

TEAM
MEETING MINUTES
June 23, 2020, 9:30 a.m.
Google Hangouts Meet

MEMBERS (presence denoted by check):

- | | | |
|--------------------|--------------------|-----------------|
| ✓ Roger Barrentine | ✓ Daryl Gehbauer | ✓ Allan Wamsley |
| ✓ Ray Cummiskey | ✓ Kim Harvey-Manus | ✓ Tasha Welsh |
| ✓ Chris DeGeare | ✓ Dena McCaffrey | ✓ Karen Wicks |

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:30 a.m.
Approval of Minutes	<p>The minutes of the June 16, 2020 Team meeting were submitted for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the June 16, 2020 minutes. Seconded: Chris seconded. Vote: All approved.
COVID-19 Planning Reopening Campus Planning	<ul style="list-style-type: none"> • Chris shared the MOCPE College & University Minimum Recommendations. <ul style="list-style-type: none"> ○ Many schools are requiring masks for all students for fall. At this time, the College will recommend that everyone wear masks, with masks required for certain areas/programs. This could be subject to change. ○ Recommendations include designating a contact person to work on COVID cases. Kristen Sides could be the employee contact. • Self-Attestation Forms were discussed. <ul style="list-style-type: none"> ○ A reminder for employees to complete the form may be sent out. ○ Employees may need to complete the form monthly, to keep information up-to-date. ○ The electronic form used for employees could be adapted for student use. Would follow-up be needed later in the semester? <p>ACTION:</p> <ol style="list-style-type: none"> 2. Kim will determine who should serve as the student contact person. 3. A small group, including Kim, Chris, Allan, Tracy James, will discuss the best way to collect student self-attestations for fall semester. 4. Tasha will send out a spreadsheet of employees who have completed the self-attestation form to Team members. 5. Tasha will work on a process for keeping track of self-attestation forms for employees.
Plexiglass Barriers Delay	<ul style="list-style-type: none"> • Daryl received an email during the meeting that the company producing the barriers has received the materials needed for the frames. They will be ready by the end of next week.
Faculty Plexiglass Shields	<ul style="list-style-type: none"> • Are plexiglass shields needed in classrooms where six feet of distancing

	<p>cannot be observed between the instructor desk and student seating? They will not be needed if masks are required for both faculty and students. If faculty health issues warrant an accommodation, it would go through HR.</p> <ul style="list-style-type: none"> ● Academic Success Center - Masks will be required for faculty/staff and students so additional barriers will not be ordered.
COVID-19 Testing	<ul style="list-style-type: none"> ● Team discussed when/where testing could be offered on campus. It should be in an accessible area but not a central location, to ensure that the traffic flow is not high around the testing site. ● If people are experiencing symptoms, they should not be on-campus. Asymptomatic people may be tested. ● The testing would be voluntary. <p>ACTION:</p> <ol style="list-style-type: none"> 6. Dena will email Kelly Vollmer at the Health Department to let her know that a contact person is being identified to coordinate testing with her. 7. Kim will speak with Brandi Gallaway about serving as the contact.
Mask Enforcement	<ul style="list-style-type: none"> ● Do masks need to be available in the Bookstore? Offices? Vending machines? The fear is that the supply of disposable masks will be depleted quickly if they are left in the open at freestanding stations. ● People will be encouraged to wear reusable masks if available. ● Adding packs of reusable masks to vending machines was discussed. ● Kim has reached out to another school for information on their mask enforcement policy. <p>ACTION:</p> <ol style="list-style-type: none"> 8. Daryl will check to see how many disposable masks are left for distribution. 9. Daryl will look at the possibility of adding reusable masks for sale in vending machines.
Protocol for Positive Cases	<ul style="list-style-type: none"> ● Chris has started a draft document. ● Guidance suggests that students who have been within six feet of someone who has tested positive would need to self-quarantine. ● Notice will be given to students that, in the event someone in a class tests positive, the class will be moved online. ● Will students need to sign liability release statements? <p>ACTION:</p> <ol style="list-style-type: none"> 10. Team will review the draft that Chris has developed and discuss it at next week's Team meeting. 11. Daryl will check with MUSIC Insurance to see if liability releases are needed.
Event Planning	<ul style="list-style-type: none"> ● Jefferson County Fair - The Civic Club has asked if the College will staff a booth at the event. LEA cadets typically assist with parking. CDC employees usually help with Tyke Town, but Tyke Town will not be offered this year. Employees will not be asked to volunteer at the fair. The Civic Club can work with Diane Scanga regarding LEA recruits helping with parking. ● Fall PACE Series <ul style="list-style-type: none"> ○ Joel and Elke have been taking care of the PACE program since it moved out of the CEOC. ○ Could events be offered virtually this fall? Due to budget constraints and COVID-related concerns, should events not be offered this year? ○ Could a task force work on how to further engage the community?

	<ul style="list-style-type: none"> ● Athletic Events - Will still be held, with precautions taken. ● Fall Play - Related to Theatre courses and smaller groups on stage; could be held with precautions taken. ● Band/Choir Performances - Larger groups on stage, can't wear masks while performing. Should smaller ensembles be required to observe social distancing on stage? ● Athletics and Music programs provide cohorts for students that assist with retention. Music students in MSA001 may need additional options for attending live events if the PACE events are reduced to student performances only. <p>ACTION</p> <p>12. Chris will speak with Michael Booker and advise Joel and Elke that there will be a one-year hiatus with PACE events and that a task force will be developed to look at redesigning the series for next year.</p> <p>13. Chris will speak with faculty to find out if they plan to make curricular adjustments to courses in response to social distancing guidelines.</p>
Classroom Planning	<ul style="list-style-type: none"> ● The Viking Room will be used Monday - Thursday in the mornings. Other times are open to community events. Community groups will be expected to use the same social distancing/safety guidelines that the College is using. ● The Field House will be used for classes this fall. Allan and Chris have worked with Marie Self and Bob Deutschman to set up two classrooms on the gym floor that will accommodate up to 27 students each, with curtains to separate them. ● Classrooms on the top floor of Field House can be used if spin bikes are moved. ● Faculty scheduling will need to be reviewed in order to designate faculty parking outside certain buildings, since they may need to move to different buildings quickly between classes. ● Since voices can be muffled when someone is wearing a mask while speaking, speakers/amplifiers have been purchased for faculty to wear while teaching in class. ● Demolition of walls between classrooms in ASI will include asbestos abatement and other work; there is a tight timeline to get the work done by August.
<p>Review of Action Items/Closing the Loop</p> <p>Campus Protests</p>	<ul style="list-style-type: none"> ● Discussion regarding potential protests was held at last week's CAO meeting. Being prepared and setting the narrative was emphasized. ● Roger has scheduled media training for the Team in July. <p>ACTION:</p> <p>14. Kim will speak with legal counsel about potentially banning exterior decorations in housing.</p>
Marketing Low Enrollment Programs	<ul style="list-style-type: none"> ● Chris asked Maryanne to work with Roger on marketing specific programs. ● Roger indicated that they can work to promote five to six programs, but it isn't possible to market more than that effectively at a time. ● It was suggested that programs be promoted by school. ● Focus could be done on when/where high school graduations are being held, and get advertisements on social media.
Hot Topics	

Service Learning Stipend	<ul style="list-style-type: none"> • For first-time projects, current stipends would continue at \$500. • For repeat projects, stipend amounts are proposed to be reduced to \$250. • A determination would have to be made on whether a project is substantially different to qualify as a new project. • If this affects faculty compensation, it would have to be negotiated.
Mercy Clinic	<ul style="list-style-type: none"> • Daryl met with Mercy representatives last week. The clinic will be open physically for one half-day per week and virtually four days each week. • Mercy has utilization charts to determine the peak day to remain open.
Budget Grant Opportunities	<ul style="list-style-type: none"> • Education Stabilization Fund-Reimagining Workforce Preparation Grant - Chris provided an overview of the grant that is intended to rejuvenate colleges affected by COVID. The College has to report by July 13 that we intend to apply, and the due date is August 24. • Delta Regional Authority Grant - Intended to strengthen along the Mississippi region. Lora Warner has taken it over from Bryan Herrick.
Enhancement Grant	<ul style="list-style-type: none"> • All projects from the Enhancement Grant request were approved, but the total match amount was reduced by 24% for this fiscal year. Chris will include this information in his Board report.
Planning	No discussion.
Division/Departmental Updates	
President	Ray - No report.
President-Elect	Dena - No report.
Interim Dean of Academic Services/CAO	Allan - No report.
Dean of Instruction	Chris - No report.
Finance & Administration	Daryl - No report.
Student Services	<p>Kim</p> <ul style="list-style-type: none"> • Virtual Enrollment Day is tomorrow. 50 of the 55 advising spots are filled. Two more events are scheduled, and Roger will assist with marketing. • The Fitness Center reopens on Monday, June 29, and will be open Mondays and Wednesdays, 10:00 a.m. - 6:00 p.m.
Foundation	<p>Karen</p> <ul style="list-style-type: none"> • Preliminary numbers show a net profit of \$33,000-\$34,000 from the Jazz & Jeans event.
PR/Marketing	<p>Roger</p> <ul style="list-style-type: none"> • The Virtual Commencement Ceremony video will premiere this Thursday evening at 6:00 p.m., on Facebook. • Social media posts are being made to highlight each academic program. • They are working on the verbage for the laptop incentive. All fall marketing will focus on the promotion. • Work is being done on a ten-year report to the community. It will be available in electronic format with some print copies also available.

Human Resources	Tasha - No report.
Adjournment	Time: 11:22 a.m. Next Meeting: Tuesday, June 30, at 9:30 a.m. Shannon will take minutes.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. MOCPE College & University Minimum Recommendations 2. Jefferson County Fair 3. Education Stabilization Fund-Reimagining Workforce Preparation Grant

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