

MONDAY MEETING
MEETING MINUTES
July 20, 2020, 7:30 a.m.
Google Hangouts Meet

MEMBERS (presence denoted by check):

- | | | |
|------------------|--------------------|-----------------|
| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | ✓ Tasha Welsh |

GUESTS: Tracy James, Mark Smreker, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 7:30 a.m.
Approval of Minutes	The minutes of the June 30, 2020 , Team meeting will be presented for approval at the next meeting.
Reopening Campus Planning Student Attestation of Health App	<ul style="list-style-type: none"> ● Tracy has looked into what other Colleges are doing with student attestations; there are different solutions at each school. <p>FURTHER DISCUSSION NEEDED</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kim will check with legal counsel to see if the College should be recording student self-attestation information.
Employee Travel & Returning to Work	<ul style="list-style-type: none"> ● The College will continue to follow CDC guidelines for employees returning to work.
Classroom and Office Dividers	<ul style="list-style-type: none"> ● Hanging plexiglass dividers for faculty in classrooms can be installed to hang from drop ceilings, but many rooms have ceilings that will not allow this type of installation. Those spaces will need stand-up dividers. <ul style="list-style-type: none"> ○ Five-foot tall dividers will work for classrooms with drop ceilings. A room without a drop ceiling can use a stand-up divider on a table. ○ The type of ceiling and width of classrooms will affect which dividers are ordered. ● Dividers for entrance vestibules are on the Board agenda for this month. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl will ask Buildings and Grounds to compile a list of ceiling types and divider sizes needed for classrooms. Dividers need to be ordered this week.
Cleaning and Disinfecting	<p>To ensure safety, the types of cleaning supplies that can be used on campus need to be limited. No homemade cleaners are to be brought in by employees or students.</p> <ul style="list-style-type: none"> ● Bleach cannot be used for disinfecting surfaces on campus. 70% alcohol is approved to use for disinfecting. Bottles need to be labeled. ● It is a best practice to disinfect spaces after each use. Sheree Bell is looking into alcohol wipes for students and faculty to clean their own work spaces before leaving class. ● Graphics designed a poster for the library regarding health guidelines and cleaning procedures. Lauren Murphy will adapt it for all-campus use.

	<ul style="list-style-type: none"> The Library has posted occupancy limits for each area. Occupancy limits for classrooms have been determined, but have not been posted. <p>ACTION:</p> <ol style="list-style-type: none"> Allan will work with Graphics to update the health reminders poster which will be posted on bulletin boards, entries, and doors. Daryl will work with Sheree to order alcohol wipes.
Enrollment	<ul style="list-style-type: none"> Enrollment is currently -30%. LEA has not enrolled their students yet, and only two PTA students are enrolled at this point.
Board Meetings	<ul style="list-style-type: none"> There are more items that Lisa has not received than items that have been received this month for the Board. <p>ACTION:</p> <ol style="list-style-type: none"> All: adhere to Board submission deadlines.
Budget	<ul style="list-style-type: none"> No additional updates.
Planning	<ul style="list-style-type: none"> The Integrated Planning meeting is on Wednesday, July 22.
Reports	<p>Chris</p> <ul style="list-style-type: none"> He is currently reviewing requests from faculty to teach online. He will share with the group. <p>Tasha</p> <ul style="list-style-type: none"> The Voluntary Separation Incentive Program (VSIP) announcement will be sent out today to let employees know it will be going to the Board for approval on Thursday. Tasha is setting up a call with Justine Froelker this week to discuss the Opening Meeting session she will be leading. PSRS updates: an auditor is asking about the insurance reimbursement to employees and has said the amount should not be counted as part of the salary. Tasha has a call with PSRS this week.
Adjournment	Time: 9:02 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> JeffCo Poster - For Your Safety

Respectfully submitted,

Miriam Helms

Senior Administrative Assistant to the Vice President of Instruction

and

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services