

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

**OCTOBER 27, 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**

**Ms. Kat Rinehart, Vice Chair - absent**

**Mr. Troy Howdyshell - present**

**Ms. Mary Lynne Jones - present**

**Mr. Paul Reed - present**

**Ms. Taylor Rose – present via Teams**

**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 Euton, Chief Operating Officer; Dr. David Lawrence, Provost; Ms. Cherokee Ruby, RGCC CFO; Mr. Tom Sutton, Associate Vice President of Administration; Mr. Jeremy Heffernan, RGCC Staff Accountant; Ms. Elizabeth Bynum, Fiscal Services Specialist.

Other Attendees present: Ms. Sally Montell, Section Chief Attorney General-Education Section; Ms. Shanda Owens, Principal Assistant Attorney General-Education Section

**III. APPROVAL OF SEPTEMBER 22ND MEETING MINUTES (P. 5)**

Mr. Simmons made a motion to approve the September 22nd meeting minutes. Mr. Howdyshell seconded the motion. Mr. Davenport called for a roll call vote. The motion passed unanimously.

**ROLL CALL:**

<b>Mr. Mick Davenport</b>	<b>YES</b>
<b>Mr. Troy Howdyshell</b>	<b>YES</b>

<b>Ms. Mary Lynne Jones</b>	<b>YES</b>
<b>Mr. Paul Reed</b>	<b>YES</b>
<b>Ms. Taylor Rose</b>	<b>YES</b>
<b>Mr. Christian Scott</b>	<b>YES</b>
<b>Mr. Jeff Simmons</b>	<b>YES</b>

**IV. ANNUAL OHIO ETHICS LAW PRESENTATION – MS. SALLY MONTELL**

Ms. Sally Montell conducted an Ohio Ethics Law Training by means of a PowerPoint presentation.

**V. CHAIRMAN UPDATE**

Mr. Davenport's trivia question was, "Why do the Detroit Lions always play football on Thanksgiving Day?". Mr. Scott answered correctly with how the Portsmouth team was a pro-team and they became the Lions. The team had a tradition of always playing on Thanksgiving Day, so that tradition continued.

**VI. RGCC FINANCIAL UPDATE (P. 19)**

Ms. Ruby pointed out how different the financial statements look in comparison to previous statements. She explained how currently it is very difficult to pull a report from Anthology that shows the information for the Centers broken out. It must be done with manual calculations based on course sections and excel formulas.

Mr. Reed inquired of the investments earning interest and clarified what was included in the narrative. The discussion turned to why the investment earnings were lower. Ms. Ruby explained how the interest is earned monthly and the cash in the checking account varied month to month. Although the cash balance at December was lower than it currently is, that is not the case each month. The investment income is lower than what it was the prior year due to interest rates decreasing and it's below what we budgeted it to be due to variable cash balances with projects and receivables outstanding.

Mr. Reed inquired of the amount the University owes the Community College and if there was a payment plan in place. Ms. Ruby shared how the University has paid last year and part of this year. She further explained how we are not paying the University every month as we did in the past. We won't pay the University again until December. Then there will also be a true-up to see where we are in the 3<sup>rd</sup> quarter of the fiscal year. Ms. Ruby explained that they are in discussions about the repayment, but there is not a repayment plan yet. It is slated to be in place by the end of the fiscal year.

**Mr. Reed made a motion to approve the following resolution. Ms. Jones seconded the motion. Mr. Davenport called for a roll call vote. The motion passed unanimously.**

**ROLL CALL:**

<b>Mr. Mick Davenport</b>	<b>YES</b>
<b>Mr. Troy Howdyshell</b>	<b>YES</b>
<b>Ms. Mary Lynne Jones</b>	<b>YES</b>
<b>Mr. Paul Reed</b>	<b>YES</b>
<b>Ms. Taylor Rose</b>	<b>YES</b>
<b>Mr. Christian Scott</b>	<b>YES</b>
<b>Mr. Jeff Simmons</b>	<b>YES</b>

**Resolution 10.27.25(1)**

*WHEREAS, the revenue, expenditure, and fund balances for the three-month period ending September 30, 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 September 30, 2025, be approved as presented.*

**VII. EFFICIENCY REPORT (P. 25)**

Ms. Ruby shared how we submit an Efficiency Report every year. She noted how this year the report is shorter. They didn't ask for any specific new items like they typically do. This year they focused on facilities and bookstore costs, which is requested every year. There aren't a lot of differences in comparison to last year. There are professors using OER, Open Education Resources online and that is helping costs. The changes we have made this year with First Day-Instant Access is not reflected in this report, because that just started this Fall and this report gathers information from last year.

Ms. Ruby continued with how we are using all of our facilities and building additional facilities. This report lets them know how we are using the facilities, such as the fitness center and the few changes we made last year.

Mr. Davenport inquired about the cost to rent textbooks. He was curious what would happen if you rented a textbook and damaged it. Ms. Ruby explained how they will charge them the cost of replacing the book. Ms. Jones inquired whether it was the districts that rented the books on behalf of the CCP students or the students themselves. Ms. Ruby confirmed the school district rents the books.

**Mr. Scott made a motion to approve the Efficiency Report. Mr. Howdyshell seconded the motion. Mr. Davenport called for a roll call vote. The motion passed unanimously.**

**ROLL CALL:**

<b>Mr. Mick Davenport</b>	<b>YES</b>
<b>Mr. Troy Howdyshell</b>	<b>YES</b>
<b>Ms. Mary Lynne Jones</b>	<b>YES</b>
<b>Mr. Paul Reed</b>	<b>YES</b>
<b>Ms. Taylor Rose</b>	<b>YES</b>
<b>Mr. Christian Scott</b>	<b>YES</b>
<b>Mr. Jeff Simmons</b>	<b>YES</b>

**VIII. LOW ENROLLMENT & DUPLICATE PROGRAM REPORT (P.37)**

Ms. Ruby shared how she worked with Dr. Lawrence, the Deans, and Ms. Doughman for this report. She explained how the two different fonts in the report show the original language from ODHE and the response to those sections are in a different font.

This report is due every 3 years and is not part of the Senate Bill 1. ODHE (Ohio Department of Higher Education) uses this report to monitor internally to make sure we aren't wasting money and that we are being efficient in what we are offering to students. She shared how we are mindful of what we are offering. There are courses we are monitoring to see if we need to offer every other semester instead of every semester. They will include the Registrar as they meet to discuss future potential changes. The monitoring and discussion will happen annually to make the 3-year report a lighter load for all involved.

Ms. Ruby shared how they will see some recommendations listed. There are many courses needed for a degree that have low enrollment. There are also new courses that haven't gained enough in enrollment yet. The closest college to us is Hocking College, most schools we share the region with are far away. That makes it important for us to have these programs even if we only break even. The other schools that offer these programs are too far away for students who live in our region.

Ms. Jones inquired if this has to be turned into the State. Ms. Ruby confirmed this report is turned in every three years to the State. She further explained it has to be approved by the Board in order to submit it to the State.

Ms. Ruby shared how there are changes that have been made that were productive. However, we won't see the outcome of those changes until the next report, because this report goes back to the past 3 years.

**Ms. Jones made a motion to approve the Low Enrollment Report. Mr. Simmons seconded the motion. Mr. Davenport called for a roll call vote. The motion passed unanimously.**

**ROLL CALL:**

<b>Mr. Mick Davenport</b>	<b>YES</b>
<b>Mr. Troy Howdyshell</b>	<b>YES</b>
<b>Ms. Mary Lynne Jones</b>	<b>YES</b>
<b>Mr. Paul Reed</b>	<b>YES</b>
<b>Ms. Taylor Rose</b>	<b>YES</b>
<b>Mr. Christian Scott</b>	<b>YES</b>
<b>Mr. Jeff Simmons</b>	<b>YES</b>

**IX. REAFFIRMATION OF RIO'S MISSION STATEMENT**

It was discussed that Rio has had the same mission statement since 2014.

**Mr. Howdyshell made a motion to approve the following resolution. Mr. Scott seconded the motion. Mr. Davenport called for a roll call vote. The motion passed unanimously.**

**ROLL CALL:**

<b>Mr. Mick Davenport</b>	<b>YES</b>
<b>Mr. Troy Howdyshell</b>	<b>YES</b>
<b>Ms. Mary Lynne Jones</b>	<b>YES</b>
<b>Mr. Paul Reed</b>	<b>YES</b>
<b>Ms. Taylor Rose</b>	<b>YES</b>
<b>Mr. Christian Scott</b>	<b>YES</b>
<b>Mr. Jeff Simmons</b>	<b>YES</b>

**Resolution 10.27.25 (2)**

*WHEREAS, the Board of Trustees adopted unanimously on October 17, 2014 the following mission statement for the University of Rio Grande and Rio Grande Community College:*

*The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship.*

*WHEREAS, a reaffirmation of the mission will occur annually, and*

*WHEREAS, through reaffirmation, the Board of Trustees, administration, faculty and staff, support the use of the mission statement as the guide for decision making,*

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

*Trustees does reaffirm the mission statement of the University of Rio Grande and Rio Grande Community College.*

**X. TUITION INCREASE**

President Smith distributed the list of tuition rates of other community colleges to the trustees that shows how Rio compares. It had been emailed to them after the prior meeting. The trustees reviewed the list. President Smith shared how we have tried to keep our tuition as affordable as possible, because we recognize who we serve.

Mr. Davenport shared how this tuition resolution was brought up at the last meeting. He shared that his personal thoughts were that it's not that we don't trust the administration. The trustees just feel like they don't want to give blanket permission and be informed afterwards, because this portion is so important to what we do as trustees. Mr. Davenport shared he would rather come back for a special meeting to vote on this if that is what is needed in order to do it in a timely manner.

Mr. Simmons inquired of the timeframe. Ms. Ruby shared how registration for Spring started last Wednesday and it would be very difficult to institute a tuition change for Spring at this point. It would require a lot of manual changes. She explained this increase would mostly be in consideration for Summer Semester only at this point. It was shared we will know better in January or February if the increase will be necessary for Summer. She also explained we could consider raising it by \$10 in Fall 2026.

President Smith shared how we typically raise it \$5 per credit hour each year, so we had already approved the \$5 increase. Then we were told we could raise it by \$10. In regards to Fall 2026 he asked the trustees to consider the inflationary environment we are in with so many things outside of our control, such as health insurance costs. He explained how this is one area that can help with that. He also shared how we don't want to raise costs so much that it keeps someone from coming to Rio.

Ms. Ruby explained how at the last meeting we presented the budget and it did not include raises. We are looking to be in the black by \$49,000 by end of fiscal year with the current budget. That is a small window so we may still break even if the unknowns, like health insurance renewal expenses come in higher than anticipated. If Spring doesn't come in at budget, we will need the increase for Summer.

Mr. Davenport inquired when she would know during this academic year if it will be needed. Ms. Ruby shared that it depends on whether you want to give raises. If so, we will definitely need it. Mr. Davenport inquired if the consideration was only for Summer at this point and not Spring. Ms. Ruby confirmed this would only be for Summer at this point, because although it would be possible to change Spring it would be complicated and involve manual processes that could potentially create issues. President Smith shared how there wasn't any urgency at this point to make a decision, but we just

wanted to bring it back from the last meeting to discuss it further. He shared how we can wait until the early part of next year to revisit this decision when we have more information.

Mr. Davenport shared his recommendation was to bring this back up in the new year and the trustees agreed.

**No motions were made at this point and the resolution was tabled.**

**Resolution 10.27.25(3)**

*WHEREAS, Rio Grande Community College is committed to maintaining high-quality educational programs and services for its students; and*

*WHEREAS, the financial sustainability of the institution requires periodic review and adjustment of tuition rates to meet operational needs and strategic goals; and*

*WHEREAS, the State Legislature provides guidelines and limitations for tuition rate increases at public institutions of higher education;*

*NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rio Grande Community College hereby authorizes the College Administration to increase tuition rates for the academic years 2025–2026 and 2026–2027, as deemed necessary, provided that all adjustments remain within the limits and guidelines established by the State Legislature;*

*BE IT FURTHER RESOLVED that the College Administration shall report any tuition rate changes to the Board in a timely manner and ensure that all changes are communicated clearly to students and stakeholders.*

**XI. CREDIT CARDS HOLDERS & LIMITS (P. 45)**

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

There were no updates to give at the present time.

**XII. ADDITIONAL CREDIT CARD**

Ms. Ruby explained how the changes in the contract mean the University pays for most expenses now. When the Community College needs to purchase things on Main campus we can't split the purchase orders on the bank statement between RGCC and URG. She explained that we are asking for a new credit card with a small credit limit of \$2,000 to be kept in the safe. It will be used to cover office supplies that the University will pay for. We will keep the current card in the safe for Community College purchases only. This additional card will cover any thing we need on main campus such as office

supplies, CCP supplies, and items the University would be paying for.

**Mr. Simmons made a motion to approve the following resolution. Ms. Jones seconded the motion. Mr. Davenport called for a roll call vote. The motion passed unanimously.**

**ROLL CALL:**

Mr. Mick Davenport	YES
Mr. Troy Howdyshell	YES
Ms. Mary Lynne Jones	YES
Mr. Paul Reed	YES
Ms. Taylor Rose	YES
Mr. Christian Scott	YES
Mr. Jeff Simmons	YES

**Resolution 10.27.25(4)**

*The Rio Grande Community College Board of Trustees approves the addition of a business credit card for Rio Grande Community College to be opened promptly. The Board of Trustees approves a credit limit of \$2,000.*

**NAME ON THE CARD:** RGCC MAIN  
RIO GRANDE COMMUNITY COLLEGE

**CREDIT LIMIT:** \$2,000

**XIII. 2026 MEETING DATES DISCUSSION**

Mr. Davenport asked if there were any changes needed. Everyone agreed on the current format of dates to continue for the upcoming year.

- **Current Format:** RGCC Board meets at 5pm on the 4th Monday of every month. Exceptions: In May the meeting will be on the 3<sup>rd</sup> Monday and in December the Board will meet on the 2<sup>nd</sup> Monday.
  - January 26, 2026
  - February 23, 2026
  - March 23, 2026
  - April 27, 2026
  - May 18, 2026
  - June 22, 2026
  - July 27, 2026
  - August 24, 2026
  - September 28, 2026

- October 26, 2026
- November 23, 2026
- December 14, 2026

#### **XIV. OLD BUSINESS**

- **ACTION MATRIX (P. 47)**

Ms. Euton gave an update about the land Mr. Mark Porter would like to purchase that is part of the property at the Meigs Center. She shared how Rio has consulted independent counsel and has met with Meigs Local Schools District. Meigs Local School District has verbally waived its first right of refusal, but they would like to be reimbursed a portion of what we receive of the fair market value. Ms. Euton doesn't think it will be a large amount. She explained that we are waiting on a surveyor to come in the next couple of weeks to determine the fair market value of the land.

#### **XV. OTHER BUSINESS**

President Smith shared with the Board that he approached Ms. Debbie Saunders about potentially filling the vacant trustee seat. She was agreeable and was excited to start the process to apply.

Ms. Ruby shared how the other packet they received with the agenda is the 6-year capital plan that was submitted today. She explained how the plan includes the funds Rio will be asking from the State for the next 6 years. She mentioned how the upgrades for Kidd Math/Science, roof replacements, and HVAC systems that need to be replaced are included. She explained how the 6-year capital plans are submitted every 2 years.

#### **XVI. PRESIDENTIAL SERVICES CONTRACT DISCUSSION**

There was nothing to discuss about this topic.

#### **XVII. EXECUTIVE SESSION**

A motion was made at 6:24pm by Ms. Jones to enter into executive session to discuss two items for consideration; employment compensation related to a leave of absence and possible litigation. The motion was seconded by Mr. Howdyshell. President Smith, Ms. Euton, and Ms. Ruby were invited to join the trustees in executive session.

#### **ROLL CALL:**

<b>Mr. Mick Davenport</b>	<b>YES</b>
<b>Mr. Troy Howdyshell</b>	<b>YES</b>
<b>Ms. Mary Lynne Jones</b>	<b>YES</b>
<b>Mr. Paul Reed</b>	<b>YES</b>
<b>Ms. Taylor Rose</b>	<b>YES</b>

Mr. Christian Scott	YES
Mr. Jeff Simmons	YES

Executive Session ended at 6:43pm.

Mr. Reed made a motion to accept a request from Ms. Debra McDaniel for a leave of absence for 6 months pending a doctor's approval. Mr. Scott seconded the motion. Mr. Davenport called for a roll call vote. The motion passed unanimously.

**ROLL CALL:**

Mr. Mick Davenport	YES
Mr. Troy Howdyshell	YES
Ms. Mary Lynne Jones	YES
Mr. Paul Reed	YES
Ms. Taylor Rose	YES
Mr. Christian Scott	YES
Mr. Jeff Simmons	YES

**XVIII. ADJOURNMENT**

There being no further business to discuss, Ms. Jones made a motion and Mr. Howdyshell seconded the motion to adjourn the meeting at 6:45pm. Mr. Davenport called for a voice vote. The motion to adjourn was passed unanimously.



Mr. Mick Davenport, Chair



Ms. Cherokee Ruby, Chief Financial Officer