



PRESIDENT'S CABINET MEETING

May 20, 2020

Blackboard Collaborate Meeting

Attending: Robert Exley, Don Roden, Michael Gibson, Shelley Smith, Kelli Conley, Jason Cannon, Teresa Walker, Annette Cederholm, Greg Randall, Joe Whitmore

Convene: 2 p.m.

Old Business

1. Strategic Planning
 - Dr. Cederholm said she and Mr. Gibson are reviewing the process and are meeting to talk about what information to gather for the current plan for the annual assessment.

2. Enrollment Update
 - Dr. Exley reported that enrollment is doing pretty well.
 - A drop for non-payment is scheduled for Thursday at 9 a.m. About 330-340 students are in danger of being dropped, and phone calls have been made to inform those students.

3. McCain Update
 - Mr. Whitmore reported that few more change orders have to be done because the original plans were not updated as the building was constructed. The project is progressing well.

New Business

1. Update on Return to Work Plans
 - The faculty returned to campus today. Other employees have already started back on staggered schedule.
 - Beginning next Tuesday, the campus will reopen for students. The College is closed Monday for Memorial Day.
 - Mr. Whitmore and Ms. Smith sent an email communication out to employees and students regarding the reopening.

- Buildings that are open will only have one entrance unlocked so a log may be kept with names and contact information of all who enter.

2. Status Reports from Cabinet Members

- Instruction – Dr. Cederholm: Advising is being done virtually through Microsoft teams.
- Student Services – Mr. Cannon: A decision has not yet been made about whether to off on-campus testing when the College reopens on Tuesday. An athletic advisory meeting was held this morning. The TRiO Upward Bound is moving forward to offer a virtual summer academy for students. The summer semester begins Tuesday.
- Career & Technical Education, STEP & Workforce – Dr. Randall & Ms. Walker: Dr. Randall reported on progress with establishing apprenticeships. He has a meeting on Friday at Marshall Technical School to discuss a machine tooling program for Dual Enrollment students. Ms. Walker reported that the current Ready to Work session is progressing online with seven students, who have all indicated they will use the free three to four credit hour course they receive as part of the program.
- Information Technology – Mr. Roden: He reported that the reporting software had been loaded so reports can be sent quickly to the System office.
- Finance & Administration – Mr. Whitmore: He reported that the Business Office mailed checks today for CARES Act funding. Forty-four percent of the headcount is getting a check of \$470 per student. Ms. Smith helped with necessary communication to help the College remain in compliance. Close to 1,000 students are included in that 44 percent.
- Marketing & Public Relations – Ms. Smith: She reported on progress with the redesign of the website as well as the student scholarship recognitions on social media.
- President’s Office & Foundation – Ms. Conley: She is working with scholarship donors on the last of awards for the fall. All but six Foundation scholarships have been awarded.

3. Open Discussion

- Mr. Whitmore and Mark Richard are co-chairing a group about reinstating athletics for the Fall. The opening of the dorm and cafeteria will be taken into consideration as well.