1. Call to Order
   President Dr. Mohrbacher called the meeting to order at 3:00 p.m.

2. Roll Call
   Board members present via WebEx:
   - Mark Scheibmeir, Chair
   - Debbie Campbell, Vice Chair
   - Doris Wood-Brumsickle
   - Jim Lowery
   - Stuart Halsan

SPECIAL AGENDA

   Communicable Disease Response Plan
   Dr. Mohrbacher requested Chuck Wallace, Safety and Security Manager, and Casey Rice, Director of Buildings and Grounds, to provide an update to the trustees regarding the steps that were taken once the campus was made aware of the COVID-19 student. Working with Renae Z'berg, Safety and Hygiene Officer, the proper disinfectants were prepared and staff began the sanitization of the rooms. Building by building, the campus is undergoing a complete disinfecting.

   The Center for Disease Control (CDC) sends out daily updates and recommends that a suitable time frame for the elimination of this virus is nine days. Therefore, the suggestion to the Board of Trustees is to close off or limit access to the buildings for this length of time.

   Dr. Mohrbacher reported that this is causing some difficulties for faculty that are trying to get ready for spring classes. Dr. Joyce Hammer adds that she sent out an e-mail advising faculty members that Monday, March 23rd, the campus will be closing at the end of business and suggested the faculty use this upcoming weekend (March 21 and 22) as an opportunity to come to their offices to get any materials they may need.

   Chuck Wallace added that a complete closure of the campus until April 1, 2020, would allow a comprehensive sanitization and extend the limited supply of cleaners available.

   Telework Procedure 2020
   Julie Huss, Vice President Human Resources, provided everyone with a copy of the telework procedure. HR has provided employees with telework opportunities to maintain employees in pay status. The telework policy will be further reviewed at a later
Institutional Effectiveness (IE) meeting and will undergo the regular approval process to determine whether this policy will remain viable.

**Campus Housing**
Dr. Robert Cox, Vice President Student Services, reports that students who normally stay in campus housing have chosen to leave, but there are a few students remaining on campus. If there was a COVID-19 case in housing, there is a pandemic plan in place. Students are allowed to access the Food Pantry twice a week if necessary.

**Employee Travel Memo**
Dr. Mohrbacher states that campus travel has been suspended through April 24, 2020. This will not be problematic because several events and conferences have been cancelled. Businesses and organizations have been more liberal with their refund policies during this time.

**Budget Impacts and Tracking**
Steve Ward, Vice President Finance and Administration, reports that the State Board for Community and Technical Colleges (SBCTC) has asked that the community colleges track their expenses related to the COVID-19 pandemic; purchase orders will be labeled with COVID-19 and will be tracked for potential reimbursement. The college’s reserve account will absorb these expenses; there is no budget allocation for emergency expenditures. Steve noted that the biggest budget shortfall will most likely be from lower enrollment numbers and lower tuition dollars due to the pandemic.

Dr. Mohrbacher asked for discussion on the following items:

- The start of spring quarter
- Commencement (decision by April board meeting)
- Tenure process evaluations
- Emergency Declaration

**Spring quarter start** - There was discussion regarding the variances that affect whether the college can resume regular classes or continue with remote instruction. The week of March 30 will be used as an orientation week for those students who were not planning on enrolling in online classes with the formal start date of spring quarter as April 6, 2020. Much of the decision on how the college moves forward is dependent on whether the governor places further restrictions/guidelines on the ability of people to assemble.

**Commencement** – There is a possibility that the traditional commencement ceremony will be cancelled. If the colleges are requested to operate on a remote basis, then it would be difficult to do the work that is necessary when preparing for graduation. The college should make a decision by the April 9, 2020 board meeting so planning or other options for recognizing graduates can be made.

**Tenure Process evaluations** – An interim procedure will need to be made available for those faculty in the tenure process. Depending on the length of time that the college is expected to work remotely will affect the decision regarding evaluations. Discussion has started regarding feedback from faculty in weeks four and five; finding out what
works for them and what doesn’t. It was stressed that whatever the final decision is, that the process should be fair to everybody involved.

**Emergency Declaration** – Chuck Wallace recommended signing an Emergency Declaration for different reasons. An emergency declaration allows the college to operate outside of normal parameters if need be, allows the college to request other resources from the state, and it makes the college eligible to recoup some of the funds spent because of the emergency.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD APPROVE THE EMERGENCY DECLARATION SUBJECT TO FINAL APPROVAL BY THE ASSISTANT ATTORNEY GENERAL. THE MOTION CARRIED UNANIMOUSLY.

Dr. Mohrbacher states that there will be follow-up on this by next week; this is an effort to keep the trustees up-to-date at all times but things change daily, if not hourly.

There is some discussion regarding students who may have lost their jobs and if there are ways to assist them during this time. Dr. Mohrbacher noted that he has had some discussions with Christine Fossett about how the Foundation may want to get involved with emergency funding. The campus food pantry is open and available to students who may need to use it. The college website has a “Frequently Asked Questions” (FAQ) page to help students navigate the uncertain waters of this emergency time.

It was MOVED BY JIM LOWERY THAT THE BOARD ACKNOWLEDGE THE WORK OF STAFF AND FACULTY AT THE COLLEGE. THE MOTION CARRIED UNANIMOUSLY.

Doris Wood-Brumsickle will craft the message of appreciation to the campus and send it via the official campus e-mail.

It was MOVED BY DORIS WOOD-BRUMSICKLE THAT THE BOARD OF TRUSTEES HAVE BEEN UPDATED ON THE CAMPUS EMERGENCY RESPONSE EFFORTS. THE BOARD SUPPORTS AND ENDORSES THE CONTINUATION OF THESE EFFORTS. THE MOTION CARRIED UNANIMOUSLY.

**Adjournment**

The meeting adjourned at 4:30 p.m.

**APPROVED:**

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*Mark Scheibmeir, Board Chair*  *Dr. Bob Mohrbacher, Board Secretary*