

**TEAM**  
**MEETING MINUTES**  
**April 14, 2020**  
**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:** Tracy James, Dale Richardson, Don Riffe, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:30 a.m.
<b>Approval of Minutes</b>	<p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li><b>Motion:</b> Dena motioned to approve the March 10, 2020 and April 7, 2020 minutes. In the April 7 minutes, it was clarified that the Baseball Field project should be moved under FY21.</li> </ol> <p><b>Second:</b> Roger</p> <p><b>Vote:</b> All approved.</p>
<p><b>Review of Action Items/ Closing the Loop</b></p> <p>Discussion of Extension of Remote Operations</p>	<p>Ray spoke with County Executive Dennis Gannon and Kelley Vollmar from the County Health Department; there is a possibility that the Stay-at-Home order will be extended further.</p> <ul style="list-style-type: none"> <li>● St. Louis County is expected to extend their order through mid-May. Team will wait to see the date that they announce before adjusting our date to reopen campus.</li> <li>● Chris asked if we need to seek a waiver to allow people to return to campus to complete labs, while still observing social distancing. A plan has been developed for those who need to return to campus.</li> <li>● Dale noted that if the College reopens as scheduled on April 27, he will have B&amp;G staff on campus next week to prepare the buildings. <ul style="list-style-type: none"> <li>○ If not reopening until mid-May, he would like to get his staff on campus two weeks before then for cleaning and other projects, such as painting and floor care.</li> <li>○ He noted that B&amp;G staff deep-cleaned four Viking Woods apartments last week.</li> <li>○ Dena suggested that Dale get staff on campus next week to start some projects while still practicing social distancing.</li> <li>○ Dale's staff has been checking refrigerators on campus and cleaning them out if needed.</li> </ul> </li> <li>● If certain areas of campus are reopened, other areas would need to remain shut down and secured. Chief Riffe's staff will handle that.</li> <li>● There will need to be a plan to get temperature readings for those coming to campus. <ul style="list-style-type: none"> <li>○ Do we have the equipment necessary? How will the checks be done?</li> <li>○ Tasha noted that employee temperature checks should be considered confidential information, so should be limited to</li> </ul> </li> </ul>

	<p>just a few central employees doing the checks and then keeping the results in employee files.</p> <ul style="list-style-type: none"> <li>○ The Nursing Department donated their thermometer covers, so we don't have any at this time.</li> <li>○ We have not been able to obtain any infrared thermometers. Dena ordered one from Amazon, with delivery expected near the end of April.</li> <li>○ Any employees currently going to campus should be directed to check their temperatures beforehand.</li> <li>○ The Building Access request form should still be used.</li> <li>○ Employees should be asked to wear masks when coming to campus. The most effective are N95 masks, then surgical masks. Janet Akers has been sewing masks with filters included; Chris will ask if she's willing to produce some for employees.</li> <li>○ Chris found plans for medical-grade masks that can be made with 3-D printers. There are limitations with how many can be produced at a time using our printers, so it does not seem to be a practical option.</li> </ul> <ul style="list-style-type: none"> <li>● The consensus was that employees should be able to continue working remotely through mid-May if needed. Tasha noted that Pandemic Leave would need to be revisited. Allan noted it may be necessary to consider reopening the Testing Center earlier.</li> <li>● Tracy's department will be able to continue working remotely if necessary. He did note that this would be an ideal time to work on in-house projects, such as fiber optics. If proper protocols such as temperature checks and social distancing were followed, his staff could get a lot of work done on campus.</li> <li>● Team discussed extending remote working and putting out guidance to employees. A tentative date of May 15 as the end date was suggested, with exceptions for essential employees who need to be on campus.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Dale: Coordinate the return of B&amp;G staff to campus starting next week to work on projects.</li> <li>3. Chris: Coordinate with Kenny Wilson to see if Janet Akers and others will volunteer to sew masks for employees and students who will be returning to campus.</li> </ol>
<p><b>COVID-19 Planning</b> FFCRA - Closing the 1/3 Gap in Compensation</p>	<p>Tasha noted that several categories are paid at 2/3 salary using FFCRA leave. An employer has the authority to allow employees to use accrued leave to make up the other 1/3.</p> <ul style="list-style-type: none"> <li>● Should we allow employees to use Pandemic Leave to make up the 1/3?</li> <li>● Should we allow them to use vacation or sick leave to make up the 1/3?</li> <li>● Some institutions are transitioning sick leave to PTO; coronavirus is considered an illness, and sick leave could potentially be used.</li> <li>● Dena is okay with allowing it, but would bookkeeping be an issue? Tasha has had several meetings with staff about it. They will deal with this on a case-by-case basis.</li> <li>● If Pandemic Leave is used, this would be proof for the College of funds used for the CARES Act.</li> </ul>

	<ul style="list-style-type: none"> <li>● Tasha wants to make sure they are applying the FFCRA to exempt employees. She is checking with Kate Nash/JW Terrill to ensure it is being applied correctly.</li> <li>● Team did not have concerns with the plans that Tasha is developing.</li> <li>● Pandemic Leave will no longer be used after April 26 if campus remains closed until mid-May.</li> </ul> <p><b>ACTION:</b></p> <p>4. Tasha: Move forward with plans to allow employees to use accrued leave to make up their 1/3 time for FFCRA.</p>
<p>Completing Training of Essential Workers</p>	<p>Students enrolled in LEA, EMT, and Paramedic courses need access to the JCI building. Normally, these students are done by April. These industries have immediate demand to hire graduates to handle the current crisis. Helping these students complete will allow them to assist the community more quickly.</p> <ul style="list-style-type: none"> <li>● Diane Scanga has an infrared thermometer and masks for the students, if she is allowed to bring them on campus to finish their requirements. The masks must meet required health criteria, and temperatures need to be treated as confidential information. <ul style="list-style-type: none"> <li>○ LEA has ten students who have completed POST classes and just need seat time. Other LEAs have resumed training.</li> <li>○ There are twenty Paramedic students who need practice hours completed.</li> <li>○ Day and evening EMT students need time on campus.</li> <li>○ JCI campus cleaning: B&amp;G will clean the building before students return.</li> </ul> </li> <li>● What support will we need to give students in lab courses, in the Nursing program, etc., to refresh them and help them prepare for Board exams?</li> <li>● The OTA program doesn't graduate until December, so they can do hands-on work in the fall.</li> <li>● Chris is concerned about sending students out to clinicals beginning April 27.</li> <li>● CTE Building - the building has separate wings with separate restrooms and entrances that can be closed off to create two distinct spaces. <ul style="list-style-type: none"> <li>○ Vet Tech has detailed plan finish competency checks through rotating lab schedules when allowed to return to campus. Not essential to human health services; other programs will take priority at this time.</li> <li>○ Nursing students have simulation clinicals to finish online, but they could be restricted to the Nest area, if needed. Access to the Nest can be staggered for Nursing, PTA, etc.</li> <li>○ Some of the RAD program students need access to campus to finish their scans.</li> <li>○ PTA students can do virtual clinicals.</li> <li>○ It was noted that if a positive virus case results on-campus, access to campus would be completely restricted at that point.</li> </ul> </li> <li>● Areas may also need to be available for summer classes.</li> </ul> <p><b>ACTION:</b></p> <p>5. Chris: Allow LEA and EMT students to return to JCI, and Health Occupation programs students to return to the CTE building beginning</p>

	<p>April 27, with no more than ten people permitted in the buildings at a time (including staff), social distancing maintained, and temperatures checked before entry.</p> <ol style="list-style-type: none"> <li>6. Chris: Share the plan for access to buildings, timelines, etc. with Team.</li> <li>7. Daryl: Advise Dale that B&amp;G will need to clean the JCI building and certain areas of the CTE building before students return on April 27.</li> <li>8. Ray: Share information with County officials to let them know that a small number of students will be allowed on-campus, but that we are maintaining the ten person minimum requirement.</li> </ol>
<p>Early College Online Options for High School Students</p>	<p>Chris received suggestions from associate deans to offer free online courses to high school students:</p> <ul style="list-style-type: none"> <li>● CORE 42 courses could be offered to high school students only.</li> <li>● They could be set up as three-week Intersession courses.</li> <li>● Stimulus funding money could be used to cover the costs.</li> <li>● A special part-of-term could be set up starting April 27.</li> </ul> <p>After discussion, it was determined that students will be encouraged to take summer online options, in lieu of a new part-of-term being implemented.</p> <p><b>NO FURTHER DISCUSSION NEEDED</b></p>
<p>Student Access to Collect Personal Belongings</p>	<p>Chris received a request from a parent of an ATS student requesting access to the construction worksite, as the student needs his tools to work.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>9. Chris: Ask Chuck Nitsch to allow the student to pick up his tools using a curbside pickup system.</li> <li>10. Chris: Develop a plan for tool pickup, if needed.</li> </ol>
<p>Stimulus Funding for Coronavirus</p>	<p>Daryl reported on the stimulus funding that Mark applied for on Grants.gov.</p> <ul style="list-style-type: none"> <li>● The College will receive \$2.6 million, with at least half of the amount intended for direct student aid.</li> <li>● The money will be drawn down as needed for student expenses.</li> <li>● Specific guidance on how to spend the money has not been provided, but is anticipated.</li> <li>● OTC split their money with 75% going to Pell eligible students, and 25% going to non-Pell eligible students. They are applying credits to student accounts. This approach would be the simplest and would allow the College to expend all funds.</li> <li>● Kim reported on feedback from CSAOs on Monday: <ul style="list-style-type: none"> <li>○ OTC – They are looking at two student groups: <ul style="list-style-type: none"> <li>■ Group 1: Registered as of 3/13/20 and an EFC of \$0-\$5,576 which means they are Pell eligible. 75% of the funds received will be divided equally among this group.</li> <li>■ Group 2: Registered as of 3/13/20 and an EFC greater than \$5,576 or no EFC (which means they are not Pell eligible or have not completed a FAFSA. 25% of the funds received will be divided equally among this group. These funds will go directly to the student's college account and will not be used to offset any funds owed the college, since the intent of the</li> </ul> </li> </ul> </li> </ul>

	<p>legislation was to get money to students for emergency needs.</p> <ul style="list-style-type: none"> <li>○ NCMC – They have a meeting scheduled, but preliminary conversations involve looking at factors such as: <ul style="list-style-type: none"> <li>■ Pell-eligible and tiers of need</li> <li>■ Full-time vs. part-time status</li> <li>■ Degree-seeking</li> <li>■ Response to a survey involving the impact of COVID-19 on their individual households</li> </ul> </li> <li>○ MCC – They are still at the idea stage, but are considering a combination of the following, based on results of a student survey done to assess needs: <ul style="list-style-type: none"> <li>■ Emergency funds for requests for food, rent/housing, and childcare assistance, etc., with a brief application for students to submit requests (with a max dollar limit per student).</li> <li>■ A direct allocation (amount TBD) to students with EFC of \$12K or under.</li> <li>■ Assist with spring tuition balances – several students indicated they didn’t have the funds to make their final payment.</li> <li>■ Assist with tuition assistance for the fall for re-taking courses that they withdraw from due to the change in instructional modality, or to impact of COVID-19.</li> </ul> </li> <li>● Sarah Bright provided Kim with information on how the funds could be used to assist our students: <ul style="list-style-type: none"> <li>○ WC support</li> <li>○ Emergency grants for those who do not want a WC but need help to remain enrolled</li> <li>○ Summer 2020 book money</li> <li>○ Clinical hardship assistance (transportation issues)</li> <li>○ Student worker stimulus</li> <li>○ CARES funds for all participating students</li> <li>○ Fall 2020/spring 2021 professional judgment cases</li> <li>○ Fall 2020/spring 2021 dependency override cases</li> <li>○ Housing deposit issues</li> </ul> </li> <li>● Should the online course fees be paid by this funding to waive the costs for students?</li> <li>● Kim has a list of students who have R2T4 balances from spring 2020, but we haven’t yet received notification that the balances will be waived.</li> </ul> <p><b>ACTION:</b></p> <p>11. Kim: Work with Student Services directors to develop recommendations for allocating CARES Act funds to students.</p>
<p>An Extra Measure - Acknowledgement of Furloughed Employees by Department Heads</p>	<p>It is important to acknowledge furloughed employees; the right thing to do as people are going through this situation - for direct and indirect reports. Roger sent his email to Team for them to use as a template if desired.</p>
<p><b>Budget</b></p>	<p>Students who were already registered for summer/intersession online courses have been charged the online course fee. As courses are moved online, do we</p>

<p>Online Course Fees</p>	<p>charge the online fee to those students? Consistency across all courses/ students is key.</p> <ul style="list-style-type: none"> <li>● Kim indicated that it would not be a huge amount if summer online course fees were waived, based on information that Doug Cady provided to her.</li> <li>● If online course fees are removed, Chris suggested using CARES Act funding to cover the amount. There would be much manual work involved if each student enrolled in an online course had to be awarded a scholarship for the fee amount. It would be simpler to remove online course fees and reassess student schedule/bills.</li> <li>● It may encourage enrollment if students are not charged a fee for online courses.</li> <li>● Dena would like to see online classes that were already on the schedule get filled.</li> <li>● There will not be any hybrid courses offered this summer.</li> <li>● A comment will be added to each lab course that students may enroll, but the course may be transitioned to online delivery.</li> </ul> <p><b>ACTION:</b></p> <p>12. Chris and Kim: Remove summer online course fees and manually reassess summer student schedules.</p> <p>13. Chris: Ensure comment is added to summer/intersession lab courses to alert students to the possibility of conversion to online.</p>
<p><b>Hot Topics</b> Revisions to Board Procedures VI-003 and VII-003</p>	<p>Kim, Allan, and Chris met this morning about a few changes that are needed. Kim hopes to get the information out to the Board by next week.</p> <p><b>ACTION:</b></p> <p>14. Kim: Make needed changes and send back out to Team for review.</p>
<p>Proposed Committee Structures</p>	<p>Proposed changes include a move to a 15-person maximum per committee, equal representation for schools, administrative liaisons.</p> <p><b>ACTION:</b></p> <p>15. Team: Meet at 9:00 a.m. on Friday to discuss this item further.</p>
<p>Town Hall/All Employee Meeting</p>	<p>Dena is planning an all-employee meeting to provide updates. Employee recognition could also be held at the end of the meeting for retirees and those celebrating an employment anniversary.</p>
<p>PLC</p>	<p>It was determined that the PLC meeting will not be held, since a Town Hall Meeting is being scheduled.</p>
<p><b>Planning</b></p>	<p>Team discussed how Pandemic Leave will be handled if the campus closure continues through mid-May.</p> <ul style="list-style-type: none"> <li>● Staff will be expected to utilize the Trello board for work.</li> <li>● B&amp;G staff can be allowed to work on projects on-campus.</li> <li>● Tasha will participate in a webinar for more information.</li> <li>● Will other options be offered to employees if they need work to do.</li> <li>● If staff are furloughed for only three weeks, are they eligible for unemployment?</li> <li>● Team will identify any positions that they are concerned about and have a discussion about them on Friday, April 17.</li> </ul> <p><b>ACTION:</b></p> <p>16. Roger: Work on a campus announcement regarding the closure date.</p>

	17. Tasha: Work on a plan regarding Pandemic Leave and how employees will report time.
<b>Division/Departmental Updates</b>	
President	Ray <ul style="list-style-type: none"> <li>If the Board Retreat gets moved to April 30, the Board meeting would be pushed off until May 21.</li> </ul>
President-Elect	Dena <ul style="list-style-type: none"> <li>Dena would like everyone to maintain professionalism while working from home.</li> <li>Team members should have contact numbers for their staff in the event that email access would somehow be disabled.</li> </ul>
Interim Dean of Academic Services/CAO	Allan <ul style="list-style-type: none"> <li>Connie Nash confirmed that Accuplacer will start back up today and students will be allowed to complete Accuplacer exams virtually.</li> </ul>
Dean of Instruction	Chris <ul style="list-style-type: none"> <li>Janet Akers is happy to coordinate sewing masks for employees. Kenny will facilitate the purchase of materials and Roger will put out a call for people who can sew.</li> </ul>
Finance and Administration	Daryl <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>
Student Services	Kim <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>
Foundation	Karen <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>
PR/Marketing	Roger <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>
Human Resources	Tasha <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 12:41 p.m. <b>Next Meeting:</b> Friday, April 17 at 9:00 a.m. Miriam will take minutes.
<b>Additional Documents</b>	Attached documents reviewed during this meeting: 1. N/A

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