

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

March 21, 2022

**BOB EVANS FARMS HALL, ROOM 216
OR VIA MICROSOFT TEAMS**

5:00 P.M.

I. CALL TO ORDER – Ms. Taylor Rose, Chair called the meeting to order at 5:00pm.

II. ROLL CALL

**Ms. Taylor Rose, Chair - present
Mr. Mick Davenport, Vice Chair -present
Mr. Troy Howdyshell - absent
Ms. Mary Lynne Jones - present
Ms. Sarah Munn - present
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; Dr. Kellie Bean, Provost; Dr. David Lawrence, Associate Provost for Institutional Effectiveness; Ms. Cherokee Ruby, RGCC Treasurer; Ms. Amanda Ehman, Director of Community College Programming and Workforce Development; 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: Dr. Kilian Garvey, Faculty Assembly President; Dr. Kay-Anne Darlington, Faculty Association Chair.

III. APPROVAL OF THE DECEMBER 13TH MEETING MINUTES (PP. 4-12)

Mr. Davenport made a motion to approve the December 13th meeting minutes. Mr. Scott seconded the motion. Ms. Rose called for a voice vote. The motion passed unanimously.

IV. MADAM CHAIR UPDATE

Ms. Rose shared how she had a very good conversation with President Smith, Ms. Long, and Ms. Ruby. She explained how they discussed putting together a taskforce to address childcare needs for students. She shared how the idea came from one of Mr. Ben Forche's prior meeting reports that showed there was a strong need for childcare among students. She added that Mr. Howdyshell has reached out to her following that meeting to discuss if RGCC could look into the childcare shortage. She expressed how the faculty and staff are currently operating at a high capacity, but as time comes available it will become a focus. It will be added to the action matrix as a standing agenda item for now.

Ms. Rose opened the floor for any questions or comments.

Mr. Reed inquired of the location of the needed childcare, mentioning the prior preliminary Athens-Meigs ESC interest that was at the Meigs Center. Ms. Long explained how the initiative would likely be centered around Main Campus.

V. RGCC FINANCIAL UPDATE (PP. 13-23)

Ms. Ruby went over her report included in the agenda. She pointed to page 14 in the agenda for the narrative she provided. She explained how the receivable between the Community College and the University was a wash at the report time. The update for the Year to Date shows a \$1.5 million balance, but the Community College has a contract payment due to the University as well. Ms. Ruby expressed how we are staying close to a wash consistently and all of the balance showing currently as a payable is based on all Spring enrollment and nothing is past due or carried over.

Ms. Ruby went on to share there are a lot of projects happening currently. She has been reviewing the current budget and the upcoming budget for the new year. She explained how it is looking more promising than it originally had looked. She gave admiration to all of the directors for doing a very good job keeping expenditures down and how Mr. Sutton has been doing well at looking ahead to prevent us from tackling certain projects that we may later have to redo if we don't follow the proper timeline. This is increasing the efficiency of RGCC.

A. FISCAL YEAR 2022 – 2ND QTR FINANCIAL STATEMENTS

Mr. Reed 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 3.21.22(1)

WHEREAS, the revenue, expenditure, and fund balances for the six-month period ending December 31, 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 December 31, 2021, be approved as presented.

VI. ERP UPDATE – DR. DAVID LAWRENCE (PP. 24-28)

Dr. Lawrence went over some highlights from his written report included in the agenda. He shared how the Finance Module of the new ERP is still on schedule, but the team is still ironing out some details in regards to one small item they are working out with the bank.

Dr. Lawrence shared how the Student Module of the project has been pushed back one week from what he originally submitted to the Board.

The other modules and other integrations are underway. He expressed how they will be getting into the finite details of the process soon and running tests to make sure that everything is getting into place. He shared how this will be a lot of work on our team the next few months, but it will be well worth it.

VII. CAPITAL UPDATES

President Smith shared how the leadership team had done some brainstorming sessions to map out the various capital projects they felt were necessary for both the University and the Community College. Then they went back over the list discussing the best approach to addressing each project and listed out the different types of funding sources that might be available. He explained how it is like a Rubik's cube to put it all together, to see which funding sources fit better with which projects. Information was given on possible funding sources, but no formal action was taken.

He further explained how it takes some time to get all of the approvals needed when you use capital dollars. This year especially has been a little unique, because the capital bill timing is usually around this time of year after the primaries. However, this year with the redistricting it has changed the timing some. It will likely be in the fall and it would take several months to get the capital dollars released to purchase certain items. He explained how the following resolution ties to this. It is for approval to use funds out of reserve dollars so that we can get moving on the Ag. Project quicker. This resolution will allow us to get the fence put up, the side by side, the tractor, and to help us get going with our partnership with The Ohio State University much sooner. He shared how we will also be able to get the marketing out. This will be a beef and meat farm, Rio will teach the general education courses and OSU will specialize in the beef and meat science courses. Then later on our faculty will be able to teach while still maintaining a partnership with OSU. It would still be a 2 Plus 2 program.

President Smith went on to share another project that is being developed at the Meigs Center using the Power Grant funding. We are starting the construction portion of the project, but facing concerns over inflation cost in construction.

President Smith shared how the McArthur Center has been a big ask from the State, but he is fairly confident that we can get the funding. He expressed how Rio still has some former funding allocated for the project to get started on the design.

He shared how they hope the total of all the current projects will be \$10.2 million, without including the ERP project. There are some other projects that they are trying to figure out how to fund. Once they figure out how to fund them and when they can get the funds, those projects will move up the list. He indicated that this is a robust plan and they are trying to figure out how to make it work in a hyper-inflation environment.

Mr. Reed inquired of OSU's portion in regards to name and construction. President Smith shared that right now OSU will be providing people to operate the farm. Rio will lease them the land and they will have the cattle and the programming side. President Smith expressed how he wants to get it started to see where it can go.

Ms. Rose shared how as trustees it is their role to offer support to the institution as well as the staff and faculty to help Rio grow. Whatever we can do to support growth we should be doing.

VIII. FARM EXPENDITURES

Ms. Ruby shared how the \$600,000 in the following resolution is a rough estimate and we may not have to spend all of that. We are not going to spend it, if we don't need to.

Ms. Munn inquired if this would be similar to ATI with OSU. President Smith answered that it was a similar concept just on a smaller scale.

Ms. Rose inquired of where this will put our reserve total. Ms. Ruby indicated that if everything stayed on approved budget we expected a deficit, but it looks like we will come out in the black. She explained how with this approval, we are only looking at \$100,000 in the red. However, with the total budget of \$19 million with restricted funds and everything including the timing of expenditures, she projected we would still finish in the black.

Ms. Long shared that Mr. Reed had inquired about how the Ag. Program impacts the Community College. She explained how this is a 2 Plus 2 program and Ms. Ruby shared how if we get at least 10 students enrolled full time we should breakeven. We

would like to get it up and running then over time become less dependent on OSU.

Mr. Davenport asked if we receive the capital money, would it be for more expenditures or to reimburse for money used from the reserves. Ms. Ruby explained how we can't reimburse with capital dollars, but once we know the capital funding is coming through she will stop using the reserve dollars.

Mr. Reed inquired about what the maximum capacity would be for this program. Dr. Bean shared how it would likely be 30 students.

President Smith shared how he would be attending the steer show at the State fair to show a steer. He said it will be used to raise money for Children's Hospital, but is also a great way to create recognition for the program.

Ms. Jones inquired about donations for the program. President Smith shared how we haven't made it that far just yet. His plan is to bring in cattlemen's families to see what they think. He continued with how it will be a good way to get a feel for everything and he believes we will get a big response.

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

Resolution 3.21.22(2)

WHEREAS, it is necessary to provide infrastructure for the agricultural program expenditures, and

WHEREAS, RGCC requests board approval for up to \$600,000 to purchase needed structures and equipment, and

WHEREAS, these funds required for this project are needed soon in order to prepare in a timely manner for the program start, and

WHEREAS, RGCC requests the funds for this project to come from the reserves, then by capital dollars when available

THEREFORE, BE IT RESOLVED RGCC requests up to \$600,000 from reserves to be used to purchase necessary expenditures.

IX. CAPITAL UPDATE - ADDITIONAL

Ms. Long requested to go back to the Rhodes Project discussion and Ms. Rose approved further discussion. She explained how the money for the project was allocated back when Dr. Barbara Danley was president of Rio. She explained how it was bid out for \$937,000. Currently, we are under a contract with an architect and

an engineer, but with the inflation the preliminary bid came in at \$1.8 million. This has made the project a little more difficult, we are pulling \$300,000 from HERF funding to fix the HVAC system. They have also worked on the list of renovations to bring it down to a more reasonable place. Rio has started doing a lot of work ourselves as well. This project will totally renovate the Rhodes Student Center. It will create one building where the students can go to get most of their student problems solved. She expressed how they are very excited about the project. She indicated that because it is a State project they would come back to discuss it further and obtain approvals from the Board.

X. STAFF REPORTS

A. PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 29-31)

President Smith went over the highlights of his report. He expressed how Rio is coming out ahead after the pandemic. He explained how in 2 years' time there has been 10 years of progress made. He shared how the team isn't afraid to try new things and he feels good about Rio's position.

He shared how Rio is getting ready to post an Economic Development position that could potentially lead to additional workforce connections in the four counties.

President Smith shared how the Commencement speaker this year is the Director of the Ohio Department of Development, Lydia Milhalik, and he gave some of her background.

B. CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG (PP. 32-34)

Ms. Long shared how there will be an official announcement from the Meigs Center about the Power Grant. It will probably be given close to Commencement. She shared how Mr. Perry Varnadoe initially mentioned this grant to them and encouraged Rio to apply. He has been a good partner to Rio. The Power Grant is primarily for MA (Medical Assistant), but it has others programs embedded into it. Ms. Ehman added how there are 6 others embedded.

Ms. Long explained how they originally would have liked to construct a mobile welding lab, but they found out that another provider is now offering welding in the county and we don't want to duplicate services. We will be looking at using it in a different way, so that we are not duplicating programs in the same county. The capital investment of our renovation at the Meigs Center will be our contribution for the grant. We plan to change the computer lab into a science lab. The Community College will be funding this portion with reserve dollars. Ms. Long shared how they have met with the Commissioners to potentially help support some of this as well. She believes

these new programs will be a game changer for the Center.

Ms. Long explained how they have completely removed the mask mandate, but Rio still offers testing and vaccination. Spring has been pretty quiet thus far.

Ms. Rose inquired of how close Rio was to outgrowing their livable areas in housing on campus. Ms. Long shared how the maximum is 518 without including Moulton. Last fall there were 350 students in the dorms. President Smith believed with the same amount of growth Rio has been seeing he believed we could potentially outgrow the capacity in about another year. Ms. Long shared how Rio has done multiple small things to improve the current dorms. She expressed how they want to build a new dorm, but still make improvements to the old ones. President Smith added that they are looking at a capacity of 175 students in the new dorm.

C. DIRECTOR OF COMMUNITY COLLEGE PROGRAMMING & WORKFORCE DEVELOPMENT REPORT – MS. AMANDA EHMAN (PP. 35-40)

Ms. Ehman shared from her written report about various areas she oversees. She started with activities at the Centers, sharing how they are currently recruiting for Summer Semester. She mentioned multiple grants that are used in the summer.

She moved on to the College Credit Plus and how it has grown significantly. Currently, there are 539 CCP students total and 209 of them are enrolled as seniors in high school. She explained how they are planning to host a banquet to recognize them. They plan to have faculty members set up tables to discuss with the students how if they have already taken certain classes they could be close to a degree. Ms. Ehman extended an invitation to all of the trustees to attend and felt it would be wonderful if they could be there.

Ms. Ehman pointed to the various industry pictures included in her report explaining how she has been working with the local workforce to see what the various needs are in our area. They have also reached out to her in need of employees and wanted to know what they could do.

Ms. Ehman went on to share how her Admissions Processing team's roles will be changing soon as Dr. Lawrence had pointed out with the work created by Anthology.

D. DIRECTOR OF MARKETING REPORT – MS. RENEE DELAWDER (PP. 41-43)

Ms. DeLawder shared some updates from her report. She described how she

had received several comments about seeing the Rio commercials during the playoffs. It created a lot of exposure for Rio.

She went on to explain how she is very excited about the new website. She expressed how it will be helpful for marketing efforts to be able to send people to a website that is so much more efficient. They will be able to find what they need so much better.

Ms. DeLawder shared with the Board how next month is National Community College month. She went on to share that if any of the trustees would like to write about how it affects them as a board member to let her know and she would also get them on video.

Ms. Rose expressed how she is excited for the new website.

E. DEAN OF STUDENT SUCCESS – MR. BEN FORCHE (PP. 44-53)

Mr. Forche explained how the success coaches are booked solid for the next 3 weeks. He said they are pushing to get as many high school students registered as possible. His hope is they will go back to their schools and talk about how they are already signed up for classes at Rio with their friends. This will hopefully encourage their peers to do the same.

Mr. Forche went on to share how they are seeing a lot of retention success with students who have at least one D.R. When a faculty member expresses a concern about a student by giving them a D.R. the success coaches then reach out to connect with the student to see what they can do to help them be successful. The data shows it is helpful. They are seeing a retention rate of 94% of those with D.R.'s. Then of the students without D.R.'s they are only seeing a retention rate of 72%. Ms. Long explained how they are planning to reach out to all students going forward even those without a D.R. to see if they can build off of that data, since we can see it is so helpful to the retention rate.

Mr. Reed inquired about what the retention rate was prior to Mr. Forche starting at Rio. Ms. Long shared how the data has not been tracked in this way prior to his arrival, so we really don't have an accurate comparison to be able to give.

Ms. Rose inquired of how close we are to needing more success coaches. Mr. Forche indicated they currently are seeking two more.

XI. CREDIT CARDS HOLDERS & LIMITS (PP. 54-55)

Ms. Bynum went over the two updates on the quarterly report.

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

- Jackson Center Credit Card:
 - The Jackson Center card had a \$45 fraudulent charge to Sam's Club in Arizona show up on October 17th at 3:04 AM CT. We disputed the charge, they credited us back and we were issued a new card with a new number and expiration date.
- McArthur Center Credit Card:
 - This credit card expired and a new card was received on 2/15/22 with an updated expiration date.

XII. CREDIT CARD REWARDS – 2021 ANNUAL REVIEW

Ms. Bynum went over the 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 2021 using points
- Point balance as of 3/8/22 was 62,044.
 - Points for reference. A very basic small microwave is valued at 15,900 points and a computer mouse is valued at 4,500 points.

XIII. OLD BUSINESS

A. ACTION MATRIX (PP. 56-57)

Ms. Long shared how the action matrix has thinned out and as mentioned earlier in the meeting, Ms. Rose would like to see the childcare action item added to the action matrix.

Ms. Rose asked the trustees if there were any other items.

Mr. Reed asked President Smith if he thought the team will be stretched too thin with all of the projects or if it will be manageable. President Smith expressed that he believes it will be manageable, but we are trying to grow into it. He further explained that some of the changes that have been made are to help reposition things and use employees' abilities in the best ways possible. He shared how we are always looking for good people.

XIV. OTHER BUSINESS

Ms. Long shared how the contract includes a section that requires the financial officers of both institutions to share at the Board meeting of the other. This is in place to keep the communications open between the two entities. Ms. Meghann Fraley is

scheduled to report at the April meeting, but it was discussed that with the new ERP it might be best for her to report to be given at a later meeting in June or July. She could give a fiscal year wrap up. Ms. Ruby shared how Ms. Fraley is very willing to come in April if needed.

Ms. Rose shared how she didn't think it would be best to pull someone away from such an important task such as the new system, when it is currently in full swing. Ms. Rose inquired of the trustees on their thoughts, all were in favor of her postponing her report until June or July.

XV. EXECUTIVE SESSION

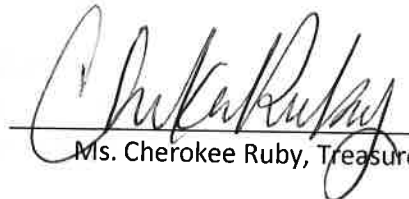
There was no need for Executive Session at this meeting.

XVI. ADJOURNMENT

There being no further business to discuss, Ms. Munn made a motion and Ms. Jones seconded the motion to adjourn the meeting at 6:30pm. Ms. Rose called for a voice vote. The motion to adjourn was passed unanimously.



Ms. Taylor Rose, Chair



Ms. Cherokee Ruby, Treasurer