

Cabinet Summary January 18, 2022

Present: All

Previous meeting summary – Jill

May 2022 Commencement

- **Jill will follow up with Bill and ask him to inquire as follows:**
 - May 11 and 12 (consider shared set up with UC)
 - Otherwise, May 14 and 15 (earlier on the 14th would be better)

Remote/Teleworking Policy

- Crystal and Jill shared the draft policy and request form (to date).
- Additional considerations and suggestions included:
 - Limit to a maximum of two days per week. If we prototype – maybe just one day a week.
- Eligibility:
 - For people who have discipline in their file (within the last year), not eligible.
 - Add language that indicates probationary period - periodic evaluation-every 6 months.
 - Add language to check-list that front desk employees work cannot be done remotely.
 - Employees are not eligible until they have been in the seat for more than 12 months.
 - Part-time eligibility – depends on the position.
- Policy document #6 – “availability 8:30-4:30” may be difficult to achieve – consider removing specific times.
- Consider home/office inspections to ensure safety to avoid Worker’s Comp claims.
- Timesheets – need to be timely and verified.
- Add language that stops the off-hours work.
- Add questions about child and family care (Is anyone else going to be in your home while you’re working and if so, what are the time constraints/interruptions that you will be required to tend to?).
- Tom raised potential issue of harassment.
- Equipment and cost of working remotely can be a reason to deny a request.
- Consider language regarding if requesting leave for a day you are scheduled to be on campus, you must choose another day to have an on-campus presence.
- Dress code?
- Requirement to have cameras on for meetings.
- Setting up a hotline for problems.
- Crystal recommends bringing everyone back before instituting this policy.
- Suggested: Prototype with Excluded employee group.
- Tom clarified that moving forward, all employees will have laptops (instead of desktop).

- Next steps: **Jill and Crystal to incorporate changes and bring back to Cabinet in 2-3 weeks.**

COVID positives communications

- Continue current office operations through February 11 with a week's notice either way. **Randy will include in College Update.**
- Alen will send weekly updates to employees for student and employee positives (on-campus only).
 - **Gail will send Alen numbers at the end of the day on Thursdays.**
 - Positive student cases are returned from Quadrant on Wednesday or Thursday.
 - The College will no longer indicate locations (contact tracing).
- Crystal asked that when positive employee pools are sent, the appropriate Cabinet member coordinate (with appropriate supervisor) notification to those affected and will also follow-up on who and when to bring them back based on the reflex test.
 - **Gail will continue notification to supervisor of positive individual.**

January admin meeting

- Networking breakouts (10-15)
- Amanda to present on years of service (15)
- Affirmative Action Plan training (20)

Values moments

- Steph – testing team is managing high volume today!

Other

- Tom – Update on MVCC weather alert. Went to a limited number of contacts. Has been fixed. **Randy will include something in his College Update. Randy will also add additional clarification on College closure and whether or not people should be working (remotely). Crystal will ask Dianne to send communication as to how to complete timesheets for snow day.**
- Jill-is going to send a list of suggested Core workshop facilitators to Cabinet for feedback.
- Stephanie – testing volume today - needs more help! **Reach out to Steph if you or someone on your team can assist;** Out for a couple weeks with surgery scheduled this Thursday.
- Lew – update on staffing change-Christine VanNamee has requested to return to teaching. Will remain in (Dean) seat through the end of the semester.