

## President's Cabinet and Department Chair meeting 7/27/20

Participating: Tim, Abby, Barry, Mike, Dottie, Pam, Dwight, Leah, Dave, Edward, Angela, AJ, Jon B. and Sue

Tim—NM will explain our campus Reopening Plan to the System this afternoon. The Plan was presented to the group.

- Most important point is about the safety of students and employees; continuing with quality education.
- Dottie explained the communication strategies external and internal.
- Regarding the slide called “Academic Strategies” we may have to look at the percentage of face-to-face courses. We do want to meet with freshmen students first before putting them online. Dwight agrees—we need 3-4 weeks at the beginning of semester. Pam says we have low numbers of students in them and for larger courses, classes will be divided to get them in the lab. Let’s look at changing the pie graph...we should present what the delivery **will look like after 4 weeks. We will present another slide of how the hybrid courses will change to online.** System wants to see what innovative steps have been taken to put courses online. (Dean Duplessie’s virtual lab activities; pre-recordings are available to students to prepare for classes and anyone who missed a class can catch up. Automotive Program are also offering virtual lab/simulations activities.) We need to show the System four unique steps we’ve taken. Simulation in EMS; BrightSpace, ability to broadcast into various rooms for one class, etc. System is talking about making funds available for access to internet.
- System gave us 30 computers last year to give to students who need them. We still have at least 20 computers left. System Foundation is talking about giving more. Computers are on the student tool list so financial aid can help with this. May not need gifts of computers.
- Workforce development offerings and student have increased.
- Jon--Student Services will use cell phones, ZOOM, email as much as possible for student interaction. Will employ social distancing practices when face-to-face interaction is appropriate.
  - Reduced capacity for dorm beds to just 1/3<sup>rd</sup> normal capacity or 50 beds. 50 freshmen have already been accepted as resident students; and around 90 students total at any given time express interest in living on campus. This number will likely change. Deadline for signing up is floating. Because there has been outreach to these students, including a COVID housing contract addendum, Jon expects that several students will decide not to become residents. He has contacted area hotels, rental units to see what’s available in case there are more than 50. Currently 35 students have signed contract and plan to come. Expects to hit capacity.
  - We’ve eliminated use of common-dorm bathrooms. Snow and Penobscot will house three instead of the usual five per suite. The quads in Penobscot Hall will house 2 students each. Andrews Hall will be closed this year for renovations. Washington Hall has been repurposed for temporary quarantine space (48 hours). All students must have a COVID bag (of essentials) prepared in case they must move to Washington.
  - Less physical interaction. Everyone has individual time slot to move in. No family members can help.

- Activities will be more important with social distancing—need for engagement and concern over isolation. Reed Commons, gymnasium, outside, Nordic Heritage will be utilized and will offer online activities.
- RA's will be doing some cleaning of high-touch surfaces; socially-distanced in-person student checks (with PPE) and some ZOOM meetings.
- Food Safety—food distribution, food-to-go safe menu choices, supervised dining area hours, increased sanitation, etc.
- Health Center—Students must call ahead for pre-screening; we can do telehealth and refer to off-campus provider.

Tim—Outlined challenges as part of the presentation: Student engagement, maintaining community, financial accountability, continual communication about what the campus is doing, Continuing Education and Training (workforce) safety plans, being in synch with local partners.

- Jon—Financial challenges; smaller classroom capacity; Testing and Use of Facilities are taking financial hit; reduction in enrollment; food service takes a financial hit.
- Ability to be flexible and make adjustments as needed.
- Some COVID practices will stay in place post pandemic: enhanced online teaching.
- Tim—Compliance with rules is everyone's responsibility, especially regarding mask wearing. This will be a community effort.
- New normal Post Covid—learning what practices work and what doesn't. We're already looking forward.
- We will look different with chains on doors, hand sanitizer everywhere.
- System will make comments on our plan so we may finalize.

Tim—We will change procedure for getting signatures for contracts to online as well as for requisitions. Must have a contract BEFORE anyone begins work.

- Before we make changes in schedule we will need to discuss.
- Hiring letter for Michelle in Nursing will go out this afternoon.

Edward—Water Treatment is going along and Tim says some scholarship dollars are available for students.

Angela—Got quotes from A.R. Gould regarding PPE. She will compare prices and plans to check with Mike before ordering PPE.

Pam—Is waiting on reqs sent to Business Office for PPE; Mike will check status of reqs.

Dwight—Have we communicated with students the need to have computers on the first day of classes? Tim says letter will be going out this week. Mike is concerned there will be a couple of weeks' delay—he will make sure financial aid and Bookstore are ready with computers on hand.

Leah—All is well with Logging.

- Secretary of State's Office has put CDL permit testing on hold until August 15. Trying to slow people from going to the DMV offices. Leah has offered to let the state use our students for a test run. This may effect on-time completion of the course.
- Tim spoke to Dana Duran regarding controlling access to and publicity about the logging sites. Dottie and Noel will need to get involved in that discussion. Senator Collins will be putting in legislation surrounding this program and we want to be controlling the message.

Barry—Chris is going to SM to finish Water Treatment technology set up.

- Edmunds is almost done. Looking at blinds; problems with some panels in video wall and they will be fixed next week.
- Reed Commons will have construction meeting tomorrow. Furniture—unsure of the status of the order. Mike will confirm that order has been placed.
- Equipment will be ordered soon for teaching kitchen.
- Snow Hall windows have been ordered. Scope of project needs to be determined.
- COVID items: Access control, student ID's, staffing level for Securitas, B & P, determine what can be done temporarily for rooms that don't have a lot of fresh air (perhaps portable units), meeting with Thair to look at HVAC systems.

Beth—Please turn in time sheets today. Department Chair letters were sent via WriteSignature—please sign electronically and return.