

## Cabinet Summary March 31, 2020

Present: All (via Zoom)

Previous meeting summary - Jill

Values moment

- Franca – Encourage Excellence: Walt naming of classrooms (Piedmont)

April Administrators' meeting

- **Will revisit after commencement meeting.**

Meaningful work projects

- Briefly reviewed some of the projects that are happening interdepartmentally.
- Lew – may have some work for anyone with basic Excel skills. **Let Lew know.**
- Randy – Wiki/SOP for any job. **Steph and Crystal will send examples of what they use.**
- **Alen suggested an app (Screen Castomatic) – he will send.**

Gratitude breakfast

- **Randy will include messaging in his College update today.**

Library hours/laptop loaner process

- Laptops should arrive on campus this week.
- MJ and Steve have coordinated distribution and tracking.
- Vulnerability of Library staff with public traffic and increase in Coronavirus cases. If laptops can accommodate all students, should establish a process for closing the library.
- **Lew/Steph will compare students checking into the Library vs. residential students.**

Other

- Alen/Randy - MVHS will be picking up medical supplies (ventilators, etc.)
- Steph – Consider hotwash with Crisis team. **Jill will schedule.**
- Tom – UPSEU on Good Friday (holiday). Supervisors should determine who is necessary and if they're not, they must use the holiday. **Tom, Crystal, and Dianne will draft (guidance) communication and distribute to Cabinet before sending.**
- Tom – Academic Building is not getting a lot of traffic. Consider closing? It has been communicated that AB is available for vending. **Stephanie will communicate and direct students to ACC instead** (this has since changed).
- Jill – PEAKS/Leadership Academy – Jill will keep them separate.
- Lew – summer schedule update (classes back on campus after July 4).
- Crystal – update on Paid Emergency Leave requests. PA evaluations in progress – **Crystal will have additional conversation re: observations and the need for consistency.**
- Franca – working to understand A & P and when they can be back in session.