

**National Park College  
Minutes of the  
Board of Trustees Meeting  
May 27, 2020**

The National Park College Board of Trustees finance committee met on May 27, 2020 beginning at 2:00 p.m. Due to the COVID-19 pandemic, the meeting was held virtually via Zoom. Trustees present were Larry Bailey, Mike Bush, Joyce Craft, Gail Ezelle, Jim Hale, Don Harris, Bev Joe, Forrest Spicher, and Raymond Wright.

Staff and faculty members present were Anne Benoit, Eric Boardway, Leslie Braniger, Janet Brewer, Juanita Brewer, Blake Butler, Yolanda Cox, Wade Derden, Matthias Elder, Kelli Embry, Jennifer Evans, Laurie Everton, Amy Fincham, Roger Fox, Susan Gaither, Bruce Hankins, Terri Helms, Nicole Herndon, John Hogan, Wanda Holden, Brad Hopper, Lisa Hopper, Jill Houlihan, Jason Hudnell, Janice Ivers, Tennille Johnson, Donna Kay, Toni Knupps, Melissa Kraft, Brian Kroening, Julie LaRue, Becky McAlister, Kat McCorkle, Diane Meredith, Cassandra Parks, Scott Post, Connie Poteet, Marilyn Ridge, Nathan Ritter, Jerry Thomas, Christopher Thrasher, Judy Throgmartin, Darla Thurber, Steve Trusty, John Tucker, Lynn Valetutti, Lisa Walker, Tim Ward, Amy Watson, and Mike Wiles.

Forrest Spicher welcomed everyone in attendance. Dr. Hogan gave a brief summary of the budget process, which began during the Fall 2019 semester. The process included input from all campus areas. Dr. Hogan turned the meeting over to Steve Trusty, Vice President for Finance and Administration, who gave a presentation explaining the normal budget process and budget premises for the proposed FY21 budget,

The pandemic crisis created an immediate need to reexamine and make significant revisions to the budget. The most substantial changes were a reduction in state funding and more conservative revenue projections. The proposed FY21 budget will be presented to the Board on Wednesday, June 3, 2020 at 3:30 p.m. for a vote. Following a brief discussion, the meeting concluded at 3:05 p.m. with no action taken.

After a short break, the Board reconvened in regular session at 3:30 p.m.

Forrest Spicher welcomed everyone to the meeting.

Raymond Wright presented the invocation.

The media was notified of the meeting.

**Items for Action**

- a. Mike Bush made a motion to approve the April 22, 2020 minutes. Joyce Craft seconded, and the motion passed unanimously.
  
- b. Steve Trusty, Vice President for Finance and Administration, presented the March 2020 financial reports for approval. Don Harris moved to accept the financial reports as presented. Raymond Wright seconded, and the motion passed unanimously.

- c. Janet Brewer, Associate Vice President for Human Resources, presented the ratifications of personnel actions. Raymond Wright made a motion to approve the ratifications as presented. Bev Joe seconded, and the motion passed unanimously.
- d. Janet Brewer, Associate Vice President for Human Resources, presented the 2020-2021 list of provisional positions. These positions are funded by federal grants for which positions are not provided in the appropriation act. Under state regulations, the positions must be re-authorized by the college board and by the state each year. Mike Bush made a motion to approve the provisional positions as presented. Gail Ezelle seconded, and the motion passed unanimously.

### **Items for Report**

- a. Board Chair Report – Chair Spicher reminded members that there would be a special called meeting next Wednesday, June 3<sup>rd</sup> to approve the proposed FY21 budget. He also asked members to submit the president’s evaluation form as soon as possible.
- b. Building and Campus Development Update – Brad Hopper, Director of Physical Plant and Maintenance, gave a construction update. The Fisher building remodeling project is eighty percent complete and still on target for completion in July. The Lab Science addition is slightly behind the Fisher remodel in terms of completion. Both projects are on time and on budget. Flooring on the second and third floors of Dogwood Hall has been installed, as well as showers, water heaters, and countertops. The NPC maintenance day crew is now working four days a week. They are catching up on normal summer maintenance and special projects. The night crew is on furlough until August.
- c. Return to Campus Update – Blake Butler, Chief Information Officer, described the virtual classroom initiative that will bring video conferencing capabilities to classrooms giving students as many options as possible to keep up with their coursework and ensure their success. The College’s IT and online learning departments are collaborating to demo and procure software and associated hardware to install in the classrooms giving students the capability to connect remotely through video to the live class sessions. Faculty will also have the ability to record and post their classroom sessions on the web for later viewing. He said that while adapting to the new technologies will be a challenge to the faculty and the teams supporting it, we feel it will be a vital tool to keep our students engaged. Plans are in the early stages but he hopes to return later this fall to give an update on this project.

Wade Derden, Vice President for Academic Affairs, added that our goals are to continue to improve the quality of education that students receive regardless of the delivery method while also using technology to help students stay engaged in classes and overcome obstacles that may prevent them from attending class. We believe this added flexibility will pay off in terms of persistence and completion in the long run.

- d. Graduation Update – Wade Derden, Vice President for Academic Affairs, announced that NPC will hold a drive-through graduation to celebrate the class of 2020 on Saturday, June 13<sup>th</sup>, at 10 a.m. in front of the Student Commons, weather permitting. The event will be live-streamed. All CDC guidelines will be followed during this abbreviated ceremony. All board members, faculty, and staff were encouraged to attend. This will be a time to recognize our students for their accomplishments and for persevering during this

unusual time. The graduates will also be invited to participate in the May 2021 commencement ceremony. Dr. Derden thanked Dr. Yolanda Cox, the graduation committee, and the marketing team for planning this event.

- e. President's Report – Dr. Hogan thanked Blake and the distance learning team for their hard work and dedication during this challenging time. He stated that he was very impressed with the creativity of our faculty and staff to quickly transition to a remote environment two months ago. While we weren't ready, we were prepared. We are now working to equip our students with all the resources needed to be successful in their classes this fall, no matter how they choose to attend those classes.

He shared that the College would begin a phased reopening beginning Monday, June 1st. NPC will continue to encourage and support remote work and flexible schedules with a goal of no more than 50% of staff on campus. We will adhere to the CDC recommendations and guidelines. Students and visitors have been encouraged to make appointments. We will be flexible and make changes as needed.

He thanked Dr. Derden, Dr. Cox, and the graduation committee for their commitment to making commencement possible. He spoke of the recent pinning ceremonies and how he was reminded of how important these rites of passage are to our students and NPC.

Dr. Hogan acknowledged all those involved in the budget process. This was a very complicated process amidst a lot of uncertainty. He commended Steve Trusty for his leadership and endless hours spent in reaching a structurally balanced budget, without compromising services to our students.

Finally, Dr. Hogan thanked board members for supporting the College and for their commitment to our students.

Chair Spicher expressed his appreciation to Dr. Hogan and everyone at NPC for their continued hard work. He stated that during challenging times, excellence rises. He thanked fellow board members for their flexibility and willingness to adapt to new ways of conducting business.

There being no further business, the meeting adjourned at 4:13 p.m.

Forrest Spicher, Chair

Joyce Craft, Secretary/Treasurer