



BOARD OF TRUSTEES
JAMES A. RHODES STATE COLLEGE
525th Meeting Minutes
October 15, 2024

The Rhodes State College (RSC) Board of Trustees met on Tuesday, October 15, 2024 at 4:30 p.m. in the Keese Hall Board Room. The Cabinet and Faculty Association President were present in the room, with all other guests attending 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. Sam Bassitt, Ms. Jessica Cunningham, Dr. Ann Pohl, and Mr. Robert Sielschott. Ms. Jane Krites and Dr. Wilfred Ellis were absent.

APPROVAL OF MINUTES FOR THE BOARD MEETING OF SEPTEMBER 17, 2024

Chair Kirk called for the approval of the September 17, 2024, Board Meeting minutes. Mr. Sam Bassitt moved to approve the minutes from September 17, 2024, and was seconded by Dr. Ann Pohl. The motion was approved by a unanimous voice vote.

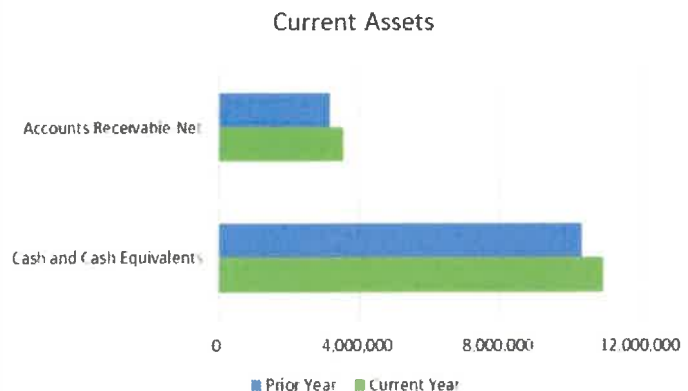
STATEMENT OF FINANCIAL CONDITIONS (unaudited)

Notes to the Financial Statements

Statement of Net Position Discussion and Analysis

A – Current Assets

Total current assets increased by \$985K or 7% over the prior year's first quarter. Cash and cash equivalents increased by \$608K, and accounts receivable increased by \$377K.

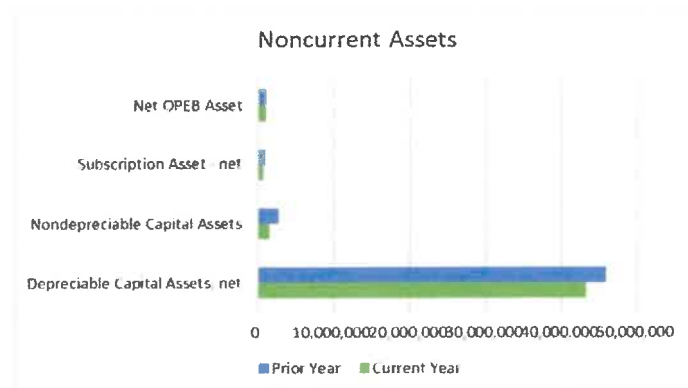


The increase in current assets is attributable to our increase in enrollment. Over the first quarter, we collected cash from our summer enrollment, which was up over the prior year's summer. In addition, this year's fall FTE enrollment is up over last fall, leading to an increase in cash and receivables.

B – Noncurrent Assets

Total noncurrent assets decreased by \$4.1M. Depreciable capital assets decreased by \$2.6M, which is attributed to depreciation costs and the retirement of assets. Non-depreciable capital assets decreased due to the movement of construction in progress amounts to depreciable assets. The subscription asset is a GASB 96 requirement for Software Based Information Technology Assets. This standard requires us to claim an asset and a liability for certain leased software arrangements. The asset for Rhodes is our Banner ERP software. This asset is amortized over the length of the contract terms.

Our Net OPEB asset has not been changed for FY24 or FY25. This account is only measured at the end of the fiscal year, and we are currently adjusting for the end of FY24. We will update the starting fiscal year numbers for FY25 when the adjustments are completed.



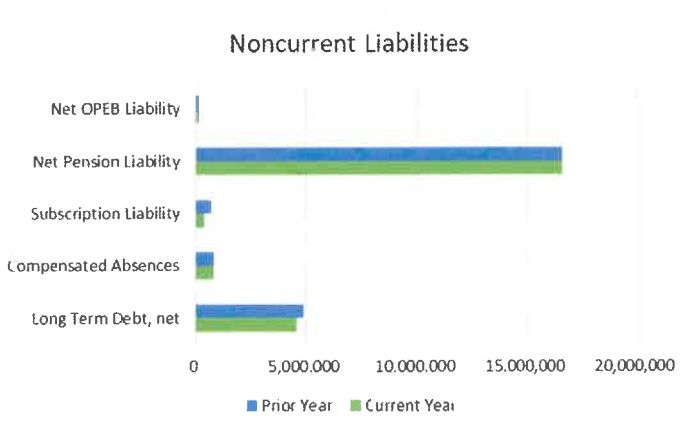
C – Current Liabilities

Total current liabilities have decreased by \$316K. This is attributable to the \$282K decrease in accounts receivable from the prior year. Accounts receivable have decreased due to the timing of invoice payments.



D – Noncurrent Liabilities

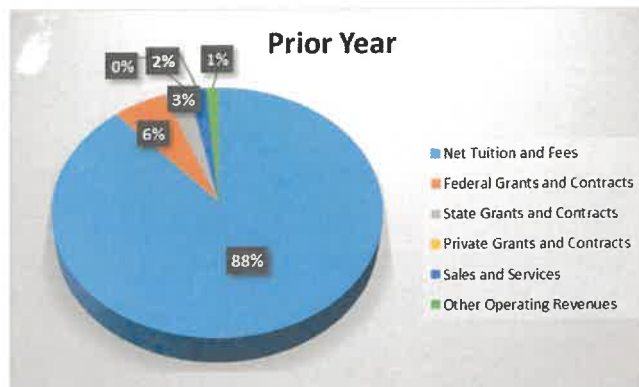
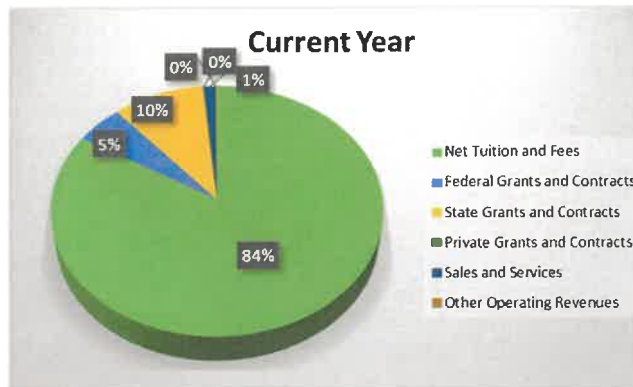
Noncurrent liabilities have decreased by \$625K. Long-term debt decreased by \$324K and our subscription liability decreased by \$301K. These amounts were moved to current liabilities for the year. Compensated absences, net pension liability, and net OPEB liability are only calculated at the end of the fiscal year. We are currently calculating the amounts for the period ending June 30, 2024 and will update these amounts once the calculations are completed.



Statement of Revenues, Expenses, and Changes in Net Position Discussion and Analysis

A – Operating Revenues

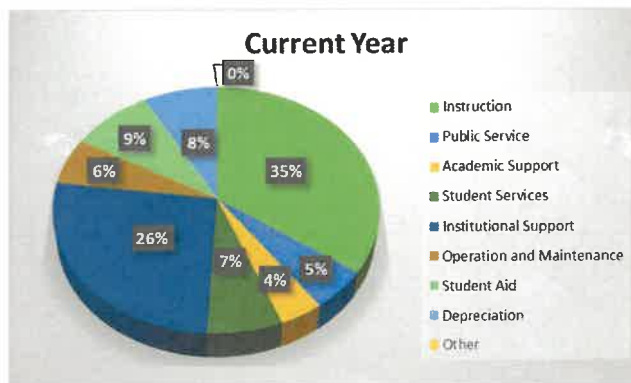
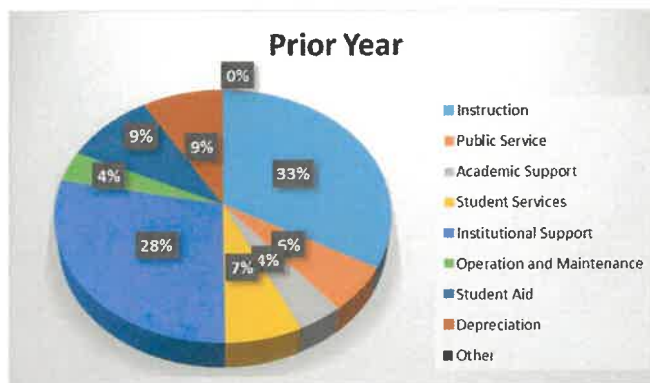
Net Tuition and Fee revenue has increased by \$241K or 5%. Base tuition charges for this fall totaled \$5.45M, compared to \$5.21M last year. The distance education fee increased from \$114K to \$121K, indicating a significant number of our students still prefer taking online classes.



Tuition and fees are 84% of our current operating revenues, compared to 88% of current revenues of the prior year. State grants have increased to 10% of our current revenues compared to 3% in the prior year. This is due to the State Super Rapids Grant for the vacuum and gas projects. Federal grant revenues have remained relatively flat. The IREPO grant was operating in the first quarter of FY24, but is being closed out. The College's Title III grant is now in full swing, which has offset the loss of IREPO revenue.

B – Total Operating Expenses

Operating expenses have increased by \$824K when comparing the first quarters of FY25 to FY24. There are three items which have caused this increase. First, there were \$340K of additional grant purchases in FY25. These purchases are related to equipment for the vacuum and gas labs. Another increase was the recognition of \$259K of cost share expenses. This is due to the timing of expense recognition compared to last year. Finally, payroll costs have increased due to the 2% across-the-board increase, which also increased benefit expenses.



Instructional costs remain our highest area of expense at 35% of the total operating expenses for the first quarter of FY25, compared to 33% in FY24. Institutional expense remains the second highest area, with 26% of the current year expense, compared to 28% of total expense in the prior year.

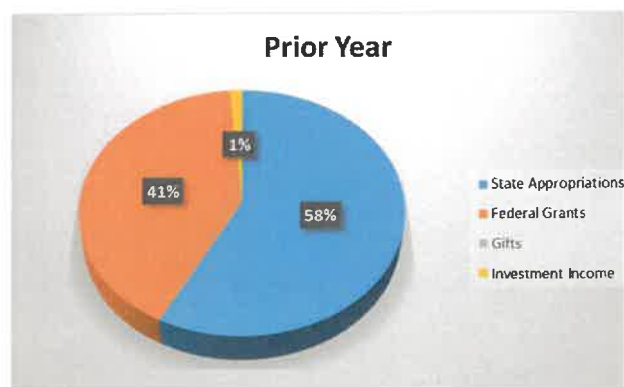
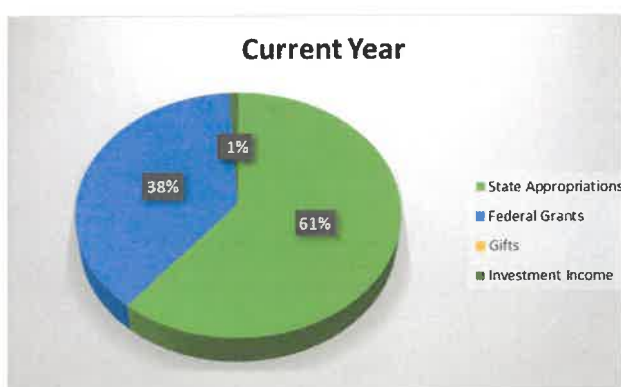
C – Operating Income (Loss)

The College will operate at an operating loss in most instances. This is due to the classification of certain types of revenue. Non-exchange revenue, such as State appropriations, Pell grants, gifts, or investment income, is required to be classified as “nonoperating.” Nonoperating revenue will range between 40-60% of our revenue during the year.

For the first quarter of the fiscal year, we had an operating loss of \$1.8M, compared to a loss of \$1.6M last year. This is due to the higher operating expenses recognized in our current year.

D – Nonoperating Revenues

As explained above, nonoperating revenues are derived from non-exchange transactions and passive revenue. Nonoperating revenues through the first quarter of FY25 are down by \$30K. State appropriations have increased while federal revenue has decreased. The College recognized around \$400K of COVID relief funds last year, increasing federal revenue. This year, we have recognized more Pell revenue, but it is not enough to offset the decrease in COVID funds.



E – Net Increase in Net Position

The College saw a net position increase of \$2.7M through the first quarter of FY25, compared to a \$2.9M increase through the first quarter of FY24. Colleges often have a positive first quarter as a significant amount of our revenue is recognized this quarter, while expenses are recognized more evenly through the year. We can expect more of a “break-even” result when producing the second quarter financial report.

Mr. Adkins provided an overview of the unaudited quarterly financial condition of Rhodes State College, which contains many estimates. More significant estimates include accounts receivable, OPEB, pension, related deferred inflows and outflows, deferred revenue, scholarship allowance, and student aid. A more detailed analysis will be provided as we move forward through the year.

PRESIDENT’S REPORT (Information)

Dr. Spiers provided the Board of Trustees with a summary of the September 2024 President’s Report, which included information on national, state, and local collaborations. An item not included in the report was that Traci Bitler, Assistant Professor of Business Marketing and Accounting, Technology and Liberal Studies, received the Ohio Association of Two-Year Colleges (OATYC) Teacher of the Year Award.

Three additional updates were presented, including: a presentation by Dr. Eric Mason-Guffey, Dr. David Haus, Ms. Rebecca Simcoe, and Mr. Jesse Wallace regarding Artificial Intelligence and Machine Learning; information by Dr. Brendan Greaney on Enrollment (End of Term Spring & Summer, Fall 2024, 15th Day); and a Strengthening Advocacy presentation given by Dr. Melissa Green and Ms. Kelly Hackworth.

FACULTY ASSOCIATION PRESIDENT'S UPDATE

Mr. Jacob King, RSC Faculty Association (RSCFA) President, stated that he and Dr. Jacquie Martz (RSCFA President-elect) continue to meet with the Faculty Association and College Senate, as well as Dr. Spiers and Dr. Mason-Guffey. Discussions included the promotion process, updates on the Borra Center's use of space and meal offerings for students and faculty, and the withdrawal for non-attendance procedures. He added that the Task Force groups continue to provide updates on their progress.

CONSIDERATION OF APPROVAL FOR THE VISION, DENTAL AND THE COLLEGE FUNDED HEALTH REIMBURSEMENT ARRANGEMENT, HEALTH SAVINGS ACCOUNT AND EMPLOYEE WELLNESS PROGRAM FOR THE 2025 PLAN YEAR

Resolution No. 2025 – 08

Resolved, upon the recommendation of the President, with the concurrence of the Vice President for Human Resources, and the Vice President for Finance and Administrative Services, that approval be given for the proposed Vision Plan, Dental Plan, Health Reimbursement Arrangement, Employer Contribution to Health Saving Accounts or Health Reimbursement Arrangement and Employee Wellness Program.

Description:

The following are recommended for consideration:

1. The vision plan and corresponding renewal premiums, effective from January 1, 2025, to December 31, 2025, will remain with the College's vision carrier, EyeMed, with no increase in premium.
2. The dental plan and corresponding renewal premiums, effective from January 1, 2025, to December 31, 2025, will remain with the College's dental carrier, Delta Dental. There will be no increase in premiums through April 30, 2025, and no more than a 20% increase starting May 1, 2025.
3. College-funded Health Reimbursement Arrangement (HRA) of \$3250 for employee-only plan eligible participants and \$6500 for employee / spouse, employee / child(ren) and family plans.
4. Provide a one-time, College-funded Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) contribution for employees currently enrolled in one of the College medical plans, who participate in a biometric screening, health risk assessment, and any reasonable alternatives. The contribution will be in the amount of \$350 for employee-only participants and \$700 for employee / spouse, employee / child(ren) and family plan participants, effective January 2026.
5. Offer a voluntary Employee Wellness Program. Employees who participate as outlined in the program and are enrolled in the College medical plan will be eligible for a quarterly, College-funded contribution of \$100 to either a Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA).

Additional Information:

The Board of Trustees approved Resolution No. 2024-32 "Consideration of Approval for the Medical, Vision, Dental, and Life Insurance / Long Term Disability/ Voluntary Life Insurance Plans and The Related Premiums / Renewals for the 2024 – 2025 Plan Year" on March 19, 2024.

Historically, the benefits plan year ran from May 1 – April 30. As shared at the March 19 Board meeting, the College is transitioning to a calendar plan year of January 1 – December 31 to align with annual deductibles and contributions to medical savings accounts. As a result of this transition, the Board approved the following plans through December 31, 2025:

1. The medical insurance and the corresponding renewal premiums consisting of a High Deductible Health Plan and Preferred Provider Plan self-insured and administered through United Medical Resources (UMR)
2. Long-term disability with the College's carrier, New York Life
3. Life insurance and voluntary life insurance plan with the College's carrier, New York Life

Attachments:

- N/A

Ms. Andrea Goings provided an overview of the renewal and changes to the vision, dental, HRA, HSA, and insurance health benefits plans.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2025-08 (Consideration of Approval for the Vision, Dental, and the College-Funded Health Reimbursement Arrangement (HRA), Health Savings Account (HSA), and Employee Wellness Program for the 2025 Plan Year). Dr. Ann Pohl moved to approve Resolution No. 2025-08, seconded by Ms. Jessica Cunningham. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL TO ADOPT THE REVISION OF POLICY 2.07 TUITION WAIVER BENEFIT

Resolution No. 2025 – 09

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Human Resources and the Vice President for Enrollment Management and Student Affairs, that approval be given for the revision of Rhodes State College Policy 2.07, Tuition Waiver Benefit, to be effective immediately upon approval.

Description:

Tuition Waiver Benefit Policy 2.07, last approved by the Board of Trustees on February 15, 2022, has been reviewed and revised in consultation with the Attorney General's office. The revisions include:

- Removal of the FAFSA completion requirement, as the College is not authorized to mandate federal financial aid before applying the tuition waiver.
- Addition of a provision excluding dependents enrolled in College Credit Plus, in compliance with Ohio Revised Code Chapter 3365.

Attachment:

- Recommended Revised Tuition Waiver Benefit Policy 2.07

Ms. Andrea Goings and Dr. Brendan Greaney provided an overview of the changes to the Tuition Waiver Benefit Policy 2.07. Mr. Kirk asked what percentage of students exceed 30 credit hours in a year. Ms. Goings stated that it has only occurred twice in the last 5 years.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2025-09 (Consideration of Approval to Adopt the Revision of Policy 2.07 Tuition Waiver Benefit). Mr. Sam Bassitt moved to approve Resolution No. 2025-09, seconded by Ms. Jessica Cunningham. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL TO ADOPT THE REVISION OF POLICY 2.08 EMPLOYEE EDUCATIONAL TUITION REIMBURSEMENT AND WAIVER
Resolution No. 2025 – 10

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Human Resources and the Vice President for Enrollment Management and Student Affairs, that approval be given for the revision of Rhodes State College Policy 2.08, Employee Educational Tuition Reimbursement and Waiver, to be effective immediately upon approval.

Description:

The Employee Educational Tuition Reimbursement and Waiver Policy (2.08), last approved by the Board of Trustees on September 20, 2022, has been reviewed and revised in consultation with the Attorney General's office. The revision removes the requirement for the completion of the FAFSA form, as the College is not authorized to mandate the use of federal financial aid prior to granting a tuition waiver.

Attachment:

- Recommended Revised Employee Education Tuition Reimbursement and Waiver Policy 2.08

Dr. Greaney provided an overview of the changes to the Employee Education Tuition Reimbursement and Waiver Policy 2.08.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2025-10 (Consideration of Approval to Adopt the Revision of Policy 2.08 Employee Educational Tuition Reimbursement and Waiver). Dr. Ann Pohl moved to approve Resolution No. 2025-10, seconded by Ms. Jessica Cunningham. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL TO ADOPT THE REVISION OF POLICY 2.20 PAYROLL
Resolution No. 2025 – 11

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Human Resources, that approval be given for the revision of Rhodes State College Policy 2.20, Payroll, to be effective immediately upon approval.

Description:

Payroll Policy 2.20, last approved by the Board of Trustees on September 22, 2004, has been reviewed and revised in consultation with the Attorney General's office. The revisions include the following significant changes:

- Renumbering to Policy 2.20 to align with the updated chapter structure (previously Policy 6.16);
- Renaming the policy to Payroll Policy to encompass a broader range of payroll-related practices (previously Fair Labor Standards and Wage Payment Policy);
- Establishing the requirement for direct deposit, reflecting current practice;
- Clarifying the payroll schedule for both exempt and non-exempt employees;
- Providing instructions on where to review paychecks and how to contact the Office of Human Resources with concerns;
- Addressing the impact on employees transitioning between monthly and biweekly payroll, including the availability of a "no hardship check"; and
- Adding a compliance reference.

Attachments:

- Recommended Revised Payroll Policy 2.20
- Current Board of Trustees Approved Fair Labor Standards and Wage Payment Policy 6.16

Ms. Goings provided an overview of the changes to the Payroll Policy 2.20 (previously Policy 6.16).

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2025-11 (Consideration of Approval to Adopt the Revision of Policy 2.20 Payroll). Ms. Jessica Cunningham moved to approve Resolution No. 2025-11, seconded by Mr. Robert Sielschott. The motion was approved by a unanimous voice vote.

CONSIDERATION OF APPROVAL TO ADOPT NEW POLICY 7.08 RELIGIOUS, RACIAL AND ETHNIC HARASSMENT AND INTIMIDATION PREVENTION**Resolution No. 2025 – 12**

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Human Resources and the Vice President for Enrollment Management and Student Affairs, that approval be given to adopt new Rhodes State College Policy 7.08, Religious, Racial and Ethnic Harassment and Intimidation Prevention, to be effective immediately upon approval.

Description:

Policy 7.08, Religious, Racial and Ethnic Harassment and Intimidation Prevention, has been developed in consultation with the Attorney General's office to ensure compliance with Ohio's Campus Accountability and Modernization to Protect University Students (CAMPUS) Act, as outlined in Senate Bill 94. The CAMPUS Act mandates that, by October 24, 2024, all public and private institutions in the State of Ohio must:

- Implement a policy addressing harassment and intimidation related to race, religion, and ethnicity, which includes training and complaint procedures.
- Establish an Anti-Hate Task Force

Further components of the Act, including reporting requirements, statewide committees, and available grants will be forthcoming.

Attachments:

- Religious, Racial and Ethnic Harassment and Intimidation Prevention Policy 7.08
- Religious, Racial and Ethnic Harassment and Intimidation Prevention Procedure 7.08(a) – Informational Only
- [CAMPUS Act Summary \(first section of Senate Bill 94\)](#)

Ms. Goings provided an overview of the new Policy 7.08, "Religious, Racial, and Ethnic Harassment and Intimidation Prevention". Mr. Kirk asked if there have been any acts of anti-Semitism on campus. Ms. Goings stated that there have not been any acts of anti-Semitism on the RSC/OSU Lima campus.

Dr. Spiers asked the Board for consideration of approval for Resolution No. 2025-12 (Consideration of Approval to Adopt New Policy 7.08 Religious, Racial and Ethnic Harassment and Intimidation Prevention). Mr. Sam Bassitt moved to approve Resolution No. 2025-12, seconded by Dr. Ann Pohl. The motion was approved by a unanimous voice vote.

ADJOURNMENT

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

Approved Meeting Minutes of October 15, 2024



Mr. Everett "Butch" S. Kirk III
Chair

Pamela Mooneyhan, Recording Secretary