

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

December 13, 2021

**LAROSA'S FAMILY PIZZERIA
966 EAST MAIN STREET
JACKSON, OHIO 45640
LOWER LEVEL RENTAL AREA
5:00 P.M.**

I. CALL TO ORDER – Mr. Mick Davenport, Vice Chair called the meeting to order at 5:05pm.

II. ROLL CALL

**Ms. Taylor Rose, Chair - absent
Mr. Mick Davenport, Vice Chair - present
Mr. Troy Howdyshell - present
Ms. Mary Lynne Jones - present
Ms. Sarah Munn - present
Mr. Paul Reed - present
Mr. Christian Scott - present
Mr. Jeff Simmons - 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; Ms. Cherokee Ruby, RGCC Treasurer; Ms. Amanda Ehman, Director of Community College Programming and Workforce Development; Mr. Tom Sutton, Associate Vice President of Administration; Ms. Michelle Kennedy, 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. Renee DeLawder, Director of Marketing; Ms. Morgan Saunders, Grants Officer; Ms. Elizabeth Bynum, Fiscal Services Specialist.

III. NEW TRUSTEE INDUCTION – MR. JEFF SIMMONS

Mr. Davenport conducted the new trustee induction ceremony for Mr. Jeff Simmons.

Mr. Davenport congratulated Mr. Simmons and welcomed him to the Board of Trustees. Mr. Simmons expressed gratitude and shared how he knows Mr. Andy Adelman. He further expressed that he will strive to serve on the board in the same capacity as Mr. Adelman. Mr.

Simmons shared how he looks forward to serving on the Board and promoting Rio.

Mr. Davenport expressed how he felt Mr. Simmons will be a great addition to the Board of Trustees and how he looked forward to working with him.

Ms. Jones joined the meeting at 5:11pm.

IV. APPROVAL OF THE OCTOBER 18TH MEETING MINUTES (PP. 4-15)

Ms. Jones made a motion to approve the October 18th meeting minutes. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

V. MADAM CHAIR UPDATE

Mr. Davenport opened the floor for discussion and comments.

Mr. Reed shared how he had read an article about Ohio Valley University in West Virginia. He explained how they had a significant amount of debt and were on a similar path that Rio had been headed down. Mr. Reed expressed appreciation to the Rio team for how they have made decisions that have changed the future of Rio Grande for the positive.

Mr. Reed also shared how he had attended a Holzer Board meeting and the shortage of nurses was a topic of discussion. He wondered what partnerships Rio has with Holzer and other hospitals that would help guarantee jobs for students when they graduate. President Smith shared how Rio has a great relationship with Holzer and expressed how clinical space has been a challenge. He went on to say that many nursing students do not wish to be vaccinated, and this is creating a greater challenge for clinical space, as many hospitals are requiring vaccination.

Mr. Davenport added how Mr. Reed with his leadership has been a part of the turnaround at Rio as well and wanted to give him appreciation for his time and effort.

VI. RGCC FINANCIAL UPDATE (PP. 16-17)

Ms. Ruby shared highlights from her report and wanted to also share some positive news in regards to the finances. She shared how currently there is close to a zero-balance due between the University and the Community College. This is extraordinary, especially for this time of year. At this point the University owes the Community College \$654,000.00 and the Community College owes the University \$552,000.00. The Community College will be paying for the cost of the offsite teaching this week. There will be about \$1.4 million worth of payments going to the University tomorrow when checks are processed. Ms. Ruby shared how for the first time in a long time we are at an almost zero-balance.

Ms. Ruby went on to give a brief update on a few various items, sharing how the audits for both institutions are almost complete. She went on to explain how we are running on schedule with the ERP for the finance module. The plan is to run the testing on the finance part in January. She mentioned how the grant items have all been ordered and that we have been informed of the potential for an additional \$25,500 of OVRDC grant funds for the

Jackson Center in the areas of manufacturing and welding. This same grant allowed us to buy a trailer to assist the college with hauling the robot and previously purchased equipment to various locations, such as college fairs to help recruit students. The next item she briefly went over was enrollment. She informed the Board how there is still 4 weeks of active enrollment yet to happen and RGCC is only about 62 FTE from meeting budget. She believed that if we stay on trajectory RGCC will hit budget. She further explained that even if enrollment didn't change at all then we would only be adding about \$35,000 to the deficit and that is if nothing changed in the next month at all. Ms. Ruby added that RGCC is in a good position, thanks to the people in this room.

Ms. Jones indicated that it was a cause for celebration to hear this positive information and believed that the right people have been placed in the right positions to have made this all happen. Ms. Long added that it hasn't been like this in the past 20 years until now.

VII. RGCC RETIREMENT TRUSTEE – CHEROKEE RUBY

Ms. Ruby explained how in the process of changing over the retirement she found out they wouldn't allow her to complete the steps necessary to roll over the funds and close the account until she was named the retirement trustee. She further explained how they have allowed her and Ms. Julia Slone to do everything else, until it came to closing the account with them. They still have Mr. Kent Haley listed as the trustee and they require a resolution to make Ms. Ruby the trustee in order to complete the final paperwork.

Mr. Smith made a motion to approve the following resolution to make Ms. Ruby the retirement trustee for RGCC. Ms. Jones seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Resolution 12.13.21(1)

WHEREAS, Rio Grande Community College hired Ms. Cherokee Ruby as the full-time Treasurer to serve the fiscal obligations of the college, and

WHEREAS, the RGCC Board of Trustees approved her employment on September 1, 2020 to begin on September 21, 2020, and

THEREFORE, BE IT RESOLVED that the RGCC Board authorizes Cherokee Ruby as the Treasurer of Rio Grande Community College to be the Trustee for the RGCC retirement funds.

VIII. MOU EXTENSION– LEASED PROPERTY (PP. 18-19)

Ms. Long explained how they have had many discussions about the property and the buildings across campus in regards to who owns what. The auditors have told them that they need to dig deeper into this to find out the ownership details, but it requires special counsel. An MOU was created to say that we agree to work together until we can figure it all out. The current MOU expires on December 31st, so the Joint Board Commission met to discuss the matter. The Joint Board Commission is comprised of the current Chair, current Vice Chair, and former Chair of both boards. This committee was designed to discuss items such as this. In their recent meeting they discussed extending this MOU to fall in line with the biennium and also to extend the Instructional contract for 18 months as well. The Joint Board Commission proposed moving forward with extending both for the 18 months and was

recommending this same action to the full board.

Mr. Reed made a motion to approve the extension of the MOU for Leased Property to June 30, 2023. Mr. Simmons seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

IX. INSTRUCTIONAL, ADMINISTRATIVE, STUDENT SERVICES CONTRACT & ADDENDUM RENEWAL (PP. 20-21)

Ms. Long shared how this instructional contract is roughly a \$14 million contract between the two institutions. She explained how in the past they used to approve it on the biennium, as RGCC can't approve the contract for future dates where they haven't yet been approved to receive the funds that would cover the cost of the contract. The Joint Board Commission discussed extending the contract to June 30, 2023 to appease the University attorneys and both entity auditors. It also makes better sense to make it fall in line with our budgeting that ends the fiscal year in June instead of an expiration mid-year in December. This approval would extend the contract for period of 18 months. Mr. Reed inquired of whether RGCC was living up to the contract and Ms. Long responded that yes, it is being followed.

President Smith added how approving the contract for this timeframe still allows for them to come back in six months and work on it. He believed that it would be premature to make adjustments to the contract at this point in time. Ms. Ruby agreed that with the cost analysis requirements using our current system and the time it would take to make any worthwhile changes, it's just not realistic with all of the major projects we have in process.

Mr. Howdyshell made a motion to accept the following resolution. Mr. Smith seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Resolution 12.13.21(2)

WHEREAS, the Board of Trustees has discussed and agreed upon an extension of the Instructional, Administrative and Student Services Contract between the University of Rio Grande and Rio Grande Community College, and

WHEREAS, the Board of Trustees has discussed and agreed upon an extension of the Instructional, Administrative and Student Services Contract Addendum,

NOW, THEREFORE, BE IT RESOLVED, that the Instructional, Administrative and Student Services Contract and Addendum between the University of Rio Grande and Rio Grande Community College has been extended until June 30, 2023.

X. ERP UPDATE – DR. DAVID LAWRENCE (PP. 22-24)

Ms. Ruby shared how Dr. Lawrence was unable to be present at the meeting due to a recent knee surgery. She shared how it was planned to allow Dr. Bean to fill in to answer any questions, but she wasn't feeling well and was unable to attend also. Ms. Ruby asked if they had any questions.

Mr. Smith shared how he wanted to make sure that in the process of changing to the ERP that we want to work with urgency, but also with a holistic approach. He doesn't want the

institution to rush into it just to hit a date for a deadline, but that it was important to keep moving forward with the whole picture in focus. He has seen companies destroy themselves by rushing to meet a deadline.

Ms. Ruby shared how Dr. Bean has been working with the team and pulling them all together with the project. There is hope that it will stay on time, but they are not planning to rush it. She further explained how the finance piece is on time, but the student piece is behind and they are pulling that back in with Dr. Lawrence and Dr. Bean both working on it. She mentioned how August has been presented as a launch, but she believed that August would be a difficult month to do the launch of the student side with the start of the Fall semester in that same month which could give us an additional couple of months if July is not realistic.

XI. COURSE FEE ADJUSTMENTS (PP. 25-36)

Ms. Ruby shared how Dr. Bean was unable to be at the meeting, but she would go over the course fee adjustments. She started with OSHA and explained that the fee increase would be used to cover the cost of the 160-page packet that each student would need, as well as, the cost of the registration card. This will be a pass through in that the student will be paying for the actual fees of the course, so it will not be a money maker. This type of pass through fee will not need to go to the Chancellor for approval.

Next, Ms. Ruby shared how the cost increase of \$117 for the EKG course will cover the cost of certification. Ms. Ehman added how there is grant funding available that will cover the cost of the EKG and MFG course fees and tuition. It is important to receive certification upon completion.

Ms. Ruby saved the EDU course until last because it was little more detailed and she was less familiar with this fee. She explained how those requesting the fee feel like \$350 will be an amount close to the regular cost each time and how this will also be a fee that is a pass through for cost, so it will not require the Chancellor's approval either. She pointed to the additional information included in the agenda packet that explains the details of what the fee will cover.

The importance of field trips and their long-lasting value for students was discussed.

Mr. Reed made a motion to approve all three course fees presented below. Ms. Jones seconded the motion. Mr. Davenport called for a voice vote. The motion was approved by all, except Mr. Scott. Mr. Scott abstained from the vote, because his wife was involved in the request of the fee for the EDU course fee.

- A. EDU 12201 – FIELD TRIPS IN EDUCATION - \$350 (PP. 26-35)**
- B. MFG 28901 – OSHA - \$31**
 - **THIS WILL COVER THE COST FOR CERTIFICATION AND PRINTED MATERIALS. SERVES AS A PASS THROUGH FOR THE STUDENTS.**
- C. AHC 10403 – EKG CURRENT COURSE FEE \$31.00 (PP. 36)**
 - **INCREASE TO \$148.00 TO COVER TESTING FEE**

XII. STAFF REPORTS

A. PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 37-39)

President Smith shared how he wanted to mention one item that was not included in his written report. He explained how the institution is undergoing a search for a new Chief Information Officer. There are three campus interviews scheduled for this week, and he hopes to have a new CIO in position by the beginning of the new year.

President Smith also shared how there was an additional packet of materials included with their agenda that involved the Vinton County project and the Agricultural project. He continued by going over the information included on those pages involving costs of the projects and the items needed. He expressed how there are a lot of good things happening.

B. CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG (PP. 40-43)

Ms. Long pointed to her written report included in the agenda and shared a few brief highlights from the report.

Ms. Long invited others to share about how advising was going. Ms. Kennedy shared how she has had a large amount of advisee appointments recently. Mr. Forche agreed and shared that the success coaches were also experiencing an increase in advisee appointments.

Ms. Long shared how Mr. Forche has been tracking the numbers and data of returning students. Mr. Forche indicated that the number of students that are not returning from their list was minimal. He further indicated that they have shifted their focus to those students who have been accepted for Spring, but have not yet registered for classes. He shared how they have been instituting a new tactic to reach them. Students are reluctant to answer phone calls from numbers they don't know, so they are reaching out through email to connect with those students who still need to register for Spring.

Ms. Long shared how there are some students who will remain on campus over the break and how they are planning to make sure they are taken care of. She went on to share how there were some students who planned to fly home, but they were required to get tested and their tests have come back positive for Covid. Those students have to wait until they get a negative test before they can return home, but we are trying to help them the best we can.

C. PROVOST REPORT – DR. KELLIE BEAN (PP. 44-45)

Ms. Ruby shared how Dr. Bean offered to be available by phone if she was needed to answer questions. A call was not facilitated.

D. GRANTS OFFICER REPORT – MS. MORGAN SAUNDERS (PP. 46-58)

Ms. Long introduced Ms. Morgan Saunders. Ms. Long expressed how Ms. Saunders has a strong enthusiasm for her role as Grants Officer and how she has been a great

addition to the team.

Ms. Saunders shared how since she started in February Rio has brought in \$2,111,739.42 in grant funds. She explained how her position was new, so she created a mission and vision statement as a guide. She briefly went over the various grants that were included in the agenda in her report section.

There were a few items of interest that she shared outside of the packet material. She indicated that the Campus Safety Grant agreement was submitted by Ms. Ruby and that the release of funds would be voted on at the Controlling Board Meeting scheduled for January 10th. She explained how the ARC Power Grant was for use at the Meigs Center and how we were promised the funding, but nothing is official yet. She explained how we don't know when we will receive the funds, but she followed up with an email earlier today to get an update. She described how the Stem P3 Grant was for medical scribes and there are currently 6 students enrolled. She indicated that we have received some funding for the OMIC program and how Rio still needs a faculty member to lead the OCRI Grant project. She shared how Second Chance Grant will grant students up to \$2,000 toward their tuition and how the funding is secured, but Rio is waiting on the paperwork that should come after census date this spring. She indicated Rio will know whether we have received the Spark Grant funding and the Post-Secondary grant funding in January. The Post-Secondary grant is \$990,000 to help students be successful.

Mr. Reed and Mr. Davenport expressed how they felt Ms. Saunders' list of grant funding was an impressive list.

XIII. MEETING DATES & TIMES 2022 DISCUSSION

The Board typically meets on the 3rd Monday of every month at 5:00pm, except for January, February, and December. In those months the Board meets on the 2nd Monday of the month due to holidays.

Ms. Long shared how last year we agreed to schedule monthly meetings, then cancel if we see that a meeting is not necessary. Mr. Davenport asked if the dates listed would work. The trustees agreed with the list, except for June 20th. It was discussed to move June 20th to June 13th due to the Juneteenth holiday.

- 1/10/22
- 2/14/22
- 3/21/22
- 4/18/22
- 5/16/22
- 6/20/22 – **Moved to 6/13/22**
- 7/18/22
- 8/15/22
- 9/19/22
- 10/17/22

- 11/21/22
- 12/12/22

XIV. OLD BUSINESS

A. ACTION MATRIX (PP. 59-60)

Ms. Long went over the list, nothing was added. It was discussed that the second item was concluded at the last meeting and would be removed from the list.

XV. OTHER BUSINESS

- A.** No other business was brought up or discussed.

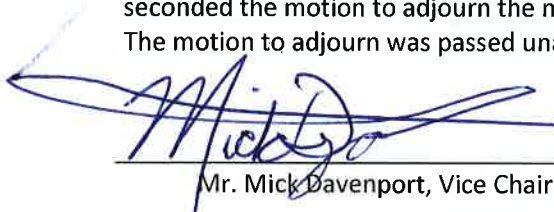
XVI. EXECUTIVE SESSION

- A.** Ms. Ruby confirmed with the auditors that an email discussion would be acceptable due the location of the meeting and the lack of a proper area to separate attendees. There was an email discussion prior to the meeting about employee benefits and title, so there wasn't a need for an executive session. It was discussed to keep the current healthcare coverage and for the college to absorb the increase in cost. The clerical error was corrected per employee file.

Ms. Jones made a motion to approve the items discussed through email. Ms. Munn seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

XVII. ADJOURNMENT

There being no further business to discuss, Mr. Howdysshell made a motion and Mr. Smith seconded the motion to adjourn the meeting at 6:07pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Mick Davenport, Vice Chair



Ms. Cherokee Ruby, Treasurer