



BOARD OF TRUSTEES REGULAR MEETING

**Minutes
March 17, 2020**

The Clark State Community College Board of Trustees met in regular session virtually via LifeSize due to the COVID-19 pandemic on Tuesday, March 17, 2020. Chairman Brad Phillips presided and called the meeting to order at 6:07 p.m.

Roll Call

Present: Andy Bell, Sharon Evans, Kyle Hall, Maurice McDonald, Peggy Noonan, Vice Chair David Ball, Chairman Brad Phillips, and President Jo Alice Blondin

Excused: Jim Doyle and Mike McDorman

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Mike Cuffman, Assistant Dean of Arts and Sciences; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Matt Franz, Vice President of Information Technology and Emergency Management; Ron Gordon, Dean of Enrollment Services; Dr. Tiffany Hunter, Vice President of Academic Affairs; Crystal Jones, Assistant Dean of Business and Applied Technologies; Naomi Louis, Dean of Arts and Sciences; Laurie Means, Executive Director of Marketing; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Toni Overholser, Director of the Foundation; Cindra Phillips, Director, Center for Teaching and Learning; Diane Roux, Associate Professor, Business and Applied Technologies; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; Larry Wakefield, Vice President for Business Affairs; Laura Whetstone, Director of Human Resources; Nina Wiley, Dean of Student Engagement and Support Services; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

Recognition of Guests

Chairman Phillips welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Conflicts of Interest

No conflicts of interest were reported.

Approval of Minutes

Chair Phillips asked for a motion to approve the minutes of the Reorganization and Regular Board Meetings held on January 21, 2020. Trustee Bell made a motion to approve the minutes as written; Trustee Hall seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met February 25, at 7:30 a.m. in the Sara T. Landess Technology and Learning Center Boardroom. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, and Sharon Evans; Brad Phillips, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President, Student Success; Dr. Matt Franz, Vice President, Information Technology; Dr. Tiffany Hunter, Vice President of Academic Affairs; Larry Wakefield, Vice President for Business Affairs; Adele Adkins, Executive Director, Performing Arts Center; Laurie Means, Executive Director, Marketing; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; Taylor Roberts, SOAR Participant; and Susan Kelly, Recorder. Agenda items included:

- Approval of January 14, 2020, Meeting Minutes - ACTION
- Monthly Financial Report (Handout)
- Multi-Year Budget Ad Hoc Committee
- FY 2021 Budget (Preliminary Assumptions)
- Capital Bill Timeline Update
- Compensation Philosophy – ACTION
- Downtown Garage Status
- Energy Project Status
- Use of Reserves for Achieving the Dream Initiative (Handout)
- Fall ACCT Legislative Congress Attendance
- Banking Request for Information (RFI) Update
- eCampus Update
- Other Business (Momentum 22)
- Next Meeting – April 13, 2020 at 7:30 a.m.

Financial Report through February 29, 2020

The Revenue/Expenditure report was distributed to Trustees prior to the meeting. The following was noted:

State Share of Instruction (SSI) – The FY 2020 budget is based on course completion (50%), success points (25%) and completion milestones (25%). SSI reflects the adjusted projection from the Ohio Department of Higher Education (ODHE). The annual increase this year is \$570,688. It has since been adjusted by ODHE, and our increase is now \$533,462 pending their annual “true up”.

Student Tuition and Fees Revenue represents Fall and Spring Semester through February 29. Spring Revenue is currently slightly ahead. The budget has been updated to reflect the change in the tuition rates due to the \$5.00 per credit hour state cap and the adjustment to reflect expected enrollment. Deregistration for B term will occur in early April. Other student fees are up due to lab fees and unspent tuition challenge discounts.

Note that management services increased this year due to a new charge to Commercial Transportation Training Center (CTTC) (\$45,000 per year) in addition to prior charges to the Bookstore (\$75,000 per year).

Workforce Non-Credit Training revenue is currently below budget and not expected to meet year-end budget. Revenue will pick up some as they have several contracts scheduled. Expenses are also trending below budget.

Performing Arts Center (PAC) shows are slightly down. Rentals are up. PAC revenue will pick up for scheduled shows later in the year. They have added a few shows and will have more rentals later in the year.

The expense budgets show overall spending down compared to the budget. There are variations in some categories due to timing. Overall, nothing is of concern at this time. By object code, Occupancy Expenses are trending high due to spending in Maintenance Contracts and payment on the Bond. Moveable equipment is trending high due to spending in equipment for Plant and General Expenses.

Bookstore is showing revenue below budget for the year. CTTC shows under budget in revenue, due to a decline in state loans available to students. Parking shows a surplus. However, their expenses will not pick up until the summer.

Dr. Blondin noted that we are tracking expenses and lost revenue as a result of COVID-19 and will share that information at the April 13th Board Finance and Facilities Committee meeting.

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 12/31/19:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,261,488
Commonfund Management Fees (June 2002 to present)	\$(86,856)
Foundation Management Fee (2007 to present)	\$(158,409)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$252,600
Balance 12/31/19	\$2,086,019
Quarterly (October-December) Rate of Return	.17%
Barclays Aggregate Bond Index (Oct-Dec)	.18%
December Return	-.07%
Barclays Aggregate Bond Index (Dec)	-.07%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing a management fee to endowment accounts it manages. This figure (\$158,409) represents the 1.25% management fee of the PAC Endowment. Marc Bernhardt, from The Commonfund, met with the Foundation's Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on October 16, 2019, and reviewed fund performance, asset allocation, and answered questions the Committee had.

Human Resources Update

The following actions are for non-exempt employee positions only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

New Hires:

- Ingrid Snyder, Administrative Support (.50 FTE) Health, Human, and Public Services, effective 3/2/20
- Gary Hatfield, Custodian, Physical Plant, effective 2/26/20
- Cheryl Carter, Computer Lab Assistant, Workforce and Business Solutions, effective 2/17/20
- Robert Cooper, Custodian, Physical Plant, effective 2/10/20

Resignation:

- Teresa Nickell, Custodian, Physical Plant, effective 2/13/20

Open/Advertised Positions:

- Human Resources Assistant
- Instructional Faculty – Bachelors in Web Design and Development
- Instructional Faculty – Diagnostic Medical Sonography
- Instructional Faculty – Medical Laboratory Technician
- Instructional Faculty – Microbiology
- Instructional Faculty – Philosophy
- Instructional Faculty – Chemistry/Physics
- Instructional Faculty – Registered Nursing (2)
- Program Coordinator, Emergency Medical Services

Dr. Blondin reported that we also advertised an Associate Vice President for Business Affairs position for succession planning for Larry Wakefield. When asked if there are any estimates about how COVID-19 will impact enrollment next year, Dr. Blondin indicated that work is being done on that now, and that Clark State is in a very good position to handle this since 56% of our classes are already online and we do not have dorms.

Health Insurance Consortium

Clark State Community College has been working with our health insurance broker, HORAN, and four other state colleges and universities to consider joining in a consortium. The larger employee pool of the consortium should generate cost savings, efficiencies, stability and predictability. To date, Clark State, Cincinnati State and Edison State have committed to joining; Shawnee State University and Southern State are still in the process of deciding. By-laws were drafted under the direction of and in coordination with the Ohio Attorney General and are to be approved this week by all participating institutions. Details follow:

- Participating schools will meet in June to select Officers.
- The consortium will start July 1, 2020; we will join July 1, but will keep our October 1 insurance renewal date this year. Next year will be a nine-month transition year, and they will prorate deductibles.
- Employees can make enrollment changes this October 1 and change again July 1; they do not have to make any decisions until next spring at Open Enrollment before the July 1 start date.

- We will keep our health care provider (Medical Mutual of Ohio), our plan design, and our benefits administration system.
- Our initial rate will be a 10.5% increase from our current rate, based upon our history and reserve requirement.
- A communication plan will be implemented to inform employees about the consortium.

Vice President Wakefield noted that a proposal for covering employees' increased cost (4.5%) July through September to help with transition will be discussed with the Board Finance and Facilities Committee in April, although things may change a bit now due to the COVID-19 pandemic. Regardless, the College is ready to join this consortium for cost savings and future financial stability.

Graduation Schedule

Initially Dr. Felder submitted information regarding two commencement ceremonies Clark State planned to hold on Saturday, May 9, 2020. However, due to concerns related to COVID-19, she reported that the decision has been made to postpone commencement until Saturday, August 15, 2020. The need for two ceremonies will be re-evaluated closer to that time. Dr. Blondin noted that she feels it is really important to provide students the opportunity to formally celebrate their accomplishments and that it may be devastating for them if we were to cancel altogether. Trustees agreed that students have worked hard to get to this point, and they want to celebrate their success; they also noted that it will give them something for which to look forward.

Trend Analysis – SSI Funding Distribution

Pages detailing the changes in funding by State Share of Instruction (SSI) component for Clark State for FY19 to FY20, as well as the six-year change from FY15 to FY20, were distributed to Trustees. The data also shows Clark State compared to the overall system changes during the same time periods. Overall, Clark State increased funding by 36.0% since FY 2015, compared to the system increase of 11.1% over the same period. Over the six-year time period, Clark State has had significant increases in course completions, success points and completion milestones and has outperformed the system average. However, Clark State is slightly below the system average for course completions for FY19 to FY20. This will be an area of focus, particularly for our access categories (adult, low-income, minority, and academically unprepared).

Since FY15, Clark State has increased total SSI funding by \$4,010,440 and increased total SSI funding by \$689,145 from FY19 to FY20. For FY19, the biggest dollar increase was from completion milestones, while the biggest decrease was from course completions for our access categories. The biggest dollar increase over the past six years is in course completions (\$1,793,631), while the largest decrease in funding was in Developmental Education (Dev Ed) English. The funding model is expected to change to accommodate the new approach to Dev Ed education, which has been implemented throughout the Ohio community colleges.

Enrollment and Completion by Program

As the College makes informed decisions about program viability and sustainability, review of enrollment and completion data by program is a vital part of the process. Enrollment and completion data for Spring 2019, Summer 2019, and Fall 2019, as well as enrollment information for Spring 2020 was distributed to Trustees for review.

The enrollment by program information allows us to see the distinct headcount in each program and where we see room for growth in programs to determine the most appropriate methods for recruiting as well as employment opportunities. The completion by program data shows the percentage of students who have completed courses within the major program and the completion percentage for each of the identified semesters along with the average completion percentage for Spring 2019, Summer 2019, and Fall 2019 semesters. The total completion percentage for all majors during those three identified semesters is 77%.

After reviewing the data on enrollment and completion by program, we have gleaned that we have many programs that have very healthy enrollments and some programs that we need to examine further to determine if they are viable and sustainable. Our course completion percentages ranged from 25% - 100% for the 19 Spring, 19 Summer, and 19 Fall semesters with an overall course completion of 77%.

The data that has been shared will be used for the following purposes:

- To determine what classes and programs may need to be discontinued if there is a pattern of low enrollment and completion.
- To determine what classes and programs need to be expanded.
 - Additional sections added and additional faculty hired
- To determine how much expansion will need to take place for our embedded supplemental instruction for technical courses to help increase completion.
- To determine if program specific tutors or labs will be needed to help increase completion,
 - We have added a program specific Professional tutor for our Nursing program.
 - Math and Communication Lab information is consistently being shared with students as opportunities to get assistance.
- Transfer processes are being reviewed to ensure that students are not encountering barriers.
- The enrollment by program data is being reviewed to determine if there is growth potential for majors with enrollments fewer than 20.

Discussion ensued regarding the data, and Dr. Hunter indicated that during the COVID-19 pandemic we are encouraging faculty to utilize LifeSize, Collaborate, one-on-one tutoring sessions, and other things such as moving the Math Lab to an online format to make sure we are meeting students' learning styles to ensure their continued success and retention. When asked how long it takes to phase out a low-enrollment program, Dr. Hunter reported that we must follow the Teach Out process outlined by the Higher Learning Commission and Ohio Department of Higher Education. We must communicate our plan to discontinue the program as well as our plan to teach it out to students and those entities. Hopefully that process would take no longer than 18 months to complete.

Foundation Update

- Clark State was selected for a \$1,587,095 Title III grant from the Department of Education. This grant will allow us to provide trauma-informed support services for our students. Project objectives include increasing retention rates, increasing course completion rates, increasing degree/certificate completion rates, and decreasing dismissal rates for students placed on academic probation. The project abstract and logic model will be included in your blue folder.
- College for Kids and Teens 2020 registration has begun. We have added three new courses: Grow It, Try It, Like It for grades 3-6; and Mobile App and Coding, and Manufacturing Engineering for grades 7-

9. In addition, we have added our Beavercreek and Xenia locations for selected sessions. A copy of the brochure will be placed in your blue folder.

- Project Jericho continues its Open Studio programming for teenagers each Monday afternoon and also reactivated a creative writing group called Ink Drops on Monday and Wednesday evenings. At the conclusion of this writing module, Project Jericho will have a body of original poems written and illustrated on iPads that will be ready to share on social media. Project Jericho hosted a College Arts Expo on Saturday, February 1, in collaboration with other local arts organizations and youth providers. Project Jericho continued hosting the girls who attend Juvenile Court's RISE school on Friday mornings. This group of young women learned how to "draw" with a sewing machine with local artist Annette Eshelman. Their final products featured their own silhouettes drawn/sewn on cloth, fitting the project's theme of our personal journeys to a healthier body image.
- The Scholars Program inducted 81 students from the class of 2024 at the Performing Arts Center on March 3. The event was a huge success. We look forward to working with these newest Clark State students throughout high school and during their time at Clark State.

Ms. Overholser reported that due to COVID-19, the scope of Project Jericho services have been modified, and staff is still in contact with participants. We are also still engaging with Scholars students. It is our hope that College for Kids and Teens will begin in June as planned.

Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center Update

- The new safety railings were installed in all of the boxes in the Kuss Auditorium, and the boxes reopened on February 29 for the Choir of Man performance.
- A new concert was added to the season; Diamond Rio, which was supposed to take place on Friday, April 17, 2020, has been postponed to June 18, 2020. We are attempting to reschedule Michael Bolton for June also. The Broadway tour of Waitress had to be canceled, and unfortunately is unable to be rescheduled during this fiscal year.
- There were nine (9) events at the Performing Arts Center in January and February. One of the events was Choir of Man; the night was turned into a "Friend raising" event hosted by members of the Friends of the Performing Arts and Conference Center. Four thousand dollars (\$4,000) was raised from sponsors for a lobby party before the show, with close to 400 in attendance. The party continued after the show, and an estimated 120 patrons stayed until after 11:00 p.m.
- The Blue Man Group performance on March 10 was sold out!
- There were thirty (30) events held at the Hollenbeck Bayley Creative Arts and Conference Center in January and February.
- Maintenance projects that typically occur in July are moving to the April/May timeframe to make sure we are ready for events during the summer.

Marketing Update

- Advertising for spring semester was completed March 10. Summer semester advertising will begin March 19. Clark State ads will run on radio, television and online.
- The Marketing office will be working with Franklin University and Wright State University to identify joint marketing efforts.
- Work on the new Clark State Performing Arts Center website is underway. Anticipated completion is mid-April.
- Ms. Means has been working closely with the Springfield News-Sun and has been getting good coverage on the announcements we are making with regard our response to COVID-19. We are

responding nimbly to the quickly changing environment and try to communicate information as soon as possible.

Action Items

The following items were presented for Board approval:

Personnel Recommendation – Exempt Employees

In accordance with established hiring procedures and after approval by President Blondin, the following recommendations for exempt employees are being presented to the Board of Trustees for formal approval:

New Hires:

- Tanisha Burns, Tech Prep Consultant (.75 FTE), effective 3/5/20
- Gerritt Smith, Business Development Manager, Workforce and Business Solutions effective 3/2/20

Impact on students and/or student learning:

- The Tech Prep Consultant provides services to area career centers, high schools, and the College to develop programs of study, articulations, and to collaborate on readiness initiatives.
- The Business Development Manager, Workforce and Business Solutions is responsible for building and managing the contract sales function of the College.

Implications for budget, personnel, or other resources: Funding for all above personnel actions is in the 2019-2020 budget.

It was requested that the Board of Trustees approve the personnel recommendations as presented.

Trustee Bell made a motion to approve the personnel recommendations as presented. Trustee Noonan seconded, and the motion passed unanimously.

Compensation Philosophy

Clark State Community College seeks to provide every employee with a competitive level of compensation that reflects his or her individual contribution to the College's mission. This mission is realized by providing a total compensation package that includes base pay, benefits, professional development, and the flexibility of working in a higher education environment. Further, the purpose of Clark State's overall compensation package is to attract and retain employees who are focused on student success and community engagement. Clark State prides itself on being a strong steward of its resources, and it is within the context of its financial picture that compensation is examined and adjusted.

Compensation Principles:

- Achieve and maintain competitive salaries in relevant labor markets
- Communicate compensation information to ensure that employees understand their total compensation package
- Administer pay equitably and in compliance with all applicable federal and state laws and regulations
- Provide professional development opportunities for employees to develop and advance in their positions and skill sets

- Recognize changing responsibilities given the College's current and future staffing needs
- Review compensation comprehensively per the College's Compensation Manual

Impact on students and/or student learning: A Compensation Philosophy that helps guide fair and equitable compensation of faculty and staff should have a positive impact on students.

Implications for budget, personnel, or other resources: The Compensation Philosophy and related Compensation and Benefits Policy should have a significant positive impact on allocation of budget and other resources and personnel.

It was requested that the Board of Trustees approve the Compensation Philosophy to guide the College in providing a comprehensive, competitive total compensation package.

Trustee Evans made a motion to approve the Compensation Philosophy to guide the College in providing a comprehensive, competitive total compensation package. Trustee Hall seconded the motion, and it passed unanimously.

2020-2021 and 2021-2022 Academic Calendar Revisions

One of the strategic initiatives the College is pursuing is to provide effective and efficient schedules of classes that facilitate students' timely progression and completion. To this end, the calendar revision proposal for academic year 2020-2021 and 2021-2022 was provided for review by the entire campus community in the spring and again in the fall for additional revisions. The calendars were discussed by appropriate groups including Faculty and Staff Senates as well as the Academic and Executive Councils. These calendars include a new two-day fall break in October, as requested by the students. (Copies of the calendars were shared with Trustees prior to the meeting and are available in the office of the Vice President of Academic Affairs as well on the Clark State portal.)

Impact on students and/or student learning: The calendar provides a planning tool for students to ensure successful retention and completion.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the 2020-2021 and 2021-2022 academic calendars and approves adding a two-day fall break in both academic years.

Trustee McDonald made a motion to adopt the 2020-2021 and 2021-2022 academic calendars as presented and approve adding a two-day fall break in both academic years. Trustee Bell seconded, and the motion passed unanimously.

Participation in Achieving the Dream Network

Achieving the Dream leads a growing network of community colleges across America committed to helping their students, particularly low-income students and students of color, achieve their goals for academic success, personal growth, and economic opportunity. This is an evidence-based approach to designing a student-focused culture.

Participation in Achieving the Dream (ATD) is an opportunity to close achievement gaps and do a deeper dive into our data with their resources and help of data coaches.

As a part of your three-year, intensive capacity-building effort, we will receive the following benefits and offerings:

- Dedicated Data and Leadership Coaches to help facilitate and lead the change management process.
- Access to the Institutional Capacity Assessment Tool (ICAT) to assess the College's capacity in seven key areas critical for creating a student-centered culture and a coach-facilitated discussion of the College's ICAT results.
- Four complimentary registrations to DREAM, Achieving the Dream's annual flagship conference, as well as discounted in-network pricing for additional DREAM registrations.
- Access to over forty in-person and online events and webinars where you can connect with and learn from other colleges.

Achieving the Dream's Institutional Capacity Framework has at its core seven essential capacities that must be in place for colleges to create a student-focused culture that promotes student success. The seven capacity areas are: 1. Leadership and Vision; 2. Data and Technology; 3. Equity; 4. Teaching and Learning; 5. Engagement and Communication; 6. Strategy and Planning; and 7. Policies and Practices.

Several community colleges in Ohio participate in ATD: Sinclair (a founding member), Tri-C, Lorain, and others who have closed achievement gaps. Lorain and Tri-C made the Top 150 Aspen schools because of their implementation of ATD principles and data usage.

Impact on students and/or student learning: Increase student success by helping us to close achievement gaps that may exist and to increase student outcomes.

Implications for budget, personnel, or other resources: The participation period is 3 years at a cost of \$78,000 per year for a total of \$234,000, which we are requesting to pull from reserves.

It was requested that the Board of Trustees support the College's participation in the Achieving the Dream network.

Trustee Bell made a motion to support the College's participation in the Achieving the Dream network. Trustee Hall seconded, and the motion passed unanimously.

Interruption of College Operations Policy

In light of recent events surrounding the spread of the Coronavirus and its possible impact on college operations, the Interruption of College Operations' policy has been revised to provide clarity around a possible closure of the College in the event of a major disruption. Clark State also has a Business Continuity Plan that provides guidance on how the College will operate under certain circumstances. This policy also serves as a reminder of the Board's role should the College need to close.

Interruption of College Operations (policy number to be assigned)

- (A) The President has the responsibility and authority to interrupt all or a specific part of the College's operations due to weather conditions, natural calamity, at the direction of state or federal offices, or if it is in his/her judgment the health, safety, or well-being of employees and/or students is jeopardized.

- (B) In the event of the College's operations being interrupted for less than three (3) days, all affected employees will be compensated at their normal rate of pay for the interrupted period. Part-time employees shall not be paid for a closure that falls on a day of the week that they are not normally scheduled to work. Employees are paid for no more hours during a closure than those hours they normally work each day.
- (C) In the event that the operation of the College is interrupted for more than three (3) days, the Board of Trustees will decide if the interrupted days will be rescheduled and, if so, the nature of that schedule. Employees may elect to use vacation in lieu of work for the rescheduled days.
- (D) The President will determine when an emergency is declared.
- (E) The President will establish procedures to administer this policy.

Effective: April 1, 2020

Impact on students and/or student learning: The policy could have implications on students and/or student learning should classes be suspended or canceled. Faculty have done an excellent job of providing online resources and course materials through Blackboard should an interruption of face-to-face instruction occur.

Implications for budget, personnel, or other resources: The policy could have implications on the budget, personnel and resources, particularly student fee revenue should the College close.

It was requested that the Board of Trustees approve the Interruption of College Operations Policy to authorize the President to address the potential need to interrupt College operations.

Trustee Hall made a motion to approve the Interruption of College Operations Policy to authorize the President to address the potential need to interrupt College operations. Trustee Bell seconded the motion, and it passed unanimously.

Appointment of OACC Delegate and Alternate

Clark State Community College is a member of the Ohio Association of Community Colleges (OACC). OACC is governed by a governing board made up of the president and one trustee from each member college.

According to OACC bylaws, each college Board of Trustees shall designate one trustee to serve as the college delegate as well as one trustee to serve as an alternate member of the governing board. Both the trustee delegate and the alternate shall have the right to attend and fully participate in meetings of the governing board. However, only the delegate and the president from each college shall be counted for purposes of determining the quorum, and only the delegate and the president have the right to vote at a meeting. If the delegate Trustee is not present at the meeting, the alternate shall be counted for quorum purposes and shall have the right to vote. Presidents may not designate an alternate for voting purposes. Each college district shall have a maximum of two votes on any matter which comes before the governing board. The college delegate trustee and president shall have one vote each. In the absence of a delegate trustee, the appropriate alternate trustee shall have one vote.

In accordance with OACC bylaws, trustee delegates and alternates are to be appointed annually, on or before March 31, by resolution of the respective member boards.

It is recommended that Jim Doyle be appointed as the college delegate and Brad Phillips be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Jim Doyle as the college delegate and Brad Phillips as the alternate delegate to the OACC governing board.

Trustee Noonan made a motion to affirm the appointment of Jim Doyle as delegate and Brad Phillips as alternate delegate to the OACC governing board, and Trustee Bell seconded. The motion passed unanimously.

Report of the President

President Blondin gave a huge thank you to Board Chair Brad Phillips for his support and leadership, noting that he has taken more calls, texts and emails than all other Board Chairs combined given the current situation. She indicated that she is trying her very best to keep the Board informed during these truly unprecedented times, and she really appreciates the encouragement and support they have provided.

Dr. Blondin also thanked Dr. Matt Franz, Vice President of Information Technology Management, for going above and beyond for everyone on this campus; he has worked in tandem with her every step of the way and has done an outstanding job getting everyone what they need. She reported that a skeleton crew is on campus, and labs are open on certain days with social distancing protocols in place. Dan Ayars and his Physical Plant crew are sanitizing and re-sanitizing areas used by staff and students, and selfless work is being done by Nina Wiley and Tracy Yates to anticipate the needs of students and patrons. Amy Sues has been working with the Higher Learning Commission, and we are approved for online formats. Faculty are doing what they need to do to work with students, and staff are telecommuting. Full Measure has been a wonderful way for us to communicate with students and provide what they need to succeed. The Board has been very supportive and has made excellent decisions to protect our students, faculty and staff.

Dr. Blondin reported that weekly college-wide Town Hall meetings will be held every Tuesday at 3:00 p.m. until the week of May 10. People are grateful that we have made the decisions made; they are scared, and consistent communication will help.

Our legislative delegation will be updated about the College's modified operations in response to COVID-19. Chancellor Gardner recently commended President Blondin for the way the College is moving forward and for her transparent communications.

On behalf of Staff Senate President Tracy Yates, Blondin reported that Staff Senate is busy working on preparing agenda items for Staff Assembly in April. They typically have two presentations from groups on campus sharing what is done in those areas as well as updates from all-college committees.

President Blondin reported the following:

- She has encouraged Faculty, Staff and Student Senates to continue to meet virtually during this time of modified operations, and committees continue to meet.
- The College-Wide Strategic Planning Day slated for April 24th has been changed to a virtual meeting.
- She and Vice President Wakefield recently met with Springfield City Schools Superintendent Bob Hill and agreed to terminate our lease of space at the Global Impact Stem Academy by July 1. We will realize a savings of \$60,000 annually.
- She is keeping a list of silver linings and lessons learned as a result of COVID-19 such as changes in processes and technology we need to implement to operate more efficiently to ensure student success and will share the list in the near future.

Report of the Board Chair

Chair Phillips stated that Dr. Blondin is doing an extremely good job communicating with everyone regarding the rapid changes that are occurring. He noted that in the absence of information, people will make up their own, so even if there is not a lot of information to add, keeping people informed is very beneficial since it narrows the margin for speculation. He added that the whole management team is doing a very good job operating in this uncharted territory, and all of the hard work and extra efforts everyone is taking to do what is needed for the students is appreciated tremendously.

Trustees' Open Forum

Trustee Bell commented that there are two shining lights in Ohio right now, Governor Mike DeWine and Dr. Blondin, and their efforts are very much appreciated. Trustee Hall applauded the College's efforts, noting that he feels all the right moves are being made. Trustees agreed that the College is doing a fantastic job and encouraged everyone to keep up the great work.

Adjournment

Trustee Noonan made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 7:13 p.m.