

**TEAM**  
**MEETING MINUTES**  
**May 26, 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:**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:30 a.m.
<b>Approval of Minutes</b>	<p>Minutes of the <a href="#">May 19, 2020</a> Team meeting were submitted for approval.</p> <p><b>ACTION:</b></p> <p>1. <b>Motion:</b> Dena motioned to approve the May 19, 2020 minutes.  <b>Seconded:</b> Kim  <b>Vote:</b> All approved.</p>
<b>COVID-19 Planning</b> Reopening Campus Planning	<ul style="list-style-type: none"> <li>● Ray shared St. Louis County’s response to social distancing guidelines being ignored at Lake of the Ozarks over the holiday weekend. They are recommending that people who were around crowds last weekend to self-quarantine for 14 days.               <ul style="list-style-type: none"> <li>○ Our plans will need to remain fluid. Do we need to recommend 14-day self-quarantines for those who travel? Prior guidance to employees indicated self-quarantine would only be for those who travel internationally.</li> <li>○ Will employees be able to attend MoACTE if it is held?</li> <li>○ Do we ask students to voluntarily disclose if they have traveled? Some flexibility would be needed for those students to complete coursework online.</li> </ul> </li> <li>● Dena shared Ken Boning’s email about plans for fall semester. Some schools are planning to start fall semester early in order to finish by Thanksgiving.               <ul style="list-style-type: none"> <li>○ Chris plans to start meeting with Associate Deans and faculty representatives the week of June 8 to discuss plans for fall. Ken will be invited to participate.</li> <li>○ Should the semester start and end earlier? Should the first two weeks of fall classes be held online? This could cause challenges, including changes to faculty contracts and staffing issues. Impacts to financial aid would also have to be considered.</li> <li>○ K-12 (for ATS) and St. Louis County plans will need to be considered.</li> </ul> </li> </ul>
Criteria for Student Requests (CARES Institutional Funding)	<p>\$100,000 of CARES Act institutional funds has been set aside for student requests. Kim plans to put a group together to work through the process.</p> <ul style="list-style-type: none"> <li>● Will the parameters be the same as for emergency Foundation requests?</li> <li>● Who would review the requests?</li> <li>● Karen will address the possibility of the Foundation needing more money</li> </ul>

	to assist students with requests for emergency assistance.
<b>Review of Action Items/Closing the Loop</b> <a href="#">FY21 Capital Project Funding</a>	<p>Daryl shared the list of six capital projects that had been approved for FY21.</p> <ul style="list-style-type: none"> <li>• The first two projects, Vet Tech expansion and remodeling of CTE138, 140, 142, and 142A, both show outside funding. Dena said they are probably both eligible for Enhancement grants.</li> <li>• The concrete for the Observatory dome is being donated, but there is work that must be done before that part of the project can be completed.</li> <li>• The last three projects, Testing Services Security Camera Installation, Viking Woods Apartment Interior Door Upgrades, and Welding Shop Floor Refinishing, may need to be put on hold, but could automatically be approved for the next round of proposals.</li> <li>• There are a few carryover projects not listed.</li> <li>• Daryl also shared the Infrastructure Budget spreadsheet.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Daryl will share that approved projects will be put on hold and re-evaluated mid-year.</li> </ol>
<b>Hot Topics</b> Definitions of Technology, Lab, and Activity Fees	<p>Kim noted that students have expressed confusion about fees, thinking that all fees would be waived for summer classes. The definitions of the fees were clarified:</p> <ul style="list-style-type: none"> <li>• <b>Technology Fees:</b> \$25 per credit hour. Supports the ongoing operation of technology, such as hardware, software licensing, maintenance, and infrastructure.</li> <li>• <b>Activity Fees:</b> \$5 per credit hour. Supports the cost of educational materials and resources for instruction and organized activities that provide support services to the academic functions of the institution, such as the Academic Success Center, peer tutoring, professional tutoring, and academic databases.</li> <li>• <b>Lab Fees:</b> Fees are course specific and offset direct costs, such as supplies, certification exams, instructional software, and student organizational membership fees. Lab fees also apply to hybrid and online courses to support the additional technical support required of online courses.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. Kim will update the definitions in a Google doc and share with Team.</li> </ol>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• The Governor has indicated there will be additional cuts. Another meeting is scheduled on June 2. A second cut of at least \$400,000 is expected for the current year, and at least a 20% cut is anticipated for next year.</li> <li>• An email has gone out asking for all departments to cut at least 10% from their budgets (general expenses) for next year.</li> <li>• Last week, Kathy Kuhlmann sent out two sets of expenses: non-payroll and salaries. Part-time temporary salaries should be closely reviewed.</li> <li>• Hours for various offices may need to be looked at.</li> <li>• Budget changes are due to Daryl by Thursday.</li> <li>• A Budget Forum will be planned once next year's withholds are announced.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Allan is working with Graphics on a final draft of the 2020-2025 Strategic Plan.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>4. Allan will get a final copy of the Strategic Plan to Dena this week and present it to Team next week.</li> </ol>

<p><b>Division/Departmental Updates</b></p> <p>President</p>	<p>Ray</p> <ul style="list-style-type: none"> <li>● The next Board meeting is on June 11, which is a short turnaround.</li> <li>● Ray cleared out much of his office last week.</li> <li>● Beginning next week, Dena will start running Team meetings.</li> </ul>
<p>President-Elect</p>	<ul style="list-style-type: none"> <li>● Missouri Western University has eliminated about 50 positions.</li> <li>● Moberly Area Community College has eliminated their Law Enforcement Academy and is holding off on three new programs.</li> </ul>
<p>Interim Dean of Academic Services/CAO</p>	<p>Allan - No Report.</p>
<p>Dean of Instruction</p>	<p>Chris - No Report.</p>
<p>Finance and Administration</p>	<p>Daryl</p> <ul style="list-style-type: none"> <li>● COS Supply purchases that are requested through CARES Act funds should be made on a separate COS Supply Requisition, and will need to include approval from a Team member.</li> </ul>
<p>Student Services</p>	<p>Kim</p> <ul style="list-style-type: none"> <li>● No NJCAA guidance has been provided regarding fall sports.</li> <li>● The College's declaration for fall 2022 sports is now not due until fall 2021.</li> <li>● Kim will work with Kim Sahr and Kristine Bogue on a plan of action regarding Title IX regulation updates. Requirements for some changes, such as conducting live hearings and providing advisors (could be attorneys), will apply to employees as well as students, so Tasha will also need to be involved in plans. A reminder that August 14 is the deadline to implement changes. Kim Sahr has reached out to faculty representatives, as well as others on campus, to ask for involvement in the discussions. They are considering the option of utilizing retired judges to serve as hearing officers.</li> <li>● As of today, there were 231 student requests and 43 faculty/staff requests for WC grades. The number is expected to increase this week.</li> </ul>
<p>Foundation</p>	<p>Karen</p> <ul style="list-style-type: none"> <li>● Jazz &amp; Jeans preparations are in full swing. <ul style="list-style-type: none"> <li>○ Postcards were sent to past donors, as well as others affiliated with the College.</li> <li>○ Roger sent out a press release.</li> <li>○ Leader ads will appear soon.</li> <li>○ Auction items are being listed daily on the Facebook page.</li> <li>○ Auction items are being photographed for online bidding to open on June 5.</li> </ul> </li> <li>● The Finance Committee met last week.</li> </ul>
<p>PR/Marketing</p>	<p>Roger</p> <ul style="list-style-type: none"> <li>● It was suggested that alumni be incorporated into marketing efforts. A new campaign will identify alumni working on the frontlines, such as nurses and EMTs. The campaign will be broadened later this summer to include other alumni.</li> <li>● Dena noted that some radio stations have been airing congratulatory</li> </ul>

Human Resources	<p>messages to graduates of schools. It would be great to share links to those stations so we could get some messages out there.</p> <p>Tasha</p> <ul style="list-style-type: none"> <li>• The People Admin budget integration and personnel management modules are their focus right now.</li> </ul>
<b>Adjournment</b>	<p><b>Time:</b> 10:51 a.m.  <b>Next Meeting:</b> Tuesday, June 2, at 9:30 a.m. Miriam will take minutes.</p>
<b>Additional Documents</b>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. FY21 Capital Project Funding</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

# AY2021 Ranked Capital Projects

Capital Project	AVG.	Est. Project Total Cost	Est. Project Total (Excluding Possible Other Funding)	Running Total Capital (Excl. Possible Other Funding)
Veterinary Technology Expansion	2.38	\$100,000.00	\$60,000.00	\$60,000.00
Remodeling CTE138, 140, 142 & 142A	2.58	\$200,000.00	\$120,000.00	\$180,000.00
Creating Infrastructure for Observatory Dome & Telescope	2.79	\$48,000.00	\$48,000.00	\$228,000.00
Testing Services Security Camera Installation	3.77	\$28,000.00	\$28,000.00	\$256,000.00
Viking Woods Apt. Interior Door Upgrades	4.29	\$100,000.00	\$100,000.00	\$356,000.00
Welding Shop Floor Refinishing	4.36	\$30,000.00	\$30,000.00	<b>\$386,000.00</b>