

PRESIDENT'S CABINET MEETING
May 19, 2020
MINUTES

CALLED TO ORDER

9:05 am

ADJOURNED

10:45 am

MEMBERS PRESENT – VIA GOOGLE MEETS OR IN PERSON

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

MEMBERS ABSENT

OTHERS PRESENT

Joy Brenneman

DISCUSSION:

1. REMOTE WORK AND BUILDING UTILIZATION	Cabinet
<p>Cabinet discussed what would be needed to allow some employees to continue working from home once the campus begins to reopen, including equipment needs, scanning capabilities, and printing. Supervisors will have a good idea who might be able to continue remote work and what they might need to continue doing so. They might also use the first three questions from the Academic Affairs survey to gain further insight on their employees.</p> <ul style="list-style-type: none">• Completely able to work from home?• Able to work from home, but it's not ideal?• Struggling to work at home either because of lack of tools or home environment? <p>A COVID-19 Task Force micro committee is meeting to determine protocols for returning to campus. Another micro committee will be appointed to work on remote work protocols. June 1 will be the goal to have these protocols finalized, if possible.</p> <p>Remote work could be part of the Master Plan discussion as Cabinet and the architects move forward to reimagine space for effectiveness, efficiency, and alignment.</p>	
<p>Action Items:</p> <ul style="list-style-type: none">• Add Return to Campus Protocols and Remote Work Protocols to May 26 Cabinet agenda.	

2. ACADEMIC TIMELINES FOR SUMMER AND FALL	Clunis
<p>Dr. Clunis discussed three proposed options for re-opening classes. Option A continues courses in a tech supported environment through Fall 1 with exceptions for East and West Campuses. This is basically the same as where we are now and we do not have data on success rates for this 8-weeks of tech supported learning. Dr. Clunis noted that engagement minutes in Black Board are decreasing at about 200,000 minutes per week. Option B for Fall 1 would keep lecture courses tech supported and move labs to a hybrid format with students divided to come to campus one or two days per week. The difference between A and B is that STEM based labs would be back on campus in Option B in addition to those face-to-face courses at West and East Campuses. Labs and studio environments necessary for Creative Arts have not yet been decided. These would add an additional 100-150 people on campus. Option C has Fall 1 courses moving to hybrid and meeting once a week on campus, followed by a full return to campus in Fall 2.</p>	

The East Campus has developed solid protocols and the COVID task force may contact Linda Munoz and Becky Burton for more information. East and West Campuses have a single point of entry for students where their temperature is taken and they sign a form each day stating they feel well. They are then given a card for entry into their specific building at another single entry point. Cabinet discussed possible ways to handle this on the Washington Street Campus.

The Music program has been operating on a smaller scale. Faculty could begin to prepare now for following guidelines for labs in staggered situations with one-half the class attending at a time. Labs must meet at the regularly scheduled time.

Dr. Clunis shared the results of the Work from Home survey sent to all employees in the Academic Affairs division. 52% report that they are completely able to work from home, 41% are able to work from home but it's not ideal, and 7% (42 people) stated that they are struggling to work from home for various reasons. Respondents were very forthcoming with their answers on this survey which will allow supervisors and HR to work directly with the employees who are struggling and find solutions.

Faculty expressed concern over returning to the smaller classroom settings in areas such as Ordway. Cabinet suggested that underutilized classrooms in Byrd and Parcels which are some of the best, most updated rooms might be considered for some Fall 2 classes.

Action Items:

- None

3. COVID TIMELINE FOR RETURN TO CAMPUS	Cabinet
Previously covered at the COVID-19 Task Force meeting on Monday.	
Action Items: <ul style="list-style-type: none">• Cabinet members will provide lists of employees in their areas who are to return on June 29 and July 6.	

4. STUDENT WORKER SUMMER WORK	Skinner
Cabinet members are working on the lists of students in their areas who will continue working in the summer and will provide these lists to Ms. Skinner. Students who are scheduled to work during the summer should continue to be paid but will need to have work to do. The names of students who are back on campus but lacking work should be given to Ms. Skinner to create a pool of available help. These workers could then be available for a variety of tasks including working the circle desk in the Ware, helping with physical plant needs, assisting in community service projects, etc. Ms. Skinner will let the departments know that students are available to work and that they may contact her with needs. Students can volunteer for the tasks they are interested in and able to do. Student workers will return to campus on July 6 unless approved to return early.	
Action Items: <ul style="list-style-type: none">• Cabinet to send lists of summer student workers to Ms. Skinner.	

5. OTHER DISCUSSION	Skinner
Cabinet discussed the need for protocols and guidance for contact tracing and self-quarantine for employees who may contract COVID or come in contact with someone who has tested positive. This could be part of the Task Force micro committee discussions being led by Ms. Jones.	

Communications and Marketing will send out a call to all students letting them know not to come to campus for Fall 1. The call that went out prior to Spring 2 was very successful. The plan for Fall will also be well-covered on AC's social media platforms. Once entry points are determined for the Washington Street Campus, the need for greeters at the beginning of Fall 1 can be determined. Mr. Sharp noted that if additional infrared cameras are needed, they should be ordered soon.

Ms. Skinner reviewed a proposed budget for Esports which had been provided to Cabinet previously. The small amount of money they use now comes from student life and fundraisers. Equipment was provided by IT and two spaces on the 4th floor of Parcels are set up and dedicated to Esports. To grow this program, a budget would need to be established to cover expenses, equipment replacement, travel, and a coordinator. Chris George developed a budget of about \$72,000 - \$41,000 for yearly expenses and \$31,000 for payroll. He estimates \$46,000 in revenue to offset part of these costs. This program has the potential for growth and it encourages students to remain engaged and stay in class.

Ms. Jones noted that streamlining payroll processes has been put on hold for now as Human Resources works on protocols for remote work and bringing employees back to campus.

Mr. Sherrod noted that the college received a \$50,000 gift from Amarillo National Bank for the No Excuses fund to support COVID related needs for housing and food. This is part of the \$1M ANB is giving to non-profits in the community.

Action Items:

- None