

**Delta College
Board of Trustees Special Meeting
Delta College Main Campus
Board Room
Friday, March 13, 2020
8:00 am**

- Board Present** M. Benecke, R. Emrich, S. Gannon, D. Middleton, M. Nash, M. Rowley
- Board Absent** A. Buckley, K. Lawrence-Webster, M. Thomas
- Others Present** D. Allen, R. Battinkoff, N. Bovid, T. Brown, J. Carroll, W. Childs, P. Clark, A. Cramer, M. Crawmer, R. Curley, C. Curtis, S. DuFresne, J. Foco, P. Fox, J. Garn, J. Goodnow, L. Govitz, M. Groulx, J. Hoerauf, S. Lewless, D. McQuiston, M. Mosqueda, G. Przygocki, S. Roche, K. Schuler, C. Thomas, A. Ursuy
- Press Present** M. Piwowarski (Delta Collegiate)
- Call to Order** Board Chair, D. Middleton, called the meeting to order at 8:12 am.
- Approval of Agenda** Board Chair, D. Middleton, called for the approval of the agenda. M. Nash asked that a “Discussion on Future Board Meetings and Format” be added to the agenda after the Discussion Regarding Repose to Coronavirus. M. Rowley made a motion to approve the agenda along with the additional item requested by M. Nash. S. Gannon seconded the motion. The motion passed unanimously.
- Public Comment** D. Middleton called for public comment, hearing none the meeting proceeded.
- Discussion Regarding Response to Coronavirus** D. Middleton started by expressing her gratitude on behalf of the Board to Dr. Goodnow and her team in pulling all of this together in a short amount of time. She said it’s an extremely rapidly changing situation and wanted the Board to be able to ask any questions and get a better understanding of the decisions that have already been made. D. Middleton then turned the meeting over to J. Goodnow.
- J. Goodnow expressed her appreciation for the entire staff in every way for having pulled together to address this issue as a team. The magnitude of this effects around 8,000 students, nearly 900 employees in 3 counties and beyond. J. Goodnow noted she was on a phone call with the Governor and all the community college presidents within the state. Many of the Governor’s recommendations were already in place at the College. Based on her recommendation, all meetings of 100 or more people were cancelled and the College is moving instruction to online if feasible.
- J. Goodnow noted that the College has been in communication with the Bay County Health Department as well as Midland and Saginaw counties.
- A webpage has been created for all communication updates as well as frequently asked questions in regards to the virus. Wendy Childs in Human Resources created a report

noting what other colleges and universities in the state are doing moving forward. She will continue to update the report as needed. Delta has made decisions very similar to others.

J. Goodnow said that several years ago, the College had put in place an emergency response manual but noted that we have never had to deal with anything like this before. She also mentioned the goal of continuing to offer as many of our services as possible while keeping everyone's health and safety a priority.

She then introduced Jon Hoerauf, Instruction Design Specialist, who explained the training that is being put in place for the faculty to move their classes online. They are approaching this training as if the students and/or faculty know nothing about online classes. Several workshops are scheduled today for the faculty on various topics related to moving their courses online to our learning management system, D2L (Desire2Learn).

They have also created a video to walk students through the various aspects of the D2L environment, especially those who are not familiar with it. There is also a video for the faculty. All courses are already loaded into the D2L system. The possibility of having a live video/conferencing ability right inside D2L is being worked on.

There has been discussion on how to serve students who don't have access to the internet and/or computers. Currently the centers will remain open which include any computer labs giving students access.

Nick Bovid, Director of Facilities Management, gave an update on cleaning. He noted that high traffic areas are being cleaned including keyboards, tabletops and doorknobs.

M. Benecke noted the tremendous effort in dealing with this and to expect bumps along the way but to stay on course.

J. Goodnow said that she had asked the business office to look into getting the premium level for synchronization for the faculty in using D2L. Jon Foco, Director of Business Services, reported that they had just received the quote and the cost for the added technology is under \$100,000, not needing Board approval.

J. Goodnow noted that the Higher Learning Commission had contacted her in regards to their upcoming visit. The team will not be coming to campus, but doing the site visit virtually. Most of the schedule will remain the same with some alterations.

She asked for patience and understanding during this time as things are changing on a daily basis.

M. Nash asked about the effect on faculty and staff with the K-12 schools closing. J. Goodnow noted that Delta had not been able to meet with staff on this issue. She then asked Andrea Ursuy to talk about plans that are being made in regards to personnel. She noted that there may be a time when we have to close the College and/or only work with a skeleton crew. All employees are being classified into three groups: essential, on-call and on leave with pay. An assessment is also being done for those classified as essential and

on-call to see what kind of home access they have. The College is also modifying its telecommuting policy.

Discussion on Future Board Meetings and Format

M. Nash voiced his concerns with the open meetings act, in that virtual attendance options are not currently allowed. He also felt that working with the Michigan Community College Association (MCCA) would be an appropriate avenue.

M. Rowley noted that the open meetings act had been recently changed to specify that telecommuting would be available for those in the military thus making all other situations not permitted.

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R. Emrich made a motion to work with the Michigan Community College Association (MCCA) to petition the Governor's Office to allow for meetings via technology/telecommunication during times when the State of Michigan has declared a "state of emergency" and allow a way for the public to access the meeting. M. Nash seconded the motion. The motion passed unanimously.

Trustee Comments

S. Gannon congratulated everyone for their hard work in pulling all of this together. Also to celebrate the opportunities and that we'll get through this together.

M. Nash expressed thanks to the leadership as well. He also reminded Trustees to be mindful of meeting attendance if they are not feeling well.

M. Benecke offered congratulations and a huge thank you to the staff, noting that she was impressed with the efforts.

M. Rowley noted that he trusts the administration in their decision making. He wanted to make sure that we were not overreacting, but believe we made the right call.

Chair Comments

D. Middleton noted her deep gratitude for pulling everything together. She also noted that she sees this from another lens as her daughter is currently enrolled in classes at Delta. She reminded the Board that this is a rapidly changing situation and to keep themselves informed. She noted that if needed, she will call another special meeting and for Trustees to please be open to the idea.

Adjournment

There being no further business, Board Chair, D. Middleton adjourned the meeting at 9:16 am.

Talisa Brown, Assistant Board Secretary