

**TEAM**  
**MEETING MINUTES**  
**May 5, 2020, 9:30 a.m.**  
**Google Hangouts Meet**

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**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:** Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:35 a.m.
<b>Approval of Minutes</b>	<p>The <a href="#">April 21, 2020</a>, <a href="#">April 24, 2020</a>, and <a href="#">April 28, 2020</a> minutes were presented for approval.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. <b>Motion:</b> Daryl Gehbauer motioned to approve the three sets of minutes.  <b>Seconded:</b> Kim Harvey-Manus  <b>Vote:</b> All approved.</li> </ol>
<p><b>COVID-19 Planning</b>  Reopening Campus Planning  <a href="#">Return to Work Guide</a></p>	<p>Student Services</p> <ul style="list-style-type: none"> <li>● Kim met with her directors to talk through reopening plans.</li> <li>● Staff have concerns with face-to-face meetings with members of the public and would prefer to offer virtual services until at least July 1. Team will reevaluate the situation with the virus in three weeks when the effects of the virus are more well-known.</li> <li>● Student Services has not received a large number of requests to meet face-to-face with advisors, but can provide a sign-up for students who would like to make in-person appointments when the College reopens.</li> </ul> <p>Reopening - Staff Schedules</p> <ul style="list-style-type: none"> <li>● June 8 is the first date employees may return, though the roll-out will be slow. We need to ensure that not too many employees are on campus at one time.</li> <li>● An assigned point person for each building will ensure departments are coordinating within their building to maintain safety.</li> <li>● General guidelines for bathrooms, public spaces, etc., will be determined.</li> <li>● Supervisors will not be on campus every day; responsibility may be spread across departments in case decisions need to be made in the moment. <ul style="list-style-type: none"> <li>○ Team members will rotate daily responsibility when back on campus so there is an administrator “in charge” each day.</li> </ul> </li> <li>● Mercy Clinic could be asked to open more than two days per week.</li> <li>● Employers are not requiring doctors’ notes for employees to return due to medical system overload. Self-certification is sufficient. The self-certification form and Return to Work guidelines from the CDC will be used to develop reopening guidelines. <ul style="list-style-type: none"> <li>○ If an employee or an immediate family member comes down with COVID-19, the reopening plan will be updated/reconsidered.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ If a student case is reported, campus will need to close for contact tracing and cleaning. Reopening plans will be reconsidered at that point.</li> <li>○ The self-certification form will contain links to CDC guidelines. Employees will be asked to sign the agreement before they return to work that they have not been sick/had symptoms, and will go home if symptoms develop. If an employee is unsure, they should inquire with their health care provider.</li> <li>● Responsibility for sanitation of work areas: B&amp;G can sanitize on a schedule, but employees will also be encouraged to clean and sanitize their work stations. <ul style="list-style-type: none"> <li>○ If B&amp;G can obtain disinfecting wipes, providing them for the current crisis would assist employees in following CDC guidelines.</li> <li>○ Daryl will find more information regarding an initial supply of disinfectant supplies.</li> </ul> </li> <li>● Campus Announcement <ul style="list-style-type: none"> <li>○ An initial communication will be done by Wednesday, May 6.</li> <li>○ The self-certification form will be mentioned.</li> <li>○ Employees will be encouraged to express concerns about returning to campus to their supervisors.</li> </ul> </li> <li>● Building Security: Date by which buildings will be unlocked <ul style="list-style-type: none"> <li>○ On June 8, students in lab courses will be back on campus. Only buildings with courses running will be unlocked. ASI, CTE, and TC will have labs. Fine Arts will be closed all summer.</li> <li>○ Student Services staff will begin rotating into the office starting on June 8. The door nearest to the Bookstore on the lower level will be unlocked, but other doors will remain locked.</li> </ul> </li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Team - Review draft campus announcement and email Roger to confirm by 5:00 p.m. on Tuesday, May 5.</li> </ol>
CARES Act Accounting	<p>Separate funds will be set up for institutional expenses and student expenses due to COVID-19 for FY21 and FY22.</p> <ul style="list-style-type: none"> <li>● Decrease in state funding cannot be covered by CARES Act funding.</li> <li>● Plexiglass dividers list: 111 requests. Daryl is waiting on pricing from the supplier. Total cost of \$16,000 - \$39,000, depending on sizes ordered.</li> <li>● MDHEWD has requested schools capture COVID-19 expenses to be able to report the effects on campuses.</li> <li>● State Maintenance Funding: 50% match if threshold is met; deadline may be extended.</li> </ul>
Collections	<p>As of April 22, there is \$2.3 million in outstanding balances.</p> <ul style="list-style-type: none"> <li>● The amount is lower than in past years.</li> <li>● \$172,000 is owed from fall of 2019 that would normally go out to collections this month.</li> <li>● Daryl is looking into how much is generally collected and the amount the collection agency charges.</li> <li>● Team decided to delay sending the fall 2019 accounts to collections and communicate to students who owe that they can defer payment if they are facing challenges due to the coronavirus.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. Daryl - Delay sending fall 2019 debts to collections.</li> </ol>

<p>JCA hours beginning June 8</p>	<p>Chris, Allan, and Kim met to discuss class schedules and needs for JCA.</p> <ul style="list-style-type: none"> <li>● JCA will open on Tuesdays and Thursdays, from 9:00 a.m. to 7:00 p.m., starting June 8. <ul style="list-style-type: none"> <li>○ Most courses are already Tuesday/Thursday; one course can be moved to hybrid to meet in-person on the Tuesday/Thursday schedule.</li> <li>○ The building will be closed the rest of the week.</li> </ul> </li> <li>● ASC will continue to offer tutoring/assistance online and the Testing Center to be open on an appointment-only basis.</li> <li>● Buildings and Grounds and JCPD personnel will be scheduled at JCA when open.</li> <li>● Lab classes scheduled at JCA require specific spaces and are logged in the building access sheet to communicate cleaning needs to B&amp;G.</li> <li>● Stanchions will be provided to rope off unused areas of the building (following fire codes) and discourage travel between the floors.</li> <li>● Signage for JCA doors will provide contact information on dates when the building is closed.</li> </ul>
<p>Virtual Graduation</p>	<ul style="list-style-type: none"> <li>● On May 16, a short video will be sent out describing the virtual Commencement celebration that will be held on June 25. Faculty and staff will be asked to submit brief videos to congratulate students. Team members will wear regalia for their videos.</li> <li>● Radiologic Technology will do a virtual pinning ceremony on May 15. A Nursing pinning will take place later in the summer.</li> </ul> <p><b>ACTION:</b></p> <p>4. Chris - Update Team regarding dates for pinning ceremonies.</p>
<p>Board Procedures VI-003/VII-003</p>	<p>The procedures are going to the May Board meeting.</p> <p><b>NO FURTHER DISCUSSION NEEDED</b></p>
<p>Supervisors Meeting - Phased Openings</p>	<p>Supervisors Meeting - May 8</p> <ul style="list-style-type: none"> <li>● Dena will review with supervisors the campus announcements being sent on May 6 (Personnel/Open Positions and Phased Reopening).</li> <li>● Allow employees to express concerns if they have them.</li> <li>● Each department has different needs (e.g., some departments will return in two-week blocks, some will alternate days, etc.). Office layouts also affect ability to have physical distancing in place.</li> <li>● Provide guidance regarding shared responsibility for departments since supervisors will also be rotating on-campus schedules.</li> <li>● Tasha will go over workplace guidelines/employee self-certification during the supervisor meeting.</li> <li>● General guidelines - All meetings will continue via Google Meet. There will be no break room congregating, and bathroom occupancy should be considered. The Building Access spreadsheet will still be in use, and not every supervisor will be on the premises when their staff is there.</li> <li>● Share that a contingency plan will be put in place should an employee or student be diagnosed with COVID-19.</li> <li>● Dena completed an announcement regarding open positions and hiring, which may also be discussed with supervisors if there are questions.</li> </ul> <p><b>ACTION:</b></p>

	5. Dena - Schedule Supervisors Meeting for Friday, May 8 at 9:30 a.m. Supervisors will be able to ask questions at the end of the meeting.
<b>Review of Action Items/Closing the Loop</b>	No items to review.
<b>Hot Topics</b> Academic Service Learning - Name Change	Faculty recommended a change to “Academic Service Learning.” The change requires a clerical update to Board Policy and a word change on the Service Learning form.  <b>ACTION:</b> 6. Chris - Send Lisa Vinyard the updates for the affected procedure.
<a href="#">Columbia College Articulation</a>	The articulation agreement with Columbia College has been updated based on the general education requirements.  <b>ACTION:</b> 7. Kim - Ask Stacey and Kathy to review.
Town Hall Responses	Very positive feedback was received regarding the Town Hall meeting.  Opening Week and New Faculty Orientation <ul style="list-style-type: none"> <li>● Run the Opening Meeting similar to the Town Hall format.</li> <li>● Dena is developing a quick survey to ask employees what they would like to see in the Opening Meeting.</li> </ul>
<b>Budget</b>	State Budget <ul style="list-style-type: none"> <li>● The Commissioner is not confident in the state budget. There is an imbalance that may be left until after the election for the governor’s successor to correct.</li> <li>● An additional survey regarding financial impact will come from the Governor’s Office.</li> <li>● The House and Senate do not agree on the budget, but a cut of more than 10% is expected to higher education.</li> <li>● It is important to continue capturing COVID-19 costs to be able to report the effect on campuses. <ul style="list-style-type: none"> <li>○ Bond Payments - calculate impact of enrollment/housing occupancy as it applies to bond debt for Viking Woods; could be a recoverable cost.</li> </ul> </li> <li>● Enrollment decline - Team discussed narrowing down the three options to one assumption for the Board meeting. Dena prefers to use the budget based on a 20% decline in enrollment.</li> </ul>
<b>Planning</b>	The First Reading of the Strategic Plan will be presented at the June Board Meeting. <ul style="list-style-type: none"> <li>● Response to the effects of the coronavirus will be included in the key deliverables. Emergency preparedness and crisis management will also be included.</li> </ul>
<b>Division/Departmental Updates</b> President  President-Elect  Interim Dean of Academic Services/CAO	Ray <ul style="list-style-type: none"> <li>● Board items are due next week for the May 21 meeting.</li> <li>● The format of the May meeting is still under discussion.</li> </ul> Dena - No Report  Allan - No report

Dean of Instruction	Chris
Finance and Administration	<ul style="list-style-type: none"> <li>● Revisit Administration building renovation plan and office locations for Allan and Chris. Office renovations will not move forward.</li> </ul>
Student Services	<p>Daryl</p> <ul style="list-style-type: none"> <li>● The bookstore would have challenges with running curbside pickup. Only two full-time employees are working until May 25. <ul style="list-style-type: none"> <li>○ Students may order books online, and there is a shipping promotion through May 22.</li> <li>○ Special arrangements can be made for pickup if students have challenges ordering online.</li> <li>○ There are additional social distancing concerns when students come to campus to pick up books: plans will be in place before reopening.</li> </ul> </li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>● Admissions videos went well; there are several financial aid videos in process as well as information regarding payment options, registration, and Project SUCCESS.</li> <li>● The Call-a-Thon list is 1,300 students (removed graduating students).</li> <li>● Campus Live Chat - a recommendation was made to bring the chat bot group into the conversation.</li> <li>● The Admissions and Public Relations &amp; Marketing presentation at the Board Work Session went well and was appreciated by the Board.</li> </ul>
Foundation	<p>Karen</p> <ul style="list-style-type: none"> <li>● Online option for Jazz &amp; Jeans - Karen will follow-up with Ray and Dena.</li> </ul>
PR/Marketing	Roger - No Report
Human Resources	Tasha - No Report
<b>Adjournment</b>	<p><b>Time:</b> 11:49 a.m.</p> <p><b>Regular Team Meeting:</b> Tuesday, May 12, at 9:30 a.m. Shannon will take minutes.</p>
<b>Additional Documents</b>	Attached documents reviewed during this meeting: 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