

Cabinet meeting Thursday, March 19, 2020

Attending—Tim, Barry, Leah, Bill, Beth, Mike, Edward

(Via phone) Dottie and Sue

Tim—80 employees called in to ZOOM this morning. Faculty may talk to students this way going forward.

Mike—Beth can work from home now-- Fully functional. Carol seems to be well on her way. Still a question mark for Julie's work. Mike will have a personal hotspot for him to work. By the end of next week all should be able to work from home.

Bill—Student Services is pretty well set.

Edward is set to work from home.

Leah—Computer is being built and should be ready soon. Kelly has a school laptop and may need particular functions.

Beth—Re: timesheets she's still trying to figure it out. Feels she needs a paper copy. Are timecards even necessary in the short term? Ask people to keep a record of their hours. We won't be distributing printers. Can we just send in e-mail that logs hours? We'll have to figure out a process. Bring in paper work when this is over for the government regulations. We can activate the office printers from our laptops.

Questions regarding maintenance—We'll have to call them in as necessary. They will get paid as normal. Offering plenty of social distancing. Think of it as a snowstorm when certain work has to happen on campus.

Barry says IT folks are all set.

Bill—We need to reiterate that we are **still open** in case people want to go in. We need to be functional. Have the discussion with your supervisor regarding working on campus or from home.

Mike will leave a note on the business office door saying if you need help, call a certain number.

Tim will be talking about the trade programs and how to deliver them. Leah says some students can prove the competency and some can't.

Re: CDC—Becky Smith will be the connection with the CDC—Bill will contact with Becky.

We will reinforce that we are not closed and on a case-by-case basis we can work from home.

Will there be any training for D2L or other methods for faculty on Monday? JR is working one-on-one with faculty.

Re-Discussion regarding refunds for tuition and fees. Mike suggests to stay with the process we have in place.

Nursing program is in a good spot.

Edward--PN program is now on hold. Workforce programs—Twin Rivers is still moving ahead at their own discretion. Porvair is on hold. Math portion can be online.

Custodial contract service will be used for cleaning Andrews Hall.

*(Sue signed out at 11:30—no other notes available. If there were other significant pieces of information, you would like included from this meeting, please forward to Sue.)*