

TEAM
MEETING MINUTES
April 28, 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: Sarah Bright, Stephanie Cage, Carrie Greer, Tracy James, Kathy Johnston, Holly Lincoln, Amy McDaniel, Dale Richardson, Diane Scanga, Teresa Schwartz, Lisa Vinyard, and Kenny Wilson.

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:30 a.m.
Approval of Minutes	The April 21, 2020 and April 24, 2020 Team Meeting minutes will be reviewed at the next meeting.
COVID-19 Planning Reopening Campus Planning Return to Work Guide	<ul style="list-style-type: none"> ● The Governor has lifted many restrictions and left decisions regarding reopening up to local governments. ● Ray has reached out to County government officials to find out if the stay-at-home order will be extended further. He has not heard back yet. ● Dale - Buildings & Grounds: <ul style="list-style-type: none"> ○ Ten staff are back on campus; they are reporting to their assigned areas rather than the B&G building. ○ Maintenance and Housekeeping staff met in the parking lot to get their N95 masks. ○ A few deliveries have been made. ○ Fire alarm tests will begin before campus reopens. ○ Signage will need to be in place before people return to campus. Dale and Roger will work on that process: <ul style="list-style-type: none"> ■ One-way entrances ■ Marking spots on the floor (i.e. Student Center Lobby) to encourage social distancing ● A plan needs to be developed for who will return first; some staff may continue to work remotely. <ul style="list-style-type: none"> ○ The move to online courses will help with social distancing. ○ There will be flexibility for staff to work from home if possible, depending upon need or comfort-level, through Phase 3. ● It needs to be determined when the Child Development Center will reopen. <ul style="list-style-type: none"> ○ Stephanie Cage checked with other centers. OTC is not reopening their center this summer. St. Charles CC is still evaluating their options. STLCC-Flo Valley is planning to reopen when their campus reopens on May 18, but they are still gathering information from parents and staff to see who will be ready to return at that time. ○ Between 20-30 families have indicated that they will need childcare. ○ Maintaining social distancing will be a challenge with the children.

- They plan to keep the children in one building, and not utilize the ATS classroom.
- Chris DeGeare - Instruction:
 - Associate Deans have been working on transition plans.
 - They will set limits for how many people can be in an office space.
 - Plexiglass barriers must be ordered for certain workspaces.
 - Additional decisions will be made regarding traffic flow (i.e., program applications drop-off station outside of an office)
 - Amy McDaniel - Nursing: It is difficult to move forward with a plan at this point, since so much is up in the air.
- Phase 1 Plan (April 27 - May 17):
 - Only essential human health & safety programs: return of students to campus for labs (Nursing, LEA, etc.)
 - Symptom checks, temperature checks, stringent building access permissions required.
- Phase 2 Plan (May 18 - June 7):
 - Only students that have been approved for completion of programs and staff and faculty by appointment/approval (limited labs, developmental courses).
 - We will be selective about who can come to campus; offices will be closed to students, with virtual student services continued.
 - Most employees will be encouraged to continue working from home.
 - Building access logs for employees will still be utilized through at least May 31.
 - A roster of people who are on campus (non-employees) will also need to be maintained.
 - Health screenings, social distancing, offices closed to students except by appointment. Signage, six-foot-markings on floors, building access log still required.
 - The Bookstore will remain closed to the public during Phase 2, with some exceptions. Curbside service could potentially be offered.
 - The Testing Center will have limited testing available.
 - Library laptop returns are scheduled for May 18 and 19.
 - JCPD and B&G will control the flow of traffic on campus.
 - Summer schedule begins May 18, four nine-hour days, Monday - Thursday. Ensure campus is fully closed on Friday. Some faculty requested access on Fridays to complete skills labs; more discussion needed.
- Phase 3 Plan (Beginning June 8 - August 9):
 - Pending further discussion and recommendations by local, state, and federal government and health officials, staff schedules on campus will be determined.
 - The Bookstore will reopen to the public, with social distancing guidelines.
 - Some low seat count courses will begin on campus June 8 (nine students plus an instructor).
 - Students will still be encouraged to do business virtually as much as possible, to help continue social distancing.
 - Possible Child Development Center opening; Student Center opening.

	<ul style="list-style-type: none"> ○ The Cafeteria will open for carryout and CDC meals only. ○ Mercy Clinic operations will resume. ○ Some outside contractors will be allowed on campus, with precautions taken. ● Phase 4 Plan (Beginning August 10): <ul style="list-style-type: none"> ○ Reopen, following safety guidance. ○ Monitor, pending further discussion and recommendations by local, state, and federal government and health officials. ● Masks will be encouraged but not required, so they will not be provided by the College. <ul style="list-style-type: none"> ○ Kenny reported that of the masks sewn by volunteers, there will be approximately 80 left. ○ If an employee wants to wear a mask and doesn't have access to one, they can be directed to the extra masks that were sewn. ● A determination needs to be made regarding use of meeting spaces by outside organizations. ● Other reports: <ul style="list-style-type: none"> ○ The Library needs to allow book drop-offs for the return of over 600 items. Tentative date for students to drop-off materials in the exterior drop box is May 11. ○ Diane reported that they have begun returning to JCI and are conducting temperature checks as mandated. ○ Holly noted that JCA will follow the plan set for the Enrollment Services area. ○ Sarah reported that they can conduct all Student Financial Services business online, using ProEd, DocuSign, etc. ○ Classrooms/Computer labs might have to be reconfigured for fall if we plan to return to face-to-face classes. ○ All items returned to the Library, including books, laptops, etc. will be disinfected, based on Library guidelines. ● Dena created a Return to Campus - Follow-up Items Google Doc that was shared with Team and some others to edit. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Roger and Dale will work to determine the signage, floor markings, and entrances/exits needed prior to campus reopening. 2. Debbie Bonham will create a Google form to track plexiglass divider requests; requests are due to Vice Presidents by 9:00 a.m. on Friday, May 1; Sheree and Dale will coordinate orders; will be prioritized by who is required back on campus first. 3. A Reopening Task Force meeting will be held from 10:15 am.-12:00 p.m. on Friday, May 1, to develop an outline for Phase 2. 4. Departments will determine who will be on campus at one time, and who could continue to work remotely. 5. Dale will work with Fast Signs to order "Entrance Only"/"Exit Only" signs. 6. Tasha will send out a reminder Summer Flex Schedule announcement after confirming the lab schedule. 7. Team will develop a plan of action in the event that someone on campus tests positive for COVID-19.
CARES Act Accounting	No discussion.

<p>Summer Schedule Clarification Summer Friday Labs</p>	<p>This item was covered in the Reopening Campus Planning section.</p>
<p>WC Student Outreach - Postcards</p>	<ul style="list-style-type: none"> ● Postcards with WC info included were suggested for students. <ul style="list-style-type: none"> ○ Student Services is working on reaching out to students. ○ Most students have been contacted; we can identify students who we have not reached via email or phone to send them a postcard or letter. We are considering mailing to this population or maybe all students who have not participated since March 13. ● Student Services has been reaching out to students who were included in early alerts, and reviewing faculty-submitted WC referrals. <p>ACTION:</p> <p>8. Student Services is reaching out to students.</p>
<p>Review of Action Items/Closing the Loop Google Voice Texting</p>	<ul style="list-style-type: none"> ● It is not possible for us to have a student opt-in; there are no charges on the student's end, unless their cell plan charges for incoming texts. ● The no-cost version of Google Voice will require payment in mid-May for continued use. Allan noted that the lines are tied to trunk lines, which could be affected when people return to campus and begin using phone lines. ● Kim will check to see if current Google Voice lines are being used and what the price would be to keep them. <p>ACTION:</p> <p>9. Kim will speak with Tracy to determine if Google Voice will be continued.</p>
<p>Fall Enrollment Incentives</p>	<ul style="list-style-type: none"> ● Roger reported on the proposal to offer a student a waiver/scholarship for a three-credit hour course or a bookstore voucher. <ul style="list-style-type: none"> ○ Student-athletes on full scholarship would not be eligible. ○ There will be a giveaway to encourage students to enroll for fall by a certain date. ○ Ray has some Bookstore funds that could assist with the vouchers, but the value of the vouchers will probably need to be adjusted. ○ Offering the incentive for MOTR 42 courses was proposed. ○ The incentive would also apply to those who are already registered for fall. ○ The potential cost needs to be determined, as well as if any of the costs could be covered by CARES Act funding. ● They would like to match tuition rates for students in some areas of Ste. Genevieve County who do not have designated community college districts, to charge them at our in-district rate. More research is needed before action can be taken. <p>ACTION:</p> <p>10. Roger and Kim will move forward on the incentive plan.</p>
<p>Hot Topics Enrollment Trends</p>	<ul style="list-style-type: none"> ● Dena asked if the SEM/R Committee should work on enrollment predictions. ● Chris said the model he previously used was based on one or more years of data. Unemployment numbers were also used.

	<ul style="list-style-type: none"> ● Brandon Whittington or Jude Kyoore could work on predictions, but it will be difficult due to what we are experiencing. ● If we see a dramatic enrollment increase in July, we need to ensure there is sufficient staffing in place to assist new and returning students. ● Due to a potential decrease in state funding of 10-20%, enrollment is going to be very important. <p>ACTION:</p> <p>11. Brandon Whittington and Jude Kyoore will be asked to begin working on enrollment predictions.</p>
Collections	No discussion.
Budget	No discussion.
Planning	No discussion.
Division/Departmental Updates President President-Elect Interim Dean of Academic Services/CAO Dean of Instruction Finance and Administration Student Services Foundation PR/Marketing	Ray <ul style="list-style-type: none"> ● The Board Work Session is this Thursday night. ● The Board Meeting may be held in the Viking Room, with some virtual participation. ● It will be important for Team members to be visible on campus, but to be role models with regard to social distancing, etc. Dena - No Report Allan <ul style="list-style-type: none"> ● Miriam submitted responses to the GEER Survey yesterday. Is there a date for when money from the Governor's Office will be available? Ray indicated that he thinks it is meant to address current budget concerns. Chris <ul style="list-style-type: none"> ● Academic Service Learning - name change - move to next week's meeting. Daryl - No Report Kim <ul style="list-style-type: none"> ● CARES Act student funding, outreach is being done to approximately 1,600 students to see if they meet the criteria. ● Ray noted that while he appreciates feedback from the student survey regarding Commencement, we may not be able to hold a ceremony on the date that was suggested in July. Karen <ul style="list-style-type: none"> ● They are working on alternate plans for Jazz & Jeans and Golf Tournament, in case we need to change the formats. Roger - No Report

Human Resources	Tasha - No Report
Adjournment	Time: 11:34 a.m. Next Meeting: Friday, May 1, 10:15 a.m. - Reopening Task Force. Regular Team Meeting: Tuesday, May 5, at 9:30 a.m. Miriam will take minutes.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. Return to Work Guide 2. Return to Campus - Follow-Up Items

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