

Marion Technical College  
**Board of Trustees**  
Regular Board Meeting  
Tuesday, May 19, 2020  
Virtual Board Meeting

**Call to Order**

Chair Foulk called the meeting to order at 5:30 p.m. The Board met virtually in response to the spread of the novel coronavirus (COVID-19). The state legislature granted temporary authority (House Bill 197, 133<sup>rd</sup> General Assembly) allowing public boards to meet remotely under the Ohio Open Meetings Act in response to the COVID-19 pandemic.

**Roll Call**

The Recording Secretary called the roll. Trustees present were Chair Jude Foulk, Mr. Tim Anderson, Mr. Kit Fogle, Dr. Justin Hamper, Mr. Gregory Moon, Mr. Don Plotts, Ms. Roxane Somerlot, and Mr. Ken Young.

**Major Discussion Topic**

Dr. McCall has continued to update the Board on the institution's response to COVID-19 and plans to return to campus. The Ohio Department of Higher Education will be issuing guidance to colleges and universities on reopening guidelines after seeking input from the institutions. Employees are working to source personal protective equipment (PPE) to prepare the campus for increased traffic. Employees will be able to rotate staffing in offices to reduce the number of individuals in close contact, and individuals who need to work from home for a variety of reasons will continue to have that opportunity. A large working group has been preparing the College's entire plan for return. Clinicals at OhioHealth will also resume shortly, as the system allows many MTC students to complete the required hours necessary for their respective programs. The College is still awaiting budget expectations from the state for fiscal year 2021, however reductions for the remainder of fiscal year 2020 were less than anticipated.

Ms. Somerlot asked if the majority of other institutions are planning face-to-face instruction to resume for fall term. Dr. McCall noted many institutions are planning some aspect of in-person instruction, whether that entails rotating class sections, hybrid courses, or reduced section sizes. Flexibility is difficult for hands-on courses and programs with labs or required training equipment.

Mr. Fogle asked if there is any data available on the number of college students that have contracted COVID-19. Dr. McCall noted universities consider college-aged students 18-24 years old, whereas community colleges often serve students in a wider age group. At this time, there is not adequate data available to share. Mr. Fogle suggested working with students that fall in high-risk categories to provide services in unique manners to allow those students to continue to learn remotely and safely; Dr. McCall noted this has been a topic of discussion in the Arts and Sciences department.

Mr. Anderson asked if the college is feeling the financial impact of students choosing not to reenroll as they do not want to enroll in online courses. Dr. McCall shared summer enrollment is up, where many other peer institutions are seeing flat or declining enrollment, while fall enrollment is still down presently. Many students may not be looking forward to fall at this time, however students may choose to enroll at a community college or campus close to home instead of enrolling at a residential university for online courses.

### **Consent Agenda**

1. Approval of preceding meeting minutes

Chair Foulk presented the consent agenda and called for a motion to approve the agenda. Motion was made by Mr. Anderson and seconded by Mr. Plotts. By a unanimous vote, the motion carried.

### **President's Report**

Dr. McCall shared with the Board data about the College's graduating class, noting incompletes are not listed as students wait to complete clinical experiences, which were delayed due to COVID-19. MTC's second year nursing cohort had a 100% program passage rate. Workforce Solutions has reopened testing for non-credit students, including GED and CLEP tests. Dr. McCall continues to work with legislators to share issues that students and the institution are facing like rural internet access, financial concerns related to state and federal funding, and federal guidance related to CARES relief funds.

### **Monitoring Reports**

#### EL 4.2 – Strategic Planning

Included with the interpretation of the report are minutes from College Leadership Council's December meeting regarding revisions to the College's strategic plan and metrics. The strategic plan focuses on retention, enrollment, transfer, credentials, and other metrics. In response to previous discussions of the Board, the plan also incorporates the MIT Living Wage calculator to

determine an appropriate threshold for graduate salaries. The College is working on updating the website to meet ADA compatibility to allow all users to access the website. The College's HLC year four assurance argument review will be due in 2021, and the Accreditation Leadership Team has begun working on the report. The plan will also add comparisons to other Ohio community colleges, based on available IPEDS data.

Mr. Young shared Cuyahoga Community College is offering a free, one credit hour career session on workforce success, ideal for individuals transitioning to a new job or testing out a college course. He encouraged MTC to learn more and consider similar offerings.

#### EL 4.5 – Financial Condition

Chief Financial Officer Rhonda Ward presented the finance report as of April 30, 2020, as evidence of compliance with EL Policy 4.5 - Financial Conditions. She referred the Board to the following items in her written report:

- Summer revenue is \$88,000 ahead of the budget presently, however enrollment could fluctuate in response to COVID-19, including whether courses will be able to be offered at the prisons.
- Lab fees are being reviewed individually as some will be refunded while others may still be needed based on the course format.
- Subsidy was projected down \$384,000, or a 20% reduction, over the last three months of the fiscal year. That has been revised to 15.2%, or \$297,000, after additional guidance from ODHE.
- Overall expenses are up slightly (0.5%) compared to fiscal year 2019.
- The Board was provided a working document related to budget planning for fiscal year 2021, which is based on varying enrollment and subsidy funding levels. The College's leadership is projecting various models to determine what savings need to be realized to balance the budget. Travel, events, mileage, professional development, and other large, flexible categories are likely to be reduced to meet needed savings of around \$500,000. Budget managers have been asked to review and provide feedback to produce 25% departmental budget savings.
- The institution's CARES funding will be utilized, according to guidance, to reimburse COVID-19 related expenses such as PPE, and as a potential payroll filler as the College has not experienced layoffs presently.

Ms. Somerlot asked if changes to CCP reimbursement rates were anticipated based on on-campus versus high school instruction, and Dr. McCall noted the reimbursement rates based on location have not been changed presently. It is unknown what impacts will be felt in response to reductions to primary and secondary education funding.

Chair Foulk asked for a motion to approve the financial report. Mr. Plotts motioned to approve the report. The motion was seconded by Mr. Fogle. By a unanimous vote, the motion carried.

#### EL 4.9 – Treatment of Students

The College's student handbook and policy book were provided, detailing information on student's rights and responsibilities. Students are able to file a grievance that is tracked by the President's Office, or seek academic appeals through the Chief Academic Officer. CARES funds were distributed directly to Title IV eligible students, as required by the Department of Education (DOE), based on estimated family contribution. Checks were dispersed to over 700 students. Students were able to respond to a survey to share concerns or struggles related to COVID-19, allowing the College to assist those students in need of assistance. Additional work is being done to make Bryson Hall ADA accessible, including replacing door knobs with levers. New Title IX regulations were issued by DOE and must be implemented by institutions by August 14, 2020. This will likely be a significant challenge for the College, however Dr. McCall is hoping to partner with Columbus State to utilize their larger team to assist the College meet compliance.

#### EL 4.10 – Treatment of Staff

Dr. McCall shared policies relating to employees and the process for reviewing and updating those documents. The College's policy consultant, recommended by the Attorney General's Office, was available to employees in the fall to ask questions and make suggestions related to new employment policies related to disciplinary action, performance improvement, and initial appointment. A survey was also dispatched to employees regarding COVID-19 challenges so assistance could be offered. Dr. McCall has hosted monthly information sessions on a variety of topics to share information with employees. In response to COVID-19, Dr. McCall has hosted weekly College Leadership Council meetings and town hall meetings for the entire College, offering transparency and insight into institutional reactions to challenges. Virtual professional development opportunities have also been shared with employees to utilize while working remotely. The College will continue to guarantee \$25,000 for employees to access reimbursement for tuition as they seek additional degrees. In years prior, more than \$25,000 was awarded to degree seeking employees.

#### EL 4.12 – Conflict of Interest

Dr. McCall acknowledged the importance of following ethics law from the state in conducting the business of the College. He also shared his required annual financial disclosure filing.

Mr. Moon motioned to approve the monitoring reports, and Mr. Young seconded the motion. By a unanimous vote, the motion carried.

### **Policy Review/Governance Issues**

No policy review or governance issues were discussed during the meeting.

### **Informational Items**

The College will host a drive-thru graduation on July 10<sup>th</sup> from 4:00 – 7:00 p.m. on campus. The graduation team will continue to work on details of the events. Trustees are invited to participate.

Trustees were reminded to file their annual financial disclosure. The deadline was extended to July 15<sup>th</sup> by the Ohio Ethics Commission.

### **Adjournment**

Mr. Anderson made a motion to adjourn, and Dr. Hamper seconded the motion. There being no further business to come before the Board, Chair Foulk adjourned the meeting at 6:47 p.m.