

MONDAY MEETING
MEETING MINUTES
August 17, 2020, 2:00 p.m.
Google Hangouts Meet

MEMBERS (presence denoted by check):

- | | | |
|------------------|--------------------|-----------------|
| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | ✓ Tasha Welsh |

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:00 p.m.
Approval of Minutes	The minutes of the August 3, 2020 meeting were presented for approval. ACTION: 1. Motion: Kim motioned to approve the August 3, 2020, minutes. Seconded: Chris seconded. Vote: All approved.
COVID Planning Alert Levels, Triggers, & Activities	The first day of classes is going well; very few compliance issues have been noted. NO FURTHER DISCUSSION NEEDED
Events Calendar - Community Events	The meeting members reviewed the Event Approval Requests - External & Internal from Daryl. <ul style="list-style-type: none"> ● Planning for the Leader Holiday Dinner usually begins this time of year. Dena is not comfortable holding the event this year. NO FURTHER DISCUSSION NEEDED
Purchasing	The hanging divider screens were installed last week in classrooms. The free-standing screens for classrooms have not yet arrived. <ul style="list-style-type: none"> ● Extra face shields have been ordered and are due to arrive this week. ● The announcement regarding air filtration went out before classes started this morning.
BAT/FAT	Allan will serve as the second representative from administration; two representatives are needed from the Board for BAT. FURTHER DISCUSSION NEEDED
Employee Photo ID badges	NO FURTHER DISCUSSION NEEDED
MCCA Annual Convention	MCCA will hold an online convention this year; Dena asked everyone to encourage as many faculty and staff as possible to take advantage of the opportunity for professional development. <ul style="list-style-type: none"> ● Since the Staff Professional Development Day was cancelled, administration could consider providing lunch during one day of the convention. ● The Fine Arts Theatre could be reserved for employees to attend sessions virtually in a physically-distanced setting. ACTION: 2. All - encourage supervisors to have their staff participate.

<p>Permission to Fill Process</p>	<p>Miriam reviewed the process for getting Permission to Fill forms signed. There have been challenges with the process. The purpose of the form was to trigger a discussion before filling positions.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 3. Permission to Fill Forms will no longer be used. A standing agenda item for “Strategic Workforce Planning” will be placed on the Monday Meeting Agenda. Members will take a formal vote to fill each position.
<p>Strategic Workforce Planning</p>	<p>Strategic Workforce discussion:</p> <ul style="list-style-type: none"> • Additional Instructional Designer - a six-month grant-funded position was discussed. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Motion: Chris made a motion to approve a Permission to Fill for a CARES Act Grant-funded Instructional Designer position, ending on March 30, 2021. Seconded: Daryl Vote: All Approved 5. Motion: Daryl made a motion to approve a CARES Act-funded Contact Tracer position. Seconded: Allan Vote: All Approved 6. Motion: Kim made a motion to approve a Testing Specialist position due to Wayne Dunagan’s resignation. Seconded: Chris Vote: All Approved
<p>Committee Chairs</p>	<p>Kim noted that some committees do not have chairs at this time. Administrative liaisons will coordinate the meetings for committees until chairs are identified.</p> <ul style="list-style-type: none"> • Assessment - Leslie Buck was recommended to be chair if she is willing. • CEOC - may have a staff co-chair possibility. • Employee Support - still need a chair, but the meetings are on the calendar. • Strategic Planning - John Linhorst and Kathy Johnson will co-chair. • SEM/R - would like a faculty member to co-chair with Kathy Johnston. • Other open positions were discussed <p>FURTHER DISCUSSION NEEDED</p>
<p><u>Midwest Student Exchange Program</u></p>	<p>The College was asked to participate in the Midwest Student Exchange Program.</p> <ul style="list-style-type: none"> • Colleges who participate agree to charge no more than 150% tuition for students attending from the Midwest consortium. • The College has had a few students who have participated in the past; Chris will forward the renewal information to Kim.
<p>Remote Work Requests</p>	<p>Process for <u>Remote Work Requests</u> needs to be determined.</p> <ul style="list-style-type: none"> • More requests may come in during the year. • FFCRA and remote work are different requests and will be approached separately. • Requestors will be asked to complete the questions from the Remote Work Request form. <p>ACTION:</p> <ol style="list-style-type: none"> 7. Remote Work Requests will be a standing agenda item to allow members to discuss each request.

Housekeeping	<p>Discussion regarding which areas are cleaned by Building & Grounds and which are the responsibility of staff in the area. It would be helpful to know what items are cleaned/wiped down, and what is not.</p> <p>ACTION:</p> <ul style="list-style-type: none"> 8. Daryl will find the handbook regarding cleaning duties and share with the Monday Meeting group.
Enrollment	<p>Enrollment is looking good today.</p> <ul style="list-style-type: none"> ● Staffing - additional online 14-week courses have been added as requested by advising/recruiting. Associate Deans have been very responsive in staffing new courses. Another English 090 in-person section would be helpful at Hillsboro. ● Sixty people are set for advising appointments in the next two days.
Budget	<ul style="list-style-type: none"> ● CARES Act - committed or estimated all but \$61,000 of the federal funds. The GPS systems are being charged under the state funds. ● \$862,000 in funds left to identify. State funds are reimbursed after purchase. The deadline for spending the CRF money is November 10. <ul style="list-style-type: none"> ○ Hours related to COVID - more detailed information is needed. A format like the Time & Effort reports could be used.
Planning	<ul style="list-style-type: none"> ● Allan and the Strategic Planning Committee are continuing their work on the planning documents for Integrated Planning.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Steve may not be at the Board meeting due to a scheduled surgery. ● Board Work Session - let Dena know if anything needs to be discussed. ● Opening Week - Dena has received positive feedback so far. <p>Chris</p> <ul style="list-style-type: none"> ● Nursing graduates officially passed the 81% pass rate for NCLEX-RN test. This is the second-year in a row with scores this high. ● Work continues with North Medical Group on the non-credit Dispensary Agent training. Planning to launch in November or December. <p>Daryl</p> <ul style="list-style-type: none"> ● Mailroom process updates (see email) were discussed. Interoffice mail can be dropped in the mail slot at COS. Mail that is too large for the mail slot can be dropped off at the same time mail is picked up from COS for that department. ● Vending machines - an email was sent today regarding stocking of the machines. <p>Kim</p> <ul style="list-style-type: none"> ● Title IX Regulations are now in place; the website has been updated. The Title IX policy is complete, pending Board approval this month. Kim Sahr's last day is August 31. ● Kim inquired with COMTREA regarding assistance with COVID testing on campus. ● Four Viking Woods apartments have been set aside for quarantines, if necessary. <p>Allan</p>

	<ul style="list-style-type: none"> ● The Library is requesting CARES Act funding for lockers for drop-off and pick-up of items. ● ASC is ready to assist students. The Testing Center is doing live remote proctoring for students who were quarantined in Housing prior to the start of the semester. <p>Tasha</p> <ul style="list-style-type: none"> ● Tasha is working with the Benefits Subcommittee on the Insurance renewal as well as Life Insurance bids. They should have information by next week in order to make a recommendation. ● An email regarding PSRS/PEERS Virtual Retirement Planning and a reminder about the VSIP went out today. ● Wellness events: the Mammogram Van is still able to come to campus; flu shots will also be available in the fall. ● PeopleAdmin projects are continuing: job descriptions and Banner integration.
Adjournment	Time: 4:03 p.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. CARES Act Funding Spreadsheet 7 28 20.xlsx 2. Committee Vacancies

Respectfully submitted,

Miriam Helms
Senior Administrative Assistant to the Vice President of Instruction
and
Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services