

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

APRIL 22, 2024

BOB EVANS FARMS HALL, ROOM 216

5:00 P.M.

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

II. ROLL CALL

Mr. Mick Davenport, Chair - present

Mr. Paul Reed, Vice Chair - present

Mr. Troy Howdyshell - present

Ms. Mary Lynne Jones - present

Ms. Sarah Munn - present

Ms. Taylor Rose - present

Mr. Christian Scott - present

Mr. Jeff Simmons - absent

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; Dr. David Lawrence, Provost; Ms. Cherokee Ruby, RGCC CFO; Ms. Tracy Rice, Director of the Pike County Center; Mr. Jeremy Heffernan, RGCC Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist.

III. APPROVAL OF MARCH 25TH MEETING MINUTES (PP. 4-12)

Ms. Jones made a motion to approve the March 25th meeting minutes. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

IV. CHAIRMAN UPDATE

Mr. Davenport shared how he hoped the trustees could come to Commencement on May 11th. He went on to share that he had been in conversations with Ms. Robyn Fowler, the Chair of the University Board and they discussed the possibility of a Joint Board Retreat on October 14th. He asked the trustees to consider the date and let him

know if that date will work.

Mr. Davenport's trivia question this week was about the nickname of the Community Hall building that Rio used to play basketball in. The answer was the Hog Pin. Ms. Jones answered correctly and won the prize.

Mr. Davenport gave a bonus question. He repeated the question from the previous month. Who was the first president of Rio Grande College. Ms. Munn answered correctly with President Ransom Dunn.

V. APPROVAL OF THE GRADUATES OF THE CLASS OF 2024 (PP. 13-20)

Ms. Long shared how approving the graduates is the best thing the Board gets to approve, because this is what it is all about.

They discussed what would happen if they didn't approve some of the students, in case that need would ever arise. It was determined that there would need to be very strong support for the decision if that came up in the future.

Mr. Reed inquired of why some of the programs had such a small number of graduates. One that was mentioned was Meat Science and it only had two students. President Smith and Ms. Long shared how the reason it was so low was due to how it is a new program. The other program that was reviewed was Welding with two students graduating. Ms. Ruby shared how it could be due to CCP graduating with welding certificates. Ms. Long added that certifications will allow for gainful employment prior to completing the degree. This often slows the process of degree attainment in that particular field.

Mr. Scott made a motion to approve the following resolution. Mr. Howdysell seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Resolution 4.22.24(1)

WHEREAS, the Registrar has certified the candidates who have met all the requirements for their respective Associate Degrees as of this time, and

WHEREAS, it is necessary that the Board of Trustees of Rio Grande Community College approve those candidates and authorize those degrees,

THEREFORE, BE IT RESOLVED that the Associate Degree candidates who have met all the requirements of their respective programs, as certified by the office of the Registrar, are hereby approved for awarding the appropriate Associate Degrees.

VI. RGCC FINANCIAL UPDATE (PP. 21-31)

Ms. Ruby shared how she wanted to add a couple of things to the narrative that she included in the agenda packet. She shared how we have received quotes back on furniture for the new Pike County Center. We will only have access to the first floor starting out, so the plan is to create two orders and initiate them in two phases. We will spend approximately \$50,000 on the first phase and nearly \$30,000 on the second phase. We will not completely furnish offices until we know who will be working there so we know for sure what type of furniture they will need.

There is also a furniture order prepared for the Meigs Center Power Project, but we won't place that order until we know what the installation will cost.

Ms. Ruby added how the revenue and cash balance is high right now due to Super Rapids. The funds were deposited and they were a little over \$500,000. We have placed the order for the equipment, but we haven't received or paid for it yet. The information is included in the narrative, but she wanted to reiterate it.

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

- **FISCAL YEAR 2024 – 3RD QTR FINANCIAL STATEMENTS**

Resolution 4.22.24(2)

WHEREAS, the revenue, expenditure, and fund balances for the nine-month period ending March 31, 2024 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 March 31, 2024, be approved as presented.

VII. DELEGATION OF SIGNATORY AUTHORITY

It was discussed how this resolution is a reaffirmation of the signatory authority resolution the Board approved last year. It was decided last year to approve it annually, that way there wouldn't be any difficulty if something came up that needed to be changed, such as CD's upon maturity and new investments.

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

Resolution 4.22.24(3)

WHEREAS, The Rio Grande Community Board of Trustees has statutory authority to

oversee Rio Grande Community College operations and finances, and

WHEREAS, the Rio Grande Community College Board of Trustees desires to delegate signatory authority on Rio Grande Community College financial instruments including certified deposits, checks, vouchers, notes, remittances, and other types of commercial paper to the Chief Financial Officer and Chief Operating Officer, and

WHEREAS, all entity policies are abided by and all transactions are in compliance, and

NOW THEREFORE, BE IT RESOLVED, that the Trustees hereby delegate signatory authority to the Chief Financial Officer, Ms. Cherokee Ruby and/or Chief Operating Officer, Ms. Rebecca Long.

VIII. CONSTRUCTION UPDATES (PP. 32-34)

Ms. Long went over her list of construction updates from the agenda packet.

When she went over the Pike County Center update she introduced Ms. Tracy Rice as the new Pike County Center Director. Ms. Rice was present at the meeting. Ms. Long shared how this was Ms. Rice's first day at Rio and how we are happy to have her. She will spend her first 3 weeks between Main Campus and the other three Centers for training purposes. Ms. Long went on to share how we are excited that we registered our first Pike County student today.

Ms. Long also shared how the Area Agency on Aging (AAA) building has sat empty for about a year and would now be used as an Auxiliary Athlete Area (AAA). It was approved on Friday by the University Board to go forward with the needed renovations that should take between 90-100 days to complete.

Mr. Davenport welcomed Ms. Rice to Rio.

IX. ENROLLMENT REPORT (PP. 35-36)

Ms. Ruby went over her enrollment report for summer. She shared how this report was from last Tuesday. Currently, we are down from prior year. We found out the high schools have been holding their CCP registrations, then giving them to us all at once. The enrollment number was surprisingly low, so Ms. Ciara Spurlin, CCP Director, started reaching out to the high schools. Hopefully we will start seeing those registration forms come through soon. Today we received 22 CCP registration forms.

Ms. Ruby went on to share how fall enrollment is looking very similar to summer and she didn't include a report for fall in the agenda. The report takes 2-3 hours to compile, because there are over 1,100 lines that have to be filtered through to get to the actual numbers we need for the report. She shared how Mr. Heffernan has taken on the enrollment report work. She further shared how Ms. Fraley the University's CFO works

with Mr. Heffernan on enrollment reports to get her numbers as well.

Mr. Davenport inquired of why the high schools have been holding the registrations this year. It was shared that they probably hold them out of convenience and to make sure they have met with each student before they turn them all in. They weren't certain if that was the reason, but that is what they thought might be the cause.

Trustee Smith inquired of the downward trend in the non-CCP side of the enrollment. He shared how we budgeted for 144 and we only have a month before Summer Semester starts. He felt that number was concerning. Ms. Ruby agreed, then explained how some of it is due to Nursing students. The Nursing department waits to see if the students pass their Spring classes before they register them for Summer. Ms. Long added how we have a lot of students who owe prior balances this year. You can't register if you owe a balance from a previous semester.

Trustee Smith shared how his understanding was that a lot of community colleges are seeing a downward trend. He wondered how Rio's numbers compared, because these numbers are substantial. He wondered if we need to reforecast the numbers. Ms. Ruby will do a revision if the numbers don't go up. Ms. Long explained how in comparison to other schools we are holding our own and these numbers are conservative. She expressed how Ms. Ruby is good at being conservative.

Trustee Smith inquired of potential strategies and tactics we can put into place. Ms. Long shared how we have been able to add short term certificates that enable students to get a certificate in only one or two semesters. We have had some grant funding that helped in the past. That has been some of the reasons for the change. We had a grant last year for CDCA and it has been strong program. We don't have the funding for it this year, so the enrollment for that certificate has decreased. She went on to share how they are constantly looking for the next thing that can be implemented to help boost enrollment. This summer, Jackson is going to try offering a dispatcher course, where they will meet one day a week to become a dispatcher. This will help fill the gap, but it is a constant struggle to figure out what we will do next.

Mr. Davenport inquired about whether the additional space will help enrollment at the Meigs Center and when will the students be able to enroll in those courses. Ms. Long explained how the students are already enrolled in that program and the second year is heavier on the Medical Assistant (MA) side of things. When the lab is finished those students will be going into their second year which is when it will be needed the most.

Ms. Jones inquired if we follow the local district enrollment trends. Ms. Long explained that we follow the state and national trends and they have been declining for years.

X. ERP UPDATE – DR. DAVID LAWRENCE (PP. 37-38)

Dr. Lawrence explained how he included a brief report in the agenda. He pointed out how we are dealing with a couple of complex issues. There are other issues, but those issues are expected with our unique setup. Ms. Ruby shared how Anthology is still working on the budget to actual and they have given us a new person to work with to help solve our bigger issues. Ms. Ruby explained how this person understands what we need from an accounting perspective. He is working with the Anthology team to translate to the programmers what we need the program to be able to do. The programmers don't understand accounting. This person understands accounting and can explain it to the programmers, so they can try to figure out how to make it work for us.

Dr. Lawrence explained that June 24th is still the target date, but if we can't fully use the system we will hold back on that date. We won't be able to go to the new system until it is truly working or there will be bigger issues.

Mr. Reed inquired if Anthology understood the importance of this. Dr. Lawrence and Ms. Ruby both shared how Anthology is aware, but they have had a high turnover in employees. We are on our 4th project manager and every time they change Rio has to reiterate the importance of what we need the system to be able to do to the new person.

Mr. Reed inquired of the original Go-Live date. Dr. Lawrence share that we expected to go live between 18 months and 2 years. Dr. Lawrence went on to share how our issues have been put on Anthology's priority list and he is cautiously confident that we will meet the June 24th Go-Live date.

Trustee Smith inquired if we are still withholding the subscription. Ms. Ruby confirmed that yes, we still have not paid for the subscription.

The discussion turned to how Anthology is based out of Florida, but all of the team members live in various states across the US and they work remotely. When they come in person they all come from separate places.

Then the discussion turned to how this will not be just a band-aid fix for our unique situation. It was explained that there are programmers creating specific programming for our unique situation. The University will be automated and the Community College will be manual with imports. The University has a lot more accounts, so it makes sense to make it automated if only one side can be automated at this time. Currently, Anthology is trying to figure out how to print refund checks for RGCC students. The University prints all of the refund checks. They are working on having a separate bank account for the Community College refund checks and they will be testing that soon. The concern now is if the check will print the University or Community College name on the check if it comes from the student side. They are meeting tomorrow to discuss it.

Dr. Lawrence shared how we have been told to take special care when there are updates for the system and to test them before we accept any update to make sure it doesn't mess up anything.

Mr. Reed inquired if we will have to pay after every update. Ms. Ruby explained how there isn't an additional fee, but every time there is an update it breaks our check printing process. They have to remind the system processing that we have a special configuration every time for check printing.

Dr. Lawrence expressed that he would keep everyone up to date as we progress.

XI. STAFF REPORTS

- **PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 39-42)**

President Smith went over a few highlights from his agenda report. He shared how the Appalachian Community Grant should be announced on May 6th. It keeps getting delayed. He hopes to get news for the McArthur Center and the Ag Building when they announce it.

He went on to share how there will be a press conference tomorrow in BEF 118 at 11am to announce Rio's newly approved football and band programs. He asked the trustees to help share the social media to get the word out in the community. He felt these additions could help future enrollments.

President Smith shared the need to expand the Fitness Center and how it is currently over capacity. He explained how normally that includes adding a fee to the student body. They need to crunch the numbers, but he is thinking it might be around \$100 per semester.

The discussion turned to transfer portals and how it is so much easier to transfer out. We just need to make sure we bring in students as quickly as they go out. It doesn't matter if you are a large school or a small school, if a student athlete believes they will get more play time on another team they transfer out.

President Smith brought in a prototype of the new Rio football helmet for the trustees to see.

- **CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG (PP. 43-45)**

Ms. Long referred to her report and noted under the CCP section that we have 26 high school seniors graduating with an Associates degree. They will walk at Rio's Commencement before they walk in their high school graduation. She pointed out how it is just neat to think about and very exciting for us. She also mentioned the CCP Dinner on April 30th.

Ms. Long shared we are trending up on returning students in housing and how there have already been 23 students with interest in bringing their pets.

She briefly added how the Health Fair and Career Fair were very successful.

- **PROVOST'S REPORT – DR. DAVID LAWRENCE (PP. 46-48)**

Dr. Lawrence touched on a few items from his agenda report.

He highlighted the recent site visit. It takes a couple of months to become official, but the initial feedback from the reviewers has been good. He is pleased with how it went. We should be continuing accreditation with no conditions again and that is exciting.

He also expressed gratitude for 3 outstanding faculty members and invited the trustees to an awards ceremony in their honor on Thursday.

- **DIRECTOR OF COMMUNITY COLLEGE PROGRAMMING & STUDENT SUCCESS CENTER – MS. AMANDA EHMAN (PP. 49-52)**

Ms. Long share how Ms. Ehman was unable to attend the meeting. She became a glam-maw over the weekend.

Ms. Long briefly went over Ms. Ehman's agenda report and let them know there will be a Completion Plan coming to them for approval in the near future.

XII. CREDIT CARDS HOLDERS & LIMITS (PP. 53-54)

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

- Ms. Michelle Kennedy, Meigs Director, got married and asked for her name to be updated on her credit card.

Ms. Bynum shared this was their quarterly report and went over the only change.

Ms. Ruby made mention of how Pike County will need a credit card for Ms. Rice with a \$2,000 credit limit like the others. She will bring it to them in the near future for approval.

XIII. OLD BUSINESS

- **ACTION MATRIX (PP. 55-56)**

Ms. Long shared there are no additional items for discussion on the current action matrix.

XIV. OTHER BUSINESS

- **\$62 COURSE FEE FOR CONSORTIUM CLASSES THROUGH RISE**

Ms. Ruby shared how we have a number of classes through RISE that cost \$500 per class. After review we are realizing that it doesn't fully cover the cost. We are asking to add the \$62 course fee to prevent losing on those classes. Ms. Ruby shared that this wouldn't start until Fall Semester.

Ms. Rose made the motion to add the \$62 course fee and Mr. Howdyshell seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

- **COMMENCEMENT – SATURDAY, MAY 11TH – 1PM**

President Smith invited the trustees to the brunch at 11am. Dr. Lawrence shared there are about 378 students graduating and around 408 total degrees, because some students will receive multiple degrees.

- **2024 TRUSTEE CONFERENCE – WEDNESDAY, JUNE 5TH - COLUMBUS, OHIO**

President Smith shared that the Governor has asked for the trustees to attend. President Smith won't be able to attend, because he will be at a conference in Washington DC on that day.

It was discussed that the trustees would like to send a card or something thoughtful to Mr. Simmons and Ms. Ehman.

President Smith will check on attendance requirements.

XV. EXECUTIVE SESSION

Executive Session was not initiated at this meeting.

XVI. ADJOURNMENT

There being no further business to discuss, Ms. Jones made a motion and Ms. Munn seconded the motion to adjourn the meeting at 6:25pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Mick Davenport, Chair



Ms. Cherokee Ruby, Chief Financial Officer