

MONDAY MEETING
MEETING MINUTES
July 27, 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: Roger Barrentine

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 7:30 a.m.
Approval of Minutes	<p>The minutes of the June 30, 2020, and July 20, 2020, meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Kim motioned to approve the June 30, 2020, and July 20, 2020, minutes. Seconded: Daryl seconded. Vote: All approved.
BOT Follow Up	<ul style="list-style-type: none"> Dena reported that the meeting went well.
<p>Re-Opening Planning Protocols for when cases rise on campus - tiered levels of response</p>	<ul style="list-style-type: none"> Dena shared the COVID-19 Planning Guide for Higher Education. Chris referenced the Illustration of Potential Triggers to Move Between Alert Levels and Illustration of Activities by Alert Level portions of the document and it was suggested that we replicate them for our institution. Chris shared a link to the draft Return to Campus Plan he developed: https://docs.google.com/document/d/1kWIVKkp8tPR5-ORvAv8WcUvRUmZN3LXNkBRSt8SbJ5Y/edit?usp=sharing The student protocol should be added to the Return to Campus Plan document. <p>FURTHER DISCUSSION NEEDED</p> <p>ACTION:</p> <ol style="list-style-type: none"> Chris will add information regarding moving between alert levels and activities to a separate sheet in the Return to Campus Plan that was developed and Team will meet Wednesday afternoon to discuss the information. Roger will review the Return to Campus Plan document for any needed updates.
Student Attestation of Health	<ul style="list-style-type: none"> Kim is waiting on guidance from legal counsel. She has reached out to Brandi Gallaway, and also to Chris and Allan for suggestions of people from their area to assist with this process. Students will be sent a link to the student attestation form to complete. Faculty will be sent an email to let them know that students might be late to class due to completion of student attestation forms.
Working from Home - Employee Exceptions (not related to FMLA)	<ul style="list-style-type: none"> The survey has been sent out. Results will be discussed at a future meeting. <p>FURTHER DISCUSSION NEEDED</p>

Student Town Hall Questions	<ul style="list-style-type: none"> Team reviewed all questions submitted for the Town Hall and determined the responses. Roger asked for changes to the document to be made by the end of the day today. <p>ACTION:</p> <ol style="list-style-type: none"> Dena will add an introduction that will be read before the questions are addressed and Kim will add closing remarks.
Supervisors Meeting	<ul style="list-style-type: none"> The agenda for the next meeting could include the new protocols for moving between alert levels, as well as supervisor expectations. Opening Week could also be discussed.
Fall 2020 Q&A	<ul style="list-style-type: none"> The alert levels will answer many questions that have been asked. This will be discussed at the next Monday meeting. <p>FURTHER DISCUSSION NEEDED</p>
Enrollment	<ul style="list-style-type: none"> Enrollment is at 26% down, which is an improvement. Kim noted that 414 students are currently on the drop for nonpayment list. Student Services staff are working to assist students in resolving issues.
Budget	No discussion.
Planning	<ul style="list-style-type: none"> Allan noted that the meeting went well last week. The Strategic Plan was approved.
Reports	<p>Dena - Nothing to report. Chris - Nothing to report. Daryl - Nothing to report. Kim - Nothing to report. Allan:</p> <ul style="list-style-type: none"> There are concerns that dual credit enrollment might drop due to the effects of COVID-related changes in the high schools. Kim suggested recommending online courses to high school students. Allan likes the idea of marketing directly to high school students. <p>Tasha - Not present to report.</p>
Adjournment	Time: 10:04 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> OpenSmartEDU COVID-19 Planning Guide for Higher Education Potential Triggers to Move b/w Levels Student Town Hall Questions

Respectfully submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Miriam Helms
Senior Administrative Assistant to the Vice President of Instruction