

MONDAY MEETING
MEETING MINUTES
August 3, 2020, 7:30 a.m.
Google Hangouts Meet

MEMBERS (presence denoted by check):

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

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 7:30 a.m.
Approval of Minutes	<p>The minutes of the July 27, 2020 meeting was presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the July 27, 2020, minutes. Seconded: Daryl seconded. Vote: All approved.
Re-Opening Planning Opening Week	<ul style="list-style-type: none"> ● Team members will speak in person at the Opening Meeting on Monday instead of pre-recording their remarks. Presenters may wear face shields in lieu of masks. ● Team will add their own slides to the Google slide deck. ● Miriam is sending out a draft schedule and will get the final schedule out by the end of the week. ● Boxed lunches will be provided by the cafe' and lawn games will be set up outside on the grassy area.
MDHEWD Request for Feedback	<ul style="list-style-type: none"> ● Team discussed and there were no issues.
Alert Levels, Triggers, & Activities	<ul style="list-style-type: none"> ● Team discussed the document last week. There are a few more items to work through.
Events Calendar-Community Events	<ul style="list-style-type: none"> ● Team reviewed the list of community events that appear on the calendar for fall. ● For any event held on campus, a sign-in sheet will need to be completed for contact tracing purposes. Visitors could also be asked to complete a self-attestation of health. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl's office will cancel scheduled events for fall, except the DRA meeting on 8/13, and the Mastodon meeting which will need to be moved to JCH or held virtually. 3. Debbie Bonham will be asked to use the self-attestation form to draft a visitor form.
Student Attestation of Health	<ul style="list-style-type: none"> ● A few changes will be made to the form and it will then go live. ● Stickers for student IDs are not available yet. ● Employees will be asked to complete another self-attestation as we enter Phase 4.

	<ul style="list-style-type: none"> ● Kim will work on the logistics of distributing student welcome bags as classes begin. <p>ACTION:</p> <p>4. Kim will work on organizing volunteers to hand out student welcome bags.</p>
Fall 2020 Q&A	<ul style="list-style-type: none"> ● Chris will share the document at the Instruction Division meeting on Tuesday.
Return to Work/Class	<ul style="list-style-type: none"> ● Protocols are in place. <p>NO FURTHER DISCUSSION</p>
Purchasing	<ul style="list-style-type: none"> ● This topic will be added as a standing agenda item. ● Chris placed a COS request for spray bottles, disposable shop towels, and gallon jugs of 70% alcohol that will be used to clean equipment in larger lab areas. ● Kim noted that some of her staff have not yet received webcams. It was confirmed that there is a supply available. ● Student welcome kits, lanyards, and stickers have not yet been received. Lanyards will be added to student welcome kits if they fit.
JCA Hours of Operation	<ul style="list-style-type: none"> ● Kim noted that for fall, there are no CAP classes, no testing, and no Bookstore hours on Fridays at JCA. She is recommending that JCA be closed on Fridays, and that the hours for Monday-Thursday be set as 7:30 a.m. - 6:00 p.m. <p>ACTION:</p> <p>5. Kim will share that fall 2020 JCA hours will be 7:30 a.m. - 6:00 p.m., Monday-Thursday, with the building closed on Fridays.</p>
Enrollment	<ul style="list-style-type: none"> ● It looks like most of the programs have enrolled, but PTA enrollment is low. The new PTA students might not be enrolled yet.
Budget Bookstore Bids-June 30, 2021	<ul style="list-style-type: none"> ● It is time to solicit bids for bookstore services. Daryl noted that there are companies who offer fee-based services, including Follett. Students would be charged a flat fee per class or per hour, to cover books, with a portion going to the College. This could be less expensive for students, but would also limit their ability to purchase from external retailers, such as Amazon. ● Since this needs to go out to bid in October, it might be beneficial to extend the Follett contract for a year to allow time to research all options. <p>ACTION:</p> <p>6. Daryl will put together a work group, including Sarah Bright and Mark Janiesch, to look at fee-based options for bookstore services.</p>
Planning Census Date Change	<ul style="list-style-type: none"> ● Census has always been set as twenty days into the spring and fall semesters, and ten days into summer. With 14-week and second 8-week classes starting after census, enrollment in those classes is not counted into our numbers. <p>ACTION:</p> <p>7. Allan will talk with Jude about potentially moving the census date to the day after the refund deadline for second eight-week classes, and if that would give him enough time for reporting.</p>
Reports	Dena <ul style="list-style-type: none"> ● The application deadline for the Executive Director of the Foundation position is today.

	<p>Chris</p> <ul style="list-style-type: none"> ● Chris and Darrell Kyle drafted a letter that will go to all ATS students and parents. ● Bruce Korbesmeyer has stepped up to serve as PTK Advisor. ● Chris is assisting Rob Rodden with his request to have an awning installed that would allow his welding students to work outside. The space is needed due to the distancing needed for his students. ● Chris will send Dena a list of the adjunct faculty who will be teaching over nine hours for fall. <p>Daryl - No Report</p> <p>Kim</p> <ul style="list-style-type: none"> ● Advising is very busy. There are over 100 appointments scheduled for the next two weeks. ● Alicia Ott has been hired as the new COMTREA on Campus Counselor. She has worked as a Psychology adjunct instructor since 2018. <p>Allan - No Report</p> <p>Tasha - No Report</p> <p>Dena noted that the Team will not meet next week. The next meeting will be held at 2:00 p.m., on Monday, August 17.</p>
Adjournment	Time: 9:20 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. MDHEWD Request for Feedback 2. Alert Levels, Triggers, & Activities 3. Fall 2020 Q&A

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