

**TEAM**  
**MEETING MINUTES**  
**April 17, 2020, 9:00 a.m.**  
**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:**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:00 a.m.
<b>Approval of Minutes</b>	No minutes to approve.
<b>Review of Action Items/ Closing the Loop</b> Continuation of Closure	Campus closure will continue through May 15, with limited access for LEA, EMT, Nursing, and other designated critical human health-public safety programs/lab assignments. <ul style="list-style-type: none"> <li>● Staggering schedules</li> <li>● Summer schedule - scheduled to begin on May 18</li> </ul> <b>ACTION:</b> <ol style="list-style-type: none"> <li>1. Roger will complete a campus announcement to go out on April 17.</li> </ol>
May Board Meeting	Board Meeting moved to May 21 (prior date was May 14) <ul style="list-style-type: none"> <li>● Board Meeting will be held earlier in the day: 12:00 noon               <ul style="list-style-type: none"> <li>○ Topic: How the campus has risen to meet the challenge of campus closure during COVID-19</li> </ul> </li> <li>● Dena will be putting the Board Book together for May meeting</li> </ul> Board Work Session moved to April 30 - Virtual Meeting <ul style="list-style-type: none"> <li>● Admissions/Recruitment presentation - Carrie and Roger present on how the College has adapted recruitment strategies.</li> <li>● Development of new programming was set to be discussed, but content will change due to the current closure situation.</li> <li>● Budget - presenting the expected budget prior to COVID-19 pandemic, compared to the new reality - show best and worst case scenarios               <ul style="list-style-type: none"> <li>○ Adding language to contracts to allow the College to give salary increases mid-year if feasible.</li> <li>○ Daryl has been working on a comparison of the FY20 budget and the FY21 budget, and highlighting differences of more than \$5,000. He will update and send it to Team members.</li> <li>○ Some optimism - unemployment increases have been tied to enrollment historically. There could be a potential increase in demand; the College is maintaining agility to support that.</li> <li>○ Leverage marketing to target enrollment.                   <ul style="list-style-type: none"> <li>■ PT advisors will need to increase hours if enrollment increases.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>■ Marketing - college sophomores, dual credit students from two years ago, etc.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Daryl: send FY20/FY21 comparison budget to Team members to review.</li> </ol>
BAT-FAT	Daryl received items from FAT for negotiation. He is reviewing.
Revisions to Board Procedures VI-003 and VII-003	<p>Revisions planned to be approved at the May Board meeting to allow students to graduate with the new residency hour requirement. The new Board meeting date of May 21 is after degrees are posted.</p> <ul style="list-style-type: none"> <li>● Retroactive approval to allow students to graduate in the spring 2020 semester. Write effective date of the procedure into the Board motion.</li> <li>● Could ask the Board to approve during the Work Session; May meeting is preferred.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Kim will include retroactive effectiveness wording in the Board write up for the Procedure updates.</li> </ol>
Proposed Committee Structures	<p>Delayed to Tuesday, April 21 meeting.</p> <ul style="list-style-type: none"> <li>● Committees need to be empowered to raise concerns (i.e., Accreditation Committee) rather than defer decisions to the Admin Team.</li> </ul>
<b>COVID-19 Planning</b> Pandemic Leave Use/Planning	<p>Continuing Pandemic Leave through May 15.</p> <ul style="list-style-type: none"> <li>● Shelly and Alicia will work to pull a report of non-exempt employees' use of pandemic leave. Exempt employee reports can be pulled at the end of the month.</li> <li>● Pandemic Leave will allow the College to use CARES Act funding to supplement these expenses.</li> <li>● Pandemic Leave does not apply to PT Regulars who do not have work to complete from home. <ul style="list-style-type: none"> <li>○ Possibility that the CARES Act could cover Pandemic Leave paid to PT employees to cover their unworked hours after April 13.</li> <li>○ There seems to be more flexibility in the CARES Act than previously thought, but it is unknown.</li> </ul> </li> <li>● FAST has a webinar coming up regarding measuring the economic impact of COVID-19 on colleges.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Chris - check on FAST webinar; Daryl - forward to Mark and Kathy.</li> </ol>
Town Hall/All Employee Meeting	Delayed to Tuesday, April 21 meeting.
JCI Access Plan	<p>LEA and EMT/PAR students are not able to complete hours needed with less than 10 people in the building at once.</p> <ul style="list-style-type: none"> <li>● Diane Scanga will be working from her vehicle and taking temperatures at the door, but will not enter the building when it will increase numbers to more than 10 people per floor.</li> <li>● Separate activities will be held on the first and second floors; separate entrances and restrooms are available. Stairways and unused spaces will be roped off (and remain fire code compliant).</li> </ul>

	<ul style="list-style-type: none"> <li>Diane has a written comprehensive plan to remain in compliance and complete needed hours using both floors of the building. She will record all times students are in the building. She will continue to note which rooms need cleaning due to student use by adding stickers to the doors.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>Chris will send Dale the comprehensive plan for JCI including times of daily operations.</li> </ol>
Faculty F2F Load Requirement	<p>As courses move to hybrid and online, concerns from faculty that they will not be able to meet their face-to-face requirements. New, temporary faculty expectations will need to be written to address these concerns.</p> <ul style="list-style-type: none"> <li>If closures continue or resume into the fall, faculty office hours will be revisited to allow more flexibility for online hours.</li> <li>Assure faculty that as the format changes faculty will not have repercussions for not meeting face-to-face requirements.</li> <li>A memo stating the temporary guidelines should be placed in faculty files to note the change.</li> </ul>
<b>Budget</b>	Discussion occurred in the Board Meeting section of the minutes.
<b>Hot Topics</b> CARES Act for Students	Kim has received a great deal of data from Sarah Bright and will share next week.
<b>Permission to Fill Forms</b>	None submitted at the current meeting. Budget will determine hiring capability.
<b>Planning</b>	
<b>Division/Departmental Updates</b> President	Ray <ul style="list-style-type: none"> <li>As the Governor/state distributes discretionary funding to educational institutions, community colleges want to ensure they are being supported fairly.</li> </ul>
President-Elect	Dena - No Report
Interim Dean of Academic Services/CAO	Allan - No Report
Dean of Instruction	Chris - No Report
Finance and Administration	Daryl - No Report
Student Services	Kim - No Report
Foundation	Karen - No Report
PR/Marketing	Roger <ul style="list-style-type: none"> <li>Extended closure announcement will go out by 1:00 p.m. on April 17.</li> </ul>
Human Resources	Tasha - No Report
<b>Adjournment</b>	<b>Time:</b> 9:56 a.m. <b>Next Meeting:</b> Tuesday, April 21, at 9:30 a.m. Miriam will take minutes.
<b>Additional Documents</b>	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> <li><a href="#">Board Procedure VI-003</a></li> </ol>

	2. <a href="#">Board Procedure VII-003</a>
--	--

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