

TEAM
MEETING MINUTES
March 24, 2020
Google Hangouts Meet

MEMBERS (presence denoted by check):

- | | | |
|--------------------|--------------------|-----------------|
| ✓ Roger Barrentine | ✓ Daryl Gehbauer | ✓ Allan Wamsley |
| ✓ Ray Cummiskey | ✓ Kim Harvey-Manus | ✓ Tasha Welsh |
| ✓ Chris DeGeare | ✓ Dena McCaffrey | ✓ Karen Wicks |

GUESTS: Tracy James, John Linhorst, Dale Richardson, Don Riffe, Diane Scanga, Mark Smreker, Kenny Wilson

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:31 a.m.
Business Office Operations While Off-Campus	<ul style="list-style-type: none"> ● Payments <ul style="list-style-type: none"> ○ Tuition payments and cutting checks can only be done in-office. ○ The work cannot all be done remotely through Banner. ● Mail <ul style="list-style-type: none"> ○ Receiving/distributing mail requires some physical presence on campus. Mail must be sorted to direct invoices for payment. ○ One person could sort mail and leave in bins for others to pick up later, or scan electronically and email to proper parties. Mail could be picked up “curbside” so people are not entering the buildings or violating social distancing. ○ We need to reach out to businesses to ask for electronic invoices, and ensure proper ownership for invoices so none fall through the cracks. ● Deep Clean of Campus: This would take a full crew of 30 B&G staff, who would all need masks. <ul style="list-style-type: none"> ○ Masks in this context could be reused by the same person if staff follows social distancing rules. ○ The bigger concern is in patient care, where workers are exposed to multiple patients. The College has not been contaminated and has been sitting empty over a week. The virus can live on surfaces for three days. ● Grading and Challenges <ul style="list-style-type: none"> ○ Some colleges are issuing executive directives not to harm students’ grades due to transition to online instruction (e.g., promising no grades lower than midterm grade). ○ The President is happy to make any order that would support students, and is looking to Instruction for guidance. <ul style="list-style-type: none"> ■ Case-by-case basis: Some courses can go on as planned with no changes to grading, some could move to Pass/Fail, some may consider not awarding grades below “D”. ■ Assist students and uphold academic rigor. ● State Funding: Significant withholds are expected due to the current economic environment. Team is reviewing: <ul style="list-style-type: none"> ○ Planned purchases not yet completed. Are they necessary?

	<ul style="list-style-type: none"> ○ Possible impacts to Enhancement Grant and other funds. ● Supply Donations to Mercy <ul style="list-style-type: none"> ○ Amy McDaniel and Jamie Schneider took inventory of medical supplies/PPEs from Nursing, Health Occs, JCI, and B&G and will donate to the Mercy COVID-19 testing site being set up at the Hillsboro Civic Center. ○ Some N95 masks are being reserved for B&G staff who will need them to come in and clean buildings. ● Housing <ul style="list-style-type: none"> ○ Students will be asked to move out if at all possible. Homeless or international students who must stay can be moved into one building and spread out (2 per apartment rather than 4). ○ Students can cancel with no penalty, and will only be charged up to the move-out date (TBD). A universal date will be selected to calculate refunds for simplicity. ○ 100+ students are waiting to see what will happen with the rest of the semester. With courses moving online for the rest of the semester, most will leave. RAs are planning to leave which will result in a lack of staffing. ○ If housing closes, Dale will lose his student workers for B&G. ● 2nd 8-Week Courses <ul style="list-style-type: none"> ○ The classes have only been running for one week. Considering cancelling courses, but will need to issue refunds since it is past the withdrawal date. ○ Some savings would result from adjunct faculty contracts being reduced, Instruction would need to work with the Registrar. ○ Financial Aid/Pell/Loans and A+ students could be negatively affected if a course is cancelled. Enrollment status may change FT to PT and harm students' financial aid awards/eligibility. ○ An option to allow students to retake the course at no charge next semester or in the summer may be considered. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Dale will deliver extra masks to Amy McDaniel to donate to the Mercy testing site in Hillsboro. 2. Kim will determine a move-out date for Viking Woods and work with Daryl to calculate rent refunds. 3. Chris and Kim will meet with Sarah Bright to talk through options for 2nd 8-week courses and potential impacts to students' financial aid.
<p>Urgent Business - Team Plus Guests</p>	<p>Jefferson County Stay-at-home order effective 3/24/2020 12:01 a.m. through 4/24/2020 11:59 p.m.</p> <ul style="list-style-type: none"> ● Businesses can maintain inventory, facilities, security, did not specifically mention education, but we are expected to comply. ● Access to offices/Internet <ul style="list-style-type: none"> ○ Faculty with limited bandwidth are requesting access to offices for the Internet; cannot be allowed due to the Stay-at-Home Order. Tracy can look into ordering HotSpots to meet these needs, though demand is currently high (less than five faculty). <ul style="list-style-type: none"> ■ Faculty will need access to labs for several hours to film online demonstrations for students. One faculty

	<p>member could do lab demos for all BIO101 sections regardless of instructor, etc.</p> <ul style="list-style-type: none"> ○ VPN Access: Several staff have basic VPN access, but there have been requests for desktop access. IT would need to come to campus to set up. Supervisors will collect requests and let Tracy know who is requesting remote access. ○ If some access to offices is needed, to retrieve files or other supplies, it can be allowed at specific times and if there is significant need. (Requires VP-level approvals). ○ Students will not be brought back on campus before April 23. <ul style="list-style-type: none"> ● Challenges <ul style="list-style-type: none"> ○ Coordinate labor efforts; some employees cannot be fully utilized at home. Not advisable to have employees on campus in their offices, even if only a few. Business Office staff will come in at designated times and in small numbers to complete essential business. ○ April 9 Board Meeting - planning to do by telephone or video; some Board members may need to come to campus to access the meeting there. ● Return Date (except students): April 27 unless further guidance from County/State is received. <ul style="list-style-type: none"> ○ Remainder of courses will be completed in online format, with exception of labs. ○ Labs: most pressing needs are Health Occupations and Vet Tech, which need to meet accrediting body standards: making plans to have a limited number of students come to campus on a rotational basis to complete skills after April 23. Plans will be approved through Team. ○ LEA: after students return to campus, POST classes will need one month to twelve weeks (depending on class) to complete skills. Night class has the most ability to move online with their general education courses. ○ Faculty and instructional staff should coordinate through their associate deans all requests to come on campus, which need to be cleared through JCPD and done on a scheduled basis, 15 minutes, one person at a time. ● Medical Inventory Form - MDHEWD - Dena sent to Zora Mulligan: includes inventory minus reductions. <ul style="list-style-type: none"> ○ Dena will send a copy to everyone. ● Guests left the meeting following this discussion. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Restrict access to campus to retrieve supplies/files will be allowed for only significant needs. Access must be approved by the supervising VP and scheduled with campus police. 5. Dena will email a copy of the Medical Inventory Form to Team members.
<p>Provost Search</p>	<p>Previous close date was March 25 - likely extending the application deadline; applicants are probably very busy right now.</p> <ul style="list-style-type: none"> ● Not hiring this position could be detrimental long-term.

	<ul style="list-style-type: none"> ● Consider how busy faculty are - need them on the search committee but availability to participate may be limited. Four faculty volunteered: Stephanie Grubb, Ken Boning, Tim Denney, and Joel Vanderheyden. ● Fifteen candidates had applied as of yesterday. ● Kim, Tasha, and Dena will talk separately and update everyone. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kim, Tasha, Dena will meet to discuss the CAO/Provost hiring process and update Team.
Year Round Registration	<p>The process for Year Round Registration is underway.</p> <p>NO FURTHER DISCUSSION NEEDED</p>
Revisions to Board Procedures VI-003 and VII-003	<p>This item will be held for the May Board meeting.</p> <ul style="list-style-type: none"> ● Due to current circumstances, working to keep the April Board agenda as streamlined as possible. ● The changes include allowing 15 credit hours for the residency requirement instead of 24; would like to have in place for students graduating in May. ● It can be added to the May Board agenda, with a request to the Board to suspend the rules for 1st/2nd Reading. The file could be sent to Board members prior to the May meeting to allow time for them to review. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Kim will speak with Stacey Wilson and complete the policy for the May Board agenda.
Board Meeting	<p>Planning to run the Board meeting as scheduled, via teleconferencing. Phone is allowable by law for a public meeting of this sort, provided there is no roll call vote (e.g., closed/executive session). The meeting will be action items and attached reports with no executive session or presentations. Video conferencing is also an option.</p> <ul style="list-style-type: none"> ● The meeting agenda should be published formally (as is current practice) and on social media. ● John Linhorst set up the bridge number for the call; it can be recorded for a small fee. The line allows the public to call in to listen to the meeting (but not comment). ● Ray asked Team members to submit Board items on the normal schedule. Some flexibility given for load reports due to possible need to cancel second eight-week courses. ● The President will be asking the Board for some emergency authority to make decisions if necessary during this crisis. ● Budget assumptions will not go to the Board until May due to the current unknowns. <ul style="list-style-type: none"> ○ Team will need to look at what budget items are unexpended and how the College can absorb it, and also have hard discussions about which positions are critical to fill. Concerns that the forecast of enrollment decline may not be accurate. Hard to tell what will happen. ○ State budget will be affected. All expenses incurred as a result of the virus need to be tracked so the College can continue to justify its need of state funding.

	<p>Work Session - April 23</p> <ul style="list-style-type: none"> ● The Work Session may be rescheduled and/or split into two meetings: one prior to the May Board meeting for budget and one prior to the June meeting to include presentations originally planned for April. ● Budget presented in May for First Reading - need to let the Board know it may change greatly before June (also may not have firm state numbers until after the start of fiscal year in July). <p>ACTION:</p> <ol style="list-style-type: none"> 3. Daryl will follow up with Tracy James and John Linhorst to identify the best solution for the Board Meeting (telephone or video conferencing), and ensure compliance with the law.
<p>Commencement</p>	<p>There will be no way to prepare for graduation with the current 30-day Stay at Home Order in place.</p> <ul style="list-style-type: none"> ● The May Commencement ceremony will be cancelled and another ceremony planned for later in the summer, if possible. <ul style="list-style-type: none"> ○ Staff will ramp up preparations when back on campus. ○ It could be on a weeknight, with one combined ceremony. ○ The Commencement Committee will begin to brainstorm options. ● High School graduations: if the high schools that have already asked to hold their graduation ceremonies on our campus (or held the Field House as a rain plan backup) decide to hold delayed graduations, they will be permitted to do so on campus. This may not be an issue - dependent on high school superintendent decisions. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Kim will ask Stacey to get the Commencement Committee together to start brainstorming options for a summer ceremony. 5. High schools will be contacted to determine their plans for graduation ceremonies.
<p>Borrowed Leave Discussion</p>	<p>Some community colleges are allowing employees to borrow leave if they don't have it.</p> <ul style="list-style-type: none"> ● Tasha is still trying to decipher some of the guidance in the emergency act, and will be asking Kate Nash for clarification on required pay, leave, and timelines. ● Banner complications with borrowed leave, want to consider if we can, but don't think we can move forward at this time. ● Federal Work Study student workers: Current guidance sounds like they can be paid. Tasha will ask for clarification from Kate. ● Differences between paying PT Temps (what they would have been scheduled to work) and customized training, LEA instructors, etc. Tasha will look into these differences. Guidance applies to those on the College payroll. <p>ACTION:</p> <ol style="list-style-type: none"> 6. Team will filter leave/pay questions to Tasha and she will include them in her call to the attorney.

<p>Student Complaints/Requests for Refunds</p>	<p>If requests for refunds due to the switch to online education are requested, current guidance is to identify the source of the student's concern, direct the student to resources, and get them in touch with Sarah Bright if they decide to withdraw, due to potential financial aid implications.</p> <ul style="list-style-type: none"> ● The College wants to encourage students to complete; possibly allow withdrawal if necessary, but offer enrollment in the same course again in the summer or fall to complete. ● Withdrawing could impact a student's financial aid and completion status. Best to support students as much as possible so as not to interrupt their education. ● Faculty are supporting students to help them succeed with the transition to online. ● Take student requests for refunds on a case-by-case basis and make decisions as needed. <p>NO FURTHER DISCUSSION NEEDED</p>
<p>Employees Working From Home</p>	<ul style="list-style-type: none"> ● Chris - Some employees do not have a computer at home - possible curbside pickup of laptops. Supervisors will talk to John Linhorst and Tracy James. <ul style="list-style-type: none"> ○ Kim has staff with laptop needs, she will also work with Chris. ● Faculty understand the unique challenges and are doing their best to migrate content online and be prepared to support students. ● Team discussed being in contact with supervisors to ensure equal application of work-from-home. <p>ACTION:</p> <ol style="list-style-type: none"> 7. Team will meet again after Tasha speaks with Tueth-Keeney regarding more decisions - Thursday, March 27, 10:30 a.m. 8. Roger will work on an employee announcement with additions discussed today and will send it to Ray by this afternoon. Broad scale today, more focused announcement by the end of the week.
<p>ATS Considerations</p>	<p>ATS faculty and staff met yesterday to talk through options for continuing course content delivery to students.</p> <ul style="list-style-type: none"> ● Largely dependent on the schools, there is a March 23 ATS Advisory Committee meeting to consider options. Allan and Chris are meeting to go over the agenda. ● CAP program - Allan talked to the superintendents, they are supportive of moving forward with dual credit. ● We cannot reimburse ATS costs as those costs are fixed, but will work with school districts to continue instruction for ATS courses. <p>ACTION:</p> <ol style="list-style-type: none"> 9. Chris will forward minutes of the ATS Advisory Committee meeting after they are completed.
<p>Phone Calls to Current Students</p>	<p>Kim and her team are compiling a list of staff who can assist in making phone calls to current students. The goal is to reach out to all currently enrolled students, provide supportive assistance, answer questions, and refer to resources if needed.</p> <ul style="list-style-type: none"> ● Student Services is compiling a list of student FAQs for callers to use. ● A Google response sheet is being developed to capture information from the calls.

<p>Interim Dean of Academic Services</p> <p>Dean of Instruction</p> <p>Finance and Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>to plan for faculty to pick them up ASAP.</p> <p>Allan</p> <ul style="list-style-type: none"> Evaluating the LMS bid - better to take to the May Board than April. Will email bids out, and the process can continue and be ready to go in May. <p>Chris</p> <ul style="list-style-type: none"> Continue performance evaluations. Board policy says May 15, let's try to keep on schedule. <p>Daryl</p> <ul style="list-style-type: none"> Sending out a written plan this afternoon in terms of paying bills, retrieving mail, etc. Not making changes to budget assumptions at this point; awaiting more information from the state. Remaining laptops available for staff/faculty who need them are owned by the Library. Daryl and Chris will coordinate with Lisa Pritchard for laptops needed. <p>Kim</p> <ul style="list-style-type: none"> Sending out a Student Services update regarding the work each department is doing to support students at this time. Shared a note from an employee thanking College leaders for their response to this crisis. <p>Karen</p> <ul style="list-style-type: none"> They will need to pay bills when the mail plan is worked out. Working on an appeal to go to constituents, and reached out to Sarah Bright to see if there is additional unmet need from students. Working to reschedule Jazz & Jeans for some time in June; checking on Field House availability. <p>Roger -- No Report</p> <p>Tasha</p> <ul style="list-style-type: none"> Looking at training employees could do from home (e.g., M.U.S.I.C.). Reminding staff/students of the Help Desk/Help line for telecommuting support: extension 3234 Option 1.
<p>Adjournment</p>	<p>Time: 12:32 p.m. Next Meeting: Thursday, March 26, 10:30 a.m., Google Hangouts Meet</p>
<p>Additional Documents</p>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> None

Respectfully submitted,
Miriam R. Helms
Senior Administrative Assistant to the President-Elect and Instruction
and
Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services