

President's Cabinet meeting 4/27/2020

Attending: Tim, Barry, Nancy, Mike, Beth, Abby, Bill, Leah, Dottie, Sue

Tim—Went over the agenda for General Advisory Council meeting tomorrow. May talk about the Loop Bus project which has substantial money tied to it, may be an opportunity for us if we want to get involved with it. Will discuss internally first.

- Will discuss with Council about EMS and Nursing to get those students licensed more quickly;
 - Barry will share photos of the Commons project;
 - Leah will talk about workforce items listed and will mention online training for COVID 19 at the System level. Abby will add this to the agenda under #4;
 - Leah will also discuss system-wide CDL with the Council;
 - Scholarship, other activities and fall semester.
- Tim has asked for help from Barry to put documents together in next couple of weeks in order to donate the Homeless Shelter to that entity. The Board of Trustees is ready to receive that item for the June meeting; Sure Winner Foods building may also be considered to go back to the City. Nancy can find that documentation.
 - Nancy will also go to campus tomorrow afternoon to work on what classes will run this summer and run the contracts. Nancy will contact Department Chairs to see what classes they want to cancel before contracts are set up. Also, letters to faculty for the fall need to be sent.
 - Budgets—We are determining what we should use for projections. Planning a budget similar to what we had last year. We have to plan for a possible decline in enrollment of about 10% and drop in appropriations of 3%. Will put together two different budget scenarios: one for flat enrollment and the other for this projected decline. Projections on enrollment are varied. So far, applications are down somewhat.
 - Bill says we are currently about 2-3% down in freshman class compared to last year. Applications are still fairly strong. Harder to predict who will be returning. Over the last two weeks, many students withdrew, dropped classes, may be trying to maintain grades. May need to reconsider the pass/no pass option.
 - Leah has had very positive response to non-credit (career-training) offerings. 114 applications for the 60 slots focusing on online health care training. Most popular was Medical Coding and Billing (500 hours) and Microsoft Office Certification training. Those two are full. Now picking through the other applications since they can't get in their first choice and directing them to other possible training or other campuses that have space in their first choice. Kelly is registering these applicants through Ed 2 Go. Leah will talk with Dan about how these will be reported—everyone must check the box on the Quality Centers' piece.
 - Tim will talk to Department Chairs today about social distancing for when students come back in the fall. (To Barry) We need to know square footage of each room; how many students we can put in each room. Can we deliver a lecture to multiple classrooms for large attendance (some people can call in from home)? May put all Arts and Science students on line to move many students off campus. Send any ideas to Tim. We have to consider all scenarios: maybe everything will be on line and maybe everything is back to normal.

- (To Bill) We need to look at housing in terms of what we can accommodate. (To Mike) We need to look at break-even number financially, and what impact would the need for continued social distancing have on our budget. (To Bill and Jon) Should look at who is in Housing in terms of majors. How many have already expressed an interest in Housing?
- Tim, Bill, Dottie and Mike will meet regarding Academic Dean search before Tim's meeting with chairs this afternoon. Selected 3-4 finalists to consider.
- The System had a discussion regarding Achieving the Dream. Determine how to bring it to an end since we've been disconnected for a while. Dottie says meet virtually to finish up. Dottie says she believes they require a final report of some sort. President Crowley says we need to end the collaboration.

Mike—Student Cares money is available and can be distributed anytime. Tim will make sure the System is ready to go. Bill sent note to all students saying money will be available. Students are asking what's next.

- Mike is still waiting for a few budgets. He needs them ASAP.
- Asked President Crowley to check with Department Chairs regarding book adoptions by faculty; we need to get this information to Becky so orders can be made for fall.
- Sent projections last week: Expecting \$100-200K surplus, possibly more. Will be meeting with other Deans of Finance tomorrow and should get guidance on budget so scenarios can be built.

Dottie—Graduation video is being edited at WAGM. Program is done and being sent to the printers. President Daigler sent a video address that will be inserted.

- Paperwork is received and MOU signed for the Dingwall scholarship.

Barry—Reed construction meeting tomorrow.

- Overview of the network (quality of service) consultant's report.
- Email security system might consider Barracuda. Looking at pricing. YCCC is using this. Threat protection from Microsoft wasn't robust enough.
- Snow Hall paperwork for window replacement is underway. Bill says we will have 3-4 health care workers wanting to move in this week. Barry says the window project could be started by the end of June.
- We have ideas for flooring for Edmunds, waiting on samples.
- Two-factor authentication for email. This work is moving along by using ZOOM person by person. 40+ by end of day tomorrow. Great security for Office 365.
- We need to get a vendor for E-waste—all electronic waste (TVs, computers, etc.)
- Closing out the AC project (paperwork) for Nursing and Diesel lab.
- Water Treatment working with Patrick and Ed. Their IT department, Patrick and our IT need to talk about next steps.

Tim—There was lots of conversation about housing over the weekend. System wanted names of people living in Housing. The System is talking with State Emergency Management. Tim wants to talk with Bill about this.

Bill—Today was date for opening grade portal. Wants us to look at pass/no pass. Allow the faculty to issue their own grade. Might consider converting to P/NP later if necessary.

- Met with Mike and people who can't get to campus. There are 130 students registered for the summer semester. Wants a plan to implement the Follet account as in the past--\$250 for students with fewer than 6 credit hours to access books. For more than 6 credits: \$500 while waiting for financial aid to go through. Follet should mail text books to students.
- Fall registration—mostly concerned with those who should be returning. A large number of students are not responding to anything. 381 head count for fall/4534 credit hours.
- We want to help move money out soon. Counselors are working hard on outreach every day.
- Launched Talk Campus over the weekend—online communications for students to network and moderated and monitored by Artificial Intelligence and human intelligence. The idea is to notice those with mental health issues, anyone who might do harm to themselves or others so we could intervene. Will try for 3 months and see where we go from there.

Beth—Friday's conference with HR folks. There will be a retro-payment back to fall semester issued in May or June to adjuncts. Adjuncts won't teach more than 12 credits in one semester without President's approval. We have no one in that category.

- Regarding professional training and development, we usually pay adjuncts for online safety training and we will now pay them \$100 each semester. **Beth will check to see if this must be paid retroactively.** Currently, full-time faculty is making more for an overload than adjuncts, so there should be no retroactive payment to full-time faculty. In the fall, however, the adjunct rate will be higher than the full-time overload rate, so we will be looking at more compensation at that time.
- Auto collision repair instructor position was posted Friday and one application and one inquiry has been made. Asked Griffin to advertise in the paper and is being sent to the Advisory Council.

Edward—Getting the EMS budget finalized with AJ.

- LPN start day for Angela Bickford is May 11, maybe teaching ATI.
- We need info from Patrick Wiley on lab plans, plumbing, etc. Patrick has a plan for the lab but is looking for support to get things moving.

Leah—Very busy with online offerings...5 new applications since we've been on this ZOOM meeting. Says she will take the application down from the site since we won't be able to accommodate more. Thinks we can ask Dan for more money. There will be a meeting on Wednesday with Deans of Continuing Education to talk about next steps. If anyone has any more ideas for needed training, especially in the health care area, tell Leah.

- Working on concept budget for statewide CDL training.
- Working with AHEC people redirecting some finances which will require a change in reporting.
- Interviewed logging students for two days last week. Accepted 7 so far, looking for cohort of 16; target start date is June 22 but may move it down the road by a few weeks.

