

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

APRIL 28, 2025

BOB EVANS FARMS HALL, RM 216

5:00 P.M.

I. CALL TO ORDER – Mr. Davenport, Chair, called the meeting to order at 5:01pm.

II. ROLL CALL

**Mr. Mick Davenport, Chair - present
Mr. Joshua Smith, Vice Chair - absent
Mr. Troy Howdyshell - present
Ms. Mary Lynne Jones - absent
Mr. Paul Reed - absent
Ms. Kat Rinehart - absent
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; Mr. Allen Hudson, Chief Information Officer; Dr. David Lawrence, Provost; Ms. Cherokee Ruby, RGCC CFO; Mr. Jeremy Heffernan, RGCC Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist.

III. APPROVAL OF FEBRUARY 24TH MEETING MINUTES (PP. 7-14)

Mr. Scott made a motion to approve the February 24th meeting minutes. Ms. Rose seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

IV. CHAIRMAN UPDATE

Mr. Davenport shared how there will be 240 Associate degrees awarded at this year's Commencement and that's what it is all about. He then encouraged the other trustees to attend Commencement.

Mr. Davenport prefaced the trivia question by explaining how Bob Evans has been connected to Rio for a very long time. The trivia question was, "What year did Mr. Bob Evans purchase the farm?" Dr. Lawrence gave the correct answer of 1951.

V. APPROVAL OF THE GRADUATES OF THE CLASS OF 2025 (PP. 15-23)

Mr. Howdyshell 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 4.28.25(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. 24-34)

- **FISCAL YEAR 2025 – 3RD QTR FINANCIAL STATEMENTS**

Ms. Ruby referenced her narrative in the agenda packet, where she noted her explanations of all the significant variances. She went over a couple of the differences explaining how last year at this time we didn't have the CCP discounts entered and this year we do. Also, last year we had completed the Rhodes Center Renovation Project and this year we don't have our large projects complete at this point in time.

Ms. Rose 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 4.28.25(2)

WHEREAS, the revenue, expenditure, and fund balances for the nine-month period ending March 31, 2025 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, 2025, be approved as presented.

VII. ACCEPTANCE OF TAX RATES (PP. 35-43)

Ms. Ruby explained how we have an increase compared to last year. Last year it was \$1.37million. She elaborated on how the counties calculate these amounts then send them to us in March for annual approval, but this year they came in April. She continued with how we have always received more than the estimated amounts and can do an adjustment later on if needed. She explained how there will be a final budget presented in June and she expects to have an adjustment to make for this fiscal year based on amounts collected over estimation. She noted how the larger checks came in a little later this year and we will likely get more funds in May and June for this fiscal year. She shared how we always get at least the amount the counties estimate and up to 4% more annually.

Mr. Simmons 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 04.28.25(3)

WHEREAS, the Board of Trustees, in accordance with the provision of law, have previously adopted a Tax Budget for the next succeeding fiscal year commencing July 1, 2025, and

WHEREAS, the Budget Commission of Gallia County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten-mill tax limitation, and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Rio Grande Community College for Gallia, Jackson, Vinton and Meigs Counties (Rio Grande Community College District) that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted, and

BE IT FURTHER RESOLVED, that there be and is hereby levied on the tax duplicate of said district the rate of each tax necessary to be levied within and without the ten-mill limitation as follows:

**SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY
BUDGET
COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

			County Auditor's Estimate of Tax Rate to Be Levied
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FUND	Amount Approved by Budget Commission Inside 10 M. Limitation	Amount to Be Derived from Levies Outside 10 M. Limitation	Inside 10 M Limit	Outside 10 M limit
	Column I	Column II	III	IV
One Mill Tax Levy		\$1,414,921.16		1.0
TOTAL	\$0.00	\$1,414,921.16	0	1

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be levied	Co. Auditor's Est. of Yield of Levy (Carry to Schedule A, Column II)
One Mill Tax Levy	1.0	\$1,414,921.16

VIII. FISCAL YEAR 2026 PRELIMINARY APPROPRIATIONS & CERTIFICATE FROM ALL SOURCES RESOLUTION (PP. 44-50)

Ms. Ruby explained how due to the tax levy we are required to let the county know where all of our fund sources come from and how we expect to expend those dollars. The Certificate of all Sources is what we expect to receive for next fiscal year. She expressed how the General Fund amount seems high, but she has gone back through the numbers several times to verify them. She believes we should have that amount due to enrollment with taking all other things into consideration. She specifically noted the Pike Center, the McArthur scholarships, interest in athletics, and the new dorm as items she took into consideration when calculating the numbers. She went on to explain how these are the preliminary amounts, but we should have these verified at fall census.

Ms. Ruby also went over the components of the Grants Fund Revenue line. She explained how as we spend the Appalachian Grant funds we will receive reimbursement for it. The Teach Grant, Work-Ready Grant, and Talent Ready Grant, and Rapids Grants we have received every year and expect to receive in the coming year as well.

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 04.28.25(4)

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, 2026, 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: \$19,276,056
One Mill Tax Levy Fund: \$1,414,921
Capital Projects Fund: \$632,509
Meigs Parking & Safety Fund: \$2,500
Grants Fund: \$13,623,330
Total: \$35,116,808*

IX. RGCC TUITION INCREASE

Ms. Ruby described how the State has approved a \$5 per credit hour increase for community colleges. We have not always taken the full \$5 increase, but due to inflation and all the cost increases, we are asking to increase tuition this year by \$5. This will help us try to meet some of those expenses we have incurred.

President Smith added how the University tuition will also increase by 3%.

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 4.28.25(5)

WHEREAS, the current tuition for Rio Grande Community College students is \$146 per credit hour, and

WHEREAS, during academic year 2025-2026, Rio Grande Community College would like to increase tuition by \$5 per credit hour,

THEREFORE, BE IT RESOLVED, that the Rio Grande Community College Board of Trustees hereby approves to increase tuition from \$146 per credit hour to \$151 per credit hour,

effective Fall 2025.

X. COURSE FEE ADJUSTMENTS – EFFECTIVE STARTING FALL SEMESTER 2025

Ms. Ruby pointed to the lists of course fees in the agenda explaining how one page was increases and the other consisted of removals or changes. The increases were due to courses that had labs and either they didn't have a course fee or the fee they have no longer covers the cost of materials. There has been a 36% increase in the cost of chemicals over the past 5 years. She explained how in 2024 we had a 3% increase, which for most courses that was about a \$1 increase. Before that the last time there was an overall increase was 2018 of 3%.

She explained how the certification test in Jackson helps to make sure the students are taking the exam. Most of the exams are pass throughs, meaning we charge the student what we are being charged for the exam. Welding is another area where we have increased. They have an email from manufacturers stating that due to tariffs they have to increase the cost of our orders by 40 cents per item or 20% depending on the product.

Ms. Ruby shared there are 29 courses we are removing the fees from. One example of a removal was given. There is a Chemistry class that has become a lecture only course, so there isn't anything the instructor needs to buy for it that would constitute the need for a course fee.

Mr. Davenport inquired of the Anatomy course fee and what it covered. Ms. Ruby explained how they have to dissect a cat in that course and the cats cost \$100 each. The safety equipment like goggles and gloves is an average of \$50 per student for the semester.

President Smith indicated that it was a very accurate list. He expressed how Ms. Meghann Fraley, University CFO, and Ms. Ruby have worked together sitting through multiple budget meetings to get an accurate updated list.

- **LIST ON PAGES 51-53**

Mr. Howdyshell made a motion to approve all of the course fee adjustments. Ms. Rose seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

- **FITNESS CENTER SPECIAL PURPOSE FEE**

Ms. Ruby shared how with the addition of the new Fitness Center we would like to add a special purpose fee of \$100 per semester. It would not be for every student, but most. President Smith shared that we would exclude students that are fully online or only attending the Centers. It would be the students who have the ability to use the equipment that would receive the charge. We are hoping to start the charge Fall 2025. It is a cheaper cost compared to anywhere

else you try to get a membership. President Smith shared that the trustees have a guest pass.

Mr. Scott asked what happened to the old Fitness Center. President Smith explained how it became a lab for Ms. Katie Moleski.

Mr. Simmons made a motion to approve the addition of the \$100 Fitness Center Fee. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

XI. DELEGATION OF SIGNATORY AUTHORITY

Mr. Davenport explained how this resolution gives permission from the Board to Ms. Ruby and Ms. Long for signatory authority. It is renewed annually.

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

Resolution 4.28.25(6)

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.

XII. JAKE BAPST SCHOLARSHIP RENEWAL

Ms. Ruby shared this scholarship is a waiver of tuition that we send to the Chancellor for approval every biennium. It is designated for one student from each of our district high schools. She explained the reason the dollar amount seems high was due to the requirement of some summer courses. We allow them to use the scholarship to cover those hours when necessary. They won't be able to go over 65 total hours in the two years.

Mr. Davenport expressed that we probably receive good advertisement from this scholarship. Ms. Ruby confirmed that it was good due to all the schools announcing it

at their graduation ceremonies.

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

Resolution 4.28.25(7)

WHEREAS, Rio Grande Community College wishes to increase course and degree completions, and to provide opportunities for qualified district students to attend college full time without financial barriers,

WHEREAS, the administration has recommended the RGCC Scholarship Program annually provide a scholarship covering tuition only in an amount up to \$6,516.00 per year for two years to one graduating student from each public high school in the district, and

WHEREAS, administration has recommended that the scholarship be awarded by the University of Rio Grande/Rio Grande Community College Scholarship Committee, and that said committee use an established rubric evaluating student essays, high school grade point average, and ACT scores to determine the scholarship award, with the student with the highest total rubric score from each high school being awarded the scholarship, and

WHEREAS, §369.180 of Am. Sub. H.B. 64 of the 131st General Assembly requires any waiver of tuition for a student or class of students not otherwise permitted by law at a state-assisted institution of higher education to be approved by the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, the Board of Trustees and the Chancellor of the Ohio Department of Higher Education previously approved this program for the 2023-2024 and 2024-2025 academic year,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Rio Grande Community College does hereby approve the Scholarship program for the 2025-2026 and 2026-2027 academic year;

BE IT FURTHER RESOLVED that as required by law, the administration will seek approval from the Chancellor of the Ohio Department of Higher Education for the fee waiver.

XIII. CHANGE IN DEFERRED REVENUE CALCULATION

Ms. Ruby explained how our current calculation for deferred revenue is based on a day by day earned in the semester for the end of year entry. There are summer courses that run prior to the change in the fiscal year, courses that run through both years, and

courses that are after. The calculation needs to be changed to census date to clean up the end of the year financial statement processes, because students are required to pay prior to census and those revenues should be fully earned. She explained how many other community colleges use the bill due date for their calculations. Ms. Ruby expressed how she doesn't want to use the bill due date, because bills are due a week before classes start and the students can still withdraw and not be responsible for the full revenue at that date. This change is to accurately record the financial operations of the entity.

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 4.28.25(8)

WHEREAS, the Rio Grande Community College Board of Trustees recognizes the need to update the accounting practices to better reflect the financial status of the institution;

WHEREAS, the current method of calculating deferred revenue includes all revenue regardless of the census date for courses on a day by day basis of earning;

WHEREAS, it is deemed necessary to change the deferred revenue calculation to only include revenue not set from the census date for courses that have not begun;

NOW, THEREFORE, BE IT RESOLVED that the Rio Grande Community College Board of Trustees hereby approves the change in deferred revenue calculation as follows:

1. **Deferred Revenue Calculation:** Deferred revenue will only include revenue not set from the census date for courses that have not begun.
2. **Implementation:** The new calculation method will be implemented starting from the fiscal year 2025.
3. **Review and Monitoring:** The administration will review and monitor the impact of this change on the financial statements and report to the Board of Trustees periodically.

BE IT FURTHER RESOLVED that the administration is authorized and directed to take all necessary actions to implement this change in deferred revenue calculation.

XIV. CONSTRUCTION UPDATES (PP. 54-56)

Ms. Long went over her updates included in the agenda packet.

She added the criteria architect for Jackson is BDTAID, which is the same company we used for the Rhodes Student Center renovation. We also had two bids for Jackson. One

was 704 Construction who was the same company that renovated the locker rooms. The other bid was from Foremost Management, which is also known as Stockmeister. It will be one of these two who will complete the construction at the Jackson Center.

She also added that the air conditioner had been replaced in the Bob Evans Farms building.

Mr. Simmons commented on how good the McArthur Project looks and that it is going well especially considering it has rained a lot this year. Mr. Davenport agreed that it looks good; he had seen pictures of the progress. President Smith shared how we have had some challenges with the McArthur project, but we have come a long way and gave props to Ms. Ruby.

XV. ERP UPDATE – DR. DAVID LAWRENCE (PP.57-58)

Dr. Lawrence shared how these reports will continue to get shorter as we progress. He explained how Occupational Insight is too much work and cost for what we will be providing to students. Since we are not going to do that module we are hoping to get some credit rolled back into the technical support.

He shared how we are sending a team to the Anthology conference this year. It will be helpful to us, now that we are involved with using the software. The team will be able to network with others who use this system. He noted a correction that one of the team members he had listed in his report was Ms. Piper Beckett, but it is Ms. Jeanie Erlewine that will be going.

XVI. STAFF REPORTS

- **PRESIDENT’S REPORT - MR. RYAN SMITH (PP. 59-70)**

President Smith went over his report in the agenda.

He added that the Joint Board Commission met about 3 weeks ago to discuss the instructional services contract. He shared how the CFO’s did a really great job with that. We will go back to the Joint Board Commission for discussion after Commencement, then bring it back to the Boards for approval.

President Smith shared how as of today we have 499 students graduating in May. It’s the largest class since Ms. Sherri Jarrell, Assistant Registrar, started tracking it in 2008.

- **PROVOST’S REPORT – DR. DAVID LAWRENCE (PP. 71-74)**

Dr. Lawrence expressed how this has been a very long and fruitful year. He went over a few highlights from his report. Then added that they are watching what is happening at the federal level in regards to moving away

from DEI. He explained how we were directed by ODHE to develop and add to the learning outcomes. One of the outcomes was to create a DEI outcome, but they have now taken that out. He further shared how DEI is not an issue we deal with at Rio. They combined a couple of the policies and now have 8, which is a healthy amount.

- **CHIEF OPERATING OFFICER'S REPORT - MS. REBECCA LONG (PP. 75-80)**

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

Mr. Scott inquired of how many sororities and fraternities Rio has. Ms. Long confirmed there are 3 of each.

- **CHIEF INFORMATION OFFICER – MR. ALLEN HUDSON (PP. 81-83)**

Mr. Hudson referenced his written report. He explained how a couple of items have changed. One item was the extended support for Windows 10. It was going to be \$60 per computer per year to extend, but Microsoft has reduced the cost for education. The 1st year will be \$1 per computer, 2nd year \$2, 3rd year \$4, then after that they will cut it off. We are looking into which computers definitely need to be replaced. We are also pushing toward the concept of bringing your own device, which many already do just that.

He touched on how they are upgrading the bandwidth for all sites and how the WIFI connection to the athletic building has a short-term fix.

He further shared how the online learning has been deployed and it is working now without any issues or errors. Faculty can now teach cross listed courses. The new system didn't support cross listing, so we had to have that built out.

Mr. Hudson explained how the we have been working in groups on the ERP for almost a year now and it's going extremely well. The group has been able to work through a lot of issues.

XVII. CREDIT CARDS HOLDERS & LIMITS (PP. 84-85)

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

- There are no updates at this time.

XVIII. OLD BUSINESS

- **ACTION MATRIX (PP. 86-87)**

Ms. Long shared how we have not heard back from the attorney yet. She has followed up twice and hasn't gotten a response yet.

XIX. OTHER BUSINESS

- **CCP HONORS NIGHT**
 - **WEDNESDAY, MAY 7TH - 6PM IN BERRY FINE ARTS**
- **COMMENCEMENT**
 - **SATURDAY, MAY 10TH - 1PM**
- **PIKE CENTER RIBBON CUTTING & OPEN HOUSE**
 - **THURSDAY, MAY 1ST – 3PM TO 6PM**

XX. EXECUTIVE SESSION – DISCUSSION OF POTENTIAL LEGAL ACTIONS & PERSONNEL

A motion was made at 6:02pm by Mr. Simmons to enter into executive session to discuss potential legal actions and personnel. 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. Troy Howdyshell	Yes
Ms. Taylor Rose	Yes
Mr. Christian Scott	Yes
Mr. Jeff Simmons	Yes

APPROVED

Executive Session ended at 6:12pm.

Ms. Rose made a motion to approve a leave of absence for Ms. Elizabeth Barbian through June 30, 2025. Mr. Scott seconded the motion. Mr. Davenport called for a voice vote. The motion passed unanimously.

XXI. ADJOURNMENT

There being no further business to discuss, Mr. Simmons made a motion and Ms. Rose seconded the motion to adjourn the meeting at 6:13pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Mick Davenport, Chair



Ms. Cherokee Ruby, Chief Financial Officer