

**TEAM**  
**MEETING MINUTES**  
**June 16, 2020, 9:30 a.m.**  
**Google Hangouts Meet**

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**MEMBERS (presence denoted by check):**

- |   |                    |                                      |
|---|--------------------|--------------------------------------|
| <input type="checkbox"/> Roger Barrentine | ✓ Daryl Gehbauer   | ✓ Allan Wamsley                      |
| ✓ Ray Cummiskey                           | ✓ Kim Harvey-Manus | ✓ Tasha Welsh                        |
| ✓ Chris DeGeare                           | ✓ Dena McCaffrey   | <input type="checkbox"/> 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="#">June 9, 2020</a> Team meeting were submitted for approval.</p> <ul style="list-style-type: none"> <li>● A clarification was added to the minutes regarding opening the Fitness Center on Mondays and Wednesdays through July.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. <b>Motion:</b> Daryl motioned to approve the June 9, 2020 minutes with additions.</li> </ol> <p><b>Seconded:</b> Chris  <b>Vote:</b> All approved.</p>
<b>COVID-19 Planning</b> Reopening Campus Planning	<ul style="list-style-type: none"> <li>● Hallway lanes and distance marking               <ul style="list-style-type: none"> <li>○ JCA has lanes marked for traffic flow and floor markers every six feet for the Bookstore. The Library, Student Center, and Cafe will use the floor markers as well.</li> <li>○ Discussion is needed regarding protocols for staff to encourage adherence to safety guidelines when students are back on campus. If there is a difficulty, Campus Police can assist.</li> </ul> </li> <li>● Plexiglass screens - The supplier is having difficulty getting the frames; delivery of the screens has been delayed. Plexiglass has also been ordered for the entrance/exit vestibules to separate the vestibules into entrance-only and exit-only lanes.</li> <li>● COVID Hours Tracking - Team would like employees to continue tracking into the fall. \$150,000 in salaries was paid under Pandemic Leave, and \$644,000 in salaries was paid for COVID-related work. Team discussed Pandemic Leave and COVID hours tracking.</li> <li>● <a href="#">Reusable Cloth Masks</a> <ul style="list-style-type: none"> <li>○ Masks could be purchased in bulk and distributed to students during Welcome Week.</li> <li>○ North Central ordered cloth masks for employees, which included their logo, for \$3/each.</li> <li>○ Plastic masks available through the MDHSS - Dena shared a <a href="#">video</a> last week with Team; these masks allow those who are deaf or hard of hearing to read lips to be able to see faces.</li> </ul> </li> </ul>

- MDHEWD Call
  - GEERS Funds - MDHEWD is not sure how the funds will be divided between K-12 and Higher Education.
  - Spending and unemployment are improving across the state.
  - COVID-19 Testing - Residential campuses are discussing sample testing students (voluntary). If there is a known case on campus, the Health Department takes over the handling of the situation. Local governments can assist with funds for testing.
  - Upcoming MDHEWD Partner Meeting - Unemployment information, etc. A Financial Aid representative from the College should attend. Dena will send Kim the information when she receives it.
- Reopening: Advisors on Campus
  - A couple of advisors are willing to advise on-campus before July 6, with protective screens in place. On July 6, advisors will return, but will be seeing students by appointment only (not open to the general public until August).
  - Student Services will have flexibility to increase advising on campus if appointments are going well in July and staff are feeling comfortable.
  - The Testing Center could also increase testing if things are going well. Providing walk-in times may assist advisors as they are talking to students.
  - The Library has challenges with opening fully to the public during the summer. Curbside pick-up for library materials is going well. They are working hard to prepare to allow students to reserve seats/computers in the Library and to distance computers and study areas. With most summer courses online, there is not a strong demand for in-person service at this time.
  - Cashiers - Students who need to pay in cash can make an appointment to pay in person.
  - Who on campus could assist with advising if the Student Services staff is overwhelmed with students requesting advising?
    - Full-time faculty who have advised in the past may be willing to assist with virtual advising. An online advising refresher meeting for interested faculty would be helpful.
- Sanitizing
  - Hand sanitizer will be ordered to place outside of classrooms.
  - Allan and Marie Self looked into cleaning wipes for the classrooms and for the Fitness Center; they have been difficult to source, but they are looking into solutions.
  - Buildings & Grounds - A full-time person could be moved to the day shift (through March 31, 2021, when CARES Act funding runs out) and a part-time employee could fill in the full-time position in the evening. The day-shift employee would rotate buildings during the day.

	<p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Daryl will share the list of Pandemic Leave hours with Team.</li> <li>2. Chris will share the advising opportunity at the Instructional Division meeting.</li> </ol>
<a href="#">MCCA Campus Updates Grid</a>	<ul style="list-style-type: none"> <li>● MCCA is asking specific questions of each College which will help the Colleges share the collective story of how COVID-19 has affected community colleges.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. Dena will share the list; Team members will review by the end of the month.</li> </ol>
<p><b>Review of Action Items/Closing the Loop</b></p> <p>Free Speech On Campus</p>	<ul style="list-style-type: none"> <li>● As a free speech institution, it would be considered a constitutional violation to ban the confederate flag on campus. The Marines were able to ban the flags for enlisted Marines, because their free speech rights are suspended to a degree on Marine bases.</li> <li>● Team discussed preparation for possible protests on campus. <ul style="list-style-type: none"> <li>○ There is a policy for protests on campus, which can be reviewed and shared.</li> <li>○ The Missouri CAOs are meeting this afternoon and will be discussing considerations for campus protests.</li> </ul> </li> </ul>
<a href="#">Fall Room Utilization Discussion</a>	<ul style="list-style-type: none"> <li>● After measuring spacing between seats, there are several classrooms with low capacity. Areas in the Field House are being considered to convert into classrooms. The ends of the basketball courts could be used as classroom spaces. Marie Self is checking into the curtains to mark off the classrooms.</li> <li>● ASI Building - Renovation to combine classrooms (102, 104, 106) is being considered to create two larger classrooms. This project could require abatement. Chris will discuss with others involved before moving forward with any projects. This expense could be covered under the CARES Act.</li> <li>● Fine Arts Theatre - If needed for classrooms, there would be lighting concerns and a need for writing surfaces for students. Tray tables or clipboards were discussed.</li> <li>● Little Theatre - Discussion has taken place about removing seats or replacing the seating altogether to accommodate distancing.</li> <li>● Viking Room Classroom - The space would mostly be used Monday through Thursday during the morning/busiest class times. Outside noise is a concern. Configuration changes will be limited due to maintaining consistency for classroom set-ups.</li> <li>● There will likely be an increase in payroll, as smaller seat counts will lead to additional course sections being offered in the fall. Some solutions regarding face-to-face with a synchronous video/online component were discussed.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>4. Daryl will ask Debbie to reserve the Viking Room for classes Monday - Thursday through the fall semester.</li> </ol>
Fall Reopening Messaging	<ul style="list-style-type: none"> <li>● Information has been added to the Fall Reopening Message document. It includes information regarding employee accommodations, which will also be sent to faculty with their fall contracts. Team members reviewed the messaging and gave feedback.</li> <li>● Team discussed messaging designed for parents; a postcard with high-level bullet points on the laptop giveaway and reopening information is planned.</li> </ul>

	<ul style="list-style-type: none"> <li>Team discussed reminding students of CDC recommendations for international travel.</li> </ul> <p><b>ACTION:</b></p> <p>5. Dena will talk to Roger regarding the postcard.</p>
<a href="#">Student Emergency Funding Requests</a> (CARES Institutional Funds)	<ul style="list-style-type: none"> <li>A process for distributing the \$100,000 emergency funding has been developed. Students must be Title IV eligible, enrolled, degree- or certificate-seeking, SAP, not on financial aid suspension, and have not received a WC grade.</li> <li>The work group will be regularly reviewing the applications. Promotion will begin in July and awards will be distributed at the beginning of the fall semester.</li> <li>If funds are remaining after December 31, they can be carried over into the spring semester.</li> <li>WC costs are estimated to be \$175,000. These funds can only be given to Title IV eligible students.</li> </ul>
<a href="#">Online Transition Survey Results</a>	<ul style="list-style-type: none"> <li>There were 202 respondents, and 127 of those respondents provided comments. Overall, the feedback was positive. Timeliness of communication was rated highly, though delays in responses were also mentioned.</li> <li>Themes - Students were appreciative of the transition to online where it was done effectively. Some students indicated challenges with the online transition. Bandwidth issues were mentioned, as well as the distractions of taking classes from home.</li> </ul>
<b>Hot Topics</b> Marketing Low Enrollment Programs	<p>Several programs (CIM, AUT) are showing low enrollments for fall.</p> <ul style="list-style-type: none"> <li>When postcards/laptop giveaway is announced, the courses should see additional enrollment.</li> <li>Team discussed targeted communication to specific programs after the initial enrollment marketing. It will be discussed next week.</li> </ul> <p><b>FURTHER DISCUSSION NEEDED</b></p>
<b>Budget</b>	<ul style="list-style-type: none"> <li>Budget assumptions were approved at the June Board meeting.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>The Board appreciated the Strategic Plan presentation at the Board meeting.</li> <li>St. Charles Community College has been looking at Strategic Planning decisions and had a good approach. Dena will send Tasha and Daryl the information.</li> </ul>
<b>Division/Departmental Updates</b> President  President-Elect  Interim Dean of Academic Services/CAO  Dean of Instruction  Finance & Administration  Student Services	<p>Ray</p> <ul style="list-style-type: none"> <li>Ray will be offline over the weekend.</li> </ul> <p>Dena - No report.</p> <p>Allan - No report.</p> <p>Chris - No report.</p> <p>Daryl - No report.</p> <p>Kim</p>

<p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<ul style="list-style-type: none"> <li>● CARES Student Funds has \$139,000 remaining; targeting summer students. If funds remain, spring students who received CARES awards and are enrolled in summer classes may receive additional CARES funds.</li> <li>● A+ - MDHEWD may reduce the number of credit hours eligible for reimbursement.</li> <li>● New student outreach - Virtual Enrollment Day will be held on June 24. If successful, another event will be scheduled. Students can enroll via phone, email, or video chat.</li> </ul> <p>Karen - No report.</p> <p>Roger - No report.</p> <p>Tasha - No report.</p>
<p><b>Adjournment</b></p>	<p><b>Time:</b> 11:37 a.m.</p> <p><b>Next Meeting:</b> Tuesday, June 23, at 9:30 a.m. Shannon 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="#">Updates for Campus Plans</a></li> <li>2. <a href="#">Room Utilization and Seating Reductions</a></li> <li>3. <a href="#">2020-2021 CARES Act Student Grant App.pdf</a></li> <li>4. <a href="#">Online Transition Survey Results</a></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