

President's Cabinet Meeting Minutes November 6, 2020

In attendance: Timothy Crowley, Angela Buck, Michael Williams, Dottie Martin, Barry Ingraham, Beth Hummel, Edward Wright, Leah Buck, William Egeler, Abby Clark.

Absent: Susan Bernard

Tim advises the Cabinet that we need to begin reducing the number of people on campus. UMPI had an exposure and has put everything online. President Ray Rice said they are not open today. Monday a professional employee had contact with a large number of students and employees and ended up testing positive for COVID. They believe it is a very wide exposure. Bill states Linda Mastro was not part of it...she's part of response. Linda was in car accident hopefully in this afternoon.

Tim informs the Cabinet that there is an accreditation visit on Monday for the Medical Assisting Program and that there has been an agenda provided.

Tim has had conversations with Dr. Goth and Dr. Collamore to talk about what they are seeing in terms of COVID activity. They confirm things are ramping up. Testing and cases are going up, and combined with flu, the situation is very much raising concerns. The hospital and health care facilities are requiring eye protection. The virus can get to you through your eyes as well. Transportation of people out of here that are sick is a challenge. Tim feels we need to reduce exposure here as much as we can. We have a higher percentage of people and staff on campus than others.

Tim and Angela met with the Trade & Tech Department yesterday and got a sense of what they have in place. The Building Construction students will be done by Thanksgiving. The Electrical students will be online and will not return after Thanksgiving. Welding is also moving in that direction. Tim is encouraging faculty to assess students' competencies now and see if they can achieve this before Thanksgiving and possibly give grades before the break. Automotive Technology, Diesel, Automotive Collision Repair, and Plumbing do not have a lot of movement. We will try to work with them to close things up earlier.

Tim senses that most Nursing students will not be on campus after Thanksgiving except for testing. Angela confirms they will be here for two exams and simulation competency. They will be coming for three (3) days after Thanksgiving. The Emergency Medical Services program is a bit of a challenge.

Tim shares that there have been other discussions with faculty about getting students completed before thanksgiving and opening up grade submission(s) earlier. We have had a lot of 8-week classes that are completed. Bill and Tim will look at the details of this option.

Tim-system level conversation is whether we will get into pass/fail mode. Unlikely will happen.

Tim does not want us to wait on reducing staff that are on campus. He thinks we should go ahead and make that change now. The fewer people we have in and out the better off we will be. Tim advises that if each area can make it work he encourages them to do it and does not think we should wait. He is thinking we should start these changes by next week. Tim will start working from home in afternoons starting next week. We will also further talk about eye protection on campus as it came up in both conversations with Dr. Goth and Dr. Collamore.

Tim asks for an assessment from each Cabinet member:

Mike thinks he can lower the exposure for several within his department. Beth is still working from home. Tammy has been working from home most of the week. Carol is going to be out the month of November anyway. Wendy will be here more often than not. Julie will be here some. Everyone has been set up to work from home. Mike plans on going back to how things were working in the bookstore in the spring and will not have any more face to face. Tim wants to discuss this plan with him further.

Barry and his department need to get technology in place. He will work with this staff to come up with a schedule and will limit them on campus to a day or two a week. Barry will be here for most part.

Ed and Leah have still been working from home so we will continue that. Tim wants the Cabinet to continue to hold the usual Monday meetings at 10:00 a.m.

Bill shares that it is difficult to get the same volume of work done at home for his department compared to everyone being on campus/in their offices. He states that the employees have a hard time accessing information that they need etc. They all have private offices and will work on staggering their time here on campus. Its not as efficient and communication is difficult at home. Bill will work to minimize people here. Tim looking into Governors order regarding private offices and will let Bill know. We will do whatever the Governor tells us in that regard.

Leah asks about the testing center and Tim says at some point we are going to need to slow the center down. Nursing students using this now as well. Tim advised Angela Wardwell not to schedule anything after the month of December. We will need to reassess situation at that time.

Wendy Caverhill prints off monthly financials and distributes them to each respective department. Mike asks the Cabinet what they thought of Wendy simply e-mailing the whole report to all the departments. He says this will cut down on paper and Wendy's workload. If Mike does not receive any negative feedback he is going to go ahead and have Wendy do it this way. The financials are public knowledge nonetheless.

Bill heard very positive reactions on the college open house video/show.

We will go ahead and start to reduce our people on campus. We will get together a list of everything and where they are and we will begin to look at ways to reduce students as well.

Meeting end at 10:30 a.m.