

## President's Cabinet meeting notes

3/26/2020

Attending: Tim, Bill, Mike

By phone: Sue, Beth, Barry, Dottie

Tim—As we know, Pam's son was killed in a snowmobile accident. Calling hours and funeral have been postponed. Video by Trade & Tech was put together for her. Tim played it for the group. Bob will deliver to Pam.

- System refund discussion—Refunds have to do with where we are in delivering program. We are 60% along in our programs, so no refunds. We will send refunds for Room and Board; a letter will be included.
- No refunds for tuition and fees—we are working to help students get through their programs.
- Regarding trades, we are still accessing what is left to do, but it looks like we can finish programs.
- We'd like to stick with our policy of no refund due to our progress in programs. Our approach is students will be allowed to complete. If not, they can get an incomplete and can finish later. Can apply for emergency loans on case-by-case basis.

Bill—Student Services has told students loans, etc. are available.

Tim—Not interested in Pass/Fail option.

- System has discussed giving every student \$500 to help them. NM will ask for help from the System Foundation for infusion of money... \$10-12k.

Bill—NM has about \$8000 for emergency loans or grants.

Tim—Asked Dottie to look in the Foundation to see if there's other funding for grants or loans to help students. We could go to larger donors to request gifts if necessary.

- Next conversation with System is this afternoon at 3:00.
- Governor is indicating we should continue to tighten up. Tim would like to reduce number of people on campus and have only one entrance. Still functional but limited crew. We should keep the Christie lobby open as that's closer to needed offices.
- Asked Dottie to talk to USPS about using the delivery service entrance in the back.

Mike--Business office is all set with fewer employees. Mike will still assess if there are other ways to consolidate.

- Time sheets will still be required.

Bill—Down to one person in each office. Some are working from home. Health Center is closed. Admissions has 3 people still in the office. That work schedule is on his calendar.

Tim—Doesn't want only one person in large office alone.

Dottie—Griffin and Kelly continue to come in. Others are working from home. She will provide a schedule.

Tim—Anything else that Angela W. could be doing? Bill has already checked with this staff.

Bill—Will put out note to faculty that if they are having trouble checking in with students to contact Angela for help. Carol might be able to get assistance from Angela,

Barry—In terms of D2L, students must log in for attendance. He'll ask Robert to work on that to make procedure more efficient.

- Courtney and Dave are working from home. Robert, Jared and Chris are on campus. Jared might be able to work more from home and do helpdesk since there are no events on campus.
- Steve and Kord are on site. Everyone else is home.
- Security is on campus.
- Custodial is being handled by B&P and they're doing a great job.
- Barry will put out a list of the schedules.

Tim—We need to make sure that students are still engaged.

- By Monday, we need signs directing everyone to the Christie Building. Dottie will do this.
- Hours will be from 8-4. If things get worse the next step will be to close campus.

Bill is concerned with maintaining temperature for hot food on campus. Fridge has been moved to Andrews. Good to keep the food delivery from College Store. This is working well.

- Concerned about walk-ins from general public. Not controlled environment. Perhaps need to close to walk in? Tim says not at that point yet. We need to get through this week. Very few people are coming to campus.

Sue—Recommend that employees on campus use paper towels on high touch points, door handles, etc.

Tim—Nursing students will still need to go to 2<sup>nd</sup> floor of Christie. But everyone else needs to stay on first floor.

- Trash cans will be put near doors.
- Encourage employees to work with ZOOM to stay engaged with each other. Talk on a regular basis.
- Will offer housing-on-demand at no cost for students who need to come back to finish program.
- Discussion from System about commencement...it will be different this year. Will inform students next week. Dottie will need to put out a press release once we have a full plan.
- System conversation about HR re: employees not showing up—Tim has been impressed with how our employees are responding.

Barry—Keys have been issued to B&P staff—a master key. All have had background checks. The keys can't be copied.

- Holding remote meeting about pay req meeting.

Sue—Tim should request that statements from the System be more generic and to let campuses take put out more detailed information about their area.

Beth—ADP can do direct paystubs through the mail. Can be mailed to their homes. She can put out notice that says we will mail and signing up for electronic payment can still be available.

Bill-says students please contact the registrar's office about address change. Beth will inform Betsy if she receives any changes.

Mike—Follet will not allow any of its employees to work from home. Becky is staying on campus and working behind closed doors.

- He is checking with employees every day. He will put employee schedule on his calendar.

Tim--Nancy is working on spreadsheet of courses.

- Applications for 5-6 Academic Dean will be sent to Cabinet and Department Chairs. Please review and recommend finalists' interviews. Information on all 36 candidates is on campus and can be reviewed, but Tim would like to streamline this process.
- Expect updates.