

**MINUTES OF BOARD OF TRUSTEES REGULAR MEETING
DISTRICT NO. 537
RICHLAND COMMUNITY COLLEGE**

April 21, 2020

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:30 p.m. Tuesday, April 21, 2020, via Zoom of Richland Community College by Chairman Coopriders. Chairman Coopriders also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Tom Ritter, Dr. David Coopriders, Dale Colee, Randy Prince, Bishop Wayne Dunning, Vicki Carr, Bruce Campbell, and Michaila Long

Trustees Absent: None

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the Regular Meeting on March 10, 2020 had been distributed to the Board prior to this meeting.

Campbell moved to approve the minutes of the Regular Meeting on March 10, 2020. Prince seconded. Voice vote being all ayes, Chairman Coopriders declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed all attendees

REPORT FROM BOARD SECRETARY REGARDING SELECTION OF STUDENT TRUSTEE

Secretary Randy Prince reported to the Board of Trustees regarding the selection of the Student Trustee conducted March 1 through March 31, 2020, indicating Virginia Book was duly selected and qualified to fill the 2020-2021 term of office commencing on April 21, 2020.

SWEARING IN AND SEATING OF STUDENT TRUSTEE FOR 2019-2020 – MICHAILA LONG

Chairman Coopriders administered the Oath of Office to Virginia Book, new student member of the Board of Trustees for 2020-2021, and formally seated her as a student trustee.

WRITTEN COMMUNICATIONS

Personnel Update

None

College Activities Report

With on-campus activities canceled until the Governor's *stay at home* order is lifted, many staff and faculty have planned various Virtual Events to keep students engaged while taking online classes. Below you will see a list with some examples of those activities, as well as other initiatives Richland has developed to support its staff and students. As you can see, the staff and faculty have been working hard to support our students during this unprecedented time.

- Videos of Support from Richland to Students:
 - <https://richland.instructuremedia.com/embed/0481ab2b-6b11-44ab-9d97-27859b452d07>
 - <https://richland.instructuremedia.com/embed/12447f9c-ba5f-4bcf-acc7-8370be26192a>
- Kahoot! Virtual Trivia – Every Week
- Weekly Engagement Emails – Every Monday from Sue Webster to ALL students with words of encouragement, activities, and study tips
- Virtual Earth Week Events on Social Media – April 20-23
- Daily Wellness Posts on Social Media from Scott Broyles
 - <https://richland.instructuremedia.com/embed/f784e210-11d4-4185-ba6c-e8d689f2e183>
- Weekday Yoga and Meditation at 2pm via Zoom by Gabriela Brunner
- Website Resources for Students and Staff – www.richland.edu/coronavirus
- Weekday meals for student pickup from 11am – 1pm
- Wednesday Food Pantry from 11am – 4pm
- Launch of META services for students that need counseling or mental health assistance
 - Board of Trustees Meeting – Board Room, May 19, 2020
 - Other activities listed in the Board Book

SPECIAL REPORTS

COLLEGE SPOTLIGHT

None

REPORT OF ICCTA

None

MONITORING REPORT

Joe Feinstein presented the Monitoring Report – Information Technology

FACULTY REPORT

Janilyn Kocher reported on how successful on-line instruction has been and that Faculty has done a nice job of transitioning.

REPORT OF STUDENT TRUSTEE

Student Trustee Virginia Book presented the Student Leadership Council Report.

FOUNDATION REPORT

Top Accomplishments

- The Foundation received a \$2,500 grant from the Macon County Emergency Response fund to be used for the Pantry and student meals. We plan to apply for another round of funding in the next few weeks in order to continue to support our students.
- The Pantry remains open to serve students and their families. We are currently serving 6-10 students per week, but anticipate the need will increase over the next few weeks. The Pantry is currently open on Wednesdays from 11am-4pm.
- Tricia has worked closely with counselors at each high in an effort to increase the number of eligible Scherer Honor Scholarships applications. In fall 2019, we had 16 incoming freshman. For fall 2020, we have awarded 37 Scherer Honors scholarships to incoming freshman. This represents a 131% in recipients this semester.
- The Foundation Board of Directors held their first strategic planning meeting at the beginning of March by conducting a SWOT Analysis. We will put this process on hold until we are on the other side of this, as we anticipate our goals and priorities will continuously shift over the next 12-18 months.

- The Foundation has completed scholarship thank you packets to be mailed on April 15. These packets provide information and letters of gratitude from the students that received a named scholarship.

Projects in Progress

- Beginning on April 6, the Foundation is emailing stories of impact to donors, alumni & friends. These stories will be shared weekly for 6 weeks until the end of the spring semester.
- We continue to see an increase in requests from our Student Assistance fund due to our students experiencing job loss personally or within their household. Therefore, we are looking at funding opportunities to provide our students with emergency relief grants. More specific details to come in the next few weeks.
- Foundation Board Committees will continue to meet virtually in April with an anticipated virtual Board Meeting on May 5. At this time, the Board will approve the budget & funding for FY21.
- We are working together with Student Success, Marketing & IT to identify alternatives to graduation and recognize our newest alumni.
- We are looking at opportunities to increase our scholarships to students over the summer months in order to help support enrollment. This will be ongoing until the summer semester begins as we identify students and funding. Scholarship applications for fall 2020 are currently being accepted with awards being made in June.
- At this time, we continue to move forward with planning the Annual Meeting & Celebration scheduled for July 28. This event will be the same format as last year's very successful event.
- ADM has delayed the awarding of ADM Cares grants until July 2020. The Foundation applied for \$15,000 for Ag Programs & \$10,000 for the Pantry.

On the Horizon

- We are planning a new alumni send-off event this summer (July/August) in place of the new alumni graduation breakfast. Look for more details on this event in early summer.
- The 2020 Scholarship Programs will be held September 22 and 23 in the Salons in the same format as last year. We will again invite donors to dinner in the Bistro prior to the program. Invitations will be developed and mailed mid-summer.
- The Culinary Scholarship Dinner has been postponed until October 17, 2020. We were able to secure all 8-course sponsors and they have agreed to continue their support for the postponed event. New details on the event will be sent over the summer.
- We have decided to postpone our spring renewal and acquisition direct mail, email & social media campaign until year end (November).

NEW BUSINESS

APPROVAL TO PURCHASE CNC MACHINE

A recommendation was made to the Board of Trustees to authorize the College Administration to purchase the Haas Super Minimill and all necessary components from Haas Factory Outlet, Olathe, KS for a total cost of \$68,791.50, which will be funded by the Workforce Grant, as presented.

Prince moved to approve the recommendation that would authorize College Administration to purchase the Haas Super Minimill and all necessary component from Haas Factory Outlet, Olathe, KS for a total cost of \$68,791.50, which will be funded by the Workforce Grant, as presented, Carr seconded. Roll call vote being all ayes, Chairman Coopridier declared the motion carried.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

The March 2020 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$580,650.51 for March 2020 was distributed to the Board prior to the meeting.

Prince moved to ratify the March bills and travel expenditures paid and approve the Financial Statement subject to audit. Carr seconded. Roll call vote being all ayes, Chairman Coopridier declared the motion carried.

REPORT OF THE PRESIDENT

- President Valdez gave an update on the COVID-19 event. At this time, Richland is planning to be on-line for Summer semester. Unfortunately, we have no idea when the stay-at-home executive order will be lifted.
- MCLETC issued a proposal to the Governor's office that would allow the facility to open to complete classes of firearms training. That proposal was approved and the staff is currently working to get certifications complete.
- Richland has been providing meals to students in need since the beginning of the COVID event. We are serving 100-150 meals per day. In addition, the Pantry is open on Wednesdays. If you know of anyone in need, please send them our way.
- President Valdez gave an update on the CARES Act stimulus money that Richland will be dispersing to students. Funds have not been received yet, but once received, the CARES ACT team is ready to take care of our students.

- Graduation will take place on May 15, 2020 at 7:00 p.m. This will be a virtual ceremony but one that students will remember. Dr. Zuniga gave details and informed the Board that the committee is working hard to put together a spectacular event.

ITEMS FROM THE BOARD

- Bruce Campbell asked if Richland has any positive COVID cases. At this time, we are not aware of any.

EXECUTIVE SESSION

Prince moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negotiation matters, as specified in Section 2 (c) (2); for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); for discussion of pending or probable litigation, as specified in Section 2 (c) (11); and for self-evaluation as specified in Section 2 (c) (16) of the Open Meetings Act. Carr seconded. Voice vote being all ayes, Chairman Coopridier declared the motion carried.

Meeting convened into closed session at 6:31 p.m.

Meeting reconvened into open session at 6:48 p.m.

ADJOURNMENT

Prince moved and Campbell seconded to adjourn the meeting at 6:49 p.m.

Randy Prince, Secretary