EXPANDED PRESIDENT'S CABINET MEETING NOTES

Members:
✓ Stephen Schoonmaker (Chair)
✓ Emily Anderson Moser
✓ Cora Brownell
✓ Suzie Clark
  Vickie Donaldson
✓ Matt Donaldson
✓ Ryan Galbraith
✓ Debbie Goltz
✓ Janice Gonzalez
✓ Melissa Green
✓ Kelly Groppi
✓ Kent Gross
  Doug Haugen
✓ Desiree Kaae
✓ Angel Keen

  Mark Klever
  Cindy Martel
✓ Darlene Melby
✓ Nancy Miller
✓ Char Perlas
✓ Nathan Rexford
✓ Theresa Richmond
✓ Ronnie Rivera
  Dennis Roberts
✓ Valerie Roberts
✓ Charlie Roche
✓ Carie Shaffer
✓ Dawnie Slabaugh
  Christina Van Alfen
✓ Regina Weston
✓ Meghan Witherell
✓ Stephanie Wroten

Wednesday, June 24, 2020
10:00 a.m. - 12:00 p.m.
Zoom meeting ID 914 9006 3066
https://cccconfer.zoom.us/j/91490063066

NOTES

Meeting was opened at 10:00 a.m. by Dr. Schoonmaker

Item 1.   Review Policies & Procedures
Theresa Richmond reviewed the AP/BPs presented by the Human Resources Department

    a. AP 7110 - Delegation of Authority, Human Resources
    b. BP 7130 – Compensation
    c. AP 7232 - Classification Review
    d. AP 7233 - Claims for Work out of Classification
    e. AP 7270 - Student Workers
    f. BP 7340 – Leaves

There were no changes from the Cabinet. These policies and procedures will be forwarded to College Council in the fall.

Item 2.   Nursing Program Update
Cora Brownell gave a report on the status of the nursing program and the challenges it is facing.

Item 3.   Student Support in a Remote and Reduced Staffing Environment
Valerie Roberts and Matt Donaldson reviewed some of the top Student Help Desk Issues, as well as other issues at the College that exist because of issues with the pandemic or resources redistributing/budget cuts, etc. They would like to streamline the webpage information so students can be more self-sufficient.

The current approach to bringing this issue to a full understanding and a resolution is as follows:

- Identify stakeholders
- Gather background information
- Evaluate how both the pandemic and a reduction of resources impacted the issue
- Identify and analyze potential strategies
- Document the above so that we can clarify understanding and establish areas of agreement/disagreement

Four Strategies for the Fall:

- Continue As-Is – Stays with ASC, staffed by 19-hr employee, supplemented by student workers.
- Increased student help desk resources – The help desk stays with ASC and the college secures funding that allows COS to staff
- Move resources and responsibility to tech services.
- Move responsibility to tech services and current funding/staff stays in ASC

The idea is to focus, see what options are, evaluate pros & cons

Item 4.   AFIT "Embracing Disruption" July 2020
Dr. Schoonmaker presented information about an upcoming virtual conference. The conference topic is timely and would be worth investigating and having a team participate. Approximately six people said they would be interested in participating.

Item 5.   Re-Opening Campus Policy & Procedure
Ronnie Rivera presented the first draft of the Reopening Campus Policy & Procedure for input and feedback. Ideas were shared about implementing these plans.

Melissa Green shared a discussion held about how to funnel students through campus when they return. Ronnie recommends one point of entry per building. They will be monitored for temperature. Dr. Schoonmaker would like to have students come to campus with a piece of paper that says they do not have COVID-19 and that they have been self-isolated two weeks prior to their arrival. Upward Bound has been doing a great job following guidelines. It is definitely going to look different when we come back.

Item 6.   Update on Retirement Recognition
Darlene reported that there are eleven retirees who will each receive a framed picture with a personalized plaque. As far as an official celebration, she would like to keep that door open for another month or so. Typically, they all are happy to attend, even if it is postponed and celebrated with next year's retirees.

Item 7.   Open Positions

Item 8.   Step-Back Consulting:
Phasing Back To Working On Campus: Moving Past Orange

The group broke up into four break-out rooms:
1. Employees working primarily remotely
2. Employees working split or staggered schedules
3. Employees working primarily onsite
4. Employees transitioning from 1-3

Four questions were asked in each group:
1. How are we doing with work?
2. How's it working?
3. Eventually everyone will be back on campus. Do you have any concerns about this?
4. What do you need/what would be some helpful resources for you?