

**TEAM**  
**MEETING MINUTES**  
**May 12, 2020, 9:30 a.m.**  
**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:** Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:30 a.m.
<b>Approval of Minutes</b>	No minutes were presented for approval.
<b>COVID-19 Planning</b> Reopening Campus Planning	<p>Preparations for reopening:</p> <ul style="list-style-type: none"> <li>● Entrance and exit doors will be marked, with stanchions to separate people.</li> <li>● Bookstore considerations               <ul style="list-style-type: none"> <li>○ Floors can be marked with 6-foot markers for people lining up for the Bookstore.</li> <li>○ Bookstore customers can enter through main doors and exit through the door off of the Bookstore storage room.</li> <li>○ Occupancy will be limited to 10 people at a time.</li> </ul> </li> <li>● The Student Center may have dedicated entry and exit doors, to keep people from passing each other.</li> <li>● Directional signage will be used, but it may also be necessary for staff to guide visitors during busy times.</li> <li>● 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.</li> </ul>
Employee Travel Disclosure	<ul style="list-style-type: none"> <li>● Discussion took place about requiring employees to report if they travel more than 100 miles and determine if they need to self-quarantine afterwards.</li> <li>● Dena shared <a href="#">CDC guidelines for travel within the U.S.</a></li> <li>● If employees travel outside of the U.S., they will be asked to self-quarantine for two weeks after they return. Chris shared a <a href="#">link</a> for CDC international travel guidance.</li> <li>● 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?</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Kim will work with Viking Woods staff and Athletic coaches to determine a plan of action for international students.</li> </ol>
EMS Reservations	<ul style="list-style-type: none"> <li>● Daryl shared a list of external and internal reservations on the calendar.</li> <li>● Events have been canceled through May.</li> </ul>

	<ul style="list-style-type: none"> <li>Some Missouri Baptist University and Continuing Education classes remain on the calendar.</li> <li>Reservations for new events will not be accepted through July 31.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>Daryl will move to cancel all events through the end of June.</li> <li>Kim will contact Amber Henry about the status of Missouri Baptist University summer classes.</li> </ol>
Staff Professional Development Day & Appreciation Picnic	<ul style="list-style-type: none"> <li>The event, which had been scheduled for June 25, is being postponed.</li> <li>The picnic and games will be incorporated into Opening Week activities and faculty will also be invited to participate.</li> <li>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.</li> </ul>
Fall Faculty Office Hours	<ul style="list-style-type: none"> <li>Chris has discussed possible options with the Instructional side.</li> <li>Faculty office hours could be staggered.</li> <li>Online office hours could be increased to lessen the amount of time that faculty would be required to physically be in their offices.</li> <li>Any changes to the hours would need to be negotiated.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>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.</li> </ol>
CARES Act Student Funding Updates	<ul style="list-style-type: none"> <li>Student Services reached out to 1,600 students and received 757 responses.</li> <li>Some students indicated no financial need.</li> <li>Some students have already withdrawn and are no longer eligible for funds.</li> <li>Awards in the amounts of \$900, \$1,350, and \$1,800 will be distributed.</li> <li>Student names will be provided to the Business Office so awards can be sent out.</li> <li>Students who are enrolled online in spring but previously took face-to-face classes may be eligible and are being contacted.</li> <li>The deadline for our first CARES report to be submitted is May 13.</li> <li>\$100,000 is being set aside for appeals. The appeal form is available and will be shared with students.</li> </ul>
<b>Review of Action Items/Closing the Loop</b> Cares ACT Accounting	<ul style="list-style-type: none"> <li>Restricted funds are set up for institutional spending under Fund #220125.</li> <li>Requests should be submitted using the normal process and approved by the appropriate administrator. CARES Act Funding can be noted on the paperwork.</li> <li>Purchasing protocols should still be followed.</li> <li>Daryl suggested that purchases under this fund be made with General Requisitions.</li> </ul>
Fall Enrollment Incentive	<p>Roger spoke as a follow-up to the email regarding the fall enrollment incentive.</p> <ul style="list-style-type: none"> <li>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.</li> <li>The Marketing Committee has proposed that the College give tablets to enrolled fall students, at a cost of \$100-\$125 per student.</li> <li>The Kindle Fire may not provide the compatibility needed for online courses. The Acer Iconia was also suggested. A specific brand has not been recommended, but the hope is to secure a bulk purchase price.</li> <li>Affordable laptops would be a better option due to the inclusion of a</li> </ul>

	<p>keyboard and compatibility with the LMS.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Chris shared a <a href="#">link</a> regarding purchases for CARES Act reimbursement.</li> <li>• 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.</li> <li>• A deadline will be set for students to enroll by, in order to be eligible for the promotion.</li> </ul> <p><b>ACTION:</b></p> <p>5. Roger and Kim will consult with IT about laptop prices for an early fall enrollment giveaway promotion.</p>
Call-a-Thon	<ul style="list-style-type: none"> <li>• There are 1,385 students enrolled in spring but not yet enrolled for summer or fall.</li> <li>• The student list has been divided up and the call-a-thon will begin soon.</li> </ul>
<p><b>Hot Topics</b> Jazz &amp; Jeans Donations</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>ACTION:</b></p> <p>6. Karen will reach out to Tony Cook about making some cornhole games for the auction.</p>
<p><b>Budget</b></p> <p><a href="#">Restricted Fund Revenues</a> (Grants)</p>	<ul style="list-style-type: none"> <li>• Dena is being optimistic about enrollment.</li> <li>• Ray noted that other schools continue to target students outside of their service districts and discussions continue on that issue.</li> <li>• 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.</li> <li>• The 60” barriers might be too big.</li> <li>• Kim requested that taller barriers be ordered for wheelchair accessible workstations.</li> </ul> <p><b>ACTION:</b></p> <p>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.</p> <p>Chris reviewed information from the spreadsheet he shared.</p> <ul style="list-style-type: none"> <li>• Perkins Post-Secondary funding will be approximately \$40,000 less next year.</li> <li>• The AEL grant will spend around \$220,000 this year.</li> <li>• Some items on the spreadsheet, such as Pell, Work Study, and SEOG, are outside of his area.</li> <li>• Chris is adding others who will need to edit the document.</li> </ul>



<p>PR/Marketing</p> <p>Human Resources</p>	<p>disinfected.</p> <ul style="list-style-type: none"> <li>○ People can register now.</li> <li>○ Announcements will be going out.</li> </ul> <p>Roger</p> <ul style="list-style-type: none"> <li>● The graduation announcement will go out this Saturday. They have received around 15 greetings from faculty and staff.</li> <li>● Work continues on marketing campaigns for summer and fall enrollment.</li> </ul> <p>Tasha</p> <ul style="list-style-type: none"> <li>● They are working to get the PeopleAdmin module ready before Alicia goes out on maternity leave.</li> <li>● An offer was extended for the Nursing Clinical Coordinator position.</li> </ul>
<p><b>Adjournment</b></p>	<p><b>Time:</b> 11:57 a.m.  <b>Regular Team Meeting:</b> Tuesday, May 19 , at 9:30 a.m. Miriam will take minutes.</p>
<p><b>Additional Documents</b></p>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. <a href="#">CDC Guidelines for Coronavirus and Travel in the United States</a></li> <li>2. <a href="#">CDC Guidelines for Returning from International Travel</a></li> <li>3. <a href="#">Restricted Fund Revenues</a> (Grants)</li> </ol>

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