

## Cabinet Summary March 10, 2020

Present: All

### Coronavirus preparation

- Discussed the PTK trip scheduled for Friday, March 13 – determined it is best to cancel at this point.
- Communication should be drafted and sent later in the week – closer to the end of spring break
- Should still plan for a tabletop exercise for Administrators on March 17.
- (DA) What will trigger a College closing?
  - First student tested positive.
  - Do not close for the testing of symptom.
- Need to determine essential personnel
- The College has a limited number of N-95 masks – should be fit tested.
- Should we consider polling students as to spring break travel?
- Teaching/completing coursework:
  - Lew discussed plan for teaching remotely.
  - Zoom as an option-licensing needs to be investigated as to how many the College currently has in place. Alen can designate a page on our website for training. Options will be offered to faculty (excluding use of cell phones).
  - Lew will also have to investigate costs associated with increased use of Black Board.
  - Conversations with the Professional Association and APA would need to address extending the semester to complete coursework if extended period of closure.
- College needs to be aware of all College-related travel. **VPs will ask their respective areas for travel plans through the end of the semester-their assistants will collect travel and give to Jill to create a master calendar.**
- Admin meeting:
  - Update from Randy at the beginning
  - Then break up into functional areas to determine next steps; for one offs connect with those who they operate with most frequently.
  - They will work to answer the questions by functionality group.