

## **President's Cabinet Meeting**

**May 18, 2020**

Attending: Timothy Crowley, Abby Clark, Barry Ingraham, Dottie Martin, Beth Hummel, William Egeler.

Absent: Sue Bernard, Michael Williams, Leah Buck, Nancy Gagnon.

Meeting begins at 10:00 a.m.

Tim and Beth discuss that it is a good time to post Registrar's job description and job opening.

Beth also shares that the System office is preparing to send out the faculty letters which seems to be standard via Eco-sign. Beth and Nancy have gone over the spreadsheet we have for our faculty members. Each Human Resource individual within the colleges will be the ones to receive the signed faculty letters. The System office is also taking care of and sending out to the confidential employees. She will be processing the adjunct retroactive payments this payroll week.

Dottie informs the cabinet that the curriculum sheets and degree audits have been completed and sent out to Bill for review. The production team from WAGM will be there tomorrow for the virtual tours and Thursday to do the program videos for Automotive Technology, Diesel Hydraulics, Plumbing & Heating, Building Construction, Auto Collision, Wind Power and Water Treatment program sand CNC videos have been done and are posted on the program page. They will also do one for the Network Administration & Cybersecurity program as well.

Barry provides an update regarding Reed Commons construction and says they will be pouring the floors today and will start framing the loading dock this week. The windows are still on track. A couple meetings will be held this week. Access control has been ordered for the rear door of the Christie lobby. We are still working on Edmunds Conference Center, Andrews and Snow Hall windows and is working on the second floor of Christie and how much we can still do.

Barry discusses the Water Treatment program we are extending to at SMCC and that we have come up with technology, budget, hardware list, etc. and that will be out for bid.

Bill provide a status on the Pass/No Pass options and shares that this ends this Wednesday the 20<sup>th</sup>. Some people have opted for this option that were not able to complete some courses. CARES Act funding has been busy with application processes.

Edward provides an update regarding the Water Treatment Technology program we are extending to at SMCC. The faculty member hired, Patrick Willey's laptop should be on its way in. EMS classes has 24 students that will be starting tomorrow and the second group starts mid-June. The first 12 are registered. Edward is working on the contracts for these adjunct/faculty members.

Tim reminds the cabinet of the Safety Committee meeting scheduled for Wednesday at 1:30 p.m. He also intends on going over the fall schedule and more changes that will be made before or on Wednesday. We are thinking of changing some of the Trade & Tech programs to start an hour or so earlier. We will talk about PPE in all areas specifically in the Trade areas.

President Crowley also states that Ford manufacturers have recently opened one of their factories and Tim will reach out to CM regarding the Ford program(s) and our students' involvement in such.

He also shares that individuals have been working on a plan for opening the doors on campus. Barry and Lee Griffin have created a timeline/plan for this. Residential life will be a separate topic in this regard. Bill and Jon will be discussing with the System and the University systems. Housing and security will be big topics to discuss and cover.

Some have looked up shields for certain desks across campus and have created an estimate of the number needed. We need prepare this requisition as it has not been done.

Bill has shared that the State has a contract with a specific vendor for cloth masks and asks that we start to look at what we could be doing in this regard and we might be able to piggy back on this.

We have an Academic Dean interview with Angela Buck on Wednesday at 9:00 a.m. and if anyone in any departments have questions they can put in writing or ask during the meeting.

Follett is having some issues. The summer classes we have running now did not seem to have any problems, however, the System is not comfortable with extending the contract with Follett.

Mike Williams is out this week and will return next week. There is a discussion about faculty working over the summer to put things in place and this is happening at a system level. We are also waiting for the State to tell us when we can open.

We will need to put a letter out to students regarding schedule changes once the changes for the fall semester have been completed.

Tim is looking for a comparison of students looking for housing from last year compared to this year.

Meeting ends at 10:25 a.m.