

**TEAM**  
**MEETING MINUTES**  
**April 7, 2020**  
**Google Hangouts Meet**

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**MEMBERS (presence denoted by check):**

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

**GUESTS:**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:30 a.m.
<b>Approval of Minutes</b>	<p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li><b>Motion:</b> Roger motioned to approve the March 31, 2020 minutes.  <b>Second:</b> Daryl  <b>Vote:</b> All approved.</li> </ol>
<p><b>Review of Action Items/ Closing the Loop</b></p> <p><b>Strategic Plan Capital Project Submissions</b></p>	<p>Allan received a document from Trish Aumann and the Strategic Planning Committee containing Action Plan items submitted in March for FY22.</p> <ul style="list-style-type: none"> <li>● Action Plans include: <ul style="list-style-type: none"> <li>○ JCTV Studio renovation</li> <li>○ Fine Arts soundboard (needs follow up to clarify)</li> <li>○ Vet Tech expansion to increase student capacity to 48 students (needs follow up to clarify)</li> <li>○ Library Collections project</li> <li>○ FLAC module</li> </ul> </li> <li>● Capital Projects for FY21 (submitted to the Board in January) <ul style="list-style-type: none"> <li>○ Veterinary Technology Expansion</li> <li>○ Remodeling CTE138, 140, 142 &amp; 142A</li> <li>○ Creating Infrastructure for Observatory Dome &amp; Telescope</li> <li>○ Testing Services Security Camera Installation</li> <li>○ Viking Woods Apt. Interior Door Upgrades</li> <li>○ Welding Shop Floor Refinishing</li> <li>○ Baseball field fence - moved to the B&amp;G list as a safety item.</li> </ul> </li> <li>● FY21 budget may affect capital fund request completion: enrollment and students are top priorities. Though it poses challenges, a smaller budget doesn't mean that nothing can be completed.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>Allan: Send out the Action Plans list to Team and follow up on discussed items.</li> <li>Karen: Reach out to Holcim to confirm concrete donation for the Observatory project.</li> </ol>
<b>End-of-Course Surveys</b>	Chris reached out to JCNEA regarding End-of-Course surveys (EOCs) after last week's discussion. The Executive Council met to discuss and provided the

	<p>following feedback:</p> <ul style="list-style-type: none"> <li>• They asked that supervisors clarify with their faculty that EOCs will not negatively impact faculty evaluations.</li> <li>• Make EOCs for courses transitioned from face-to-face to online optional, except where required by third-party accreditors.</li> <li>• There is not sufficient time to modify the EOC to fit this circumstance.</li> <li>• The Council agreed that a single survey for online transition of courses at the end of the semester to gauge how the transition went was a good idea.</li> </ul> <p>Team agreed with the Council’s assertions, with the exception of negative feedback received that would substantiate a previous faculty concern. In such a case, the supervisor will utilize EOC feedback to validate additional, objective research into the issue.</p> <ul style="list-style-type: none"> <li>• The EOC is mainly used to assist instructors with efficacy in instruction. Faculty should not be penalized due to the online transition.</li> <li>• Course evaluations were completed for the fall semester, so a repeating issue would have been identified through those EOCs.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. Chris: Communicate Team’s feedback with the JCNEA Executive Council.</li> </ol>
<p><b>COVID-19 Planning Graduation Fees</b></p>	<p>Team discussed the handling of graduation fees, which many students have already paid. Approximately 400 graduates for spring, ~300 have most likely paid. If the ceremony is postponed rather than cancelled, there is no need to refund fees.</p> <ul style="list-style-type: none"> <li>• Costs associated with commencement are not limited to the event itself, but include mailing of caps &amp; gowns, as well as costs for tassels, diploma covers, cords, program printing, etc. Some costs have already been incurred.</li> <li>• Refunding fees would be a manual process and would impact this year’s budget. The CARES Act could possibly be used to refund students, but it is unknown at this time.</li> </ul> <p>Virtual Commencement option (would still incur some costs)</p> <ul style="list-style-type: none"> <li>• Kim and Stacey are participating in a webinar later this week to learn about virtual commencement platforms.</li> <li>• Includes a flat cost per student to participate, and the software allows comments to be added for each student with a photo of the student and their program of study. Includes speaker videos, etc.</li> <li>• Possibility of a real-time virtual graduation wherein students could wear their cap and gown and have their name called.</li> </ul>
<p><b>Extending Closure</b></p>	<p>Erin and Roger compiled a document summarizing <a href="#">Missouri Community College Statutes as of April 6, 2020</a>. The College is in line with many of the schools in terms of closure dates.</p> <ul style="list-style-type: none"> <li>• It is possible that the county may extend the Stay-at-Home order. Team is not planning to extend closure unless the county or state gives additional guidance.</li> </ul>

	<ul style="list-style-type: none"> <li>● County school districts have not made any changes since the Stay-at-Home order.</li> <li>● Hybrid workforce: when allowed to return, the College may bring employees back on a staggered schedule. <ul style="list-style-type: none"> <li>○ Some offices have workspaces in close proximity (faculty offices, HR, Business Office, etc.)</li> <li>○ These areas would benefit from staggered work schedules to keep distance between workers.</li> </ul> </li> <li>● Dena/Ray may reach out to other community college Presidents, especially regionally, to help the College remain consistent</li> </ul> <p>May Board Meeting:</p> <ul style="list-style-type: none"> <li>● Depending on how the situation unfolds, the Board may need to meet by video conference in May.</li> <li>● Another option would be to have the meeting in the Viking Room, employing social distancing.</li> </ul> <p>Custodial Staff:</p> <ul style="list-style-type: none"> <li>● Team discussed whether custodial staff could clean classrooms during the closure a few people at a time.</li> <li>● Some staff are in this week to do some minor cleaning; waiting as long as possible to do a deep cleaning.</li> </ul>
<p><b>Summer Online</b></p>	<p>The Instruction Division is discussing moving summer courses online except for critical lab components. Main concerns:</p> <ul style="list-style-type: none"> <li>● Simulated clinical experiences, automotive hands-on, etc. Some are dependent upon accreditor flexibility.</li> <li>● Biology/science labs - instructors are recording video labs for now, but are waiting to come back to campus to complete labs.</li> <li>● Concerns with student access to online.</li> </ul>
<p><b>Fall Strategy</b></p>	<p>Still under discussion. One option is to front-load lab courses in the first 8-weeks in case there is another closure in October. Notify students that there is a possibility fall courses could migrate to online if needed.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>4. Roger: Include information about preparing to move fall courses to an online environment if necessary in a future information release.</li> </ol>
<p><b>Withdrawal in Crisis (WC)</b></p>	<p>Kim met with Enrollment Services, Business Office and Instruction last week to discuss the <a href="#">Withdrawal in Crisis (WC)</a>:</p> <ul style="list-style-type: none"> <li>● WC grade would be an alternative to refunds; the goal is to encourage students to complete their education.</li> <li>● Note: students who request lab fee refunds due to online instruction will not be refunded since labs will be completed when possible.</li> <li>● The WC is a scholarship route versus a dean’s waiver. A WC grade would allow students to retake a course/courses in Fall 2020 or Spring 2021 at no charge. <ul style="list-style-type: none"> <li>○ Potential issue: student taking a class in spring that is not offered in fall, another class will need to be substituted.</li> <li>○ Students who have not paid in full for spring: Drop for Nonpayment will be used for these students.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Google Form for students to enter applications for the WC due to illness, inability to complete in online format, etc.</li> <li>○ Students allowed to apply until June 1, 2020.</li> <li>○ Dual credit/ATS - CARES Act funding could be used, but schools districts pay some of the costs, so there could be some concerns to address. Allan, Chris, and Darrell Kyle meeting today to talk through high-school courses/grades. High school students must be awarded a grade either way. College-credit courses need more discussion. Communication to parents and high schools is important as we move forward.</li> </ul> <p><b>ACTION:</b></p> <p>5. Kim: Prepare a campus announcement regarding WC; email to Allan and Chris for review before sending out.</p>
<p><b>Trello - Prioritize Staff</b></p>	<p>Trello Board for task delegation:</p> <ul style="list-style-type: none"> <li>● As of next Monday, part-time regular staff will be paid only for hours worked (not through pandemic leave).</li> <li>● Trello tasks should go to full-time employees to keep them working.</li> <li>● Captioning - a lot of part-time regulars are currently doing much of the work, but are barely keeping up due to demand.</li> </ul> <p><b>ACTION:</b></p> <p>6. Team: Make it clear to supervisors that full-time employees who have the ability to be working (i.e., captioning) should be working.</p> <p>7. Team: Identify FT employees that can contribute to Trello tasks.</p>
<p><b>FFCRA (Pandemic Pay vs Emergency FMLA and/or Emergency Sick Leave)</b></p>	<p>Pandemic Leave/FFCRA need to be used consistently across campus.</p> <ul style="list-style-type: none"> <li>● All full-time employees should be working, we have plenty of work to share. If full-time employees have eight hours of work to be doing at home, they should be working eight hours.</li> <li>● If an employee does not work, use personal or vacation leave.</li> <li>● Families First Coronavirus Response Act (FFCRA) - rolled out on April 1. Effective for campus use April 13. Payroll category for use when an employee has work, but cannot perform it due to child care. <ul style="list-style-type: none"> <li>○ Some supervisors most likely directing their employees to use Pandemic Leave for these situations; needs to transition to Families First (FFCRA ⅔ paid leave).</li> <li>○ If Pandemic Leave can be reimbursed by the CARES Act, use of the leave is not a large concern. It is not clear yet.</li> <li>○ FFCRA is built to pay for childcare, so CARES may not reimburse if Pandemic Leave is used for childcare.</li> <li>○ Shift to using FFCRA where applicable. Shelly and Stephanie are working on adding FFCRA to the web-time entry.</li> </ul> </li> <li>● Pandemic Leave pay - used as a last resort if an employee does not have work to perform from home.</li> <li>● Part-time regular - best to equally divide hours available among staff. Work with HR to ensure fair treatment of all PT employees. <ul style="list-style-type: none"> <li>○ Voluntary furlough is an option but needs to be documented. Tasha will work on consistent wording that supervisors can use in this situation.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Part-time staff who may enter layoff status may be eligible for <a href="#">unemployment benefits</a>. This information was provided in the “Compensation During Campus Closure” email.</li> <li>○ Testing review for Health Occupation testing - potentially plenty of work, but unknown at this point.</li> </ul> <p><b>ACTION:</b></p> <p>8. Tasha: Send out an announcement by the end of the week regarding FFCRA, Pandemic Leave, PT work and Trello Board tasks.</p>
<p><b>Budget</b> <b>Current Budget - State</b> <b>Budget Cuts</b></p>	<p>Much is still unknown: large gap between revenues and expenses.</p> <ul style="list-style-type: none"> <li>● April check from the state to the College was received - the cut is right in line with projections.</li> <li>● 20% (\$1.5 million) reduction in state funding to the College is being planned for FY21.</li> <li>● Revisit Online Fees discussion.</li> </ul> <p><b>ACTION:</b></p> <p>9. Ray and Daryl: Summarize assumptions information for FY21 budget and communicate with the Board Budget Subcommittee.</p>
<p><b>Federal Stimulus</b></p>	<p>Stimulus Funds and funds to students:</p> <ul style="list-style-type: none"> <li>● Still waiting to see clarified rules.</li> <li>● Direct stimulus money will come from the Department of Education. Monies allocated to the states will be distributed by the governor and come to the College through MDHEWD.</li> <li>● At least 50% of the funds must go directly to students.</li> <li>● Strong chance that the fourth stimulus package will be geared toward industry.</li> </ul>
<p><b>MoExcels</b></p>	<ul style="list-style-type: none"> <li>● MoExcels funding for next year may be pulled back.</li> <li>● Modest impact to the College - submitted for funding to expand the Vet Tech program.</li> </ul>
<p><b>Part-Time Staff Schedules</b></p>	<p>Team discussed hours assigned/needed for part-time employees April 13-April 26. Consistency is key to ensure that part-time employees have work that is distributed fairly.</p> <ul style="list-style-type: none"> <li>● Some part-time workers have requested leaves of absence; these need to be documented to ensure consistency and fairness with distributed work.</li> <li>● Supervisors will assign work in their areas and provide a schedule to complete that work. Part-time employees may have hours reduced if insufficient work is available. Trello should be used for full-time employees first.</li> </ul> <p><b>ACTION:</b></p> <p>10. Tasha: Research the shared work program and report back to Team.</p> <p>11. Tasha: Include part-time worker guidance in the full-time announcement.</p>
<p><b>Permission to Fill Forms</b></p>	<p>None submitted at the current meeting. Budget will determine hiring capability.</p>

<p><b>Hot Topics</b> <b>B&amp;G Capital Projects List</b></p>	<p>Daryl emailed Team regarding the three projects remaining for this fiscal year. Unexpended funds are around \$75,000:</p> <ul style="list-style-type: none"> <li>● Strategic Planning Committee Capital projects for next year (presented to Board in January) are worth \$380,000.</li> <li>● Projects were ranked by the committee in strategic priority.</li> <li>● SPC may be asked to review the requests, understanding that the projects could be postponed.</li> <li>● Postponed projects would be held for the following fiscal year, but new capital projects could also be proposed in FY21 for future years.</li> </ul> <p>Infrastructure Budget:</p> <ul style="list-style-type: none"> <li>● Daryl provided data to Team members regarding HVAC, roofing, and other infrastructure projects.</li> <li>● In-house carpentry projects cannot be completed until a carpenter can be hired due to outsourcing costs.</li> <li>● Some items on the list are discretionary and could be delayed.</li> </ul>
<p><b>Response to STLCC Recruitment</b></p>	<p>Taxing and service district area conversations with other Presidents. Some schools have not held to the agreed-upon service area rules.</p>
<p><b>Planning</b></p>	<p>No discussion.</p>
<p><b>Division/Departmental Updates</b> President  President-Elect  Interim Dean of Academic Services/CAO  Dean of Instruction  Finance and Administration  Student Services    Foundation    PR/Marketing  Human Resources</p>	<p>Ray</p> <ul style="list-style-type: none"> <li>● Asked Team members to listen in to the Board meeting on Thursday in case Board members have questions.</li> </ul> <p>Dena</p> <ul style="list-style-type: none"> <li>● Virtual JeffCo Spirit Week - in process with Employee Support, Student Learning &amp; Support and Marketing.</li> </ul> <p>Allan - No Report</p> <p>Chris - No Report</p> <p>Daryl - No Report</p> <p>Kim</p> <ul style="list-style-type: none"> <li>● Phone calls for Call-a-thon: 2300 calls have been made.</li> <li>● Diversity conference was moved online; those who already registered will attend virtually.</li> <li>● Proposed committee structures and membership - Kim will compile and send out next week.</li> </ul> <p>Karen</p> <ul style="list-style-type: none"> <li>● Working on a follow-up email to the recent appeal as a thank you and an ongoing appeal for emergency funds for students.</li> <li>● Still working to reschedule Jazz &amp; Jeans in September/October.</li> </ul> <p>Roger - No Report</p> <p>Tasha - No Report</p>
<p><b>Adjournment</b></p>	<p><b>Time:</b> 12:35 p.m.</p>

	<b>Next Meeting:</b> Tuesday, April 14, at 9:30 a.m. Shannon will take minutes.
<b>Additional Documents</b>	Attached documents reviewed during this meeting: <ol style="list-style-type: none"><li>1. <a href="#">Missouri Community Colleges Statuses as of April 6, 2020</a></li><li>2. <a href="#">2020-04-07 Request to Withdraw Due to Crisis (WC)</a></li></ol>

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