TEAM MEETING MINUTES May 12, 2020, 9:30 a.m. **Google Hangouts Meet**

MEMBERS (presence denoted by check):

✓ Roger Barrentine

✓ Chris DeGeare

✓ Daryl Gehbauer ✓ Ray Cummiskey ✓ Kim Harvey-Manus ✓ Allan Wamsley ✓ Tasha Welsh

✓ Dena McCaffrey

✓ Karen Wicks

GUESTS: Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:30 a.m.
Approval of Minutes	No minutes were presented for approval.
COVID-19 Planning Reopening Campus Planning Employee Travel Disclosure	Preparations for reopening: • Entrance and exit doors will be marked, with stanchions to separate people. • Bookstore considerations • Floors can be marked with 6-foot markers for people lining up for the Bookstore. • Bookstore customers can enter through main doors and exit through the door off of the Bookstore storage room. • Occupancy will be limited to 10 people at a time. • The Student Center may have dedicated entry and exit doors, to keep people from passing each other. • Directional signage will be used, but it may also be necessary for staff to guide visitors during busy times. • As we reopen, staff will be reassured that they can call JCPD for assistance if a student/visitor refuses to comply with safety/social distancing guidelines. • Discussion took place about requiring employees to report if they travel more than 100 miles and determine if they need to self-quarantine afterwards. • Dena shared CDC guidelines for travel within the U.S. • If employees travel outside of the U.S., they will be asked to self-quarantine for two weeks after they return. Chris shared a link for CDC international travel guidance. • Will international students who were enrolled last year and are returning be required to self-quarantine upon arrival? Will they be able to move into
	Viking Woods? ACTION: 1. Kim will work with Viking Woods staff and Athletic coaches to determine a plan of action for international students.
EMS Reservations	 Daryl shared a list of external and internal reservations on the calendar. Events have been canceled through May.

	 Some Missouri Baptist University and Continuing Education classes remain on the calendar.
	Reservations for new events will not be accepted through July 31.
	ACTION:
	Daryl will move to cancel all events through the end of June.
	3. Kim will contact Amber Henry about the status of Missouri Baptist
	University summer classes.
Staff Professional Development Day & Appreciation Picnic	 The event, which had been scheduled for June 25, is being postponed. The picnic and games will be incorporated into Opening Week activities and faculty will also be invited to participate. A save the date for Opening Week will be sent out with a note that the details will not be announced until the week of August 3.
Fall Face In Office Have	Chris has discussed possible options with the Instructional side.
Fall Faculty Office Hours	Faculty office hours could be staggered.
	Online office hours could be increased to lessen the amount of time that
	faculty would be required to physically be in their offices.
	 Any changes to the hours would need to be negotiated.
	ACTION:
	4. Chris will reach out to JCNEA and Faculty Senate representatives to discuss
	possible changes to faculty office hours, with a decision to be made by
	August 3.
CARES Act Student Funding Updates	 Student Services reached out to 1,600 students and received 757 responses. Some students indicated no financial need.
- Opautes	Some students have already withdrawn and are no longer eligible for funds.
	Awards in the amounts of \$900, \$1,350, and \$1,800 will be distributed. Student remarks will be provided to the Puringer Office as a guarde can be contained.
	 Student names will be provided to the Business Office so awards can be sent out.
	 Students who are enrolled online in spring but previously took face-to-face
	classes may be eligible and are being contacted.
	 The deadline for our first CARES report to be submitted is May 13.
	• \$100,000 is being set aside for appeals. The appeal form is available
	and will be shared with students.
Review of Action Items/Closing	 Restricted funds are set up for institutional spending under Fund #220125. Requests should be submitted using the normal process and approved by
the Loop	the appropriate administrator. CARES Act Funding can be noted on the
Cares ACT Accounting	paperwork.
	 Purchasing protocols should still be followed.
	Daryl suggested that purchases under this fund be made with General
	Requisitions.
Fall Enrollment Incentive	Roger spoke as a follow-up to the email regarding the fall enrollment incentive. • We are not moving forward with a proposal to award scholarships for three
	credit hours to students who enroll in nine credit hours for fall. This process
	would be too difficult to implement.
	The Marketing Committee has proposed that the College give tablets to
	enrolled fall students, at a cost of \$100-\$125 per student.
	The Kindle Fire may not provide the compatibility needed for online The Approximate Approxim
	courses. The Acer Iconia was also suggested. A specific brand has not been recommended, but the hope is to secure a bulk purchase price.
	Affordable laptops would be a better option due to the inclusion of a
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	 keyboard and compatibility with the LMS. The purchases may be eligible for CARES Act institutional funding for Title IV-eligible students. Institutional funds must be used on items that directly mitigate the spread of the virus. Enrollment would have to be verified during the first week of classes, then the tablets (or laptops) could be distributed. Over 700 students are already enrolled for fall. Chris shared a link regarding purchases for CARES Act reimbursement. Will this have a positive impact on enrollment? Roger said that the giveaway would be marketed along with information about the online services we offer. A deadline will be set for students to enroll by, in order to be eligible for the promotion.
	ACTION
	ACTION: 5. Roger and Kim will consult with IT about laptop prices for an early fall enrollment giveaway promotion.
Call-a-Thon	 There are 1,385 students enrolled in spring but not yet enrolled for summer or fall. The student list has been divided up and the call-a-thon will begin soon.
	The student list has been divided up and the can a thon will begin soon.
Hot Topics Jazz & Jeans Donations	 Kenny and Chris have been working on refurbishing a piano into a fully-stocked bar, but it is not yet completed. It was agreed that the item should be held for next year's in-person event.
	ACTION: 6. Karen will reach out to Tony Cook about making some cornhole games for the auction.
Budget	 Dena is being optimistic about enrollment. Ray noted that other schools continue to target students outside of their service districts and discussions continue on that issue. Daryl sent out an email with the results of separation barriers. The company that is located in Farmington should be able to provide the products at a lower price and with a quick turnaround. The 60" barriers might be too big. Kim requested that taller barriers be ordered for wheelchair accessible workstations.
	ACTION: 7. Daryl will look into the possibility of purchasing taller barriers for
	wheelchair accessible workstations and will move forward with the purchase of all barriers after Team reviews the spreadsheet.
Restricted Fund Revenues (Grants)	 Chris reviewed information from the spreadsheet he shared. Perkins Post-Secondary funding will be approximately \$40,000 less next year. The AEL grant will spend around \$220,000 this year. Some items on the spreadsheet, such as Pell, Work Study, and SEOG, are outside of his area. Chris is adding others who will need to edit the document.

Planning	 Allan noted that there was a suggestion to map key deliverables individually to the goals. It was agreed that it would be a lot of work with not much benefit. Council of Chairs discussed identifying committees in the Strategic Plan. Team concluded that committees do not need to be mentioned specifically in the plan, but will tailor their charges to meet the goals of the plan.
	ACTION: 8. Allan will add the Strategic Plan to the agenda for next week's Board meeting.
Division/Departmental Updates President	 Ray The next Board Meeting will be held Thursday, May 21, and may be a combination of virtual and face-to-face participation. Lisa will have a backup plan for the Board meeting, in the event that someone would hack into it.
President-Elect	 Dena Enrollment was a main topic at the Presidents & Chancellors meeting from last week.
Interim Dean of Academic Services/CAO	Allan • They are working on the LMS presentation for the Board meeting.
Dean of Instruction	 Chris The ATS Director appointment and Nursing Clinical Coordinator appointment should be ready for Board approval by next week.
Finance and Administration	Daryl • Daryl shared with Team a copy of the survey that went to Brian Milner.
Student Services	 There were twelve nominations submitted for six individuals for the B. Ray Henry Award. Team will meet to review the nominations. There have been 173 student requests and 32 faculty/staff requests submitted for Withdrawals Due to Crisis. Title IX regulations were released, with an implementation deadline of August 14. Kim has reached out to Kate Nash, and is meeting with Kim Sahr to develop an action plan. Significant changes are required. Kim has another Student Services Virtual Luncheon scheduled tomorrow and received an inquiry about if any employees had been diagnosed with COVID. No positive cases have been reported by employees.
Foundation	 Freparations for Jazz & Jeans ○ Karen and Laura will be on-campus tomorrow to start organizing items for the online auction. ○ Departments will be able to drop their auction baskets off curbside on June 20 and 21. ○ The auction will go live on June 5 and will be closed out on June 13. ○ They are working with Dale on ensuring that donated items are

	disinfected.
	 People can register now.
	 Announcements will be going out.
PR/Marketing	Roger The graduation announcement will go out this Saturday. They have
	received around 15 greetings from faculty and staff.
	Work continues on marketing campaigns for summer and fall enrollment.
Human Resources	Tasha
	They are working to get the PeopleAdmin module ready before Alicia
	goes out on maternity leave.
	 An offer was extended for the Nursing Clinical Coordinator position.
Adjournment	Time: 11:57 a.m.
	Regular Team Meeting: Tuesday, May 19, at 9:30 a.m. Miriam will take minutes.
Additional Documents	Attached documents reviewed during this meeting:
	1. CDC Guidelines for Coronavirus and Travel in the United States
	2. <u>CDC Guidelines for Returning from International Travel</u>
	3. Restricted Fund Revenues (Grants)

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