

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

MAY 20, 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 - absent

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. Amanda Ehman, Director of Community College Programming & Student Success Center; Ms. Misty Napier, Director of the McArthur Center; Mr. Jeremy Heffernan, RGCC Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist.

III. APPROVAL OF APRIL 22ND MEETING MINUTES (PP. 4-13)

Trustee Smith made a motion to approve the April 22nd meeting minutes. Mr. Howdyshell seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

IV. CHAIRMAN UPDATE

Mr. Davenport asked Ms. Munn to share with the Board.

Ms. Munn shared how her family was presented with an opportunity to expand their

business if they moved to Atlanta, Georgia. Unfortunately, she will need to resign her position on the Board. She wanted to say goodbye to everyone in person and expressed how she has enjoyed her time serving on the Board and was sad to leave the community.

Mr. Scott joined the meeting at 5:03pm.

Ms. Munn thanked everyone for being so welcoming and promised she would be back to see some winning football games. Mr. Davenport shared how the Board would miss her and President Smith thanked her for her service. The trustees all wished her good luck.

Ms. Munn left at 5:05pm due to other obligations she needed to fulfill in preparing for her move.

Mr. Davenport reminded the trustees about October 14th as a tentative Joint Board Retreat date. He went on to share how he had a blast at graduation. He expressed how the President's Brunch was unbelievably good and he enjoyed walking around campus seeing all of the energy that was present. It was a great day.

Mr. Davenport's trivia question was, "What was the first year Rio had a football team?" Mr. Howdysell had the correct answer of 1915. Mr. Davenport shared how they played against high school teams and was able to beat them all except for Wellston. President Smith added how he found out that his great grandfather had played on the team.

V. FY24 FINAL AMENDED APPROPRIATION AND CERTIFICATE OF RESOURCES RESOLUTION (PP. 14-23)

Ms. Ruby addressed the narrative she included in the agenda regarding the final budget revision for FY24. She pointed out that the official signatory award for the Appalachian Community Grant should come in about 3 weeks, but she wasn't sure when the funds would actually hit the account. She wanted to include the grant amount and increased tax levy funds to better reflect the expected revenue based on the discussion of the last board meeting. She also wanted to document the grant revenues due to its significant amount of \$13 million dollars and timeline to which it will need to be expended.

Ms. Ruby explained how she reduced the summer enrollment budget to be more in line with the summer revenues expected. She further explained how we should break even prior to July 1st even without the Appalachian Community Grant which is better than expected as of the last budget revision. We should end the fiscal year in the black, if the Appalachian Community Grant award is received before July 1st we will be much higher in the black, because there won't be time to expend any of the grant. She hopes to expend all of the award by Fall 2025.

Mr. Reed inquired about the \$70,000 listed as Meigs Parking and Safety expense and

how the funds would be used. Ms. Ruby explained how they plan to resurface the Meigs Center Parking lot. After looking into what it would cost to just do stripes and patches it was going to cost nearly \$20,000 and would just be a band-aid that would need fixed again soon. They felt it would be a better financial decision to go ahead and resurface. She wasn't sure if we would be able to start the project before June 30th, but wanted to include it just in case. This has been an expected expenditure since she took over the position in 2020 at \$30,000 but has rolled over each year due to the desire to complete construction prior to resurfacing the lot.

Ms. Ruby went on to share how the last revision was in October and at that time we predicted a \$180,000 deficit, but we were able to make that up with additional revenues and less expenditures.

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

Resolution 05.20.24(1)

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, 2024**, 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:

General Fund: \$15,113,001
One Mill Tax Levy Fund: \$1,436,683
Capital Projects Fund: \$3,327,830
Meigs Parking & Safety Fund: \$70,000
Grants Fund: \$927,995
Total: \$20,875,509

VI. FIXED ASSET POLICY UPDATE

Ms. Ruby explained how an amendment for fixed assets was approved back in October of 2022. However, after working through the depreciation in Anthology it was realized that Anthology doesn't match our policy nor does it match the set up for the University. Initially, we believed it needed to be the same exact depreciation schedule as the University, but we now know that we don't need to match. With this new information it would be best for us to adopt a new policy reverting back to July 1, 2023. That way all assets we have purchased this year would be on this new schedule. This policy is closer to the National Standards, especially for Commercial Buildings and Building Improvements.

Mr. Reed made a motion to approve the following resolution with the change of suites to suits. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

Resolution 5.20.24(2)

WHEREAS, Rio Grande Community College currently has a Capital Asset Policy that was updated beginning July 1, 2022 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 and URG have determined through implementation of the new ERP system that separate policies are not only possible but best suits the finances of the separate institutions, and

THEREFORE, BE IT RESOLVED that the RGCC Board of Directors approve the amendments to the Capital Asset Policy as presented with a retro effective date beginning July 1, 2023.

Amended Capital Asset Policy as of 7/1/23

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, fixtures, and equipment	7 Years
Land improvement	15 Years
Computer Equipment	3 Years
Vehicles and Heavy Equipment	10 Years
Buildings	40 Years
Building improvement	40 Years

Assets acquired on or after July 1, 2023 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.

VII. ENROLLMENT REPORTS

- **SUMMER SEMESTER (PP. 24-25)**

Ms. Ruby addressed summer enrollment. She shared how the exciting thing is after she changed the budgeted enrollment numbers and printed the report the numbers jumped up. We are not quite at the original budget, but there are still 2 weeks left to register for Summer and we exceeded the final revised budget. Non-attendance reporting might potentially reduce enrollment, but likely we will have little chance of not hitting the final budgeted numbers. It will be more than a wash at this point for revenue purposes.

- **FALL SEMESTER (PP. 26-27)**

Ms. Ruby explained how the Year-To-Date is a few days different from last year's report. Last year we were doing enrollments later in the week. Now we do the reports earlier in the week in preparation of Executive Staff meetings.

Mr. Reed inquired of how concerned Ms. Ruby was with the decline in the number of students for Fall. Ms. Ruby explained that it is still early and we usually get the majority of our students 2 weeks before the semester starts. She expressed that at this time it wasn't a major concern, but that we will continue to monitor it closely. They are trying to help students find ways to help with current student account balances. That has been one of the hinderances to registering.

Trustee Smith inquired about how the addition of marching band and football might affect enrollment. Ms. Ruby shared how we have already heard of students wanting to transfer for those programs. Ms. Ruby explained how the current budget listed on the enrollment report is from last year, so it should be about 4% higher as far as what we expect to come in. She will just need to figure out where that 4% will actually be. Ms. Ruby explained that she would rather keep the numbers conservative and be pleasantly surprised about future enrollments. She felt Pike County, archery, women's wrestling, football, and marching band are likely to help keep us from going down in enrollment.

Ms. Ruby shared how she doesn't expect a decline. In looking at previous

semesters our trends show it goes up 4% then flat, and then up 4% and flat again.

Trustee Smith inquired of the benchmark data of trends in regards to other Community College enrollments. Ms. Ruby shared how most of the other schools have seen decreases in the last 4 years and some have even declined in the double digits. There were three that jumped in the double digits this year, but that could possibly be due to CCP enrollment. The State has given more money toward teachers who teach CCP courses at their high schools. That has helped the high schools have less expense and has encouraged more CCP courses to be taught.

Trustee Smith pointed out that we are up substantially in CCP enrollment since 5 years ago. Ms. Ruby explained how we have increased in the number of high schools that connect with us for CCP. President Smith shared how we have more interest in CCP students than the larger colleges. He went on to share how Ms. Ciara Spurlin, CCP Director, and Dean Lynley Carey have been great with the local schools.

VIII. OTHER BUSINESS

Mr. Davenport inquired of the two building projects in Meigs and Pike Counties. He wanted to get an update on how they are progressing. Ms. Long shared that she would be discussing the Meigs Center project in Executive Session. Then she shared how the Pike County Center is coming along and good progress has been made there. She went on to explain how Ms. Tracy Rice, Pike Center Director, will be working out of an office space near the Pike Center soon. She will also be starting to visit local schools in the area in the next week.

Mr. Reed inquired if Ms. Munn's trustee position was Commissioner or Governor appointed. Ms. Long explained that Ms. Munn was Governor appointed. She further explained that she had been in conversations with President Smith about the needs of the Board and what they should look for in a good candidate. They have a couple of people in mind and one has a background in manufacturing who would make a great addition.

Mr. Reed inquired about Mr. Simmons to see if we are at risk with his attendance. Ms. Bynum explained that in the current reporting period there will be 16 total meetings and that includes June's meeting. If Mr. Simmons comes to the June meeting he will still be above 60%.

Mr. Reed shared how he had agreed to serve in the Vice Chair role until the timing was better for a new Vice Chair. Today he shared he would like to submit his resignation as Vice Chair and would like to submit a nomination for Board consideration.

Mr. Davenport opened the floor for nominations for a new Vice Chair. Mr. Howdyshell nominated Trustee Smith and Mr. Reed seconded the nomination.

Ms. Jones made a motion to close the floor after no other proposals were given. Mr. Howdyshell seconded the motion to close the floor.

Mr. Davenport called for a voice vote for Trustee Josh Smith to be the new Vice Chair. The motion passed unanimously. Trustee Smith is the new Vice Chair as of May 20, 2024.

IX. EXECUTIVE SESSION – PUBLIC EMPLOYEE COMPENSATION

A motion was made at 5:38pm by Mr. Howdyshell to enter into executive session to discuss public employee compensation and pending litigation. The motion was seconded by Ms. Jones. President Smith, Ms. Long, and Ms. Ruby were invited to join the trustees in executive session.

Executive Session Roll Call Vote:

Mr. Mick Davenport	Yes
Mr. Paul Reed	Yes
Mr. Troy Howdyshell	Yes
Ms. Mary Lynne Jones	Yes
Mr. Christian Scott	Yes
Mr. Joshua Smith	Yes

APPROVED

Executive Session ended at 6:16pm.

Trustee Smith made a motion to allow for operational discretion to remain in compliance with Department of Labor roles for salary and exemption for Rio Grande Community College personnel. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

X. ADJOURNMENT

There being no further business to discuss, Ms. Jones made a motion and Mr. Scott seconded the motion to adjourn the meeting at 6:18pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.


Mr. Mick Davenport, Chair


Ms. Cherokee Ruby, Chief Financial Officer