

TEAM
MEETING MINUTES
June 30, 2020, 9:30 a.m.
Google Hangouts Meet

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: Kim Sahr, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:30 a.m.
Title IX Regulations	<ul style="list-style-type: none"> ● Kim Sahr provided an update on Title IX Regulations and the policy revision process that is underway. The federal government released the regulations on May 6, with an August 14 deadline for institutions to implement changes. Previous “Dear Colleague” letters have been considered guidance, but these are regulations and will require changes. <ul style="list-style-type: none"> ○ There have been meetings with stakeholders during the past few months to determine who will serve as advisors, investigators, appeal bodies, etc., as well as how our policies will look. ○ The regulations are clear that what is prescribed must be the same for faculty, staff, and students. The draft is a one policy, one process model for all parties. ○ There are different definitions for some terms (i.e., sexual harassment now encompasses all areas of sexual misconduct). ○ Anyone, affiliated with the College or not, can make a report, but they must be involved in the educational program process. ○ Advisors for both complainant and respondent are required at live hearings. Advisors, which could be attorneys, will conduct cross-examinations. The College will not pay attorney fees. ○ There must be a built-in appeals process in place. ○ Training will be provided for those who will be involved, and the training materials will be posted online. ● The draft policy has been shared for feedback. ● The large stakeholder group will meet on Wednesday, July 1, and will continue to meet throughout July.
Approval of Minutes	<p>The minutes of the June 23, 2020, Team meeting were submitted for approval.</p> <p>ACTION:</p> <p>1. Motion: Kim motioned to approve the June 23, 2020, minutes. Seconded: Chris seconded. Vote: All approved.</p>
COVID-19 Planning Reopening Campus Planning	<ul style="list-style-type: none"> ● Dena participated in a MDHEWD call this morning. A list of state

	<p>recommendations were shared and institutions were asked to sign a pledge, which schools expressed concern about. Dena will share the presentation with Team members.</p>
Protocol for Positive Cases	<ul style="list-style-type: none"> ● Chris and Kristen Sides developed the draft document. ● Kim will serve as the student contact. ● Dena noted that the protocol should be included in the information that will be sent out after the July 13 planning meeting. ● Kim will work with her staff to determine the steps to follow in the event that a student is suspected or confirmed to have COVID-19, and on the Student Attendance section. ● Chris will work with the Instructional division to determine how long a class will need to be moved online if there is a suspected case in the classroom. ● The information will be shared with the Health Department for guidance. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Kim will make updates to the protocol for students and the Student Attendance section; Daryl will make updates to the Cleaning Spaces section; and Roger will work on the Introduction for the document.
Hanging Barrier Screens	<ul style="list-style-type: none"> ● Chris has gotten additional requests for plexiglass barriers, as JCI was not included in the first round of orders. ● Daryl noted that due to purchases already made, salaries & benefits, and Withdrawal due to Crisis amounts, there may not be CARES Act funds available to pay for additional purchases. ● Team discussed purchasing hanging plexiglass barrier screens. The original 150 count was increased to 175. ● Could the County help pay for them? ● Some of the standing partitions can be replaced with hanging barriers, which will open up the standing plexiglass for other areas. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Dena will reach out to Dennis Gannon to find out if the County can pay for the hanging barriers. 4. Daryl will move forward with ordering 175 of the hanging barrier screens.
MCCA Annual Convention in St. Louis	<ul style="list-style-type: none"> ● At this time, MCCA is still planning to host a live conference in November at St. Louis Union Station Hotel. Registration is limited to 200 attendees with only full-conference registrations allowed. ● Dena noted that the hotel will not allow MCCA to cancel their reservation, so 200 is the lowest number of people that can be allowed. ● Kim noted that both she and Kim Sahr were selected to be presenters. ● There will most likely also be a virtual version offered.
Student/Parent Town Hall	<ul style="list-style-type: none"> ● Kim volunteered to take the lead in organizing the event. ● A late July session will be scheduled, with another one held later in the summer. ● The Town Hall can be advertised on social media. <p>ACTION:</p> <ol style="list-style-type: none"> 5. Kim will coordinate the event.

Signage/College Promotion	<ul style="list-style-type: none"> ● Chris will work with Roger about the possibility of getting College informational signs posted at area intersections. ● Dena suggested posting College promotional information on bulletin boards in local restaurants/businesses. ● Roger is working with Kathy Johnston to update information on the College website. The blue bar that includes links for ‘Information’ and ‘Take a Campus Tour’ is being moved to the top of the screen. In lieu of a complete webpage revamp, Roger has offered an alternate plan to rename the three links on the front page.
State’s Citizens Economic Recovery	<ul style="list-style-type: none"> ● Kim shared the Show Me Strong Recovery Plan presentation. ● Sarah Bright doesn’t feel that it’s beneficial for her to participate in it. ● Are other institutions participating in this? Dena said Zora mentioned it for the first time in one of their weekly meetings.
Purchasing of Masks and Face Coverings	<ul style="list-style-type: none"> ● Are masks being purchased to distribute? Daryl said it would cost an additional \$6,200 to have the College logo added to them. ● Daryl believes that 100 clear masks have been ordered, but will confirm. ● Sheree Bell has ordered face shields. <p>ACTION:</p> <p>6. Daryl will ask Sheree to provide an overview of what has been ordered, and anticipated delivery dates.</p>
Review of Action Items/Closing the Loop MCCA Updates for Campus Plans	<ul style="list-style-type: none"> ● Brian Millner has not sent out a completed spreadsheet after the last schools added their information. Dena will share the final spreadsheet with Team when she receives it.
Integrated Planning Meeting	<ul style="list-style-type: none"> ● Allan would like to use the time to get a list of topics/sections. ● Breakout sessions will be offered. ● Holly Lincoln has been added to the list of attendees. Doug Cady and/or Matthew Huskey will also be added. ● The meeting will be moved to the Little Theatre and there will be a Google Meet option offered. ● Cameras will be set-up in classrooms for breakout sessions to include Google Meet options.
Hot Topics First Fall Drop for Nonpayment	<ul style="list-style-type: none"> ● The first fall drop for nonpayment is scheduled for July 16. ● Directors have suggested the drop be delayed, to offer more time for outreach to students. <p>ACTION:</p> <p>7. Kim will advise Student Services directors that the first fall drop will be moved to July 30.</p>
Jefferson College-MoBap 2020-2021 Memorandum of Agreement	<ul style="list-style-type: none"> ● There have been enough changes at the College that the document needs to be thoroughly reviewed. It was suggested that a meeting with MoBap representatives be held in the fall to discuss next year’s agreement. <p>ACTION:</p> <p>8. Kim will work with Amber Henry to make minor updates on this year’s MOA.</p>
Budget	<ul style="list-style-type: none"> ● Dena noted that there may be information coming from the Governor’s Office this afternoon, and she has an MDHE meeting in the morning.
Planning	<ul style="list-style-type: none"> ● The second reading of the Strategic Plan goes to the Board next month.

<p>Division/Departmental Updates</p> <p>President</p> <p>President-Elect</p> <p>Interim Dean of Academic Services/CAO</p> <p>Dean of Instruction</p> <p>Finance & Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>Ray</p> <ul style="list-style-type: none"> ● Ray noted that it has been a pleasure working with everyone. <p>Dena:</p> <ul style="list-style-type: none"> ● Tentative Board Agenda items are due by July 7. Items will include: <ul style="list-style-type: none"> ○ Head Baseball Coach ○ Assistant Coaches ○ Nursing faculty ● Kim will get a Permission to Fill form done for the Interim Residential Life Manager position. ● While work was being done in the President’s Office to paint the walls and replace carpeting, a serious mold problem was discovered and abatement is underway. There is concern that the mold has spread into the Board Room and potentially into the kitchenette area and further. Dena and Lisa are working down the hall near Miriam’s office while the work is being done. ● The July Board Meeting will need to be moved, and may be held in the CTL or LIB208. ● Dena is on vacation next week. <p>Allan</p> <ul style="list-style-type: none"> ● Allan noted that proper cleaning and disinfecting needs to be maintained, with only approved products. A list of approved products will be put together. <p>Chris:</p> <ul style="list-style-type: none"> ● Instructional Division and Fall Schedule meetings will be held today. ● They were able to fund grant-funded Perkins and Enhancement grant positions. <p>Daryl - No Report.</p> <p>Kim</p> <ul style="list-style-type: none"> ● Kim is working with Kathy and Carrie to increase enrollment by promoting the Advisor Scheduling app, and will work with Roger to promote scheduling appointments and focus on a live event, instead of virtual enrollment days. <p>Karen - Not present.</p> <p>Roger</p> <ul style="list-style-type: none"> ● The marketing plan for fall will focus on the laptop promotion and on the CIM, HIT, and CIS programs. ● Marketing will include radio ads, Spotify ads, live television show ads, targeted mail, digital ads on Youtube, some print ads, as well as signage in the Hillsboro area. Flyers will be posted/distributed in the area. ● The Virtual Commencement video has 39,900 views, which is a record. <p>Tasha</p> <ul style="list-style-type: none"> ● HR is working to wrap-up the position management module in PeopleAdmin.
<p>Adjournment</p>	<p>Time: 11:27 a.m.</p>

Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none">1. Protocol for Positive Cases2. State's Citizens Economic Recovery3. MCCA Updates for Campus Plans4. Integrated Planning Meeting5. Jefferson College-MoBap 2020-2021 Memorandum of Agreement
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Respectfully submitted,
Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Lisa Vinyard
Executive Assistant to the President