

PRESIDENT'S CABINET MEETING
March 31, 2020
MINUTES

CALLED TO ORDER

9:10 am

ADJOURNED

9:45 am

MEMBERS PRESENT – VIA GOOGLE MEETS

Bob Austin; Kevin Ball; Tamara Clunis; Cara Crowley; Cheryl Jones; Russell Lowery-Hart; Chris Sharp; Joe Bill Sherrod; Denese Skinner; Mark White

MEMBERS ABSENT

Cara Crowley

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

| 1. COVID-19 PHASE III | Lowery-Hart |
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| <p>Dr. Lowery-Hart noted that the list provided to him of required skeleton crew employees equals about one-third of AC's employees. That is too many. Activity at the Ware Student Commons has been steady but not overwhelming. Many of the people attempting to enter are community members and others who are not allowed in the buildings. Employees who are allowed on campus must have a letter from Dr. Lowery-Hart and that number needs to be restricted further. Cabinet discussed some of the concerns that are surfacing including staff with building keys entering their offices without the required permission. Another problem arises when employees don't make sure that doors are secured when they leave. Cabinet members will work with their direct reports to be sure the message is related to all employees that they are not to come on campus without supervisor approval. Dr. Lowery-Hart will provide letters only upon approval by a Cabinet member. Mr. Sharp will work with his staff on a rotation for them to pick up needed materials to continue working from home. IT and AskAC are rotating employees so only a few are on campus at any one time. All others are working remotely.</p> <p>Mr. Sharp will also work with Andrew Flores to determine a schedule for the mail room and send that to the COVID-19 Task Force. It will likely be open on Tuesday and Thursday afternoons for mail pick up. This will allow the mail room staff to sort the mail in the mornings.</p> <p>Dr. Clunis will request a letter for some Adult Education staff. They have been unable to get remote access to the forms they need and will need to have someone come to campus one day a week to input information to meet TWC requirements.</p> <p>The first morning of online classes had a few struggles but those problems are being remedied. Dr. Lowery-Hart reminded all that the college needs to be very mindful to protect its students, faculty, and staff during this time.</p> | |
| <p>Action Items:</p> <ul style="list-style-type: none">• Remind employees that they are not to be on campus without a letter and approval. | |
| 2. APRIL 2 BOARD MEETING | Cabinet |
| <p>Dr. Lowery-Hart is working with all Board members to insure that they will all join the meeting remotely. He will be in his office for the meeting. He asked each Cabinet member be ready to give the Board a brief update on what has been done in their areas to prepare and execute the plans that are now in place now.</p> | |
| <p>Action Items:</p> <ul style="list-style-type: none">• None | |