

TEAM
MEETING MINUTES
June 9, 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: Dale Richardson, Marie Self

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:30 a.m.
Approval of Minutes	<p>Minutes of the June 2, 2020 Team meeting were submitted for approval.</p> <ul style="list-style-type: none"> ● Kim requested a minor change regarding the potential Early Retirement Incentive. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the June 2, 2020 minutes, with noted changes. Seconded: Roger Vote: All approved.
COVID-19 Planning Reopening Campus Planning	<ul style="list-style-type: none"> ● Reopening of the Fitness Center was discussed: <ul style="list-style-type: none"> ○ Don Riffe asked if the JCPD could resume use of the Fitness Center. They have access to the Center, as does the Sheriff's Department, and sometimes use the Center after hours. ○ Marie Self sent out a notice with some guidance; limited to 10 people; sanitizing wipes for before and after equipment use. ○ People who utilize the Center will be asked to sign a waiver instead of the College having someone take temperatures upon entry. ○ The planned reopening for the Center is June 29, with hours from 10:00 a.m. - 6:00 p.m. The information will be shared with the JCPD and JCSD. ○ Signage will be added at the Center to encourage the use of the sanitizing wipes and completion of waivers. ○ Cleaning across campus throughout the day will be important. ○ The Fitness Center will be open on Mondays and Wednesdays beginning June 29 until the end of July. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Marie will get waiver forms to the JCPD and JCSD for Fitness Center users to complete. 2. Dale will follow up with Linda Covert regarding sanitizing the Fitness Center equipment before opening, and daily after opening. <ul style="list-style-type: none"> ● Additional cleaning of offices, classrooms, the Library, etc. will be needed. <ul style="list-style-type: none"> ○ Extra supplies of sanitizing wipes and disinfectant could be placed in

	<p>areas for use throughout the day.</p> <ul style="list-style-type: none"> ○ Employees could be asked to empty their personal trash cans in offices to free up part-time staff for cleaning. ○ Team discussed the possible need for a full-time person to complete additional cleaning. Institutional CARES Act funding could potentially be used to hire someone. ○ Prioritizing the spaces that need additional cleaning, or implementing a daily cleaning schedule would be helpful. ○ Chris shared links to various resources and guidance: <ul style="list-style-type: none"> ■ Coronavirus Resources for Health Clubs ■ 2XL Gym Wipes ■ 80% alcohol-based hand sanitizer with glycerine ■ IHRSA.org Information for Fitness Centers <p>ACTION:</p> <p>3. Daryl, Dale, and Linda will determine a plan for additional cleaning.</p>
<p>Fall Room Utilization Discussion</p>	<p>Chris shared the Room Utilization and Seating Reductions with the Team.</p> <ul style="list-style-type: none"> ● Room utilization reports from last fall were pulled and CRNs were compared with this year's. The spreadsheet shows the seat counts for classes with a planned 10% reduction. <ul style="list-style-type: none"> ○ Classrooms are being measured to determine capacity when spacing seating out six feet apart. ● Additional spaces are being identified for use as classrooms, including rooms in the Field House, Fine Arts Theatre, and the Viking Room. <ul style="list-style-type: none"> ○ The Fine Arts Theatre would have lighting and writing surface issues to be addressed before classes could be held in the space. ○ It was suggested that Chris look into seating in the Lecture Halls: some seats could be removed and replaced with chairs to provide more flexibility. ○ Could furniture possibly be purchased that could be moved around? ○ A wall between ASI 104 and 106 could be removed to create a larger classroom that could accommodate up to 25 students. There are additional spaces that could also be combined. ○ Could the gym floor be used for classes or meetings, such as Friday Speaker Series? Classes would have to be coordinated with team practices. Could accessibility improvements be made to the Field House using CARES Act funds? ● Many JCA classrooms are large enough to hold classes with up to 16 students. <ul style="list-style-type: none"> ○ Some larger classes could be offered in hybrid format, with half of the students coming to campus on certain days and the remaining students coming on alternate days. ○ Chris noted that there is an online & hybrid certification course for faculty to complete. ● Chris has received student feedback regarding the move to online courses for spring and it ranges from negative to positive. Additional faculty training may be needed in the event that classes have to be moved online at any time during the fall semester. <p>ACTION:</p> <p>4. Daryl will speak with Dale about the feasibility of removing a wall between</p>

	<p>AS104 and 106 to create a larger classroom.</p> <p>5. Kim will speak with Bob Deutschman about team practice dates and times.</p>
Fall Reopening Messaging	<ul style="list-style-type: none"> ● A message needs to be shared with students to explain what is anticipated for fall and how things will look when they return. Chris and the Associate Deans are working on a positive message to let students know that we are back and planning for fall. ● Marketing, Admissions, HR, and Instruction can work on messaging that will go out to employees first. ● The online calendar to schedule advising appointments will be piloted as soon as possible. <p>ACTION:</p> <p>6. Chris will create a Google doc that he will share with the Team, as well as Marketing, Admissions, HR, and Instruction, to list suggestions for the message that will go out to employees by next Tuesday and another message that will be sent to students by the end of next week.</p>
Laptop Purchases	<ul style="list-style-type: none"> ● Daryl noted that he would like to get the RFOs out for the laptops so bids are received back in time for the July Board meeting. ● Kim was hoping to get some additional laptops for giveaways, etc. ● Roger noted that 1,100 was planned for the order.
Masks	<p>There has been conversation about requiring masks on campus.</p> <ul style="list-style-type: none"> ● Based on CDC guidelines, we could indicate that masks will be required in some areas or programs if six foot distancing cannot be observed. ● For individual student appointments, if a student does not want to wear a mask, a virtual appointment can be held instead. ● How will classes be handled if students refuse to wear masks? Lab components of courses will require masks, as was shared for summer classes. Section comments in the Class Schedule can be updated to note that masks are required for that section. ● If a faculty member has a health condition that would require their students wear masks, it could be handled as an accommodation through Human Resources. ● The ATS building will be a challenge with regard to social distancing. Those students may need to be required to wear masks. <ul style="list-style-type: none"> ○ Is the College providing masks? ● Lanes and directional arrows could be added to hallways to help with social distancing. ● Messages being sent to all employees and students will include that masks are strongly encouraged on campus and will be required in some areas or programs. <ul style="list-style-type: none"> ○ Faculty could be sent a Viking text to notify them that something has been sent out regarding reopening, since most are not on contract for the summer. ● Student Services is planning to hold in-person student meetings in July, by appointment only. A protocol may be put in place for students to call when they arrive on campus to check-in before entering the building.
MDHEWD Survey	<ul style="list-style-type: none"> ● Chris reviewed his responses to the survey. ● If it is determined that the College would need to do COVID-19 testing, particularly in housing, the county/other agencies may be able to assist.

<p>Review of Action Items/Closing the Loop Town Hall Wrap Up</p>	<ul style="list-style-type: none"> ● Dena thanked everyone for the information provided. It went very well. ● There were approximately 125 people on the call and the recording has been shared. ● Another meeting will be scheduled for fall.
<p>Board Meeting June 11</p>	<ul style="list-style-type: none"> ● The Board will be updated about the possibility of offering an early retirement incentive. Tasha spoke with Kate Nash about the feasibility of offering one next year. ● Allan, Kathy Johnson, and Trish Aumann will share a presentation regarding the Strategic Plan 2020-2025 which is on the agenda as a First Reading.
<p>Hot Topics Purpose First Proposal</p>	<ul style="list-style-type: none"> ● Allan reviewed the proposal. There are some recommended initiatives through Complete College America, including working with students pre-Admission. ● Two pieces of software are being considered: <ul style="list-style-type: none"> ○ My Majors - for Admissions to work with students early on; would cost \$5,500 annually. ○ Focus 2 - would possibly replace SmarterMeasure after work with appropriate Institutional Committees to determine SmarterMeasure's continued relevance. Students complete a survey to identify majors they would be suited for; would cost \$2,000 annually. ○ The cost of My Majors could be split among several budgets. <p>ACTION:</p> <p>7. Allan will determine if My Majors can be paid for out of this year's budgets, and then transitioned to software expenses next year.</p>
<p>AEL Drive-by Graduation</p>	<ul style="list-style-type: none"> ● Chris outlined Julie Johns' proposal: AEL staff staged with signs along the track, students would drive around the track with their families to be recognized and honk horns, etc. They are considering a mid-to-late July date. ● Social distancing guidelines would be shared and Chris could be present to ensure they are followed. <p>ACTION:</p> <p>8. Chris will advise Julie to move forward with the AEL Drive-by Graduation.</p>
<p>Confederate Flags on Campus</p>	<ul style="list-style-type: none"> ● The U.S. Marines are banning use or display of the Confederate flag for enlisted Marines. ● Dena received a request to ban Confederate flags on campus, as there are still students who display them on their personal vehicles. ● This could be a free speech issue. <p>ACTION:</p> <p>9. Chris will check with our legal counsel and then respond to the person who inquired about Confederate flags on campus.</p>
<p>Opening Week</p>	<ul style="list-style-type: none"> ● A speaker is being considered and could potentially be paid from CARES Act funds. Daryl will provide Tasha with language regarding the CARES Act that will be included in her presentation.
<p>Budget Permission to Fill</p>	<ul style="list-style-type: none"> ● Chris added two positions to the Permission to Fill folder in the Google drive; AEL Instructor and ATS Recruitment/Placement. They are both 100% grant-funded positions. ● Kim noted that Kevin Moulder is resigning as Head Baseball Coach. An October 1 start date will be considered for a replacement.

	<ul style="list-style-type: none"> Part-time Teacher's Assistant Mary Pat Ostlund has resigned, so that Child Development Center position will need to be filled.
Reestablishing Budget Work Groups	<ul style="list-style-type: none"> A notice will be sent out to encourage participation in a meeting about Budget work groups during Opening Week.
Planning	No discussion.
Division/Departmental Updates President President-Elect Interim Dean of Academic Services/CAO Dean of Instruction Finance & Administration Student Services Foundation PR/Marketing Human Resources	No reports.
Adjournment	Time: 11:46 a.m. Next Meeting: Tuesday, June 16, at 9:30 a.m. Miriam will take minutes.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> Room Utilization and Seating Reductions MDHEWD Survey Purpose First Proposal

Respectfully submitted,
Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Miriam R. Helms
Senior Administrative Assistant to the President-Elect and Instruction