TEAM
MEETING MINUTES
April 21, 2020, 9:30 a.m.
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:** 9:30 a.m.
Approval of Minutes	April 14, 2020 and April 17, 2020. **ACTION**: 1. **Motion**: Kim motioned to approve both sets of minutes. **Second**: Chris **Vote:** All approved.
Review of Action Items/ Closing the Loop Proposed Committee Structures	Due to restructuring of the Instruction Division, making sure committees have representation from all schools. ● No more than 15 members per committee. ● Kim discussed the requested Administrative Liaisons for each committee. The liaison positions will be spread among Team members. ● CICC decided against adding At-Large Members. ● Next step: work with Debbie Bonham to update Administrative Procedures where committee structures are listed. ○ Some position titles need to be updated (VPI, etc.). ○ Consider language that allows updates to the structure when needed (title updates, interim positions, etc.) ○ Fran Moore, Richard Stephenson, and Kim are working on updates. The procedures will be presented to CICC and brought back to Team by June. ● CICC is still in need of a chair starting in August. ○ Team discussed the rotating of committee chairs and encouraging employee leadership. ○ Connie Nash is willing to serve, but she is currently chair of CEOC, which needs consistency to continue its work. ○ The CICC Chair role could be split into semesters. ○ Past chairs or members of the Leadership Academy might be interested in serving as CICC Chair. **ACTION**: 2. Kim will submit the idea to CICC of splitting the CICC Chair position into fall and spring semester commitments.

Town Hall Meeting	Dena will open the meeting, and each administrator will give some bullet points (~3 minutes) from their areas. The meeting will then turn over for questions. Roger is working on the presentation slides. ● Ray will speak about the CARES Act and FY2020. ● Chris will provide Instruction updates. ● Kim will speak about Student Services updates and the $1.3 million CARES Act funds going to students. ● Daryl will provide information on IT, B&G cleaning, etc. ● Q&A - Fifteen questions have come in for the Town Hall. Each question will be assigned primarily to one administrator to respond. ○ Team will answer questions as openly as possible. ● Steve Meinberg will say a few words. ● Employee Recognition/Years of Service - Roger will read the names. **ACTION**: 3. Team members: review the Town Hall Questions spreadsheet and sign up for items that are in your area. Dena will reach out to Team members with any specific questions assigned to them. 4. Team members: email Dena bullet points for slides.
COVID-19 Planning Campus Live Chat	Expansion of the live chat feature: current service is free, but the Library has a live chat program that could be scaled. ● Several other colleges are using a live chat service to assist students. ● Hours could be assigned through Trello to staff the chat. ○ ThinkHR has customer service training available that could be completed by staff who will assist with live chat. ○ Help Desk workers are familiar with frequently asked questions and could share the general questions that are often asked. ○ Live chat could provide flexible schedules for those who can work in the evening. ● Library staff could assist with some training due to their experience with the library chat. ● Ownership/Quality Control: accurate information, effectiveness and consistency are concerns. Chat staffers could be provided with some script responses to refer questions to the appropriate person. ○ Need a point-person to own the task and provide information to those who are able to assist. ● Put assessment measures in place to ensure it is working. ● Marketing/PR is looking into the front-facing part of the live chat. Erin Bova will need to be involved in the coordination of the project. **ACTION**: 5. Kim will work with Roger and Library staff to determine the best way to expand live chat services.
Google Voice Texting	Kim received a question at the Student Services Virtual Luncheon: some staff are using Google Voice, and are asking to use Google Texting. Procedural decisions need to be made. ● Concerns - students must be opted in to Viking Text, security, what happens if students initiate texts, etc. ● Opt-in procedures would need to be in place.

	● Advisors could have individual text numbers for student communications. An opt-in message could be added when students text the number, including a statement that data charges may apply. **ACTION**: 6. Kim will move forward with looking into Google Voice Texting.

Staged Reopening Plan	Lisa Pritchard shared a rough draft Staged Reopening Plan approach for the library. Team discussed the need for a College-wide Reopening Plan with phases.
	● Considerations: Staggering staffing schedules; obtaining supplies that might be needed and safety issues (i.e., UV Light for disinfecting, hand sanitizer, plexiglass for service counters, etc.)
	● Reconvene COVID Task Force (ad-hoc group that began meeting prior to the campus closure to plan campus response) to work through re-opening procedures.
	    ○ Opening one campus entrance, and reserving the other entrance for campus police.
	    ○ Opening one entrance per building, taking temperatures, etc.
	    ○ Six-foot markings on the floor for Student Services.
	    ○ Working through challenges with staff offices to provide appropriate distancing.
	    ○ Think through procedures and capabilities. Kim has received many questions regarding advising procedures, counseling, and cleaning procedures to keep staff safe.
	● Need to develop overall guidance for departments to refer to while planning reopening. Guidelines will provide consistency to employees and students.
	
	ACTION:
	7. The COVID Task Force will reconvene to work through reopening procedures.
	8. Team members will review challenges and ideas for their areas/ departments and bring to Friday's Team meeting to plan reopening procedures.

Student Attestations for Clinicals	PTA students needing clinical hours. ● The program has developed attestation forms for students to sign prior to attending clinicals that acknowledge the risks of COVID, wearing PPE, and that they have been given the option to delay clinical hours but are choosing to complete them now. ● A statement of understanding for clinical instructors was also developed for them to acknowledge the expectations the students were given. ● Team discussed similar forms that may be needed to ensure other lab students are aware of risks involved in coming to campus. ● Kate Nash should review forms before they are sent to students and clinical sites. **ACTION**: 9. Chris will send forms to legal counsel for review.
Vet Tech Skills Boot Camp and Other Labs	Though Vet Tech is not one of the critical human health programs they would like to continue plans to return during Intersession to complete skills testing,

	with precautions taken.
	- Proposing to begin on May 18 with contingency plans in place in case the starting date needs to be changed. - Remind students they will need extra time to get to class due to safety procedures. - Animals on campus: Vet Tech will count animals as part of the less than 10 headcount. As much time as possible will be needed to complete other labs in the summer (e.g., Welding). - Provide rotational labs, keeping seat counts low. - One Associate Dean has been assigned to each building to monitor numbers, entrances, etc. - Building Access Log - need more information from different programs to confirm cleaning schedules with B&G. Requests from AEL for some face-to-face summer programming and ASC for skills boot camps. - Identify large classrooms that would allow distancing. - Develop prioritization list. - Skills boot camps impact enrollment (placement testing). - Look at hybrid approaches and be conscientious. LEA - Diane is requesting for LEA to be allowed to use two Viking Woods apartments to finish skills (building searches, cleaning, traffic stops, etc.). These skills are usually completed on the first floor of JCI, which will not be open to them due to EMT/PAR program labs being completed. - Apartments are not yet clean and ready; will need B&G to clean before and after. **ACTION:** 10. Chris will reach out to Diane to consolidate plans for reopening JCI by using the Building Access form. 11. Kim will respond to Diane about LEA using VW apartments, with the understanding that the apartments will need to be cleaned afterwards.
STLCC - Take One On Us	A faculty member forwarded some information about STLCC's summer initiative to give a free course. Team discussed a similar plan to give one free class, up to 3 credit hours. - May or may not be reimbursable through the CARES Act; should be built into the budget. - Discuss: scholarship vs. waiver (depending on Student Financial Services and Business Office). - Limit to online courses. - Online fee is waived, tech fees and lab fees would apply. - A+/Pell funds would apply first. - Open to any student (including dual enrollment). - Delay free course offering until fall to encourage enrollment in fall semester. - The number of WC requests will be known by then. - Out-of-district student considerations.

	● Narrowing to CORE42 courses is a possibility and would align with completion initiatives. **ACTION**: 12. Kim will talk with the Student Services directors to get more input on the process of offering a free course. 13. Admissions and PR/Marketing staff will meet to discuss how it will be marketed.
Budget	Daryl is posting spreadsheets to the Team drive for review by Team members. ● Tasha updated salaries in FAST; resolving the rest of the open issues by Wednesday. ● Daryl will send a plan to Team members regarding cashiering. Furniture Committee ● Much of this year's budget hasn't been spent. ● The focus will be on items that are safety-related/provide distancing. ● Ask departments to submit needs for safety-related items as the reopening procedures are being formed. ● Buzzer-entry doors might be a possibility for offices where desks cannot be moved to provide distancing. **ACTION:** 14. Daryl will send Team members a link to the budget sheets.
Hot Topics Opening Week Planning	Dena will be reaching out to Team members and starting the planning process for Opening Week. It will look different this year, but she wants to keep it positive. ● The State of the College will be moved back to census time to give real-time enrollment numbers. ● Discuss an internal/external speaker. ● New Faculty orientation will take place the week before Opening Week. ● Title IX Training - new guidance may come out with a mid-August implementation date, and require additional training. Most training will be completed through HR while campus is closed. **ACTION**: 1. Dena/Allan each out to Cindy Rossi before the end of the semester to discuss New Faculty Cohort plans.
Governor's Emergency Education Relief (GEER) Fund Survey	Team members were asked to review the survey and answer questions that are pertinent to their individual areas. ● The survey will help the MDHEWD understand the needs of postsecondary educational institutions for utilization of the Governor's Emergency Education Relief money. ● The deadline is Monday, April 27. ● A Word document has been added to the Team Drive to prepare responses. Guidance is general: include all known needs, including staffing expenses. ● MCCA may be looking at an umbrella response for some of the items. **ACTION**:

	15. Team will review the survey and add responses to the Word Document pertaining to their individual divisions.
Planning	Trish shared with Allan a spreadsheet of feedback the Strategic Planning Committee received on the Strategic Plan. They will be working to integrate the feedback into the new plan.
Division/Departmental Updates President	Ray ● Be conscious of people who may try to come on campus while closed. ● Student recognitions - plans for academics, clubs, etc.
President-Elect	Dena ● The LEA was featured in a [KSDK article](#) regarding St. Louis area police academies who are training students using social distancing and safety precautions so they can complete their skills and move into the field. ● The College should survey staff upon return to campus about how the crisis was handled, including innovations and successes. ● Friday Team meeting: discuss Reopening Plan and GEER Survey.
Interim Dean of Academic Services/CAO	Allan ● Accuplacer Reading and Math assessments are up and running (proctoring via Zoom).

Dean of Instruction	Chris
	● Mary Baricevic has been working on an articulation agreement with SLU (2+2) that is now coming to fruition.
	    ○ They are building guided pathways for several programs. Overall it is a good partnership.
	    ○ Stacey Wilson and Associate Deans have reviewed it; it will be shared with the Team.
	    ○ Work on a Virtual agreement signing and marketing of the agreement.

Finance and Administration	Daryl ● Linda Covert suggested moving shifts for custodial staff to 3:30 p.m. - 12:00 a.m. to give more visibility on campus. Ensure no overlaps with day shifts due to distancing needs for the time being. ● Mail delivery - mail will be delivered from the Post Office on a daily basis. Weekly deliveries from UPS and FedEx will be on Wednesdays. Mary will be in on Wednesdays and will take mail to the Post Office once a week. Looking into installing a mail slot so mail can be left at any time. ● Hand Sanitizer - small bottles are available but large bottles for the sanitizer stands are on backorder. Seven of the 25 ordered stands have arrived. ● Enhancement Grant purchases - coordinate items to be delivered on a specific date when Sheree and/or Dave can be present to receive them.
Student Services	Kim

Foundation	● She has received 44 Withdrawal in Crisis (WC) requests; the majority are individual courses, not full course loads. ● Applications for Admission: last year at this time, Admissions had received 571 applications; since campus has been closed, they have received 255 applications and are averaging 50 applications per week while closed. ● Dena - MCC encouraged registration by July 1 for their free course - the College could have a similar deadline to encourage earlier registration. ● Commencement research: the committee will do a survey of students to find their preferences for virtual Commencement, live Commencement, etc. Karen ● Jazz & Jeans Date: October 10, 2020. ● Golf Tournament - September 14. ● Emergency Appeal - 35 donors, raised $6,600. Karen will do a second round of appeals. Faculty and staff stepped up to donate. ● Working on scholarships and cleaning up the database. ● Students have been complimenting the College on its response to the crisis.
PR/Marketing	Roger ● Marketing - wrapping up current student support phase: putting together a photo collage of students for social media. ● Beginning a new campaign with two prongs: a) reach out to existing students and high school students regarding summer courses; b) outreach to college students who are home at this time and adult learners who may be considering going back to school. ● Graduation - working on a way to recognize the commencement date when students would have graduated. ● PowerPoint for Town Hall will be complete by Thursday morning; Roger will send it to Team.
Human Resources	Tasha ● Working on the budget - wrapped up a comparison of FY21 pre-COVID budget and current FY21 COVID budget. There will be significant savings: President's Office, holding off on Provost, etc. ● Next step: review compensation study and develop several scenarios.
Adjournment	**Time:** 12:02 p.m. **Next Meeting:** Friday, April 24, at 11:00 a.m. Shannon will take minutes.
Additional Documents	Attached documents reviewed during this meeting: 1. Library - Draft Staged Reopening Plan 2. Student Self-Attestation 3. Clinical Instructor SOU

Respectfully submitted,

Miriam R. Helms

Senior Administrative Assistant to the President-Elect and Instruction

and

Shannon Schoenky

03-18-20
MRH

Senior Administrative Assistant to the Vice President of Student Services