



**BOARD OF TRUSTEES
JAMES A. RHODES STATE COLLEGE
544th Meeting Minutes
September 15, 2026**

The Rhodes State College (RSC) Board of Trustees met on Tuesday, September 15, 2026 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 Ms. Jessica Cunningham, Chair. Members present were Ms. Jessica Cunningham, Mr. Butch Kirk, Mr. Sam Bassitt, Ms. Jill Jacobs, Mr. Robert Sielschott, and Dr. Russ Decker. Dr. Wilfred Ellis joined the meeting in session.

APPROVAL OF MINUTES FOR THE BOARD MEETING OF AUGUST 18, 2026

Chair Cunningham called for the approval of the minutes from the August 18, 2026, Board meeting. Mr. Sielschott moved to approve the minutes, and Mr. Bassitt seconded the motion. The motion was approved by a unanimous voice vote.

FISCAL YEAR 2027 BUDGET-TO-ACTUAL PERFORMANCE AS OF AUGUST 2026 (unaudited)

NOTES

The following notes provide context for the August 2026 Budget to Actual Report, reflecting the first two months of activity for the fiscal year.

Overall Summary

- As of August 31, the College is showing a net gain of \$3,375,903 on a budgetary basis.
- Through two months, revenue is at 30.4% of budget and expenses are at 15.3% of budget, compared with 16.7% of the fiscal year elapsed. The higher percentage of revenue recognized is primarily attributable to the timing of fall tuition and fee revenue.

Revenue Notes

- Tuition and Fees (46.7%): The majority of fall tuition revenue has been recorded with the start of the fall semester. Additional CCP revenue is expected to be recorded in September as high schools continue student registrations.
- State Appropriations (18.0%): Reflects the first two monthly state allocations. These revenues are received in relatively equal monthly installments throughout the fiscal year.
- Gifts from Foundation (0.0%): No transfers have occurred yet. These are typically posted later in the year based on funding needs and donor schedules.
- Sales & Services of Educational Activities (9.4%): Activity in this category is not evenly distributed throughout the year. Revenue includes background checks, indirect cost recoveries, and clinic activity.
- Other Operating Income (17.5%): Includes commissions and other miscellaneous operating revenues. Activity is generally consistent with expectations at this point in the fiscal year.
- Investment Income (16.1%): Reflects earnings on operating cash investments and is currently tracking closely with the 16.7% of the fiscal year elapsed.

Expenditure Notes

- Wages and Benefits (15.1 and 14%): Through August, the College has incurred \$2.3 million in salaries and wages, through 16.7% of the fiscal year elapsed. Personnel expenditures are currently tracking

slightly below budget, primarily due to position vacancies and normal timing differences in faculty and adjunct payroll. Based on current staffing levels, salaries and wages are projected to remain within the FY27 budget at this time.

- Information and Communication (32.1%): Higher initial spending is driven primarily by annual software licenses and IT service renewals, many of which are paid in full during the first two months of the fiscal year. Accordingly, this category is expected to normalize relative to budget as the fiscal year progresses.
- All other categories (Equipment, Maintenance, Miscellaneous, Travel): Maintenance expenditures are tracking closely with budget at 16.6%. Miscellaneous expenditures remain below budget primarily because shared campus cost-share expenses have not yet been recorded. Recording was delayed while the new cost-share agreement with The Ohio State University was finalized. These expenses will be accrued monthly going forward, with balances reconciled and settled with OSU quarterly.

Looking Ahead

- The College has a strong cash position as of August 31, 2026 of approximately \$12.9M.
- Management will continue to monitor revenue and expenditure trends throughout the fiscal year, with particular attention to enrollment-related tuition revenue, State Share of Instruction, personnel costs, and other significant operating expenditures.

Mr. Adkins reported that, as of August 2026, FY2027 revenues and expenses were on track. Total revenue was at 30.4% of budget, including 46% of projected tuition and fee revenue. Software expenses were front-loaded, and quarterly cost-share expenses had not yet been recorded.

PRESIDENT'S REPORT (Informational)

Dr. Spiers thanked trustees who attended the Trustee Conference, which covered Sunshine Law, Board responsibilities, and the Chancellor's Challenge. A Board self-assessment will be included in the upcoming evaluation process, and training modules will be available for those unable to attend. She also recognized faculty and staff for a successful start to the fall semester.

Dr. Spiers reported that the College will continue the direction of its completed three-year strategic plan, with increased focus on measurable outcomes and margin management. Priorities include enrollment and student success, advocacy, and people and culture.

Dr. Smith presented the Strategic Plan Annual Update, reporting completion of 97% of Year 3 initiatives. FTE increased 6.1% annually and 26.9% from the baseline, while retention remained above state and national averages. Donations totaled \$5.1 million over three years, employee satisfaction reached 80.8%, and all 14 first-year employees were retained. The extended plan will emphasize accountability, measurable outcomes, student support, and margin management.

FACULTY ASSOCIATION PRESIDENT'S UPDATE

The Rhodes State College Faculty Association held its first meeting of AY2026–27 on August 18, 2026. The Executive Committee and standing committees have begun their work for the academic year. Additional updates, accomplishments, and committee activities will be shared with the Board at its October meeting.

CONSIDERATION OF APPROVAL OF PERSONNEL ACTIONS

Resolution No. 2027-09

Resolved, upon recommendation of the President and with the concurrence of the Executive Staff, that the following personnel actions be approved:

- Faculty/Staff Appointments September 18, 2026

Chair Cunningham requested the Board's consideration and approval of Resolution No. 2027-09 (Consideration of Approval of Personnel Actions). Dr. Ellis moved to approve Resolution No. 2027-09, seconded by Ms. Jacobs. The motion was approved unanimously by voice vote.

CONSIDERATION OF APPROVAL FOR PURCHASES OVER \$50,000 FOR THE CANVAS LMS CLOUD SUBSCRIPTION

Resolution No. 2027-10

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 12-month subscription of Canvas LMS cloud software.

Vendor:	Instructure
Amount:	\$53,997.84
Source of Funds:	Operating Funds

Overview:

Canvas is the College's primary digital platform for supporting teaching and learning. Faculty use Canvas to organize and deliver course content, post syllabi and instructional materials, communicate with students, administer assignments and assessments, provide grades and feedback, and support both online and in-person courses. Students use Canvas as a central location to access their courses, complete coursework, monitor grades and deadlines, and communicate with instructors. The cloud subscription provides the hosted technology infrastructure necessary to operate the system without the College maintaining the underlying servers and application environment. The annual subscription covers September 1, 2026 through August 31, 2027.

Attachment:

- Instructure Invoice

Mr. Adkins reported that the annual Canvas contract is just under \$54,000 and is funded through operating expenses.

Chair Cunningham requested the Board's consideration and approval of Resolution No. 2027-10 (Consideration of Approval for Purchases Over \$50,000 for the Canvas LMS Cloud Subscription). Dr. Ellis moved to approve Resolution No. 2027-10, seconded by Mr. Bassitt. A roll-call vote was taken, with Ms. Cunningham, Mr. Kirk, Mr. Bassitt, Dr. Ellis, Ms. Jill Jacobs, Mr. Sielschott, and Dr. Decker voting yes.

CONSIDERATION OF APPROVAL FOR PURCHASES OVER \$50,000 FOR THE RHODES STATE COLLEGE/OSU-LIMA COST SHARE AGREEMENT

Resolution No. 2027-11

Resolved, upon the recommendation of the President, with the concurrence of the Vice President for Finance & Administrative Services, that approval be given for the five-year cost-share agreement between Rhodes State College and The Ohio State University at Lima for the periods of July 1, 2026 through June 30, 2031, and that approval is also given for a budgeted agreement for fiscal year 2027 (July 1, 2026-June 30, 2027) not to exceed \$1,350,000.

Overview:

Rhodes State College and The Ohio State University at Lima operate on a shared campus and jointly provide a number of services that support both institutions. The cost-share agreement establishes the responsibilities of each institution for these shared services and the methodology used to allocate the associated costs. The agreement includes facilities operations and maintenance, grounds, custodial services, utilities, library services, public safety and security, copying and mail services, and other shared campus operations.

The agreement establishes a five-year framework for the partnership; however, shared-service budgets are developed and approved annually, allowing the College to review anticipated costs each fiscal year rather than committing to a fixed level of spending for the entire five-year term. The agreement also provides for ongoing monitoring of shared-service expenditures and service levels and establishes a process for coordinating jointly funded capital projects.

The agreement is effective July 1, 2026 through June 30, 2031.

Attachment:

- Rhodes/OSU-Lima Campus cost Share Agreement

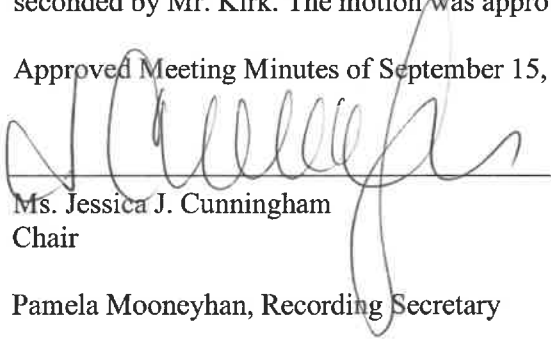
Mr. Adkins presented the Rhodes/OSU-Lima Cost Share Agreement, noting that several FTE-based allocations were replaced with a 50/50 split, resulting in cost savings and simplified accounting. Other costs remain allocated by square footage. The proposed agreement will not exceed \$1.35 million, with increases primarily related to personnel and utility costs.

Vice Chair Jacobs requested the Board's consideration and approval of Resolution No. 2027-11 (Consideration of Approval for Purchases Over \$50,000 for the Rhodes State College/OSU-Lima Cost Share Agreement). Dr. Decker moved to approve Resolution No. 2027-11, seconded by Mr. Sielschott. A roll-call vote was taken, with Mr. Kirk, Mr. Bassitt, Dr. Ellis, Ms. Jacobs, Mr. Sielschott, and Dr. Decker voting yes. Ms. Cunningham was absent.

ADJOURNMENT

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

Approved Meeting Minutes of September 15, 2026



Ms. Jessica J. Cunningham
Chair

Pamela Mooneyhan, Recording Secretary