a part of the McArthur facilities, we will need to shift gears after we know who will be partnering with us to the have an architect to review what is needed for the McArthur Center. Ms. Long added how there is an architect that has looked at the Rhodes Center and our next step will be to work with an architect to review the needs at McArthur. The architect will talk to all of the partners involved to determine the layout of a facility that will meet all of our needs. That is when the project will be more tangible for people to see the plan.

President Smith shared how he has been in conversations with Ms. Cindy Owings to see if there would be any government agencies with interest in the project and just trying to see what we need.

Mr. Reed inquired if the increase in enrollment for the University was due to the Tuition

Affordability Plan. President Smith explained how he believed it was not just one area, but it has been a tremendous effort on the part of multiple departments that has made the difference.

Mr. Reed inquired of how long it has been since we have had an enrollment of 1,400 students. Ms. Long shared how there are 360 resident students and how we are out of male dorm rooms. They have had to shift students around to create enough space. President Smith shared how there have been a lot more students who have been able to afford staying at Rio as opposed to transferring out. Ms. Long explained how when we instituted the affordability plan we also had multiple plans in other areas going on at the same time to help us offset if something didn't work out.

Ms. Long described how before we had the Tuition Affordability Plan rates there were many different rates of tuitions. Since we have simplified the rates Ms. Fraley has been able to categorize the tuition revenues from different areas based on enrollment and track how much revenue has been generated from each category. This is a huge step that we have not been able to do before.

Ms. Long explained how the shaded area on the enrollment chart is where we are currently. The dark line is where we were last fall, so we are not quite to that place but we are close to hitting where we were on 15<sup>th</sup> day last year.

President Smith indicated that we will be reviewing our fees. There are fees that were created to support the needs that were present in the past, but over time they just don't really fit the current situation. He expressed how he doesn't really like the fees, since you pay the tuition amounts then get a lot of fees added on, so he would like to work on those.

#### **VIII. RHODES HALL RENOVATION ARCHITECT APPROVAL (PP. 48-52)**

Ms. Long explained how they have followed state guidelines and worked with the attorneys to put out a public bid notice. There were six firms that supplied bids. They interviewed three of the companies, then narrowed it down to BDT Architects and Designs. She shared how they feel good about the work they have done. They have a 6% fee, but we are requesting the board to move forward with the approval of 10% of the total cost, in case the cost of the project goes up as it gets underway. It is not allowed to exceed 10%. She hopes to meet with the contractor in January or February with the construction to start in August of 2022.

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

##### **Resolution 8.16.21(5)**

Whereas, Rio Grande Community College is in need of an Architect and Engineering firm to complete design and prepare documents for the renovation of Rhodes Hall, and

Whereas, Rio Grande Community College issued an RFQ for a qualified A/E and completed the State procurement process to determine the most qualified firm, and

Whereas, a team including the RGCC COO and Treasurer interviewed the three top A/E firms and selected a firm that is the best fit for this project,

THEREFORE, BE IT RESOLVED that the Rio Grande Community College Board of Trustees approved the awarding of a contract for A/E services for the Rhodes Hall Renovation Project to BDT Architects and Designs for an amount not to exceed 10% of the total construction cost.

**IX. ERP UPDATE – DR. DAVID LAWRENCE (PP. 53-54)**

Dr. Lawrence referred to his report included in the agenda packet. He explained how there was a group of ten Rio employees that went to Texas for an Anthology Conference where they were able to meet with some of the Anthology staff that they have been working with. He shared how they have met with Mr. Charlie West in regards to implementation of the finance package portion. Dr. Lawrence believes Mr. West understands Rio's unique setup and will be able to work through the blueprinting process. Dr. Lawrence feels confident that he will be able to assist us. He shared how he was also very pleased with the Rio team. He was very proud of how well they have been completing the assignments ahead of time to help the process move forward at a great rate. It has been a lot of work, but it is going well.

Ms. Rose inquired of the ultimate timeline. Dr. Lawrence shared that there haven't been too many changes to the original timeline. We are set to go live this February with student portion and July 1<sup>st</sup> we are set to go live with the finance portion. The Reach portion is set to go live in March, then in April or May the Career service part will go live.

**X. COURSE FEE ADJUSTMENTS (PP. 55-56)**

Dr. Lawrence explained the reasons for the requested changes. Both courses are selected topics courses and do not require a fee.

**Mr. Smith made a motion to approve both course fee adjustments listed below. Mr. Scott seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.**

- A. HPE 28801 – CHANGE FROM \$274 TO \$0**
- B. ELE 28802 – CHANGE FROM \$31 TO \$0**

**XI. STAFF REPORTS**

**A. PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 57-60)**

President Smith mentioned a few items that were not in his written report. He mentioned how he had gone to the Governor's Office with other Community College representatives. They had some great conversation and he shared how they much they support community colleges.

He explained how Mr. Jeff Simmons was approved by the Vinton County Commissioners to replace Mr. Adelman on the board and he believes he will be a good choice. He explained how Mr. Robert Grillo the Juvenile judge in Vinton County was recently added as a new trustee on the University board.

President Smith shared the memorial service info for Mr. Clyde Evans. Then explained how they would like to set up a scholarship in his honor. Mr. Evans was



dedicated to Community Service and they thought it would be good to create a scholarship of \$1,000 annually for a returning student on his behalf.

Next President Smith mentioned how Dr. Kellie Bean had been hired as the new Provost and she will start at Rio on September 14<sup>th</sup>. She is very upbeat and positive about Rio. He went on to thank Dr. Lawrence for stepping up in a big way during such a really busy summer to serve as the Interim Provost.

President Smith briefly went over some of the items listed in his written report.

**B. PROVOST'S REPORT - DR. DAVID LAWRENCE (PP. 61-65)**

Dr. Lawrence went over the highlights of his written report that was included in the agenda packet.

**C. CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG (PP. 66-71)**

Ms. Long shared how those responsible for the Title III Grant notified anyone who hadn't completed the first step correctly that they were not recipients. We have not been notified, so we have successfully made it passed the first hurdle. She felt this would be a great grant for the institution.

Ms. Long asked Mr. Sutton, Ms. Ehman, and Ms. Napier if they had anything they would like to add. Ms. Ehman expressed how this has been a busy season and that the Meigs Center career fair was a great success. Mr. Sutton shared how they would like to do another career fair in the Fall and expand the event with possible food trucks and host it outside during the beautiful fall weather.

Ms. Long added how Ms. Napier had offered an Adulting 101 class at the McArthur Center. Ms. Napier explained how it was the second year it was offered and how it is a fun course that teaches the basics of laundry, cooking, auto maintenance, etc. She went on to share how they also offered a walking club called the Sole of Rio. Ms. Napier also mention how the McArthur Center summer enrollment numbers were really good. Ms. Long added there was a lot of feedback this summer from an environmental science group that was taught at Jackson and McArthur where both groups joined together to complete the lab portion at Lake Alma. The students really enjoyed it.

Ms. Ehman shared how they used the back-garage area at the Jackson Center to offer a dog training class. They also hosted the Manufacturing Showcase at the Jackson Center where there were welding demonstrations formed and many were enthusiastic about the presentations.

Ms. Long expressed how it is an exciting time on all of the campuses.

Mr. Davenport expressed how he attended the career fair at the Meigs Center and while he was there he noticed the immaculate condition of the facility. Mr. Davenport complimented Mr. Sutton on his ability to keep the center in such pristine condition.

**D. CHIEF INFORMATION OFFICER REPORT - MR. SCOTT HUGHES (PP. 72-73)**

Mr. Hughes shared from his written report. He added how they are flipping student emails from the use of their student ID to a format of first initial, last name. He said it is a multi-step process, but they are moving forward and meeting important deadlines.

**XII. CREDIT CARDS HOLDERS & LIMITS (PP. 74-75)**

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

**A. There are no changes or updates to report.**

**XIII. CREDIT LIMIT INCREASE DISCUSSION**

**A. MAIN CAMPUS CREDIT CARD - FROM \$6,000 TO \$10,000**

Ms. Ruby explained how she would like to request an increase in the credit limit for the main campus credit card that is kept in the safe with a sign-out sheet. Currently, it has a credit limit of \$6,000, but due to multiple grants and other purchases, there are times it would be helpful to have a higher credit limit to avoid delays in purchasing. Ms. Ruby gave a few examples of times where there were multiple grant purchases needed all at the same time.

Mr. Smith inquired if there had been a data analysis to determine the amount needed. Ms. Ruby explained that based on what we have encountered, it has never been more than \$10,000 needed at any given time. She further expressed how the employees are really good to get POs in ahead of time, but sometimes there are some last-minute items that need to be purchased.

**Mr. Reed made a motion to approve the credit limit increase of the main campus credit card from \$6,000 to \$10,000 with all other credit card limits to remain the same. Mr. Davenport seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.**

**XIV. OLD BUSINESS**

**ACTION MATRIX (PP. 76-77)**

Ms. Long went over the Action Matrix. The McArthur Center action item was discussed in an earlier report. The SSLI action item will involve an SSLI team coming to campus. When she has more information, she will share that with the board.

**XV. OTHER BUSINESS**

Ms. Rose thanked Dr. Kilian Garvey for attending and asked if he had anything to add. Dr. Garvey expressed gratitude and shared how he was happy to be part of this meeting.

Mr. Adelman expressed his gratitude to the group and let them know he was overwhelmed by the events of the evening. He further thanked everyone for the kind words and the gifts. Mr. Adelman describe how he has never felt so good about the future of Rio as he does right now, with all of the board members, the staff, and the administrative leadership. He thanked them all for the opportunity to be at Rio.

**XVI. EXECUTIVE SESSION**

A motion was made at 7:02PM by Mr. Adelman to enter into executive session to discuss the compensation of public employees. The motion was seconded by Mr. Scott. 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. Howdysell	Yes
Ms. Jones	Yes
Ms. Munn	Yes
Mr. Reed	Yes
Ms. Rose	Yes
Mr. Scott	Yes
Mr. Smith	Yes

**APPROVED**

Executive Session ended at 8:02PM

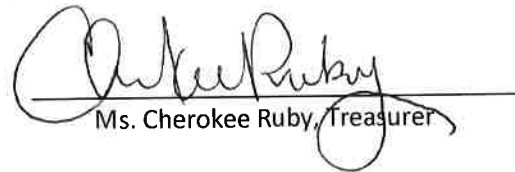
Mr. Davenport made a motion to accept the amended financial statements and the recommended personnel changes as presented and attached. Mr. Adelman seconded the motion. Being no further discussion Ms. Rose called for a voice vote. The motion passed unanimously.

Ms. Jones made a motion to accept the changes to the Presidential Contract and make it retroactive to July 1. Mr. Reed seconded the motion. Being no further discussion Ms. Rose called for a voice vote. The motion passed unanimously.

**XVII. ADJOURNMENT**

There being no further business to discuss, Mr. Adelman made a motion and Mr. Scott seconded the motion to adjourn the meeting at 8:03PM. Ms. Rose called for a voice vote. The motion to adjourn was passed unanimously.

  
Ms. Taylor Rose, Chair

  
Ms. Cherokee Ruby, Treasurer