

**TEAM**  
**MEETING MINUTES**  
**April 24, 2020, 11:00 a.m.**  
**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> 11:00 a.m.
<b>Approval of Minutes</b>	No minutes to approve.
<b>Review of Action Items/ Closing the Loop</b> PTK Clinical Attestations	<ul style="list-style-type: none"> <li>● Chris received good feedback from the campus attorney.</li> <li>● The forms will inform students of expectations.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Chris will move forward with implementation of the forms.</li> </ol>
<b>COVID-19 Planning</b> Tracking Expenses for Reimbursement	<ul style="list-style-type: none"> <li>● It was suggested that reimbursable expenses be entered under a newly created Org number, for use in tracking CARES Act money.</li> <li>● Additional expenses for clinicals: Microbiology labs could be included.</li> <li>● Some staff salaries could potentially be charged to that Org, if their time has been spent with work related to COVID-19 plans.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Daryl will determine the best way to track expenses related to COVID-19.</li> </ol>
<a href="#">Governor's Emergency Education Relief (GEER) Fund Survey</a> Response	<ul style="list-style-type: none"> <li>● Team members have been entering responses on the survey.</li> <li>● The College has been provided with a link to a Google form; the data that Team has entered will need to be copied to the Google form on Monday.</li> <li>● Team reviewed the survey and discussed responses. <ul style="list-style-type: none"> <li>○ Although not specified at this point, there may be restrictions on GEER funds to assist only Pell-eligible students.</li> <li>○ Could the funds be used to pay for an LMS system with a more mobile-friendly interface?</li> <li>○ Could the funds pay for additional support staffing, to assist with test proctoring, advising, Help Desk, etc.?</li> </ul> </li> </ul> <p><b>ACTION:</b></p>

	<ol style="list-style-type: none"> <li>3. Daryl will provide recommended language for the question regarding fiscally-related information, as well as the optional questions regarding revenue.</li> <li>4. Kim will work on the response to the question regarding additional needs to support remote learning for disadvantaged students.</li> <li>5. Team will have their responses entered by 10:00 a.m. on Monday; Miriam will upload the information to the Google form.</li> </ol>
<p>Plan to Reopen Campus  <a href="#">Return to Work Outline Sample</a></p>	<p>Team members have been developing plans for their areas.</p> <ul style="list-style-type: none"> <li>● Kim - Student Services has developed a phased approach. <ul style="list-style-type: none"> <li>○ Phase 1 - Staff will return, but not all at once; no student appointments. Virtual services will be continued.</li> <li>○ Phase 2 - Students will be allowed on campus; plexiglass barriers are needed to protect staff (would prefer protective barriers to be in place for Phase 1).</li> <li>○ Offices that serve students will have small numbers of staff return on a rotating basis. They are considering having staff alternate returning to campus on a weekly basis.</li> <li>○ Some areas, such as the FAFSA station, will be closed off temporarily.</li> <li>○ Staff with children will be allowed to continue working remotely, depending on their job requirements.</li> <li>○ The Student Center Conference Room, Viking Room, and Annex could potentially be utilized to assist with social distancing.</li> <li>○ In what phase would the CDC be reopened for children to return? There may be a great need for childcare.</li> <li>○ Staff expectations should be consistent across all divisions with regard to returning to campus and working remotely.</li> </ul> </li> <li>● The Summer Flex schedule will begin the week of May 18, as originally planned.</li> <li>● Team discussed if masks will be required for employees. Will they be provided by the College? If required, it seems reasonable that they would be provided, but that would incur additional costs to the College. Would it create a liability to the College? Will cleaning supplies and disinfectant wipes be provided? Will the College be able to get the supplies needed?</li> <li>● CDC and County guidelines will be followed regarding the need for masks/cleaning supplies. <ul style="list-style-type: none"> <li>○ <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html</a></li> </ul> </li> <li>● Daryl shared information from plans within his area. <ul style="list-style-type: none"> <li>○ JCPD officers will remain visible on campus.</li> <li>○ Business Office staff can rotate working on campus weekly.</li> <li>○ IT may be able to rotate staff every two weeks.</li> <li>○ If any Business Office staff would need to be moved to the Cashier's area in the Student Center, there would probably be some type of construction needed.</li> <li>○ Video-conference meetings will continue when we return to campus.</li> <li>○ There may be separate entrances and exits designated for</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ buildings.</li> <li>○ There will be no dine-in food service; food will be available for carry-out, with seating areas roped off. Vending machines will not be stocked through the summer.</li> <li>● Plexiglass installation in areas such as Enrollment Services and the Cashier would need to take place ASAP to be ready for May 18.</li> <li>● Chris indicated that the Instruction area has had requests for partitions, plexiglass, masks, cleaning supplies, etc. <ul style="list-style-type: none"> <li>○ Academic Services has at least three areas in need of partitions.</li> <li>○ Workforce Development would like protective barriers for their workspaces.</li> <li>○ The Fine Arts building will remain closed all summer.</li> <li>○ Plans for ATS, CTE, and the Tech Center are being completed.</li> </ul> </li> <li>● Allan shared information from his area. <ul style="list-style-type: none"> <li>○ The Library completed a phased plan.</li> <li>○ In-person testing needs to resume as soon as possible. Testing services could be handled on a schedule basis, instead of walk-ins.</li> <li>○ Plexiglass, cleaning between testing, would help on-campus testing to resume.</li> </ul> </li> <li>● Could we keep some buildings/parts of buildings closed?</li> <li>● The timing between Phase 1 and 2 is unknown at this point.</li> <li>● What plans will be developed in the event that there is another surge of the virus in fall?</li> <li>● Diane Scanga and Jim Bringer will be taking temperatures of students entering the JCI building beginning May 4. Don Riffe will take JCPD officers' temperatures.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>6. Public-facing needs will be addressed first.</li> <li>7. Dale Richardson and Tracy James will be invited to attend the first part of Tuesday's Team meeting to help with planning. The Associate Deans, Nursing Program Director, Library Director, and LEA Director will also be invited to attend.</li> </ol>
<a href="#">Student Closure/Transition Survey</a>	<ul style="list-style-type: none"> <li>● Roger has added a few questions regarding communication.</li> <li>● The survey will be sent back to the Assessment Committee on Monday.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>8. Team will review the survey by Monday, and Chris will then send it back to the Assessment Committee.</li> </ol>
<b>Adjournment</b>	<p><b>Time:</b> 12:49 p.m.  <b>Next Meeting:</b> Tuesday, April 28, at 9:30 a.m. Shannon will take minutes.</p>
<b>Additional Documents</b>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Governor's Emergency Education Relief (GEER) Fund Survey</a></li> <li>2. <a href="#">Return to Work Outline Sample</a></li> <li>3. <a href="#">Student Closure/Transition Survey</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