

President's Cabinet and Department Chair meeting
June 15, 2020

Attending: Tim Crowley, Barry Ingraham, Mike Williams, Leah Buck, Pam Buck, Abby Clark, Dwight Clayton, Angela Buck, AJ Gagnon, Beth Hummel, Edward Wright

Tim--We need to document the changes we have made regarding COVID safety such as modifying courses to reduce students on campus, installing shields in areas where students and the public are face-to-face with staff, etc. This documentation will go to System and our own community.

- Plan is being developed for Wellness Center, custodial plans have been done regarding cleaning schedule, working from home to reduce exposure. Will need to alter plans as needs arise.
- System has sent us a document (guidelines) to follow. (Document attached)
- We will work through Safety Committee to review proposals—Dr. Beth Collamore and Tony from MEMIC will review our plan. By the end of June, a draft of the total plan for the College will be in place. Challenging
- The planning will be done by departments—Academics, Student Affairs, Business office, Development, IT. Tim will work with Department Chairs on academics. Labs may be the biggest challenge. Nursing and Allied Health are in good shape. Business Technology Department is in good shape. Doesn't have to be 100% complete, but we want as much detail to be done before handing it in to the System.
- We need to think of contingencies in case any one-person department gets sick. How would we handle that?
- Shared the System guidelines and each area needs to fill in their plan—no need for long narrative, just bullet points. Follow the guideline checklist to complete. Human Resources piece will come from System, but we will have input—for example the issue of leave for those who are sick.
- Budgeting—Purchasing of N-95 masks has been requested through System. We need to purchase face shields for faculty. Mike will check with purchasing to see if this has been done.
- We received \$327K in federal money—1/2 for student support (about \$80K spent so far) and 1/2 designated for the College. The institutional funds are to support professional development activities of faculty. We may need some of this money for the fall when enrollment declines, state revenue possibly declines. Should finish this fiscal year in good shape.
- Parts of NM's current Emergency Action plan can be used for the COVID plan now being requested. Flow of information is important. Tim will send a letter to all 2nd year students to explain changes to this point. Will post on Facebook; on June 30th another note will be sent. Flow of information will continue regularly.
- Conversations surrounding how to identify sick students. Likely they will self-identify (perhaps through apps); and resident students will (preferably) be sent home if sick.
- PPE should be ordered in each area now because it will be hard to get. Won't be providing cloth masks for all students.
- We will limit guests on campus, masks will be provided if necessary but will not promote this.
- Modifying facilities using larger spaces for big classes—Edmunds, gym. Work with the schedule is ongoing.

- Custodial—Henry and Gail have returned for training. Others will be brought back slowly. Won't rush bringing people who have been working from home back to campus.
- Start some online classes by August 15th and finish by Thanksgiving? Discussing it.
- Lot of focus on Residential Life—should we even have students on campus? 65 students currently planning to live on campus. Maybe too much risk. Does it make sense financially? Talking with UMPI and UMFK to see what they're doing. Studying this and will decide by the end of the month.
- Unsure if hospitals have capacity for COVID patients in the fall. Hospitals are being filled with the elderly who can't get into nursing homes (they are closed) so it would be tough to add COVID patients into our hospitals. The County would need to move patients south, but AJ says we may not have the ambulance capacity to keep up. Northern Light is setting up a model to project what could happen to prepare.
- Safety committee gets together on Wednesday.

Dwight—Regarding August 15th start up, would we lose students? Tim—We will try this and it would only be for second-year students.

Tim--Asked Becky in bookstore to be ready to order all books.

Pam—Two interviews today for Auto Collision Repair position.

- Will meet with department to talk about re-opening and contingency plans. Tim would like to be involved in that meeting.

Angela—PN's (32 students) started pharmacology course today. Hold up with books was on the publisher end not our bookstore. Angela Bickford and Angela Davis are teaching pharmacology.

Tim--Haven't come up with date for Angela's new duties to begin. Wants Nursing to be all set first.

A.J.—Second session for EMS hybrid-online classes starting this week.

- Met virtually with state 1) plan for hands-on practical skills examinations for basis classes. This plan is complete and will be submitted to EMS board for July 1 meeting. Once approved, AJ will develop a plan for our training center showing how we will meet mandates. 2) Opening clinical sites for EMS students. This plan will also be presented on July 1. The Governor will need to approve.

Barry—Same projects—Water Treatment Labs for SMCC work will get done in July.

- Panopto was purchased by the System and will cover the cost over the next four years.
- Online proctoring RFP will go out soon. We need to estimate our use to determine licensing.
- Edmunds flooring will be ordered today. July will be installed and lighting will be installed on 22.
- Reed Commons—Furniture meeting is scheduled and package will be put out to bid this week.
- Jenzabar upgrades maintenance of the database. Also updates for Infomaker.

Mike—Budget variance reports will be sent to System office today. Should finish the year about \$250,000 in the black.

Dottie—First draft of catalog to Department chairs last week. Should go to printer by the 7/15.

Beth—Payroll week--please get in timesheets, contracts, etc.

Tim—System has put together groups of faculty to discuss health and safety; one group for online instruction, etc. Tim will begin to promote these gatherings. Info will go out to department chairs today or tomorrow; faculty will be informed soon. This forum allows faculty to talk with colleagues on other campuses to share common concerns, ideas, etc.

- Will be working over the next couple of weeks on re-opening plan—from the System every option is on the table.