

TEAM
MEETING MINUTES
March 31, 2020
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
Call to Order	Time: 9:31 a.m.
Approval of Minutes	The minutes of the February 18, 2020, February 25, 2020, and the March 24, 2020 minutes were presented for approval. Kim sent minor changes to Miriam and Shannon. MOTION TO APPROVE: Dena SECOND: Kim; All approved.
Review of Action Items/ Closing the Loop	N/A
COVID-19 Planning	Ray indicated that new federal guidelines could push the College reopening into May.
Student Technology Limitations	Team discussed the following: <ul style="list-style-type: none"> ● Additional assistance may be needed for students who are using their phones for coursework. ● John Linhorst and his team have several classroom laptops that could be distributed to students. Allan noted that laptops could be issued to students cohorts in Health Occupations programs, which is approximately 30-40 students. ● If laptops from labs are loaned to students and are not returned, or come back damaged, it will affect those labs. A check-out system could be developed and students informed that if laptops are not returned or returned damaged, they will have holds put on their accounts.. ● Could Chromebooks be purchased for financial aid recipients and shipped to students' homes? Are they available to purchase? ● Chris noted that Perkins grant funds could be used to purchase laptops for programs within that area. ● Instructors should be able to identify which students aren't participating, to get an idea of who needs assistance. ● Kim suggested doing a survey of all students. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Chris will talk with John Linhorst about ordering Chromebooks. 2. Faculty will be asked to refer students for assistance if they indicate they do not have access to a computer to complete their course.

Options for Students with Technology Barriers	<p>Team discussed several items:</p> <ul style="list-style-type: none"> ● There is concern about students being penalized if they are not able to complete their courses this semester. ● Kim said that a “WC” or “Withdrawal in Crisis” grade is being considered to assist students. ● The CARES Act includes lots of changes to financial aid rules, which will give the College more flexibility to assist financial aid recipients. ● Summer semester needs to be looked at too, and how the College can continue to assist students. ● There might be a possibility of opening up a computer lab for a few students to utilize, observing social distancing. ● It was agreed that dean’s waivers may be issued to students who are unable to complete a course or receive a D or F grade. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Kim will meet with Chris, Sarah Bright, and Stacey Wilson to discuss how to best assist students, including “WC” grades and dean’s waivers.
End-of-Course Surveys	<p>Chris is working on options for the End-of-Course surveys. This topic will be revisited after the Board meeting.</p> <p>FURTHER DISCUSSION NEEDED</p>
Student Payment Deferrals	<p>Chris asked if there had been any guidance from NelNet regarding payment plans. Kim noted that the Pending Aid Payment Plan deadline, originally scheduled for today, has been extended for a month. Student Services is also holding off on processing drops for nonpayment.</p> <p>Karen has spoken with Sarah Bright and they are expecting an increase in requests for student assistance.</p> <p>There has been discussion in MACRAO about allowing students with financial holds to enroll.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 4. Daryl will reach out to NelNet. 5. Kim and Daryl will get information to Chris to include in his FAQs list.
High School FAQs	<p>Kim has a draft of responses from Stacey and Sarah. The information will be sent to high school counselors and superintendents and will also be posted on our website.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 6. Kim will share the responses with Allan, Ray, and Dena.
Federal Work Study Students	<p>The College is allowed to continue paying federal work-study students. There are 22 federal work-study students who have financial need. Tasha will talk with Shelly Mueller about getting students’ hours entered to pay them.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 7. Federal work-study students will be paid for their regularly scheduled hours.
Survey - COVID19 Operations	<p>Dena would like to survey both students and employees when we have moved past this situation.</p>

	<p>Dena met with Daryl and Mark about processes that have been changed. This is providing an opportunity for us to embrace the changes and to continue being innovative.</p> <p>NO FURTHER DISCUSSION</p>
Call-a-Thon	<p>There are 3,400 students on the call list. Holly is working to split the list up to people who will be making calls.</p> <p>NO FURTHER DISCUSSION</p>
<p>Hot Topics April PLC Meeting</p>	<p>Ray is planning on presenting a recap of what has been done so far and what is being anticipated, as it will be the last PLC of the year. Time permitting, other topics, such as Diversity, may be included. Allan said other possible topics could be the LMS and the Strategic Plan. Daryl noted that there could be a budget discussion included. Ray asked that topics be submitted to Lisa. A date for the meeting will be determined.</p> <p>FURTHER DISCUSSION REQUIRED</p>
Supervisor Google Meet Update	<p>Dena and Tasha will hold a meeting for supervisors, this Thursday, April 2 at 10:00 a.m.</p> <p>NO FURTHER DISCUSSION</p>
Lay-Offs/Unemployment	<p>Tasha forwarded Team an email from Lisa Pritchard regarding a shared work plan. To participate, the College would need to apply and be approved.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 8. Team will review the email that Tasha shared with them and discuss the subject next week. 9. Team will provide a list of part-time regular employees who will be impacted by reduced hours starting on April 13.
Calendar for Return to Campus	<p>Ray noted the potential need to adjust our calendar, based on guidelines from the county, state, and federal governments. Ray will try to contact Dennis Gannon for some guidance. If the campus is able to reopen on April 27, employees will probably not all return at one time, but in stages.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 10. Ray will reach out for guidance from County officials.
<p>Budget Permission to Fill Forms</p>	<ul style="list-style-type: none"> ● The temporary Project SUCCESS Secretary resigned, so Kim plans to submit a permission to fill. Former Secretary Maddy Overmann is available to fill in through the summer. Tasha suggested bringing her on as a temporary employee who can be paid for time worked from home. Kim will follow up with Tasha. ● Kim is also working on a permission to fill for the Housing Director. ● Dena plans to call a meeting to discuss all positions that will be filled.
<p>Planning Strategic Plan Update - Proposed Next Steps</p>	<p>Allan has received updates from Trish Aumann and Kathy Johnson. Meetings have been held with campus groups and the next step is to survey all employees and students. They would also like to survey local community groups via email. Once feedback is gathered, updates will be made and the plan will be sent to</p>

	<p>Team. Allan hopes for the plan to go before the Board for a first reading in June and a second reading in July.</p> <p>ACTION:</p> <ul style="list-style-type: none"> 11. A survey will be sent to the community, with the Strategic Plan and a Google form for feedback included. <p>Chris noted that Capital Project proposals that were submitted for next year were reviewed. Daryl noted that he advised Dale to put all projects on hold.</p> <p>ACTION:</p> <ul style="list-style-type: none"> 12. Daryl will provide the 2020-2021 Capital Projects list for discussion at next week's Team meeting.
<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 and Administration</p> <p>Student Services</p>	<p>Ray</p> <ul style="list-style-type: none"> • Nothing additional to report. <p>Dena</p> <ul style="list-style-type: none"> • Dena noted that faculty have Commencement written into their contracts as a paid day. This day could be switched with the May 7 non-contract day if it is needed for instruction (labs, clinicals, etc.) • In a conversation with MDHE this morning, it was noted that with some health insurance, there are exemptions for claims related to virus or bacteria. Tasha reached out to Cigna, and confirmed that we are covered. <p>Allan</p> <ul style="list-style-type: none"> • Nothing to report. <p>Chris</p> <ul style="list-style-type: none"> • Chris has been sharing minutes of other meetings to keep people up-to-date. <p>Daryl</p> <ul style="list-style-type: none"> • Mary Caine will be available tomorrow afternoon for curbside pickup of mail. • Daryl received comments from Shane Jones on the options we want to send out to the FAT and he is planning to send that out today. • He will share the information going to high schools with Allan and Chris. • Roger will assist in getting an announcement out about Follett extending their book return date by 15 days. They also have an online option to return books. <p>Kim</p> <ul style="list-style-type: none"> • Mark Smreker and his team have developed a MyJeffco app that uses a Student V# to print an unofficial transcript without Banner access. • Ten students appealed for permission to remain in housing. Of those, one was denied and two others found alternative housing. All other residents are moving out by April 3. • An email regarding the Title IX regulations was received. The implementation deadline is August 14 of this year. Kim will keep the

Foundation	<p>Team posted.</p> <ul style="list-style-type: none"> ● She will work with Roger to get an announcement out about the student calls that will be made. ● TOEFL tests are not being done at this time, which will impact international students coming to campus.
PR/Marketing	<p>Karen</p> <ul style="list-style-type: none"> ● Materials will be picked up from the office for use in processing requests for emergency assistance. ● She is working with Sarah Bright to determine what money will be available for scholarships next year. ● She is working with Marie Self to determine a new date for Jazz & Jeans. Currently, dates in July, September, and the first part of October are being considered.
Human Resources	<p>Roger</p> <ul style="list-style-type: none"> ● Social media posts had been scaled back in the past few weeks to Pandemic-related posts only. They are starting to add some posts regarding enrollment, etc. ● It was noted that another school is giving away three-credit hours to students who complete nine credit hours. <p>Tasha</p> <ul style="list-style-type: none"> ● HR is looking into what professional development opportunities are available remotely for employees. ● Team will compile a list of part-time regular employees that will have reduced hours effective April 13 due to inability to work remotely during campus closure.
Adjournment	<p>Time: 11:20 a.m. Next Meeting: Tuesday, April 7, at 9:30 a.m. Miriam will take minutes.</p>
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. None

Respectfully submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Miriam R. Helms
Senior Administrative Assistant to the President-Elect and Instruction