



BOARD OF TRUSTEES
JAMES A. RHODES STATE COLLEGE
537th Meeting Minutes
December 16, 2025

The Rhodes State College (RSC) Board of Trustees met on Tuesday, December 16, 2025 at 4:30 pm in the Keese Hall Board Room, Cabinet and Faculty Association President were present in the room, all other guests 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, Dr. Wilfred Ellis, Ms. Jessica Cunningham, Mr. Robert Sielschott and Ms. Jill Jacobs.

CONSIDERATION OF APPROVAL TO EXTEND DR. CYNTHIA E. SPIERS' EMPLOYMENT AGREEMENT AS PRESIDENT

Resolution No. 2026 – 23

Resolved, the Board of Trustees approve that Dr. Cynthia E. Spiers' employment agreement as President be extended for an additional three years.

Overview:

Dr. Cynthia E. Spiers' employment agreement, to serve as President for Rhodes State College, will begin January 1, 2026 and continue through December 31, 2028.

Chair Kirk requested the Board's consideration and approval of Resolution No. 2026-23 (Consideration of Approval to Extend Dr. Cynthia E. Spiers' Employment Agreement as President). Dr. Ellis moved to approve Resolution No. 2026-23, and seconded by Ms. Cunningham. The motion was approved unanimously by voice vote.

APPROVAL OF MINUTES FOR THE BOARD MEETING OF NOVEMBER 18, 2025

Chair Kirk called for the approval of the minutes from the November 18, 2025, Board meeting. Dr. Ellis moved to approve the minutes, and Ms. Cunningham seconded the motion. The motion was approved unanimously by voice vote.

FISCAL YEAR 2026 BUDGET-TO-ACTUAL PERFORMANCE (AS OF DECEMBER 2025)

Notes

Through November, the College continues to track consistently with prior-year performance. Total cash receipts are at 46.1 percent of the annual budget, identical to this point in the prior year. Cash outlays are also at 38.8 percent of budget, matching the prior year's spending pace. The College is currently showing a positive net cash position.

Revenues

Tuition and fees are at 50.7 percent of budget. Fall enrollment revenue has stabilized year over year, and the increased tuition base is reflected in the stronger dollar performance.

State appropriations are at 43.7 percent of annual budget, compared to 44.8 percent last year. This aligns with expected SSI payment timing, and there are no concerns noted.

Other revenue sources, including sales and services, miscellaneous operating income, and investment earnings, continue to perform steadily. Sales and services activity has been strong, reflecting increased utilization of College offerings. Miscellaneous operating income is tracking ahead of expectation. Investment income remains within normal ranges based on current market conditions. Overall, these revenue categories are contributing positively to the College's financial position for the year.

Expenses

Total expenditures are at 38.8 percent of annual budget, consistent with prior-year pacing.

Wages and benefits are collectively tracking at about 41.7 percent of budget, nearly identical to last year. There are no noted variances of concern in personnel costs.

Equipment and supplies spending is at 51.7 percent of budget, below last year's 57.6 percent rate. Current-year spending includes front-loaded academic and operational purchases but remains on track.

Information and communication spending is at 41.1 percent of budget, well below the prior year's 64.3 percent. Last year included several one-time technology investments that are not repeating in FY26.

Maintenance expenditures are at 37.6 percent, compared to 34.8 percent in the prior year. These costs reflect planned preventative maintenance and improvements across campus facilities.

Miscellaneous expenses are at 53.4 percent of budget. While elevated for this point in the year, they remain well below last year's unusually high

rate, which was primarily driven by expenses being classified into incorrect categories rather than reflecting true spending needs.

Travel spending remains low at 19.9 percent of budget compared to 32.7 percent last year. This is due to reduced travel activity and continued management of travel requests.

Conclusion

The College is performing on target financially. Revenues and expenditures are pacing as expected given seasonal patterns. Cash flow remains positive, and the year-to-date results support a stable financial outlook heading into the spring semester and FY27 planning.

Mr. Derek Adkins reported on the budget-to-actual performance as of November 2025, noting a net cash gain of approximately \$1.5 million.

PRESIDENT'S REPORT (Informational)

Dr. Spiers presented the November 2025 President's Report, highlighting Trustee Training Guidance, beginning January 2026 and the establishment of the 2025-26 Student Government Association (SGA) Executive Board. The Executive Board will serve in an interim capacity until April 2026, when the inaugural annual election cycle will begin, with SGA elections held each April thereafter to support continuity and consistent student governance participation.

FACULTY ASSOCIATION PRESIDENT'S UPDATE

The Faculty Association, led by Dr. Jacquie Martz, RSCFA President and Ms. Traci Bitler, RSCFA President-Elect, hosted a faculty open forum to update faculty on some of the items discussed during recent meetings with Dr. Spiers and Dr. Eric Mason.

Key topics that were well received included the sick-time donation program, salary transparency, and faculty workload related to advising. Faculty expressed significant interest in the ongoing workload analysis being conducted by the administration to align with state requirements.

Faculty also raised concerns regarding the forthcoming ADA-required changes to all courses. An online Canvas course outlining specific ADA compliance expectations was shared with the Faculty Association, and work toward implementing these requirements is underway.

CONSIDERATION OF APPROVAL FOR PURCHASES OVER \$50,000 FOR THE PURCHASE OF A PASSENGER VAN
Resolution No. 2026 – 24

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Finance & Administrative Services, that approval be given to purchase a passenger van for the Agriculture Technician program:

Purchase:	Reineke Ford
Amount:	\$56,000
Source of Funds:	Talent Ready Grant

Overview:

Rhodes State College students often need transportation to get to the farm sites of the program, sites with little to no available parking. This van will be used by the program to transport students to and from the farm sites. The van will be available for other uses when not in use by the program.

Attachment: None

Mr. Adkins provided an overview of the use of a passenger van for Rhodes State College.

Chair Kirk requested the Board’s consideration and approval of Resolution No. 2026-24 (Consideration of Approval for Purchases Over \$50,000 for the Purchase of a Passenger Van). Mr. Bassitt moved to approve Resolution No. 2026-24, and seconded by Ms. Cunningham. The motion was approved unanimously by voice vote.

CONSIDERATION OF APPROVAL TO ADOPT NEW POLICY 2.24 EMPLOYEE LEAVE DONATION PROGRAM
Resolution No. 2026 – 25

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Human Resources that approval be given to adopt new Rhodes State College Policy 2.24, Employee Leave Donation Program, to be effective immediately upon approval.

Description:

Policy 2.24, Employee Leave Donation Program, has been developed in consultation with the Attorney General’s office to establish a voluntary Employee Leave Donation Program. This program allows employees to donate sick or vacation hours to a pool that will assist eligible employees who have depleted their sick or vacation leave and require time off for a serious medical illness for themselves or immediate family members.

Attachment:

- Recommended Employee Leave Donation Program Policy 2.24

Ms. Andrea Goings provided an overview of the guidelines for the new Policy 2.24, Employee Leave Donation Program.

Chair Kirk requested the Board’s consideration and approval of Resolution No. 2026-25 (Consideration of Approval to Adopt New Policy 2.24, Employee Leave Donation Program). Ms. Cunningham moved to approve Resolution No. 2026-25, and seconded by Dr. Ellis. The motion was approved unanimously by voice vote.

CONSIDERATION OF APPROVAL TO ADOPT THE REVISION OF POLICY 7.18 COPYRIGHT, ROYALTY AND LICENSING
Resolution No. 2026 - 26

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Academic Affairs, that approval be given for the revision of Rhodes State College Policy 7.18, Copyright, Royalty and Licensing to be effective immediately upon approval.

Description:

Copyright, Royalty and Licensing policy distinguishes between works created independently by faculty, staff, and student employees, and those produced as part of College employment.

Individuals may claim copyright for materials created on their own time and unrelated to College duties. However, the College retains ownership of all materials developed for teaching or College activities, including course content and instructional media. When College-owned materials generate external revenue, royalties are shared equally- 50% to the creator and 50% to the College's general fund. Additionally, any licensing or transfer of College-copyrighted materials requires notification of the author and administrative approval, with the original creator retaining the right of first refusal for future updates.

Changes include:

- Rewording sections to make clear and to update terminology.
- Added the definition for Royalty.
- The review by the AG office provided edits based on the use of language such as "agreement" instead of "contract".
- The AG office recommended that we include "faculty", "staff" and "students" in the policy and procedure.

Attachments:

- Recommended Copyright, Royalty and Licensing policy 7.18
- Copyright, Royalty and Licensing policy 7.18 with track changes

Dr. Mason provided an overview of the revisions to Policy 7.18, Copyright, Royalty, and Licensing.

Chair Kirk requested the Board's consideration and approval of Resolution No. 2026-26 (Consideration of Approval to Adopt the Revision of Policy 7.18 Copyright, Royalty and Licensing.) Dr. Ellis moved to approve Resolution No. 2026-26 and seconded by Ms. Jacobs. The motion was approved unanimously by voice vote.

CONSIDERATION OF APPROVAL TO ADOPT THE POLICY 3.06 FACULTY WORKLOAD
Resolution No. 2026-27

Resolved, upon the recommendation of the President, and with the concurrence of the Vice President for Academic Affairs, that approval be given for the revision of Rhodes State College Policy 3.06, Faculty Workload to be effective immediately upon approval.

Description:

The Faculty Workload Policy is a new policy that is required by the Advance Ohio Higher Education Act (formerly known as Senate Bill I). The policy ensures that faculty assignments align with ORC 3345.45, affirming undergraduate teaching as the primary responsibility of all faculty. Workload is defined in credit hours using standardized contact-hour equivalencies, with required minimum teaching thresholds of 70% for baccalaureate faculty, 80% for associate-degree faculty, and 75% for faculty with institutionally assigned duties. Workload plans

are developed with Deans to ensure equity, accreditation compliance, and adequate instructional coverage. The Board of Trustees retains final authority and reviews the policy every five years.

Attachments:

- Recommended Faculty Workload policy 3.06
- Faculty Workload policy 3.06 with track changes

Dr. Mason presented the revisions of Policy 3.06, Faculty Workload and explained the conversion of credit hours to contact hour expectations and annual teaching requirements.

Chair Kirk requested the Board’s consideration and approval of Resolution No. 2026-27 (Consideration of Approval to Adopt Policy 3.06 Faculty Workload). Dr. Ellis moved to approve Resolution No. 2026-27, and seconded by Mr. Sielschott. The motion was approved unanimously by voice vote.

Chair Kirk called for a motion to enter Executive Session to discuss personnel matters. Dr. Ellis moved to enter Executive Session, and Mr. Sielschott seconded. A Roll Call vote was taken, with Mr. Kirk, Mr. Bassitt, Dr. Ellis, Ms. Cunningham, Mr. Sielschott and Ms. Jacobs voting yes.

The Board adjourned to Executive Session.

EXECUTIVE SESSION

a. Business Matters

The Board discussed business matters. Following the discussion, Chair Kirk called for a motion to adjourn from Executive Session and return to Public Session. Mr. Sielschott moved to return to Public Session, and Mr. Bassitt seconded. A roll call vote was taken, with Mr. Kirk, Mr. Bassitt, Dr. Ellis, Ms. Cunningham, Mr. Sielschott and Ms. Jacobs voting yes.

ADJOURNMENT

Chair Kirk called for a motion to adjourn the Board meeting. Dr. Ellis moved to adjourn the Board meeting, and was seconded by Ms. Cunningham. The motion was approved unanimously by voice vote.

Approved Meeting Minutes of December 16, 2025



Mr. Everett “Butch” S. Kirk III
Chair

Pamela Mooneyhan, Recording Secretary