

MONDAY MEETING
MEETING MINUTES
August 24, 2020, 8:00 a.m.
Google Hangouts Meet

MEMBERS (presence denoted by check):

- | | | |
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| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | ✓ Tasha Welsh |

GUESTS: Tracy James

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:00 a.m.
Approval of Minutes	Approval of the August 17, 2020 meeting minutes was deferred to the August 31 meeting.
I.T. Considerations Laptop Computer Conversion	<p>Tracy discussed laptops vs. desktop computers with his staff.</p> <ul style="list-style-type: none"> ● If the College is moving toward more remote work, laptops should replace desktops, and the data center would need to be reconfigured for security to support more remote workers. ● Costs would increase due to reconfigurations, docking stations, monitors, etc. ● Laptops are more limited in terms of maintenance and updates, and will age more quickly than desk tops. ● Several pre-approved options for laptops, tablets, etc. could be available for employees to choose from. ● Dena would like the President's Cabinet to discuss these options and receive more input on the decision. Costs for laptops and desktops should be provided as part of the discussion. ● The technology bid goes out in December; there is not enough time to make a decision at this time. <p>FURTHER DISCUSSION NEEDED</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Chris - Review Enhancement Grant computer purchases for need. 2. Daryl - Hold off on the computer purchases this year except for those with a demonstrated need for replacement.
Storage Area Network (SAN)	<p>The College has two SANs (one for storage, one for backup). Everything is backed up daily, weekly, monthly, quarterly, and annually to the SAN and then pushed to the cloud.</p> <ul style="list-style-type: none"> ● All SAN providers have gone to three-year support contracts. The current SAN is near its end-of-life. To replace the SAN would be ~\$300,000 plus maintenance. ● The IT department is recommending moving half of the servers to the cloud. ● AWS (Amazon Web Services): Banner would be run out of the cloud rather than on-premise. The AWS is a monthly \$5,000-\$7,000 subscription, and would better protect the College's information. Overall, it will cost less than the full SAN replacement plus maintenance.

	<ul style="list-style-type: none"> • The SAN would still need to be replaced, but could be much smaller and therefore less costly. • Migration to the cloud will take about one year. <p>ACTION:</p> <p>3. Tracy will move forward with migration to AWS.</p>
<p>COVID Planning Student Covid Cases</p>	<ul style="list-style-type: none"> • Kim has reached out to COMTREA about providing COVID testing to our student-athletes. • Members discussed options for closing the loop with faculty to notify them when students are cleared to come back to class. <p>ACTION:</p> <p>4. Set up a separate email for contract tracing; Roger is looking into a COVID-specific email for students to use for COVID case reporting.</p>
<p>SCC Grant Question</p>	<p>The Strengthening Community Colleges (SCC) grant through the Department of Labor is focused on technology-based jobs with a sub-focus on health.</p> <ul style="list-style-type: none"> • The grant will be submitted through the MCCA Consortium. • The College’s three biggest challenges moving to remote instruction: the speed at which the College can scale online instruction due to strain on resources, training for online delivery, and labs/courses that are not conducive to online learning.
<p>State of the College Town Hall & Cabinet</p>	<p>Monday, October 5, is the planned date for the State of the College Town Hall. Each administrator will speak during the meeting. Questions will be submitted before the town hall and also possibly during the meeting.</p> <p>President’s Cabinet</p> <ul style="list-style-type: none"> • Each constituent group will have four representatives on the Cabinet: constituent group Presidents plus three additional representatives from various areas. • For specific conversations, other leaders will attend to present (e.g., committee chairs). Recommendations will come from committees, to cabinet, to administration. • Clarification is needed on which items will be decided by the Cabinet. Administrators will have final approval on decisions and will report out the final decision. Administrators can utilize first and second readings prior to a vote at Cabinet if needed. <p>FURTHER DISCUSSION NEEDED</p> <p>ACTION:</p> <p>5. Kim will share the updated flow chart for committee recommendations as part of further discussion on the Cabinet/decision-making process.</p>
<p>FY22 Capital Projects</p>	<p>The first Strategic Planning meeting is September 8 and the Capital Projects process is scheduled to begin shortly.</p> <ul style="list-style-type: none"> • Three projects from last year were put on hold. Due to ADM building roof replacement and other unexpected expenses, those projects may need to be deferred. If deferred, those projects should be first. <p>ACTION:</p> <p>6. The approved, deferred projects will become the FY22 projects. No new projects will be submitted for FY22.</p>

Snow Days	Working, teaching, and learning from home is much more feasible; snow days may no longer be needed. Some employees may not be able to work remotely, including faculty. This topic will be discussed as part of a larger discussion on a remote work policy. FURTHER DISCUSSION NEEDED
Potlucks	Potlucks during this semester will be discouraged, particularly with students. Employees will be asked to use common sense in food sharing.
Standing Agenda Items: Remote Work Requests	No Discussion.
Strategic Workforce Planning	Strategic Workforce discussion: no Permission to Fill requests.
Events Calendar	Administrators reviewed upcoming events; more details are needed on two of the event requests.
Purchasing	<ul style="list-style-type: none"> • Additional plexiglass purchases for the vestibules have not been delivered. • Freestanding dividers for classrooms without drop ceilings have been received, but have not been installed. • Personal amplification units have been difficult to procure; will not be delivered until September 15. • A permanent white board has been requested for the Viking Room due to classes being held in that space. <p>ACTION:</p> <p>7. Allan will look into a location for a white board to be installed in the Viking Room and consult with Chris.</p>
Enrollment	<ul style="list-style-type: none"> • Fall enrollment is down 13.18% as of this morning.
Budget	<ul style="list-style-type: none"> • Daryl has a call in to MDHE for direction on a few items that he would like to use state funding on.
Planning	<ul style="list-style-type: none"> • Each group will be sharing their plans as part of the Integrated Plan at the next Strategic Planning Meeting.
Reports	<p>Dena - No report.</p> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> • Food Services meeting this afternoon. Might need to limit the days the Cafe is open. <p>Kim - No report.</p> <p>Allan</p> <ul style="list-style-type: none"> • The Library closed early on Saturday. <p>Tasha - No report.</p>
Adjournment	Time: 10:17 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. Event Approval Requests - External & Internal 2. CARES Act Funding Spreadsheet 7 28 20.xlsx

Respectfully submitted,

Miriam Helms

Senior Administrative Assistant to the Vice President of Instruction

and

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services