

TEAM
MEETING MINUTES
May 19, 2020, 9:30 a.m.
Google Hangouts Meet

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 |
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| Call to Order | Time: 9:30 a.m. |
| Approval of Minutes | <p>May 5, 2020 and May 12, 2020 minutes were submitted for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Dena McCaffrey motioned to approve the May 5 and May 12, 2020 minutes. Seconded: Roger Barrentine Vote: All approved. |
| COVID-19 Planning Reopening Campus Planning | <ul style="list-style-type: none"> • Several employees have returned to work on campus. • Onboarding for Vet Tech, Automotive, and other labs began this week. • Entry signs from Dale have helped with flow. Ensure fire codes are not being violated with stanchions at doorways. • A sign is needed for the Testing Center at the front side entrance of the ADM building to help direct students. • County - Dena is joining a meeting with Dennis Gannon and several others regarding use of CARES Act funding. |
| Disposable Face Masks | <ul style="list-style-type: none"> • There have been 450 boxes of disposable masks ordered. Hand sanitizer stands will be stocked with masks as well. Per the Phased Reopening announcement, masks will not be required, but encouraged on campus. <ul style="list-style-type: none"> ○ Students coming to campus for lab skills in Phase 2 are being required to wear masks since they are not able to maintain physical distancing in those courses. Masks were provided by the College for these students. ○ Individual programs may have different standards while students are on campus during Phase 1 and Phase 2. ○ The Testing Center asked for clarity on whether masks are required for all testers. Employees are wearing masks, but the plexiglass barriers have not arrived yet. Until the plexiglass barriers are in place, disposable masks can be provided for students. • Team discussed the availability of the disposable masks and how many would be stocked. Having some masks available for use as needed for the public would be a good service to provide. <ul style="list-style-type: none"> ○ Students not excluded from services if they do not have a mask. ○ Masks are available on a first-come-first-served basis due to |

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| | <p>inability to confirm consistent availability.</p> <ul style="list-style-type: none"> ○ Some programs will require students to wear masks. ● Decisions regarding mask requirements for Phase 4 (fall) cannot be decided at this time. |
| JCA - Anatomy & Physiology II | <ul style="list-style-type: none"> ● Reducing the size of labs has limited the ability to schedule them only on Tuesdays and Thursdays at JCA. Kenny Wilson has asked for permission to teach a Monday/Wednesday evening lab (7:30 p.m. - 9:10 p.m.) at Arnold. ● Team discussed maintenance and public safety needs for this class to run. B&G will work through the cleaning schedule to ensure the classrooms are cleaned in between classes. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kim will let Holly know that the evening class will be running, but the building will remain locked. 2. Chris will contact Kim Niehaus to obtain a JCA key for Kenny and share the exact times and location of the class with Daryl for cleaning/Campus Police purposes. |
| Employee Travel for Professional Development | <p>Child Development Center Project Construct - an instructor was not able to complete training.</p> <ul style="list-style-type: none"> ● The last training session is being held in Columbia in July. Limited to 25 participants and adhering to social distancing. Instructor will not be penalized if she cannot attend. ● Team will wait to make the decision until closer to July to see how the situation is developing. |
| <p>Review of Action Items/Closing the Loop</p> <p>Fall Enrollment Incentive</p> | <p>Carrie, Kim, and Roger met last week to discuss options for the enrollment incentive.</p> <ul style="list-style-type: none"> ● John Linhorst looked into some price points for laptops to ensure compatibility with the LMS and other needed software. These laptops would be in the \$225 range. 1,000 laptops would be purchased and new students taking 6 or more credit hours would be eligible, while supplies last. New students who are already enrolled are also eligible for the incentive. ● For existing (returning) students, there will be a separate drawing for Bookstore gift certificates, earbuds, additional laptops, etc. The deadline would be July 31 for current or returning students. ● Team discussed whether laptop purchases could be reimbursed under the CARES Act institutional funds since they are, in part, to assist students with online courses. It is unclear whether reimbursement would be allowable. ● Adding some language to the announcement regarding return of laptops if the student drops their courses is advised. |
| Plan of Action for International Students | <p>International students will be asked to return at the end of July to allow time to quarantine for two weeks if needed.</p> |
| Missouri Baptist Summer Courses (Scheduling) | <p>MoBap will not be holding classes on campus during the summer. Staff will be working from their Arnold location and will not need access to the Student Center.</p> |

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| <p>Hot Topics Opening Week Topics of Interest Survey</p> | <ul style="list-style-type: none"> ● The survey has received close to 90 responses; the “New Normal” was a popular topic of interest. ● Other ideas: Disc golf course tied into the Strategic Plan and other interactive activities. <p>ACTION:</p> <p>3. Dena and Miriam will share the survey responses and will meet with the Opening Week planning group.</p> |
| <p>Budget</p> <p>FY21 Capital Project Funding</p> | <ul style="list-style-type: none"> ● Daryl sent out a summary of the budget that he is planning to present to the Board, including a 20% cut in state funding and a 20% decline in enrollment. ● This budget assumption looks worse than what was previously presented at the Board Retreat due to the way CARES Act will be reimbursed. <ul style="list-style-type: none"> ○ Salaries that may be eligible are those whose job duties were realigned due to COVID-19 (e.g., full-time staff shifting their time to address the transition of courses to online). ○ Expecting a large cut from the state for next year, and the possibility of an additional withhold for this year. ● Enrollment is moving in the right direction, albeit slowly. ● Will the discretionary Capital Project funds be available this year for the Strategic Planning process? <ul style="list-style-type: none"> ○ The top project is the Vet Tech expansion; some of the funding would have been through MoExcels, which is no longer coming through. This project would allow for 12 more full- time students. ○ Plant Funds, from which the Capital Projects are funded, may need to be reserved in the event the budget cannot be balanced without requesting a transfer from Plant Funds to the General Fund. ● Keeping projects going is necessary even with budget difficulties. Team will review the list next week and discuss projects that can continue. ● Daryl is still asking budget managers to review account codes for any savings this year. <p>FURTHER DISCUSSION NEEDED</p> |
| <p>Planning</p> | <p>Strategic Plan 2020-2025</p> <ul style="list-style-type: none"> ● A finalized version of the Strategic Plan will be presented to Team next week. Allan will submit it to the Board for first reading in June. <p>ACTION:</p> <p>4. Allan will highlight items in the Strategic Plan related to the pandemic.</p> |
| <p>Division/Departmental Updates President</p> | <p>Ray</p> <ul style="list-style-type: none"> ● The Board meeting is this Thursday, May 21 at noon. The meeting will be virtual, hosted from the Board Room with a few Board members present (no more than six people in the Board Room at one time). Allan and Anastasia will present on the new LMS proposal. Executive session will be at noon; the general session will begin at 12:30 p.m. ● Harris-Stowe has announced a new President; there were talks in place prior to the leadership change for the College to do some program sharing with them. ● JCGA has reached out regarding the Legislative Breakfast, which may need |

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| President-Elect | <p>to be held virtually.</p> <ul style="list-style-type: none"> • Admin will not meet next week due to Memorial Day. • UMSL has invited the President to attend a virtual acceptance process for a student who received a scholarship. Kim will also attend. • Dena will lead the remainder of the Team meetings. • Ray will be working on cleaning out his office before July 1. • The July/August Board meeting is a combined meeting in late July; plan accordingly. |
| Interim Dean of Academic Services/CAO | <p>Dena</p> <ul style="list-style-type: none"> • DESE CTE Advisory Council: Commissioner of K-12 has said schools who want to ask for a waiver regarding their fall start date can petition to have the Governor approve an earlier date. • Due to lessons learned through remote instruction, DESE has developed a task force for Learning Acceleration to see if students could graduate earlier if they meet their learning outcomes. |
| Dean of Instruction | <p>Allan - No report.</p> |
| Finance and Administration | <p>Chris - No report.</p> |
| Student Services | <p>Daryl</p> <ul style="list-style-type: none"> • Received a response from FAT which he will review today. |
| Foundation | <p>Kim</p> <ul style="list-style-type: none"> • Withdrawal in Crisis Data: 207 student requests to date, and 42 faculty/staff requests. • RFP for mental health services went out in March; COMTREA was the lowest and best bidder. The bid for COMTREA will go to the Board in June. |
| PR/Marketing | <p>Karen</p> <ul style="list-style-type: none"> • Jazz & Jeans: still picking up auction items. Karen and Laura will be in the office Wednesday and Thursday to receive and catalog items. Tony Cook will complete a few cornhole games for the auction, and Michael Griggs has built and donated a picnic table. • Foundation scholarships are available and have been sent to Financial Aid. • Karen followed up with Holcim to confirm they will be able to assist with the Observatory project this year. They agreed and noted that they need a month's notice to coordinate the project when the College is ready. |
| | <p>Roger</p> <ul style="list-style-type: none"> • Summer campaign: digital targeted ads to high school juniors and seniors through geofencing. Also targeting college students ages 18-34, adults 25-54 in the area, and parents of high school seniors. • Streaming radio ads on Spotify, ads on Facebook, Instagram, and Twitter. Several print ads in The Leader. • The Commencement Announcement video was seen by over 9,000 individuals and had 25,000 interactions (likes and shares). |

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| Human Resources | <ul style="list-style-type: none"> Report to the community: A Decade in Review. Financial and Foundation information will be included as well as the new Strategic Plan and transition to Dena as President. <p>Tasha - No report.</p> |
| Adjournment | <p>Time: 11:21 a.m. Next Meeting: Tuesday, May 26, at 9:30 a.m. Shannon will take minutes.</p> |
| Additional Documents | <p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> None |

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