

## President's Cabinet & Department Head meeting notes

4/1/2020

Attending: Tim, Bill, Mike, Sue, Dottie, Leah, Dave, Barry, Edward, Beth, Dwight, Angela Buck, AJ

Tim—Some confusion from Governor's message. We will allow only essential employees to work on campus. Departments need to determine who that is and get to Tim.

- Security, maintenance, mail, payroll and receiving still have to operate. Business office needs to have at least a rotating schedule.

Mike says the Business Office can work remotely as long as phones can be re-routed. Barry says this can be done. Better if it's only phones owned by the College. In Business office, calls can be re-routed to Mike and Carol. Carol would need a phone to help take care of work.

Bill—Rather than phones. His office has been using Zoom which may be less expensive. Barry will need list of people who would use this. It's \$15 a month. Bill has already sent his list.

- Will rotate people in and out of that office. Jon Blanchard is on campus and taking care of his area.

Tim—expects doors will be locked on campus soon.

Dottie—Kelly has been answering phones and calls have been limited. She also does mail. This will continue.

Tim—Will keep up use of the general phone number. He took down a video to students which talked about staying open for operations. The Governor's message changed what we have to distribute for information.

- Mail is being delivered through the front door.
- Barry—IT backups have to be done off campus.
- Robert is doing fuel readings. Can Steve do it? Robert can show him how, if necessary.

Mike—Since we are almost over our oil contract, now is a good time to make a purchase since the price is so low.

Tim—Security will move to Christie Building and we will likely go to summer schedule. We will need directional signage to point people to temporary Security location. Will change Securitas contract.

Beth says she can take care of her responsibilities mostly from home and she will give security her schedule for being on campus.

Tim—Contracts may change.

Abby and Briana Gordon—need access to files, can they have Jenzabar? Barry says yes.

Tim—Welding students—they will not be coming in this week as per Governor's announcement.

- Nursing should continue to complete clinicals since these students are critical to the community. This will be up to students to decide whether to finish at this time.

Angela B—Level 1 students (37) may be better to postpone until August the 24-hour clinical requirement. The OB simulation experience will be postponed to August as well. We will continue with lectures/projects online and continue with the testing components as scheduled. Some of these students have expressed concerns about clinicals.

- Level 2 students (30) haven't complained about the current process and we would like to move forward with them. They will need to be on campus to take tests in testing center. Angela W. does not have to be on site for this—nursing faculty are proctoring.
- We have six students at Cary who need 40 clinical/simulation hours; seven students at Fort Kent working in Psych unit who need 24 hours. They will continue and complete clinical hours. 15 students will have one day in simulation training.

AJ—Anxiety round EMS. Can students at WCCC continue to go to Lab component on campus? There are 5 students. Other clinicals have been suspended.

David—Shari is all set with Physics... instruction delivered through D2L.

Dwight—All set.

Tim—Our summer schedule will all be online only for the first half of the semester (those that start in May). Hybrid courses will need to be reconstructed. If we can offer more courses online, we should. Need to keep students engaged.

- There are significant fees for students using the Test Center especially for the trades. Still trying to allow testing. No refunds yet.
  - Welding has to pay \$500 for certification testing. We may have to give incompletes.
  - Angela says her students would be fine with that.
  - Dottie says Pearson has put out directive closing their centers. AJ says EMS can test by doing only a few at a time. Dottie will check with Pearson, let them know we can limit people testing and ask if an exception can be made.
- Will schedule an employee ZOOM meeting tomorrow.

Bill grading window—April 10 register a final grade.

- Requests that faculty who contact students, let Bill and councilors know if there find emerging needs. NM has emergency funds available to help.
- Summer aspirations class at no cost will be offered.

Leah—talking with Dan Belyea and will give Tim feedback from questions regarding list of classes that could serve healthcare needs.

Edward—Twin Rivers project is moving forward. They will wait this situation out. Course numbers are up and Kelly is making them public.

Mike—No change in hard close or budget deadlines. Please send any Bank of America receipts to Tammy.

- Will ask Fed Ex and UPS to hold packages and we can pick them up a couple of times a week.
- We have emergency funds for students who need help (this is better than offering refunds).

Tim—Wants Bill to consider inviting students to a ZOOM meeting to let them know information about available emergency funds. Barry--please ask Martin Gang for a 500-person capacity license. Currently 300 capacity.