



BOARD OF TRUSTEES
JAMES A. RHODES STATE COLLEGE
522nd Meeting Minutes
May 21, 2024

The Rhodes State College (RSC) Board of Trustees met on Tuesday, May 21, 2024 at 4:30 pm in the Keese Hall Board Room, Cabinet and Faculty Association President were present in the room, all other guest via Zoom a virtual platform.

CALL TO ORDER AND QUORUM

The meeting was called to order by Mr. Butch Kirk, Chair. Members present were Mr. Butch Kirk, Mr. Robert Sielschott, and Ms. Jessica Cunningham. Dr. Ann Pohl and Ms. Jane Krites were absent. Dr. Wilfred Ellis joined the meeting in session.

APPROVAL OF MINUTES FOR THE BOARD MEETING OF APRIL 16, 2024

Chair Kirk called for the approval of the April 16, 2024 Board Meeting minutes. Ms. Jessica Cunningham moved to approve the minutes from April 16, 2024 seconded by Mr. Robert Sielschott. The motion was approved by a unanimous voice vote.

STATEMENT OF FINANCIAL CONDITIONS (unaudited)

Notes to the Financial Statements

General Overview

These financial statements were prepared in the format of our annual financial report. Many estimates are utilized when preparing financial statements. However, some presented amounts cannot be estimated, so they are held constant throughout the year until information is available to update them. These items include the Pension and OPEB liabilities and the corresponding deferred inflows and outflows.

Areas where estimates have the highest impact include accounts receivable, accounts payable, compensated absences, and deferred revenue on the Statement of Net Position, as well as tuition and fee revenue, scholarship expense, depreciation, and net position on the Statement of Revenues, Expenses, and Changes in Net Position.

The College follows the “business-type activities” reporting requirements of GASB Statement No. 35 (as amended). The financial statement presentation required by GASB Statement No. 35 is intended to provide a comprehensive, entity-wide perspective of the College’s assets, deferred outflows of resources, liabilities, net position, revenues, expenses, changes in net position, and cash flows. For financial reporting purposes, GASB Statement 35 defines business-type activities as those financed in whole or in part by fees charged to external parties for goods or services. Accordingly, these financial statements have been presented using the economic resources measurement focus and on the accrual basis of accounting. Revenues are recognized when earned. Expenses are recognized when incurred. Interfund receivables and payables have been eliminated in the Statement of Net Position.

Statement of Net Position

A - Cash and Cash Equivalents

Cash is lower by approximately \$1.2M from this point last year. We still had some cash in our reserves last year from our line of credit, which has been spent since that time. We have also seen slightly higher expenses vs. revenue than we expected, leading to some cash depletion.

B - Accounts Receivable

FY23 accounts receivable contained many items which were over ten years old. We have written off most of those accounts to more accurately reflect our true receivables number. When comparing April FY24 to April FY23, it should be noted summer tuition was starting to be recorded. The accounting treatment at that time was to record revenue when the student made intent to attend, which created tuition revenue, an accounts receivable, and a deferred revenue. No summer tuition has been recorded for FY24.

C - Total Current Assets

Total current assets are down approximately \$3.0M. This is due to items explained in notes A and B.

D - Net OPEB Asset

This asset is our proportionate share of the OPEB asset owned by the State of Ohio. OPEB can either be an asset, meaning OPEB is overfunded, or a liability, meaning OPEB is underfunded.

E - Total Noncurrent Assets

Total noncurrent assets are approximately \$1M higher than this point last year. This is due to increases in our capital assets.

F - Total Assets

Total assets are down by \$1.5M when compared to this time last year. This is mainly attributable to our change in accounts receivable and lower cash, while being slightly offset by an increase in capital assets.

G - Total Current Liabilities

Total current liabilities are down by approximately \$1.1M. This is mostly due to not having summer deferred revenue recorded as we did in FY23. Deferred revenue is down by \$1.7M compared to this time last year, while accounts payable have increased by nearly \$600K.

H - Pension Liability

This is the College's proportionate share of the State's Pension Liability, which increased by approximately \$21B last year. Our share of that increase was over \$9M.

I - Total Noncurrent Liabilities

This has increased by approximately \$9M, due to the increase in Pension Liability.

J - Unrestricted Net Position

Unrestricted net position is the difference between the amounts invested in capital assets and our total net position. We are currently showing a negative unrestricted net position. We expect this to continue. The effects of OPEB and our pension liabilities continue to keep this a negative amount.

Statement of Revenues, Expenses, and Changes in Net Position

A - Tuition and Fees

Tuition and Fees are down approximately \$1.7m compared to last year. It should be noted that we had recorded a significant amount of summer tuition to this point last year, and CCP discounts for FY24 are more than \$500K higher than the previous year to this juncture.

B - Federal Grants and Contracts

The College has more federal grant revenue in FY23 than the current year. Over \$1M of federal revenue attributed to the IREPO grant was recognized in FY23 through April. This grant is in the process of being closed out and has significantly less revenue in FY24.

C - Total Operating Revenues

Total operating revenues appear to be down by \$2.1M; however, \$1.7M of this is attributable to the tuition and fee timing variances.

D - Total Operating Expenses

Total operating expenses are slightly lower than in FY23. A large portion of this is due to cost share payments not being paid in FY24. OSU has had significant turnover in key positions on their branch campuses and has been behind in billing us.

E - Operating Income (Loss)

The college typically has an operating loss. This is due to GASB standards classifying nonexchange revenue such as State Appropriations and Pell grants as non-operating revenue.

F - Gifts

Gifts are the funds provided to the College by the Foundation for the capital campaigns. In FY23, we recognized \$900,000 in gift revenue through February, while we have not recognized any gifts this fiscal year. Approximately \$600,000 in gifts will be recognized before year end.

G - Net Nonoperating Revenues

Net nonoperating revenues are down approximately \$1.3M. To date, we have recognized lower Pell revenue than to this point last year, and have not recorded any gift revenue or capital appropriations.

H - Net Increase in Net Position

We are down approximately \$800K in net position through April, while last year showed a gain of roughly \$126K. As explained above, during FY23, tuition revenue included some summer revenue, while no summer revenue has been recorded for FY24. In addition, federal grant revenue was higher in FY23 due to the IREPO grant.

Mr. Adkins provided an overview of the financial condition.

PRESIDENT'S REPORT (Information)

Dr. Spiers presented the Board of Trustees with a summary of the May 2024 President's Report and information on National, State, and Local Collaborations. Dr. Nanette Smith, VP for Institutional Effectiveness Planning and Dr. Mason-Guffey, VP for Academic Affairs, provided a presentation regarding the Rhodes State College 2024-2026 Completion Plan.

FACULTY ASSOCIATION PRESIDENT'S UPDATE

Ms. Jill Hay, RSC Faculty Association (RSCFA) President stated she and Mr. Jacob King (RSCFA President-elect) continue to meet and work with Dr. Spiers and Dr. Mason-Guffey. The RSCFA Spring Semester meeting was held Friday, May 3, 2024. The Faculty Association Standing committees, Shared Governance committees, Taskforce and Focus Groups, provided reports of their progress for the year. In addition, new officers and RSCFA Committee Chairs were elected.

ACADEMIC FACULTY PROMOTIONS (For Information)

The following faculty members have been recommended for promotion by the Faculty Promotion Committee and the Vice President for Academic Affairs for the 2024-2025 academic year.

| <u>Name</u> | <u>Current Rank</u> | <u>New Rank</u> |
|---------------------|---------------------|---------------------|
| Ms. Holly Evinger | Instructor | Assistant Professor |
| Dr. Edwina Hatzetos | Assistant Professor | Associate Professor |
| Mr. David Thornton | Assistant Professor | Associate Professor |
| Dr. Nora Beerline | Associate Professor | Professor |
| Mr. Joel Harris | Associate Professor | Professor |
| Mr. Jacob King | Associate Professor | Professor |

Dr. Mason-Guffey introduce the faculty members that had been recommended for promotion by the Faculty Promotion Committee and the VP for Academic Affairs for the 2024-25 academic year.

CONSIDERATION OF APPROVAL TO EXTEND THE RHODES STATE COLLEGE/OSU-LIMA COLLABORATIVE COST SHARE EXPENDITURE FOR ONE YEAR WITH AN EXPIRATION DATE OF JUNE 30, 2025

Resolution No. 2024 - 37

Amount: Approximately \$1,200,000 inclusive of one-year July 2024 – June 2025

Source of Funds: Institutional Funds

Overview:

Rhodes State College and OSU-Lima have a collaborative agreement to share in the operational oversight and services provided to the campus that include: the collaborative agreement working principles; physical facilities operation; academic support services; campus security and public safety; student life and campus events; and auxiliary services. The current Agreement permits modification of the same terms and conditions by giving written notice and approval. We request that the Board approve the extension of the current agreement for an additional 12-month period from July 2024 - June 2025

Attachments:

- First Amendment to the Collaboration Agreement between The Ohio State University at Lima and Rhodes State College.
- Cost Share Agreement July 2021 – June 2024, Page 3, Section IV. Term, Review, Modification, or Termination of the Agreement

Mr. Derek Adkins gave a summary of the Rhodes State College/OSU-Lima collaborative cost share expenditures for one year. Mr. Butch Kirk asked how are expenditures split. Mr. Derek Adkins stated some are divided by square foot and others by FTE.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2024-37 (Consideration of Approval to Extend the Rhodes State College/OSU-Lima Collaborative Cost Share Expenditure for One Year with an Expiration date of June 30, 2025). Dr. Wilfred Ellis moved to approve Resolution No. 2024-37, seconded by Ms. Jessica Cunningham. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL FOR THE COLLEGE'S FISCAL YEAR 2025 BUDGET (SPENDING AUTHORITY) AND APPROVAL FOR KNOWN PURCHASES OVER \$50,000 FOR FISCAL YEAR 2025.

Resolution No. 2024 - 38

Whereas, the Board must approve the College's fiscal year 2025 budget, beginning July 1, 2024 and ending June 30, 2025; and the College has carefully prepared and reviewed the budget and spending plans for fiscal year 2025.

Resolved, upon the recommendation of the President, with the concurrence of the Vice President of Finance & Administrative Services, that the fiscal year 2025 budget be approved, including all budgetary assumptions, a 2% pay increase for all employees, and all purchases over \$50,000 included in the budget.

Attachments:

- Fiscal Year 2025 Statement of Budgeted Revenue and Expenses
- FY25 Budget Assumption and Notes

Mr. Adkins reviewed RSC's Fiscal Year 2025 Budget and Approval for Known Purchases over \$50,000. He added, the attachment "Purchases Over \$50,000 Included in the Budget", needed to be edited to include a purchase for student training equipment from Advanced Technologies Consultants for \$242,550. This purchase is to be paid through the Super Rapids Grant.

Dr. David Haus provided an overview of the student training equipment, (ATC, FESTO MPS I4.0 Trainer) from Advanced Technologies Consultants.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2024-38 (Consideration of Approval for the College's Spending Authority to Include Changes in Compensation and Approval of all Purchases Over \$50,000 for FY2024-25, with edits). Dr. Wilfred Ellis moved to approve Resolution No. 2024-38, seconded by Mr. Robert Sielschott. Dr. Ellis asked for a rollcall vote. Mr. Butch Kirk, Dr. Wilfred Ellis, Ms. Jessica Cunningham and Mr. Robert Sielschott were present and voted yes.

CONSIDERATION OF APPROVAL FOR THE 2024-26 RHODES STATE COLLEGE CAMPUS COMPLETION PLAN

Resolution No. 2024 - 39

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Institutional Effectiveness Planning and Vice President for Academic Affairs, that consideration be given for the Rhodes State College Campus Completion Plan update and activities for 2024-2026.

Description:

Public colleges and universities in Ohio are required to submit a campus completion plan that is approved by its board of trustees to the Chancellor by June 30, 2024.

The current legislation, as defined by section 3345.81 (Strategic Completion Plan) of the Ohio Revised Code, states:

"The board of trustees of each institution of higher education shall adopt an institution-specific strategic completion plan designed to increase the number of degrees and certificates awarded to students. The plan shall be consistent with the mission and strategic priorities of the institution, include measurable student completion goals, and align with the state's workforce development priorities. Upon adoption by the board of trustees, each institution of higher education shall provide a copy of its plan to the chancellor of higher education. The board of trustees of each institution of higher education shall update its plan at least once every two years and provide a copy of their updated plan to the chancellor upon adoption."

The Rhodes State College Campus Completion Plan: 2022-2024 Outcomes & 2024-2026 Improvement Focus is a product of the College's efforts to align with its strategic plan priorities, goals and milestones, in conjunction with relevant grant activities, and collaborations with peer institutions through state initiatives. The continuous improvement focus outlined in the Rhodes State's Completion Plan, focuses on efforts along the continuum of student progress—from "Connection" to "Successful First-Year Entry" to "Student Progress" to "Completion" and "Workforce."

Attachment

- Rhodes State College Campus Completion Plan: 2020-2022 Outcomes & 2022-2024 Improvement Focus

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2024-39 (Consideration of Approval for the 2024-26 Rhodes State College Campus Completion Plan). Ms. Jessica Cunningham moved to approve Resolution No. 2024-39, seconded by Mr. Robert Sielschott. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL OF THE RHODES STATE COLLEGE SINGLE AUDIT REPORT FOR THE YEAR ENDING JUNE 30, 2023

Resolution No. 2024 - 40

Resolved, upon the recommendation of the President, with the concurrence of the Vice President for Finance & Administrative Services, that approval be given to accept the Rhodes State College Single Audit report for the year ending June 30, 2023.

Overview:

Rhodes State College management is responsible for preparing annual financial statements, which FORVIS, a top-10 U.S. public accounting firm, audited.

The statements include the financial results of the College and the James A. Rhodes Foundation, for the year ending June 30, 2023. All relevant comments and findings are included in the report.

To Be Provided at Board Meeting:

- James A. Rhodes State College Single Audit, June 30, 2023

Mr. Jackson Magdy, FORVIS, Audit Director provided a summary of the James A. Rhodes Foundation and the James A. Rhodes State College Single Audit June 30, 2023. Mr. Magdy added that all relevant comments and findings are included in the report.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2024-40 (Consideration of Approval for the Rhodes State College Audit Report for the Year Ending June 30, 2023). Ms. Jessica Cunningham moved to approve Resolution No. 2024-40, seconded by Mr. Robert Sielschott. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL TO ADOPT THE REVISION OF THE ACADEMIC STANDING POLICY 3.02

Resolution No. 2024 - 41

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Academic Affairs that approval be given for revision to the Rhodes State College Academic Standing Policy and be effective immediately upon approval.

Description:

Academic Standing Policy, Board approved on April 18, 2017, has been reviewed and revised with the assistance of the Attorney General's office to include the following significant content changes:

- New policy number 3.02 to align with revised chapter number structure;
- Clarified language to remove redundancies;
- Separated the Academic Standing Policy and Procedure to align with the revised policy and procedure format.

Attachments:

- Recommended Revised Academic Standing Policy 3.02
- Recommended Revised Academic Standing Procedure 3.02(a)-informational only
- Recommended Revised Academic Standing Policy 3.02 in track changes view to see changes made to current board approved policy
- Academic Standing Procedure 3.02(a)-informational only

Dr. Mason-Guffey provided an overview of the updated Academic Standing Policy 3.02.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2024-41 (Consideration of Approval to Adopt the Revision of Academic Standing Policy 3.02). Dr. Wilfred Ellis moved to approve Resolution No. 2024-41, seconded by Ms. Jessica Cunningham. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL TO ADOPT THE REVISION OF THE CREDIT HOUR POLICY 3.04**Resolution No. 2024 - 42**

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Academic Affairs that approval be given for revision to the Rhodes State College Credit Hour Policy and be effective immediately upon approval.

Description:

Credit Hour Policy, Board approved on November 15, 2016, has been reviewed and revised with the assistance of the Attorney General's office to include the following significant content changes:

- New policy number 3.04 to align with revised chapter number structure;
- Inserted the definitions for Carnegie Unit of Credit and Credit hour (Ohio Department of Higher Education)
- Separated the Academic Standing Policy and Procedure to align with the revised policy and procedure format.

Attachments:

- Recommended Revised Credit Hour Policy 3.04
- Credit Hour Procedure 3.04(a)- informational only

Dr. Mason-Guffey provided an overview of the updated College Credit Hour policy 3.04.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2024-42 (Consideration of Approval to Adopt the Revision of the College Credit Hour Policy 3.04). Dr. Wilfred Ellis moved to approve Resolution No. 2024-42, seconded by Ms. Jessica Cunningham. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL TO ADOPT THE REVISION OF POLICY 4.01 STUDENT CODE OF CONDUCT**Resolution No. 2024 – 43**

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Enrollment Management & Student Affairs and the Vice President for Academic Affairs that approval be given for revision to Rhodes State College Student Code of Conduct Policy 4.01 and be effective immediately upon approval.

Description:

The Student Code of Conduct Policy 4.01, last revised in 2021, is being updated to reflect recent restructuring within the college. In particular, titles have been updated to reflect the College's current organizational structure with the Vice President for Academic Affairs and Vice President for Enrollment Management & Student Affairs.

Attachments:

- Recommended Revised Student Code of Conduct Policy 4.01

Dr. Greaney provided an overview of the revised Student Code of Conduct Policy 4.01.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2024-43 (Consideration of Approval to Adopt the Revision of Policy 4.01 Student Code of Conduct). Ms. Jessica Cunningham moved to approve Resolution No. 2024-43, seconded by Dr. Wilfred Ellis. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL FOR THE DEGREES AND CERTIFICATES CONFERRED ON MAY 4, 2024**Resolution No. 2024-44**

Whereas, pursuant to the Bylaws of James A. Rhodes State College, the Board has the authority for the conferral of degrees and certificates; and

Whereas, the faculty in the instructional units have transmitted the names of students who have completed degree and certificate requirements in accordance with established graduation requirements for approval by the Board of Trustees; and

Resolved, that the degrees and certificates which were conferred on May 4, 2024, be approved for students who have completed the requirements for their respective degrees and certificates and which are recommended by the instructional units.

Attachment:

- 2023-2024 List of Graduates

Dr. Mason-Guffey provided an overview of the 2023-2024 List of Graduates

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2024-44 (Consideration of Approval for the Degrees and Certificates Conferred on May 4, 2024). Mr. Robert Sielschott moved to approve Resolution No. 2024-44, seconded by Ms. Jessica Cunningham. The motion was approved by a unanimous voice vote.

BOARD OF TRUSTEES SELECTION COMMITTEE UPDATE

Dr. Spiers provided an overview of the Trustee Selection Committee members and charge. The Committee meet as needed, to review non-gubernatorial trustee appointments needing filled over the next year and schedule an Executive Session with the full Board to nominate individuals to be considered by the Trustee Selection Committee.

BOARD MEETING CALENDAR FOR 2024-2025 – PROPOSAL

| | | |
|-----------------------------|----------|---------------------------------------|
| Tuesday, August 20, 2024 | *4:00 pm | Board of Trustees Meeting |
| | 5:20 pm | Annual Joint Meeting/Foundation Board |
| Tuesday, September 17, 2024 | 4:30 pm | |
| Tuesday, October 15, 2024 | 4:30 pm | |
| Tuesday, November 19, 2024 | 4:30 pm | |
| Tuesday, December 17, 2024 | 4:30 pm | |
| Tuesday, January 21, 2025 | 4:30 pm | |
| Tuesday, February 18, 2025 | 4:30 pm | |
| Tuesday, March 18, 2025 | 4:30 pm | |
| Tuesday, April 15, 2025 | 4:30 pm | |
| Tuesday, May 20, 2025 | 4:30 pm | |

Special Meetings will be called as needed.

*Change in time to accommodate the joint meeting and dinner with the Foundation Board.

**Subject to Notification of AACC Annual Conference.

Dr. Spiers provided an overview of the proposed Board Meeting Calendar for 2024-2025.

ADJOURNMENT

Chair Kirk asked for a motion to adjourn the Board meeting. Ms. Jessica Cunningham moved to adjourn the Board meeting, seconded by Dr. Wilfred Ellis. The motion was approved by a unanimous voice vote.

Approved Meeting Minutes of May 21, 2024



Mr. Everett "Butch" S. Kirk III
Chair

Pamela Mooneyhan, Recording Secretary