

**IVY TECH COMMUNITY COLLEGE
BLOOMINGTON CAMPUS
BOARD OF TRUSTEES**

**MINUTES
May 19, 2020 at 4:00 p.m.**

The Bloomington Board of Trustees met on Tuesday, May 19, 2020 via Zoom.

Chairwoman Connie Ferguson called the meeting to order and called the roll.

Lynn Coyne	Present
Imojean Dedrick	Present
Shawna Girgis	Present
Laura Hammack	Present
Carven Thomas	Present
Jim Touloukian, Secretary	Present
Connie Ferguson, Chair	Present

Trustees present: **Connie Ferguson, Lynn Coyne, Imojean Dedrick, Shawna Girgis, Laura Hammack, Carven Thomas, Jim Touloukian**

Others present: Jennie Vaughan, Dr. Larry Swafford, Amanda Billings, Steve Bryant, Dr. Sam DeWeese, Susie Graham, Adam Gross, Gretchen Gutman, Tina Phelps, Joyce Poling, Michele Roberts, Chris Stadler, Dr. Larry Swafford, Debra Vance, Trudy Weddle, Karlee Wyatt and Michael Reschke (Herald-Times reporter)

Chancellor Jennie Vaughan reported that the meeting was legally advertised.

INTRODUCTION OF GUESTS

Chancellor Vaughan introduced Karlee Wyatt, Dean of the School of Health Sciences; and Chris Stadler, Public Safety and Emergency Preparedness Lead. Both will provide reports later.

APPROVAL OF MINUTES

Trustee Lynn Coyne made the motion to approve the minutes from the January 28, 2020 meeting, and Trustee Carven Thomas seconded.

Chairwoman Ferguson called roll for the vote:

Lynn Coyne	Aye
Imojean Dedrick	Aye
Shawna Girgis	Aye
Laura Hammack	Aye
Carven Thomas	Aye
Jim Touloukian, Secretary	Aye
Connie Ferguson, Chair	Aye

The minutes were approved unanimously as presented.

CHAIRPERSON'S REPORT

Chairwoman Ferguson reminded the trustees that they last met in January, and little did we know what was to come after that. She acknowledged Chancellor Vaughan, our deans, faculty and staff for showing pure dedication to and support of our students during this difficult time. She said that this has been a life-changing experience for our students and our team has gone out of our way to assist them and continue to help them achieve their dreams of education. She said we will all get through this together, and we are fortunate to have such a great team and leadership here doing the right things on behalf of our students. Chairwoman Ferguson said that the entire board of trustees is here to support us, however needed, to get through this trying time together.

Chairwoman Ferguson also announced that Trustee Lynn Coyne graciously agreed to serve another term as campus trustee. She thanked him for being such a great supporter and looks forward to a bright future. Trustee Coyne said he was honored to be asked to serve another term as trustee.

CHANCELLOR'S REPORT

Chancellor Jennie Vaughan thanked Chairwoman Ferguson and the rest of the Board for their kind words and support. She is very proud of this team and honored to serve alongside us. She said that she was on vacation when the pandemic started to hit and our team immediately sprang into action to figure out how to protect our students and employees while enabling students to continue their education seamlessly. She said the timing, in a way, was fortunate since the college was on spring break—it allowed the college some time to put plans in place. She added that everyone played a huge role in ensuring that students were taken care of and that the campus kept running.

Chancellor Vaughan said that the trustees would hear “the good, the bad, and the ugly” from our perspective related to our reaction to the pandemic.

Beginning with some “good,” the Chancellor shared that our Continuing Lifelong Learning (CLL) started a “Find the Good” campaign within the Bloomington community. Although we had to cancel all kids camps and event rentals at the Waldron due to the pandemic, our CLL team reached out to the community asking for pictures that made them happy. These pictures are shared on our Facebook and Instagram sites, and anyone in our service area (not just Bloomington) is invited to share their happy pictures.

Chancellor Vaughan called on Vice Chancellor of Academic Affairs Dr. Larry Swafford to share some of the great things our faculty are doing and our plans for the summer term. Dr. Swafford said that the pandemic started to hit during our spring break—when most of our faculty were away and before the start of our second 8-week term. College administration determined that we would extend spring week an extra week to give faculty time to prepare for moving classes from face to face to virtual or online. Our faculty stepped up and in one week’s time modified all of our courses to virtual or online so our students would be ready to go. We finished our term last Friday, and during these last eight weeks, we had only two student issues and no faculty issues. This is a tremendous compliment to our faculty and leadership.

Dr. Swafford acknowledged two faculty in particular: Jennifer Richards and April Bledsoe. Jennifer is the chair for logistics and supply chain management, and she assisted with making face masks for high-risk first responders and essential workers. To date, she's helped make 650 masks and three gallons of hand sanitizer. April is the chair of our design technology program, and about a week after the shutdown, she received a message from the college's Vice President of Business, Logistics, and Supply Chain Management asking us to start making face shields using our 3D printer. Systems Office provided the materials, and April and lab assistant Samantha Lake made over 6,000 face shields (and counting) that have been donated to local healthcare businesses throughout the state.

Dr. Swafford reported that our summer courses will be 100 percent virtual or online—no face to face courses. There are several students who were still in high school or lacked technology during the spring and were unable to complete their practical (hands-on) portions of their courses, so they will receive priority and be allowed to complete their incompletes during the summer—if and when our campus begins to allow students back on campus. We look forward to beginning our summer session virtually on June 8.

Next, Chancellor Vaughan introduced the Dean of the School of Health Sciences Karlee Wyatt for a report on some of the road blocks the School of Health Sciences has come up against. Karlee said that that health sciences was greatly impacted by COVID-19 because so many of their courses are hands-on and the risk for spreading the virus was high. Clinical internships were also halted in addition to regular classes. Health Sciences deans statewide began meeting weekly to discuss how to take care of our students, and Vice President for Health Care Mary Anne Sloan has been working with the deans and has also been working with our statewide clinical affiliate sites to get our students back in. We currently have 80 students who are incomplete. Last week, we received approval to begin letting some students into clinical sites with some restrictions. Those who can't get back in must seek special approval from SO, and Karlee is working on getting those approved. IU Health announced last week that clinical students could return as early as July 1, but final decisions would be left to local facilities. Ascension Health and Franciscan Health do not have any clear reopening plans yet, but they are slowly moving in that direction. We will attempt to get all of our spring students to complete by summer if we're able to reopen soon; they all still need to sit for certification exams as well. Faculty and students have been amazing through all of this. The creativity of our faculty has been great, especially since these courses are not intended to be virtual. We did have some students who tested positive for COVID-19 and some whose family members tested positive, but they all worked hard to finish strong. Our students are our priority, and we continue to take things day-by-day.

Continuing, Karlee said that our respiratory therapy program has been the most sought out program by the community for our equipment and supplies. We provided some ventilator parts to Columbus Regional Hospital, and IU Health Bloomington plans to use some of our ventilators as backup to their inventory. Even though our doors are closed, we have still been able to help our community.

Dr. Swafford said that our priority is finishing our spring students first. Department chairs are looking ahead to the fall semester and planning ahead by moving lectures to summer so labs can be available in the fall. We will offer a variety of courses in the fall with most lectures being

virtual. We will also offer hybrid courses (lectures) that allow students to gather face-to-face in a classroom as well as participate virtually from home. This also allows for social distancing. Trustee Carven Thomas asked about the status on our new automotive program. Dr. Swafford said things are moving ahead: we have leased space at the airport, we have purchased equipment through our Perkins grant funds and that is being delivered to the airport, and our dean and department chair are at the airport this summer setting up equipment to be ready for fall. We previously had a partnership with Hoosier Hills Career Center for this program, but the time that they could let us borrow their space was limited. Chancellor Vaughan learned of the available space at the airport and, after touring the location to determine that it would fit our needs, negotiated a lease with the airport manager for a favorable amount. We will have about 40 students in this program; most come from the Hoosier Hills program. We will host an open house as soon as social gathering guidelines are determined. Dr. Swafford said that our local dealerships have been involved in the planning and most dealers plan to serve on our advisory board. Chancellor Vaughan said that we really wanted this to look like a real automotive shop with state-of-the-art equipment.

Trustee Thomas asked if we knew how many of our students have tested positive for COVID-19, and Dr. Swafford said we were only made aware of the health science students because they weren't allowed to participate in the program. We are only made aware of positive cases if the student informs us. Chancellor Vaughan said that we have been fortunate that none of our employees have tested positive for COVID-19.

Trustee Coyne asked what enrollment looks like for the fall, and Chancellor Vaughan said she felt that we could see more students enroll at community colleges because parents are concerned about the typical 4-year college environment (dorms, etc.). Many 4-year institutions have extended their application deadlines to summer, so we haven't seen a lot of real data yet. The College has started promoting a "visit" year, encouraging students to enroll with us to keep up on their education then transfer back to their 4-year institution. Also, with so many people now unemployed, the College is working to secure additional funding for them. We will be doing our own outreach to these people in our service area. Trustee Coyne said that Ivy Tech is positioned to be a great help in the pandemic recovery, and he congratulated Dr. Swafford, Karlee, and their teams for keeping the focus on our students.

Next, Chancellor Vaughan called on Executive Director of Development Susie Graham for a report on COVID-19 relief funds and how we'll distribute those. Susie said that fundraising has been disrupted too: the personal face-to-face meetings have stopped. She said it was clear that the college would need to go mobile quickly to lessen the negative impact on our students and communities, and the Foundation was determined we could run a successful crowd funding campaign with a goal of \$500,000. State Trustee Marianne Glick stepped up with a pledge to match our fundraising efforts dollar for dollar up to \$500,000. This campaign was launched April 1, and the Bloomington Campus quickly met and exceeded its goal of \$20,000. (The statewide goal of \$500,000 was prorated across the campuses, and Bloomington's target was \$20,000.) We now have about \$46,000 that we can use in immediate aid to support students. These funds are unrestricted and will go towards challenges related to COVID-19; all disbursement decisions are handled at the campus. Susie said we have a team that is currently reviewing applications and working with our financial aid office and wraparound services to ensure we are helping our students as much as we can. She added that an additional match for \$100,000 just came in, so we continue to raise funds for immediate aid for our students. Susie thanked everyone who contributed, and she thanked Chairwoman Ferguson for her leadership in

this short-notice campaign. She added that we had 62 employees, 24 “friends of the college,” and eight corporate partners contribute to this effort so far. The corporate partners initially planned to sponsor our O’Bannon Day of Service, but when we cancelled that event and tried to return their funds, they all asked that we reallocate their funds to our COVID-19 fund. We are appreciative of everyone’s contributions, and Susie said that we plan to have a banner ad on Sunday’s newspaper thanking our donors.

Continuing, Susie said we were saddened to learn of the tremendous losses of Patty Brown and Joan Olcott. Both women shaped the culture of our community. Patty’s scholarship for our education program was the first one we received for that program, and it supported 40 students over the years. Joan’s name is featured on our library, and she was a great supporter and very engaged in many of our activities. Susie shared that Joan’s gift to our library was the very first one she made on her own after her husband Lloyd’s passing. We will terribly miss both women.

Chancellor Vaughan called on Vice Chancellor of Enrollment Services Trudy Weddle to discuss how we are distributing the CARES Act funds and virtual recruitment activities. Trudy said that as an institution, we received over \$16.5 million dollars of Cares Act Higher Education Emergency Relief fund dollars. Half of this funding was issued to students using a need-based formula and the remainder was distributed to the 18 campuses based on a methodology used to distribute funds to the College. As a campus, we received just shy of \$400,000. Since May 4 when the initial email went out to students about how to request additional emergency aid, we have received 131 requests totaling over \$200,000. To date, we have awarded \$20,073 from the CARES fund due to its limitations about the need of the student having to be a direct result of our campus moving to a virtual environment. However, we have also awarded \$58,788 of campus-based dollars from our Ivy Tech Scholarship and Emergency SEOG funds for the total of non-Foundation awards going out to date at \$78,681 (in the last two weeks!!) and this is all in addition to what Susie shared has been awarded through our Foundation. Our campus process was to vet all requests through Financial Aid first since Title 4 eligibility is a requirement. Additionally, this made the most sense for us to be able to review and disburse funds efficiently since all awards would have to be made through financial aid and required us to have a 3-day turnaround per Systems Office. Upon receipt/initial review, we determined whether or not the request could be covered with CARES funds. If so, funds were awarded. If not, we looked at other campus resources to award. All students were notified of their award status via email in addition to being provided with additional community resources such as their township trustee information.

CARES Act Student Emergency Grant funding is for expenses related to the disruption of campus operations due to coronavirus such as food, housing, course materials, technology, health care, and child-care expenses.^[1] Funds must be used for students who are eligible for Title 4 aid (excludes DACA, international and undocumented students, among others). It also excludes students taking exclusively online courses on or before March 13th – the day the president declared a national emergency around COVID 19.

^[1] “Frequently Asked Questions about the Emergency Financial Aid Grants to Students under Section 18004 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.” *CARES Act: Higher Education Emergency Relief Fund*, U.S. Department of Education, 21 Apr. 2020, www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf.

Continuing, Trudy said that we have also moved our student activities to virtual, and those have been well received. Our team has stepped up their creative strategies and created virtual college information sessions. On April 28, we hosted a virtual college information session for prospective and new students. We had over 30 RSVPs and 14 students attended. This success has led us to host additional sessions for incoming students from May – August. Beginning next Wednesday, May 27 and occurring every Wednesday through the fall start, we are promoting virtual express enrollment day events where students can get help with enrollment steps like completing their application, registering for classes, discussing financial aid, etc. This is being shared with new and continuing students in hopes of capturing any student that needs help moving through our enrollment process in our current environment. Communications began going out last week for this initial event and we've already received 38 RSVPs as of this morning. Many of our one-on-one campus visits happen in the spring and many 21st Century Scholars utilize the time in March and April around spring break to visit us. We were able to create campaigns which highlighted our specific campus, utilized YouTube videos that highlighted our campus Chancellor, and created a campaign to engage with students. These campaigns are ongoing for our new students to connect with them through the virtual/online environment. We also created a "Chat or Text with Us" local landing page where students could "chat" with admissions. Students can connect with an admissions counselor every Tuesday at 10am or Thursday at 5pm to discuss next steps. Additionally, students can chat with a Student Services Professional to discuss financial aid. If students are not able to join using Zoom or prefer to text us, they have the option to "Text an Admissions Counselor". We launched our local social media across three platforms (Facebook, Instagram, and Twitter) shortly before we started to work from home. As a result of working remotely, we have utilized these platforms to engage with students on upcoming events, information sessions, and current student life programming.

Next, Chancellor Vaughan called on Vice Chancellor of Student Success Dr. Sam DeWeese to discuss our virtual student services for enrolled students. Dr. DeWeese said we know that community college students drop out when they fail to make connections at school, but we jumped on this early to help prevent that. Our team stepped up on Day 1 to stay in contact with our students, and surveys have shown that our students are thankful that we have been checking in on them. Several members of our team are texting, e-mailing, and/or calling students at least weekly to stay in touch. We want students to know that we are still open for business; we still offer tutoring, career development, and advising appointments. The Cook HR department has also offered to call their employees who have not yet registered for summer classes to help encourage them to enroll. We have been promoting several student life events through social media like sharing pictures of pets, sharing musical playlists, and offering Fieldtrip Fridays. Our campus always has high-touch inside and outside of the classroom, and even though it is different, our students still feel engaged at campus. Chancellor Vaughan said Trudy, Sam, and their teams have done an outstanding job reaching out to our students.

Concluding her report, Chancellor Vaughan introduced our Public Safety and Emergency Preparedness Lead Chris Stadler for a general overview of our reaction to the pandemic. She said that Chris has been instrumental in helping us through this process. Chris said that he actually has a degree in emergency management with a focus on homeland security. He's currently working on our campus reconstitution plan for when we are able to reopen, and he meets weekly with our campus reconstitution team to review directives from Systems Office. We are developing a plan for how and when we return to campus to ensure the safety of our

students and employees. Chancellor Vaughan she is in constant communication with Chris, and she appreciates his calm, collected demeanor; he's done a great job for us.

ACTION ITEMS

Dr. Swafford presented **Resolution BL-2020-1, Approval of Technical Certificate Program**. He explained that a task force of Ivy Tech faculty members has worked together to identify new and existing coursework containing content to provide skills appropriate for globally focused occupations, and now we will be able to offer the Global Workforce Certificate in half the time compared to earning an associate degree (approximately 21 credit hours versus 60). Trustee Shawna Girgis moved to approve **Resolution BL-2020-1, Approval of Technical Certificate Program** and Trustee Touloukian seconded the motion.

Chairwoman Ferguson called roll for the vote:

Lynn Coyne	Aye
Imojean Dedrick	Aye
Shawna Girgis	Aye
Laura Hammack	Aye
Carven Thomas	Aye
Jim Touloukian, Secretary	Aye
Connie Ferguson, Chair	Aye

The motion carried unanimously.

Executive Director of Finance Michele Roberts presented the Expenditure Form for the period of November 6, 2019 through May 5, 2020. Trustee Coyne moved to approve the Expenditure Form, and Trustee Thomas seconded the motion.

Chairwoman Ferguson called roll for the vote:

Lynn Coyne	Aye
Imojean Dedrick	Aye
Shawna Girgis	Aye
Laura Hammack	Aye
Carven Thomas	Aye
Jim Touloukian, Secretary	Aye
Connie Ferguson, Chair	Aye

The motion carried unanimously.

DISCUSSION ITEMS

Trustee Coyne thanked the team for all they've done to respond quickly to our community. He said we are positioned well for all of the opportunities that are ahead of us. Trustee Thomas added that Chairwoman Ferguson and Chancellor Vaughan are the right people to have at the helm during this situation.

Trustee Girgis asked when we would have more information about our fall offerings about what will be virtual and what will be in person. Chancellor Vaughan said our deans are currently working on a plan and should have those details by June 1. She added that true lecture classes

will stay virtual, but we will still offer several options for students. Our facilities team has already designated classrooms that can be used for social distancing, and we will continue to remain as flexible as possible while following safety guidelines.

INFORMATION ITEMS

There were no information items at this time.

FUTURE MEETINGS AND IMPORTANT DATES

Assistant to the Chancellor Tina Phelps reported that our campus would hold a virtual commencement ceremony this year in light of the pandemic. We decided this would be the best way to recognize our students in a timely manner, especially with social distancing plans for the future still unknown. All graduates have also been invited to attend our 2021 ceremony if they want the opportunity to walk across the stage. The ceremony will be a pre-recorded video featuring speakers, recognition of all graduates, and other surprises and will premiere live on YouTube on Saturday, June 6 at 6:00 p.m. A link to the YouTube site will be shared with Trustees soon. As an added celebration for graduates, we will also host a drive-thru celebration in the main campus parking lot that Saturday from noon to 4:00 p.m. while maintaining social distancing guidelines. Graduates will be able to pick up their diploma covers and honors cords as they usually would prior to the ceremony, but this time they will stay in their vehicles and “process” throughout our parking lot, stopping at various stations to get their commencement items. Chancellor Vaughan will hand out diploma covers, and other employee volunteers will hand out cords, yard signs that say “I’m an Ivy Tech Grad,” and a commemorative gift. We will also have two stations set up where graduates can get out of their cars and take pictures in front of our yard signs and our logo backdrop. Grads will also be able to decorate their vehicles before they process through the parking lot. A “cheer squad” of other faculty and staff located along the route will help to cheer on all of our graduates as they drive through. Tina invited all trustees to this drive-thru to help celebrate our graduates.

June

- Virtual Commencement Ceremony (Saturday, June 6, 2020; 6:00 p.m.; YouTube)
 - Ceremony will feature speakers, interaction via live chat room
 - Trustees will be invited to participate; link will be shared at beginning of June
- Graduation Drive-thru (Saturday, June 6, 2020; Noon – 4:00 p.m.; Parking Lot, Connie and Steve Ferguson Academic Building)
 - Grads who pre-registered will pick up some commencement items (diploma cover, cords, gift, yard sign)
 - Goal was to add an extra celebration; grads can “process” and get diploma cover from Chancellor

July

- Campus Board Meeting (Tuesday, July 28, 2020; 4:00 – 5:00 p.m.)

September

- Campus Board Meeting (Tuesday, September 22, 2020; 4:00 – 5:00 p.m.)

November

- Campus Board Meeting (Tuesday, November 17, 2020; 4:00 – 5:00 p.m.)

ADJOURNMENT

There being no more business to come before the board, Chairwoman Ferguson adjourned the meeting at 5:19 p.m.

Chair

Secretary

Date