

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

**OCTOBER 18, 2021**

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

- I. CALL TO ORDER – Madam Chair Rose called the meeting to order at 5:19pm.**
- II. ROLL CALL**

**Ms. Taylor Rose, Chair - present**  
**Mr. Mick Davenport, Vice Chair - present**  
**Mr. Troy Howdysshell - present**  
**Ms. Mary Lynne Jones - present**  
**Ms. Sarah Munn - absent**  
**Mr. Paul Reed - present**  
**Mr. Christian Scott - present**  
**Mr. Jeff Simmons - absent**  
**Mr. Joshua Smith – absent**

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. Kellie Bean, Provost; Dr. David Lawrence, Associate Provost for Institutional Effectiveness; Ms. Cherokee Ruby, RGCC Treasurer; Ms. Amanda Ehman, Dean of Workforce Development & Community Partnerships; Mr. Tom Sutton, Associate Vice President of Administration; Ben Forche, Dean of Student Success; Ms. Renee DeLawder, Director of Marketing; Ms. Elizabeth Bynum, Fiscal Services Specialist.

Other Attendees present: Section; Dr. Kilian Garvey, Faculty Assembly President; Ms. Brenda Sharp, Faculty Association Chair.

**III. APPROVAL OF THE AUGUST 16<sup>TH</sup> MEETING MINUTES (PP. 6-17)**

Mr. Davenport made a motion to approve the August 16<sup>th</sup> meeting minutes. Mr. Scott seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.

**IV. MADAM CHAIR UPDATE**

Ms. Rose thanked all of the Rio staff and faculty, and President Smith for all of their hard work to make this a very successful Fall semester. She expressed appreciation for all that had been done.

Ms. Rose asked President Smith to introduce Dr. Kellie Bean the new Provost. President Smith introduced her and explained how she has hit the ground running. She grew up in Columbus then spent 19 years at Marshall, so she is very familiar with the area and who our students are. Her views align with our future vision for Rio.

Dr. Bean thanked everyone and expressed how she fell in love with Appalachia.

Ms. Rose asked if there were any other items the trustees would like to discuss; no further discussion took place.

## **V. RGCC TREASURER UPDATE**

### **A. APPROVAL OF FINANCIAL REPORTS (PP. 67-79)**

Ms. Ruby pointed to an additional packet of financials, explaining there had been a correction after the agendas were printed.

Ms. Mary Lynne Jones joined the meeting at 5:22pm.

Ms. Ruby explained how she had overlooked the main campus deferred tuition line, but had caught it this morning, so the results of the financials are better with the correction. She indicated that we are now showing there was an increase from year to year, due to the earned revenues now reported as such. The overall revenue is only a little over a half a million dollars less than last year. She pointed to page 71 of the agenda and explained the box down on the left-hand side depicts general operations. She further explained how prior to moving the \$460,000 unearned revenue there was a million-dollar difference, now it's only a little more than \$500,000. Main campus is up in revenues and enrollment, but all other campuses are down. She explained the difference in revenue from CCP students verses traditional students and how it takes more CCP students to reach the same amount of revenue. That is where the difference comes in when you compare the headcount from year to year. She explained how there has been an increase in online courses as well which contributes to a change in revenue. Online courses are counted as main campus in operations.

Ms. Ruby reported that overall the Community College is doing well. She expressed that she was happy to report that the University paid off their prior balance, so RGCC actually owes URG a little now, but with the exchange of checks it will all clear up by the end of the week.

Mr. Reed inquired of how much the Community College owed the University. Ms. Ruby explained that the total owed was \$2 million also in addition to \$988k was owed from the prior year, but we typically wait to pay this balance after the audit is completed. The audit is scheduled to start on Wednesday this week. She explained how the University owes the Community College \$2.1 million and the Community College owes the University close to \$3 million. There is a payment scheduled to go to the University this week. RGCC pays the University when the State pays the SSI, which usually comes in the 3<sup>rd</sup> week of the month. That payment will reduce what is owed by \$1.1 million of the current year and the prior balance will be paid off as well. She explained how the University had made a payment to us last week, which is why the receivable looks like

more on the current financials.

Mr. Davenport inquired of how the Community College loses money on the online courses. Ms. Ruby explained how if a student enrolls in online courses even if the student is at the Centers, it will count as a main campus class. For all main campus courses the Community College pays the University 96% of the tuition and keeps 4%. The number of students taking online courses increased by 34% this year.

Ms. Long added how we are seeing an increase in students coming to our Centers to use the computers and technology available, but the University gets most of the revenues for those courses. She explained how they will be looking at a possible amendment to the contract to address this situation.

Ms. Ruby shared how she believes Covid has caused some of the change in how many students are taking online courses. When they saw they were able to complete courses online it gave the students confidence to take more classes online. She also felt that the enrollment increase could be partly due to us being in person on campus, because in conversations with other CFOs they are not seeing the same increases in enrollment that we have at Rio.

**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 10.18.21(1)**

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

**VI. SPRING TUITION INCREASE SUSPENSION DISCUSSION**

*If we cease the suspension there is an estimated \$66,487 in additional revenues which will reduce the RGCC deficit budget by \$6,372 after respective expenses. It is my advice to wait until the new fiscal year and put the increase in place along with the additional \$5 per credit hour the State will be allowing for FY23. This revenue is not so significant that it will change trajectory.*

Ms. Ruby explained how we suspended the tuition increase for Fall and we decided that we should come back to discuss whether it should continue to be suspended for the Spring Semester. Ms. Ruby expressed how she felt the tuition increase should continue to be suspended for Spring semester, because it would help contribute to the tuition affordability plan and other initiatives to try to help students and increase retention.

Mr. Reed inquired of whether it would be possible to suspend the tuition increase indefinitely. Ms. Long shared that in theory yes, but Ms. Long and Ms. Ruby both advised against an indefinite vote, expressing that it was something they felt necessary for the Board to review every semester.

President Smith shared that he also was in favor of suspending the tuition increase for Spring Semester.

Ms. Rose inquired of the possible implications of inflation if the tuition is not increased. Ms. Ruby explained how we are already seeing some small cost increases with inflation with some of the products being ordered, but she had hope that it would level out. Ms. Ruby further explained that she felt the potential damage that could be caused by increasing the tuition cost for such a small amount of revenue that it would create was not worth increasing it. Since we are adamantly telling the community that we are doing tuition affordability and all the positive things that are happening at Rio, it feels like it would be a negative in comparison to the inflation results.

**Ms. Jones made a motion to continue to suspend the tuition increase until next Fall. Mr. Davenport seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.**

## **VII. GRANT UPDATES**

### **A. RAPIDS GRANT:**

*The Rapids Grant was awarded for Allied Health Equipment in the amount of \$271,624.00 and was submitted to the Controlling Board for approval. This will be used for the Rad Tech, Respiratory Therapy, and DMS programs to update equipment and enhance the training for those courses. Bids were received and procurement processes were followed. The meeting for fund release is scheduled for November 8th. It is my request for approval to expend these funds in November when the PO and release are both complete.*

Ms. Ruby went over what this grant was designed for and then added how there will be a little extra required for the Controlling Board for DMS equipment, because it is important they get a specific type of equipment for their program even though it is not the least expensive option. There are strong explanations for going with the equipment they are requesting, so it should be easy to provide to the controlling board.

### **B. OVRDC GRANT:**

*The Ohio Valley Regional Development Commission with support from Mr. Martin Wallace has approved a reimbursement grant for the Community College that must be expended and the products received by mid-November. It is Jackson Center funds in the amount of \$93,149 for expanding workforce training. This will be MSSC and welding focused. Requesting approval of expending these funds in accordance to grant bylaws.*

Ms. Ruby went over the details. Ms. Ehman shared how they hope to get PLC trainers and a small trailer to be able to haul the equipment around to different trainings and events

easier. They also hope to get some notebooks and a big screen TV to create a training room at the Jackson Center.

**Mr. Davenport made a motion to approve the expenditures for both the RAPIDS Grant and the OVRDC Grant. Ms. Jones seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.**

**C. SAFETY GRANT: (PP. 48-51)**

*Safety Grant Resolution (first phase) security cameras and installation \$121,723.00 to Electronic Specialty Company. The total awarded amount is \$185,446 leaving \$63,723.00 for a second phase door card entry to be later determined with ERP progress.*

Ms. Ruby shared how this is an exciting grant the State has awarded to us for campus safety. She noted that this is for phase one, because we are not ready for phase two which will be for a card system. Phase two will be at a later date, we don't know who the vendor will be for that process yet since it will need to align with our ERP and campus card system.

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

**Resolution 10.18.21(2)**

*WHEREAS, Rio Grande Community College currently lacks proper security system equipment on main campus in Rio Grande Ohio and requires enhancements for meeting the security needs of the college, and*

*WHEREAS, RGCC, in conjunction with the University of Rio Grande, has committed to upgrade this security system to include multiple cameras and a keyless entry card system that will effectively and efficiency advance the security on main campus, and*

*WHEREAS, RGCC has worked with the Chief Information Officer, Grant Officer, and campus police department for a security system, and has dedicated many hours to risk assessments and research to determine the best vendor for RIO, and*

*WHEREAS, the Rio team worked with three finalist vendors who submitted final bids for the Safety project, a fund release is to be submitted in the amount of \$121,723 for the security camera equipment and installation utilizing the awarded Safety Grant Dollars*

*THEREFORE, BE IT RESOLVED that the RGCC Board of Directors appoints Ms. Ruby, Treasurer, to sign the included contract with the Electronic Specialty Company for an amount not to exceed \$185,446.00.*

**VIII. CAPITAL ASSET LIMIT**

Ms. Ruby explained how this is a resolution to amend the current policy and to update it to a more modern policy. The current policy requires us to capitalize everything that is \$1,000 or more, which is very low. With the new ERP, Anthology has suggested that we align our policies more closely with

the University's policies, so that it can align with the rules and parameters in the new system by main account codes. It's exciting to think it will not require excel documents to track. Ms. Ruby indicated that her request is to increase capitalization of assets to a \$5,000 minimum, which currently is the amount used by the University for their depreciation schedule as well. She further explained that how the items are depreciated will change slightly. Three years for computer equipment is more accurate with the national depreciation schedule. The land improvement will depend on how much was spent and the type of improvement. It was discussed and decided that the new policy should go into effect when the new ERP system goes live which is July 1, 2022.

Mr. Reed inquired of whether this would retime the assets. Ms. Ruby indicated that yes, it would increase depreciation and would eliminate some assets as well in the initial turn over. Ms. Ruby further explained how the new system doesn't appreciate multiple rules, that is why they are trying to work so closely with the University to align as much as possible. In the first year it will be harder hit due to the increase in depreciation, but then should level off. Equipment that is end-of-life should be coming out. Also, new equipment under \$5,000 would not be entered. Ms. Rose added that this was close to a national depreciation schedule and looked pretty standard.

Ms. Jones inquired of purchasing computers and how that would work with this schedule. Ms. Ruby explained how it will be expensed out, but doesn't have to be tracked for years unless it is a bulk order and then we would capitalize it.

**Mr. Reed made a motion to approve the resolution below to make amendments to the Capital Assets Policy raising it to \$5,000 with an effective date of July 1, 2022. Ms. Jones seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.**

**Resolution 10.18.21(3)**

*WHEREAS, Rio Grande Community College currently has an outdated Capital Asset Policy and requires updates for meeting the needs of the college, and*

*WHEREAS, RGCC, in conjunction with the University of Rio Grande, has committed to update the ERP system to include uniform policies whenever possible that will effectively and efficiency advance practices on campus, and*

*WHEREAS, RGCC has worked with the Chief Finance Officer URG, and our State Auditors, and to ensure the changes in asset management best suites the finances of the institution, and*

*THEREFORE, BE IT RESOLVED that the RGCC Board of Directors approve the amendments to the Capital Asset Policy as presented.*

**Amended Capital Asset Policy as of 10/18/21**

**Capital Asset Policy**

Assets acquired at a cost of at least \$5,000 are considered capital assets and are to be depreciated in accordance with the policy below.

Unless otherwise specified, capital assets shall be classified and depreciated on a straight-line basis, based on the estimated useful life of the asset in accordance with generally accepted accounting principles. The RGCC Fiscal Officer shall use the following schedule as a guide in determining the

estimated useful life of assets. Assets placed in service shall be depreciated according the following schedule unless the fiscal officer has determined the reasonable estimated useful life for a newly acquired asset is substantially different than indicated in the schedule.

Furniture and fixture	7 Years
Energy Equipment	15 Years
Building improvement	15 Years
Computer Equipment	3 Years
Vehicles	10 Years
Buildings	30 Years
Land	NA
Land improvement	30 Years
Library Books	3 Years

Assets acquired on or after July 1, 2022 are subject to this new depreciation schedule. Depreciation charges will be first applied to an asset when the asset is put into service, unless not budgeted. In the case of an unbudgeted asset the depreciation would begin the fiscal year following acquisition.

After being placed in service, an asset’s depreciation schedule should be modified if it is determined that there is a significant change in the estimated useful life of the asset. These changes pertain only to the fiscal year in which the determination is made and all subsequent fiscal years.

**IX. EFFICIENCY REPORT (PP. 52-66)**

Ms. Ruby described how this is an annual report that we turn into the Chancellor and it must be approved by the board before submitting. She explained how every year the focus of the requests in the report are in different areas, especially aligning with State Initiatives. This year the focus is more about textbooks, if there were any cost savings and if any savings have been passed on to the students. The continued data gathering of online courses and COVID related effects of enrollment. Ms. Ruby mentioned the deadline for submission and asked for any questions or requests for edit prior to submission.

**Mr. Scott made a motion to approve the Efficiency Report as presented and Mr. Howdysell seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.**

**X. ENROLLMENT UPDATE (PP. 18-19)**

Ms. Long shared how this enrollment report shows the numbers after 15<sup>th</sup> day. Overall, we are up by 11%. That was a 2% increase for Community College and 38% increase at the University. This is not what we are seeing at other colleges. Ms. Long reviewed the report pointing out the CCP student growth and the non-CCP. This report shows us that we need to focus some energy on the non-CCP students.

President Smith added that we wanted to get on the same page as the University and we are being very intentional with how we market. Instead of doing a bunch of different things and hoping for the best, we are being more direct and focused with our resources.

**XI. REAFFIRMATION OF RIO'S MISSION STATEMENT**

Ms. Long explained how they bring the mission statement forward every year and ask both Boards to approve our current mission statement. She believed that with their discussions on what our next strategic plan will be there may be some discussions on what changes might need to be made.

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

**Resolution 10.18.21 (4)**

*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.*

**XII. ERP UPDATE – DR. DAVID LAWRENCE (PP. 20-22)**

Dr. Lawrence pointed to his report in the agenda and wanted to highlight two changes that were made that we didn't anticipate. The first began when they thought they could set the system up as one legal entity with two separate operating systems. They found out as they got further in the process that it just wasn't going to work, so Anthology recommended Rio to go with two legal entities and we agreed. This will make it very clean and it will not be an extra charge.

The second was due to all of the data Rio has in various forms and places, paired with the number of different hands that have been involved through the years with turn over. We were having a lot of trouble getting the data into the format that Anthology needed it in. The Anthology team is going to look at our system and data, because they know what format they need. We have 480 service hours, the manager said this should fall under those service hours. They are reviewing it and will let us know how many service hours they think it will take. They should let us know in the next few days. There won't be any additional cost involved, but this will be a different approach to what we originally planned.

Ms. Rose thanked Dr. Lawrence for all of his work on this project.

**XIII. DEAN OF STUDENT SUCCESS PRESENTATION – MR. BEN FORCHE (PP. 23-30)**

Mr. Forche shared the highlights from his report that was included in the agenda. He also gave Ms. Amanda Ehman a big shout out for all of the help and support she has given to him and the success



coaches. He expressed how she has been there right at the ground level and he can't thank her enough for all that she has done for them.

Mr. Forche shared with the Board how the success coaches go outside of regular business hours to meet with students. He pointed out there were two days where Ms. Kristen Mershon met with 45 students, those were very busy days for her.

Mr. Forche shared how Rio uses "DR" flags to help track students who might be struggling. The DR stands for Developing Relationships and it is an early intervention approach. The faculty members will flag students that they are concerned about. The success coaches have been using the flags to follow up with students to see where there might be help. This technique is called appreciative advising and it is the number two recommendation in the State. This is huge that Rio is already doing it.

They discussed with Anthology the ability to allow the faculty to add a description of what the DR flag is for, so they have little more information.

President Smith expressed how using this approach helps our retention efforts to be more focused and it is not just speaking with a crowd in generalities like in the past.

Mr. Forche shared how the success coaches have worked to connect with students in different ways. They worked with Mr. Seth Lawrence to engage students by offering rides on the golf cart to class during the first week of the semester. They have also spent time in Wood Hall offering lattes and playing music to open the door to ask students if they have had any issues. They have encouraged students to fill out the form for emergency funds to help them. They have also met with residential students at the basketball courts. The needs range from needs in child care to struggling for gas money to get to class. The success coaches have also been doing similar things at the center locations.

Ms. Rose inquired about whether they are able to connect the students to resources outside of Rio such as Job and Family Services. Mr. Forche expressed that they have been making those connections and Ms. Ehman has been helpful in linking them to the local Job and Family Services.

Ms. Rose expressed how this is a great program and she wished it would have been at Rio when she was a student here.

#### **XIV. STAFF REPORTS**

##### **A. PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 31-34)**

President Smith shared that he felt the key to success up to this point has been that we know who we serve and we meet them where they are at. This has been easier said than done. He went on to express how the success coaches are working day and night trying to fix problems and it shows how far they will go to try to help students.

President Smith indicated how the ERP has been a big job for our team. He expressed how Ms. Ruby has done an excellent job with all of the deadlines and the audit coming up. He noted how she reviews her financials frequently. He expressed appreciation to the board for always being willing to provide more opportunities for the students in our area. He further expressed how there are lots of conversations about what to do in the back area of the Jackson Center and with Ms. Ehman's new position we will see how that will come together.

President Smith shared how Ms. Ehman has been working with Ms. Ruby and a team in regards to the State Share of Instruction to better align Rio with the State for funding purposes.

He explained how there are some exciting programs coming along and how they are always look for ways to bring in more students. Briefly mentioned were the agriculture program in connection with Ohio State University and bringing back the music and arts to help better connect students to campus for retention purposes.

Ms. Rose inquired of any plans for the new dorm construction. President Smith shared how they have been in conversations about what to do. In order to use the Trinity Baptist Church there will need to be sewer upgrades for capacity.

**B. CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG (PP. 35-38)**

Ms. Long shared how she included an extensive report in the agenda and would be happy to answer any questions. She further explained how there is a lot happening right now.

She let the trustees know there would likely be some contractor documents for the board to review and vote on in the upcoming months for the major renovations in Rhodes Hall. There are \$937,000 in funding available for the project.

**C. COMMUNITY PARTNERSHIPS REPORT - MS. AMANDA EHMAN (PP. 39-41)**

Ms. Ehman explained some of the highlights from her report. She indicated that there were a lot of good partnerships with the local schools, especially in regards to CCP Spanish courses. She explained how they are courses in house, which means they are taught inside the high school by a high school instructor. Ms. Ehman shared how there are a lot of parents that want more of those types of CCP courses especially when students can start as early as 7th grade. She further explained how they learned that for SSI funding purposes they can retrieve SSLI dollars for meeting a mark if a student transfers 12 hours.

Ms. Ehman indicated that doctors love to have scribes with them when they meet with patients and how Holzer would really like to have more scribes. The Stem P3 Grant is now available to train scribes. The program started in Jackson and Meigs this semester and they also plan to offer it in McArthur in the Spring.

**D. DIRECTOR OF MARKETING'S REPORT - MS. RENEE DELAWDER (PP. 42-43)**

Ms. DeLawder pointed to her report included in the agenda. She shared how she is working on the new website and is in the discovery phase.

She shared how there is a Rio commercial out there now and went on to show the commercial to the group using Teams. She further shared how they are discussing how to revise the ad shown at the movie theater, but keeping the song since it is so well known.

**XV. CREDIT CARDS HOLDERS & LIMITS (PP. 44-45)**

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

- Main Campus Credit Card:
  - The credit limit was increased from \$6,000 to \$10,000.
- Meigs Campus Credit Card:
  - We changed the name on the card from Tom Sutton to Michelle Kennedy.

Ms. Bynum went over the two changes with the current credit cards.

**XVI. OLD BUSINESS**

**A. ACTION MATRIX (PP. 46-47)**

Ms. Long went over the action item list and it was discussed to add the tuition suspension to the action matrix.

**XVII. OTHER BUSINESS**

**A. DECEMBER MEETING DATE DISCUSSION**

It was discussed and determined to move the December meeting to December 13<sup>th</sup> and to continue with the traditional Christmas party for the Board in McArthur this year. The details will be determined in the coming month.

- B.** Ms. Rose thanked Dr. Garvey for attending the meeting and asked if he had any comments or feedback from the faculty.

Dr. Garvey shared how he also has seen that DR flags were mostly gas money and child care. He went on to share how the students couldn't be happier with the emergency funds that have been provided. He believed the DRs have been a big help, because it lets the students know we are there for them and we care about them.

- C.** Ms. Rose shared how there has been a new trustee appointed to Mr. Adelman's seat. His name is Mr. Jeff Simmons and he will be at the next meeting. He had previous commitment this evening and was unable to be at the meeting. Ms. Rose believes he will be a great addition to the Board.

**XVIII. EXECUTIVE SESSION**

There was no need for Executive Session at this meeting.

**XIX. ADJOURNMENT**

There being no further business to discuss, Ms. Jones made a motion and Mr. Howdyshell seconded the motion to adjourn the meeting at 7:15pm. Ms. Rose called for a voice vote. The motion to adjourn was passed unanimously.

  
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Ms. Taylor Rose, Chair

  
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Ms. Cherokee Ruby, Treasurer