

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

SEPTEMBER 30, 2024

**RHODES STUDENT CENTER
ADMISSIONS WELCOME CENTER - RM 204**

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. Joshua Smith, Vice Chair - present
Mr. Troy Howdyshell - present
Ms. Mary Lynne Jones - present
Mr. Paul Reed- absent
Ms. Kat Rinehart - present
Ms. Taylor Rose - present
Mr. Christian Scott - present
Mr. Jeff Simmons - 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; Mr. Tom Sutton, Associate Vice President of Administration; Ms. Misty Napier, Director of the McArthur Center; Mr. Michael McCorkle, Director of Marketing; Mr. Jeremy Heffernan, RGCC Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist.

III. APPROVAL OF JUNE 24TH MEETING MINUTES (PP. 5-13)

Mr. Davenport asked the trustees if there were any changes to the minutes. There were no amendments presented. Chair Davenport declared the minutes stand approved as presented.

IV. NEW TRUSTEE RITUAL – MS. KAT RINEHART

Chair Davenport introduced Ms. Kat Rinehart, then proceeded with the induction ceremony.

V. CHAIRMAN UPDATE

- **JOINT BOARD RETREAT**

Mr. Davenport shared with the trustees how it was decided to move the October 14th Joint Board meeting date into the new year. He explained how with so many projects in process it will work out better to have the Joint Board meeting when we have more information and a better knowledge of the projects.

Mr. Davenport shared how when he attended the Meigs CIC meeting in July President Smith and Ms. Long were both unable to be at the meeting. They sent Mr. Tom Sutton in their place and he did a flawless job speaking on the spot about Rio. Then he pointed out how Ms. Ruby and Ms. Napier were on a podcast and how great it is to have so many staff members that really care about Rio. Mr. Davenport went on to say it is so nice that we have a staff that is able to do so much. He thanked the staff for all their hard work.

Mr. Davenport's trivia question was, "Students in Rio were prohibited from doing this on campus until 1930." Mr. Howdyshell answered correctly with C. Dancing on campus was prohibited until 1930.

VI. MCARTHUR CONSTRUCTION

- **CONTRACT BID DISCUSSION**

Ms. Long explained how the intent was to bring forth a construction contract for approval. However, on Thursday, September 26th during the bid opening only two contractors submit bids; Stockmeister and Elford. Both bids came in at almost 20% over the budgeted amount. In the past we have not been allowed to award a contract to the bidder for more than 10% over, however that was changed back in October 2023. The rule changed to allow a political subdivision to be able to accept a bid up to 20% over. Legally we could accept one of the bids, but financially we cannot accept. They met with the architects on Friday and discovered the bulk of the problems with cost were the amounts related to electrical costs. There was \$400,000 put in to keep the EPA happy with earth retainage. They believe the best approach is to re-engineer the bid documents then rebid. They questioned if they could accept the smaller bid then re-engineer, but the OFCC strongly discouraged it due to the risk that would be incurred.

Ms. Long explained how the plan is to rebid with a 13-month construction timeline instead of the original 10-month. We will also include an alternate to do an 11-month bid. The rebid should be on October 18th. If all goes as planned we should be able to bring a better scope and timeline to the October board

meeting. Ms. Long shared how we expect to pick up at least one more contractor.

Mr. Howdysshell inquired of whether this would be a design change. Ms. Long shared how there has been a debate over conduit and the classroom technology. It's possible to get away with less conduit due to it being a smaller campus there would be less future digging and renovating in comparison to main campus. Ms. Ruby added how there is more cost in the labor portion than in the conduit itself. They have discussed listing the manufacturing building as an alternate, but we won't do a large scope change. They have asked the architects to dig through requests of our partner's spaces to see if there could be some things running up the price that could be changed.

VII. RGCC FINANCIAL UPDATE (PP. 14-24)

• FISCAL YEAR 2024 – FINANCIAL STATEMENTS AS OF JUNE 30, 2024

Ms. Ruby explained that we will be ending in the black this year. It was not what we budgeted for, but due to the diligence of the employees and the project delays we were able to end in the black for fiscal year 2024. The delayed Power Project will allow us to avoid a single audit, which is another unexpected positive.

Ms. Ruby pointed out how the increase in cash and cash equivalents was due to grant dollars that have been received but not spent yet. There is a large shipment for Super Rapids that was delayed, but would hopefully be received this month noted in the financial narrative.

Trustee Smith inquired of the reduction in advertising expense. Ms. Ruby explained that the new Marketing Director has been more efficient, he does more with less, which has reduced cost. Trustee Smith explained how he would encourage us to use all of the budgeted amount for marketing, because it will lead to an increase in enrollment which is where you get your revenue dollars. Ms. Long added that part of the reason the marketing amounts were less this year was due to using a portion of the Power Grant money on marketing.

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

Resolution 9.30.24(1)

WHEREAS, the revenue, expenditure, and fund balances for the twelve-month period ending June 30, 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 June 30, 2024, be approved as presented.

VIII. FY25 1ST AMENDED APPROPRIATIONS RESOLUTION AND CERTIFICATE FROM ALL SOURCES (PP. 25-32)

Ms. Ruby shared how this budget amendment is due to a few different items. The revenues are adjusted to reflect Pike County enrollment for fall. We weren't able to open in the fall due to construction delays. Another item of change was due to the grant dollars that have been received, but not spent. Actual fall numbers came in higher than projections for all other campuses. She explained how she didn't decrease the lease payment for Pike County even though it will be half a year less. There will be a deposit needed, plus an additional room that could be included. She decided to leave it in and will be able to reduce it at a later time when we do a final amendment with more accuracy.

Mr. Davenport inquired of the Meigs Parking & Safety Funds. Ms. Long explained how the Meigs parking permit is cheaper than the Main campus permit. They add the revenues from the Meigs permits to the Meigs Parking Safety fund to be used for things such as repaving the parking lot and updating security lights.

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

Resolution 9.30.24(2)

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, 2025**, 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, viz:

*General Fund: \$16,849,244
One Mill Tax Levy Fund: \$1,372,055
Capital Projects Fund: \$1,148,000
Meigs Parking & Safety Fund: \$70,000
Grants Fund: \$14,099,405
Total: \$33,538,704*

IX. TRIAD ARCHITECTS - INCREASE AND RELEASE OF FUNDS (PP. 33-34)

Ms. Ruby explained how when we started the McArthur project we were looking at

12,000 square feet, we have increased that and we need some additional funds to mirror the new scope. She said the amount was less than she anticipated. She shared how we would like to take it to the next Controlling Board meeting, because this will come from capital appropriation dollars.

Mr. Davenport inquired of the additional scope. Ms. Ruby explained it doubled the area and Ms. Long added how the scope change came as the partners were added. The original budget was just for the Rio space.

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

Resolution 9.30.24(3)

WHEREAS, Rio Grande Community College has selected the Architect and Engineering firm, Triad Architects, to complete the design and preparation of documents for the new McArthur Center Building, and

WHEREAS, the McArthur Center Project requires further funding for additional scope to complete the project, and

WHEREAS, Rio Grande Community needs to release the remaining funding to Triad Architects, and

THEREFORE, BE IT RESOLVED that the Rio Grande Community College Board of Trustees approves the increase of funding for A/E services for the new McArthur Center Building Design Project to Triad Architects, Ltd for an amount not to exceed \$138,100.00.

X. BERRY FINE & PERFORMING ARTS CENTER - ROOF REPLACEMENT PROJECT RESOLUTION (PP. 86-87)

Ms. Ruby explained how we will postpone this resolution until the October meeting. We need more time to review the quotes and make sure they align with what is needed before we can go before the Controlling Board with the request.

This resolution was tabled until the next meeting.

Resolution 9.30.24(4)

WHEREAS, the Berry Fine & Performing Arts Center requires a new roof, and

WHEREAS, the Rio team has received 3 quotes to determine the most reliable and responsive company.

WHEREAS, the lowest quote was submitted by _____ in the amount of \$_____ with a contingency of \$_____, and

THEREFORE, BE IT RESOLVED that the RGCC Board of Directors approves the allocation of capital fund in an amount not to exceed \$ _____ toward the replacement of the Fine Arts Roof Replacement Project.

XI. BOB EVANS FARMS HALL – CHILLER REPLACEMENT PROJECT RESOLUTION (PP. 35-56)

Ms. Long shared how we received 3 comparable quotes for the unit. This unit is what caused us to take Bob Evans Farms Hall offline this past summer. There is a 5-6 month lead time, so Ms. Ruby would like to submit to the Controlling Board for the October meeting and the unit should be here in time for Spring.

Mr. Scott 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 9.30.24(5)

WHEREAS, the Bob Evans Farms Hall requires a new chiller system, and

WHEREAS, the Rio team has received 3 quotes to determine the most reliable and responsive company, and

WHEREAS, the lowest quote was submitted by Limbach (0000004959) in the amount of \$159,645.00 with a contingency of \$4,495.00, and

WHEREAS, Comfort Systems (0000055006) is proprietary to handle the controls, they were selected with all three chiller quotes, in the amount of \$32,600.00 with a contingency of \$3,260.00,

THEREFORE, BE IT RESOLVED that the RGCC Board of Directors approves the allocation of capital funds in an amount not to exceed \$200,000.00 for the Bob Evans Farms Hall Chiller Replacement Project.

XII. ENROLLMENT REPORTS

• FALL SEMESTER (PP. 57-58)

Ms. Ruby explained how enrollment for fall came in higher than what we budgeted for and 3% higher than in the prior year. She pointed out how the top left shows 1,066 FTE's and explained how FTE stands for Full Time Equivalent. One FTE is equivalent to 15 credit hours. In following our historical enrollment pattern this would have been a flat year, but there was an increase instead. She went on to explain how we have increased in CCP students and are getting closer to a 50% CCP enrollment.

Ms. Ruby pointed out how there is a decline in Meigs that we are looking into. Ms. Long

asked Ms. Kelsey Doughman the IR Director to pull some historical data for Meigs to identify some of the challenges. Ms. Long explained that it is not just one specific thing. One item noted was how not enough was gained with the addition of Medical Assisting and Industrial Machinery programs to make up for the loss of programs in Education, Business, and Social Sciences. We also have lost some general education students. There are several things that have affected the enrollment at Meigs, but these are a few of the items on the surface.

Trustee Smith inquired about the utilization of campus housing and whether the capacity was better. Ms. Long responded with how the capacity is better and that it is higher than last year. President Smith explained how the single rooms are harder to get now that we are passed Covid.

President Smith went on to share how there has been a drastic difference in how many students are attending events such as volleyball games. Ms. Long added it is exciting that we have such an increase in students on campus. There are students everywhere and at all hours of the day.

XIII. PUBLIC RECORDS TRAINING DESIGNEE – MR. JEREMY HEFFERNAN

Ms. Ruby explained how she had previously been appointed by the Board to be the public records training designee. She explained how she would like to change the designee to Mr. Heffernan. He has done this type of work in a previous role and has also been helping to process some of the public records requests that have been coming in.

Ms. Ruby expressed how it is a good training for trustees, but explained how designating this role to a staff member will relieve any risk of a trustee possibly missing a deadline. This way we will already be compliant. Mr. Heffernan will also be the person that will process the public records requests, but she will still be working with him on some of them.

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.

Resolution 9.30.24(6)

WHEREAS, it is a requirement of Ohio Revised Code Section 109.43(B) for trustees of a public board to obtain public records training, and

WHEREAS, it is beneficial to authorize a representative for Rio Grande Community College Board of Trustees to receive training for the Ohio Sunshine Laws, and

WHEREAS, it is acceptable to appoint a public records designee when it is deemed essential,

THEREFORE, BE IT RESOLVED that the Rio Grande Community College Board of Trustees

appoints Mr. Jeremy Heffernan, Staff Accountant, of Rio Grande Community College to be their designee to obtain the necessary public records training.

XIV. CONSTRUCTION UPDATES (PP. 59-61)

Ms. Long went over a couple of the highlights from her construction updates included in the agenda packet.

XV. ERP UPDATE – DR. DAVID LAWRENCE (PP.62-64)

Dr. Lawrence was happy to report that we are now live with the Student Module of Anthology. We are not done with the transition yet, but we are working through it and it is getting better. He explained how we are live with Finance, Student, and Reach. The next implementation is the Occupational Insight portion which is for Career Services. It provides a lot of information with projections into careers. It will be helpful on the academic side when reviewing industry and learning outcomes. Mr. Condry Richardson will be the go-to guy for this piece.

Trustee Smith inquired of the Anthology maintenance team and if they are doing a good job. Dr. Lawrence explained how we are still working with the original team and haven't been transferred to the support team yet. We will be transferred after we get some of the issues fixed, but we have to have a working system first. He further explained we are holding back the final payment until they get these things fixed.

XVI. STAFF REPORTS

- **PRESIDENT'S REPORT - MR. RYAN SMITH (PP. 65-69)**

President Smith went over a few highlights from his report included in the agenda.

- **CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG (PP. 70-72)**

Ms. Long went over a few highlights from her report included in the agenda.

She added how the Appalachian Grant has provided \$1.2 million to renovate the back portion of the Jackson Center.

Trustee Smith posed a question in regards to Handshake and when we will be able to see the data from it. Ms. Long shared how Mr. Condry Richardson, Career Services Director, has been working with it and she will ask Mr. Richardson to present on it. She added this will be our first year fully utilizing it.

- **PROVOST'S REPORT – DR. DAVID LAWRENCE (PP. 73-75)**

Dr. Lawrence went over a few highlights from his report included in the agenda.

- **DIRECTOR OF MARKETING – MR. MIKE MCCORKLE (PP.76-81)**

Mr. McCorkle shared a PowerPoint presentation of his agenda report on the screen and went over the highlights.

Trustee Smith commented on how Rio definitely has more engagement in the news. He has seen a lot more about Rio out there and felt that was a credit to Mr. McCorkle. Trustee Smith also inquired of whether Mr. McCorkle handles the media for specific programs such as football. Mr. McCorkle explained how he doesn't manage the media for football or band. Those programs handle their own media within guidelines he provides to them to keep the overall branding.

Mr. Scott inquired about how many football players are already on campus. President Smith replied with how there are currently 19.

XVII. CREDIT CARDS HOLDERS & LIMITS (PP. 82-83)

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

- On 8/6/24 a new credit card was issued to Ms. Tracy Rice, Pike Center Director.

XVIII. OLD BUSINESS

- **ACTION MATRIX (PP. 84-85)**

Ms. Long shared how Holzer also received Appalachian Grant Funds that they plan to use in the area of child care. Ms. Rose expressed how it would be ok for us to remove that action item from the Action Matrix.

XIX. OTHER BUSINESS

- **HLC CAMPUS VISIT - OCTOBER 28th-29th**

Dr. Lawrence shared how during the site visit they would like to meet with trustees that are available on Monday, October 28th. They plan to meet with students, faculty, the executive team, and the Assessment Learning Committee (ALC). Once Dr. Lawrence receives a scheduled time he will see who is available to meet with them.

XX. EXECUTIVE SESSION - PUBLIC EMPLOYEE COMPENSATION & POSSIBLE PENDING LITIGATION

A motion was made at 6:34pm by Mr. Howdysell to enter into executive session to discuss public employee compensation and pending litigation. The motion was seconded by Ms. Rose. 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. Joshua Smith	Yes
Mr. Troy Howdyshell	Yes
Ms. Mary Lynne Jones	Yes
Ms. Kat Rinehart	Yes
Ms. Taylor Rose	Yes
Mr. Christian Scott	Yes
Mr. Jeff Simmons	Yes

APPROVED

Executive Session ended at 7:19pm.

Mr. Simmons made a motion to approve the supplemental compensation contract for additional financial services and a reimbursement contract payment to URG for fiscal year 24 Joint Commission meeting. Ms. Jones seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

XXI. ADJOURNMENT

There being no further business to discuss, Trustee Smith made a motion and Ms. Rinehart seconded the motion to adjourn the meeting at 7:20pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Mick Davenport, Chair



Ms. Cherokee Ruby, Chief Financial Officer