

MONDAY MEETING
MEETING MINUTES
August 31, 2020, 8:00 a.m.
Google Hangouts Meet

MEMBERS (presence denoted by check):

- | | | |
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| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | ✓ Tasha Welsh |

GUESTS: Dale Richardson, Kristen Sides, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:07 a.m.
Approval of Minutes	<p>The minutes from the August 17, 2020 and August 24, 2020 meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the August 17, 2020, and August 24, 2020, minutes. Seconded: Daryl seconded. Vote: All approved.
<p>COVID Planning Health Department Conversations/Flow Charts</p>	<p>Kim has been working with the Health Department regarding students returning to campus after COVID testing/quarantining.</p> <ul style="list-style-type: none"> ● The Health Department will provide release dates and release letters to individuals unless they test negative. Students will need to provide Health Department release letters to Kim before they can return to campus. ● At this time, students are asked to quarantine for 10 days after showing symptoms but testing negative. The Health Dept. recommends that a student who has not had exposure to someone confirmed positive be allowed to return after a negative test is received and the student is symptom-free for 72 hours. ● Kim will work on getting updated information together to share with students. ● As of this morning, Kim is managing 95 student cases, with 68 active and 27 cleared. The four categories include positive cases, students exposed, students living with someone who has tested positive (probable case), and students exhibiting symptoms. ● Members discussed whether the number of total positive cases, including students, faculty, and staff, should be summarized daily and made available on the website. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kristen - prepare draft flowchart to reflect that if an individual tests negative and is symptom-free for at least 72 hours, they may return to campus. 2. Roger - prepare updated information to include in the Return to Campus Plan. 3. Kim - confirm with the Health Department which symptoms are considered low-risk and which are high-risk. 4. Roger - check with IT and/or Marketing to post campus COVID cases count

	on the website and update numbers regularly.
Cleaning	<p>Kim asked if she needs to notify B&G of the areas where students who are positive have been on campus.</p> <ul style="list-style-type: none"> ● Housekeeping staff meets daily at 3:30 to discuss cleaning needs. ● Hard surfaces are cleaned daily, but areas with additional exposure can be disinfected with foggers, etc. Notifying B&G of positive cases on campus would help. ● Identified areas can be thoroughly disinfected using foggers on a regular basis, if supplies are available. This regular disinfecting plan would provide an extra level of safety. <p>ACTION:</p> <ol style="list-style-type: none"> 5. Dale - check to see if additional supplies can be purchased to increase the use of foggers across campus on a regular basis.
Campus Announcements	<ul style="list-style-type: none"> ● Discussed creating a form and email address (covid@jeffco.edu) for use in reporting COVID cases. ● The form can be used by anyone, including students, employees, and visitors. <p>ACTION:</p> <ol style="list-style-type: none"> 6. Roger - draft an announcement with a link to the total number of cases. Include information on low-risk and high-risk symptoms. 7. Kim - let Roger know the fields needed to develop the COVID reporting form.
Contact Tracers	<ul style="list-style-type: none"> ● Kim hopes to hire two contact tracers to manage the number of cases. ● Chris, Kim, and Kristen will meet to discuss candidates.
Census Date	<p>Discussion at MCCA Presidents/Chancellors Council regarding census date being 20 days after the start of a semester.</p> <ul style="list-style-type: none"> ● All public schools, two-year and four-year, use the same date of 20 days after the start of a semester as census. ● End-of-term data is more accurate for planning, etc. ● The topic of changing census dates will be discussed at the next Presidents/Chancellors meeting on Wednesday. <p>FURTHER DISCUSSION NEEDED</p>
Tiered Approval Levels for Purchasing	<p>Approvals for purchasing were changed during remote operations to only require one signature. The former tiered approval levels will be reinstated now that employees have returned to campus.</p> <ul style="list-style-type: none"> ● The Instruction Division has been using a Google folders workflow for requests to be routed for approval. It could be scaled for use across campus. ● There is no notification when something is placed in a folder. ● Could IT develop a form or process similar to the COS request form? <p>ACTION:</p> <ol style="list-style-type: none"> 8. Daryl will talk to IT and Emily West regarding a COS-style purchasing workflow.
PSRS/PEERS Update	<ul style="list-style-type: none"> ● The College is going to appeal a request from PSRS/PEERS which would affect employee and retirement contributions. ● An announcement will be sent out today informing all employees of the current situation with PSRS/PEERS.

<p>Medical Insurance Renewal</p>	<p>Tasha and Kristen met with the Benefits Subcommittee last week.</p> <ul style="list-style-type: none"> ● There is a very large gap between OAP and Qualifying High Deductible Health Plan (QHDHP). Several scenarios were reviewed with the subcommittee, with the goal to close the gap. ● The subcommittee was expecting a 17% increase in premiums; the actual increase will be around 12.5%. The increase is due to employee claims, which are difficult to predict. ● 156 employees are on the QHDHP and 76 are on OAP. 24 of the employees on the QHDHP are covering dependents and 1 on the OAP is covering a dependent. ● HR wants to ensure employees are aware that the \$128 associated with the high deductible plan will need to go directly into an HSA. Employees who select the QHDHP but do not have an HSA will receive the \$128 through payroll, but it will be considered a fringe benefit, and therefore not subject to PSRS/PEERS withholding. ● Tasha and Kristen are preparing a virtual information session for employees before the next Board meeting. ● The subcommittee will be reviewing comparison reports from J.W. Terrill regarding co-insurance, benefits, etc. and will look to make adjustments in the future to better align with local and state rates. <p>ACTION:</p> <p>9. Tasha and Kristen - prepare a virtual information session on insurance updates.</p>
<p>Agreement with Missouri Baptist University</p>	<ul style="list-style-type: none"> ● Missouri Baptist University has been paying \$5,500 toward a DSS position. Only a few MBU students have utilized DSS services in the last three years; as a result, the charge will be removed from the new MOU. ● Room usage rates will be increased; however, MBU will be paying less to the College overall with the removal of the \$5,500 annual fee. ● UMSL's MOU will be reviewed in the future to be in alignment with the MBU Agreement.
<p>Standing Agenda Items: Remote Work Requests</p>	<ul style="list-style-type: none"> ● Chris has received an additional request from a staff member. ● Kim has received one request from a staff member.
<p>Strategic Workforce Planning</p>	<ul style="list-style-type: none"> ● A part-time regular Custodian position needs to be approved. ● The Academic Skills Coordinator position, which is 100% TRIO grant-funded, needs to be filled due to Teresa Schwartz's promotion to Student Support Services Director pending Board approval. <p>ACTION:</p> <p>10. Motion: Chris made a motion to approve filling the part-time Custodian position. Seconded: Daryl Vote: All approved.</p> <p>11. Motion: Allan made a motion to approve filling the Academic Skills Coordinator position. Second: Chris Vote: All approved.</p> <p>12. Tasha will send out an update regarding the VSIP. The deadline to submit is Tuesday, September 8.</p>
<p>Events Calendar</p>	<p>No items for discussion.</p>

Purchasing	<ul style="list-style-type: none"> The College is waiting on the balance of computers and plexiglass dividers that were ordered.
Enrollment	<ul style="list-style-type: none"> Dual enrollment is not complete yet.
Budget	No items for discussion.
Planning	No items for discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Board of Trustees Meeting agenda items are due today. The change in tuition reimbursement levels (due to recent BAT-FAT agreement) will need to be reflected in policy. Policy changes will go to the October Board meeting and will need constituent review prior. <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> Working with Food Service Consultants regarding the Cafeteria. <p>Kim</p> <ul style="list-style-type: none"> Today is Kim Sahr's last day. There are 16 applicants for the Director of Student Compliance/Title IX Coordinator position. <p>Allan</p> <ul style="list-style-type: none"> He will work with Lauren to get occupancy signage prepared for classrooms. Areas have been identified for students to use for Google Meets between class periods. Signage has been prepared by Graphics. <p>Tasha</p> <ul style="list-style-type: none"> She will work to complete Title IX training this week.
Adjournment	<p>The September 8 meeting will be moved to 9:00 a.m.</p> <p>Time: 9:53 a.m.</p>
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> CARES Act Funding Spreadsheet 7 28 20.xlsx

Respectfully submitted,

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