

PRESIDENT'S CABINET MEETING

March 16, 2020

Present: Timothy Crowley, Dottie Martin, Mike Williams, Beth Hummel, Sue Bernard (via phone), Barry Ingraham, Bill Egeler, Leah Buck and Nancy Gagnon

President Crowley—The Business and Arts & Sciences Departments are ready to go online. The Trade Tech. faculty will be working to get as much lab time in as possible and put remaining lectures online. Contacted Joe Fagnant, Houlton Higher Ed Center Director, yesterday about classes being held there.

- At this time, the College will not close and the Wellness Center will continue to be open as usual. Diligence will be practiced in keeping the equipment clean.
- Faculty will be in next week to get online instruction prepared.
- Three campuses are closed today and will extend vacation.
- Employees will be equipped with laptops and have access to information to enable them to work from home.
- The Governor has recommended that gatherings be limited to no more than ten participants.
- The System Office is working on how to handle residential life, building construction, refunds, etc. There will be a conference call at 2:00 p.m. today.
- We have decisions to make regarding Houlton classes.
- Residential Life students will get a separate note regarding the break and moving out by Friday, 3/20.
- The Academic Dean search has been put on hold for the time being, letters will be sent to let them know of the delay.
- We are watching the hospitals and will try to get through the week without ending in-class instruction.
- Tim—There are childcare issues. People could be allowed to bring their children to work. They might be able to play in the gym.
- Chairs are being removed from Edmunds and we are encouraging customers to take food out of that area so they don't congregate there.

Barry—Reed Commons renovations are moving along – will need to make sure the crew stays in that building.

- We now have ZOOM purchases and more laptop computers ready for employees to work from home.
- Please give Barry/Tim a list of essential staff and those who can work from home.

Dottie—The Foundation meeting scheduled for Thursday will be held via conference call.

- Regarding operation of the test center: There is upcoming testing for small groups – this will still take place.

Leah—Has been notified that CDL testing has been canceled – this will be a problem for the current class.

- The UNE students have canceled their time here.

Bill—The fall 2020 schedule is up and students can register for classes. Trying to get many students to sign up by Friday.

- A form has been set up to find out if students are traveling during the break.
- Some students in residential life have nowhere to go during the two-week break. The plan is to house them in Andrews Hall in sections with private bathrooms; food service will be available through the College Store or delivered to Andrews Hall.
- Work study students will continue to be paid for scheduled work hours (a list will be provided to Beth) whether or not they are on campus.
- Regarding the Health Center – students should call ahead before arriving.
- In many cases, social distancing is better on campus than to send students out into the community.
- The Admissions Office is sending out letters to incoming nursing students delaying due dates for getting health inventories and immunization records submitted.
- All tours of the campus have been canceled/postponed as well.
- Major student events have been postponed, Job Fair, etc.
- The Border Patrol meeting will go forward—this is a small group.
- It will be important to keep records of who is working and those not working.
- We need to set expectations regarding working from home.

Mike—There will be significant financial impact of room and board refunds (\$110,000) should the break be extended to the end of the year. This could be credited to returning students rather than refund.

- Business Office personnel can work from home, but he's concerned about the upcoming IPEDS, the March hard close, and next year's budget. He requests information from department chairs regarding equipment lists.
- We are underbudget in Perkins funds and will be doing an adjustment (\$35,000).

Tim—We may want to limit the number of people in the Wellness Center at any one time. Cautious of group activities especially senior yoga, Zumba, etc.

The meeting adjourned at 10:50 a.m.