

**MEETING TITLE**

19, March 2020

2:00 PM – 3:00 PM

Zoom video call.

**AGENDA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TOPIC** | **STAFF** | **ACTION** | **TIME** |
|  | Updates from College regarding Covid-19 | All departments that have updates |  |  |
|  | Tentative time for re-evaluating current plans for Covid-19 | Everyone |  |  |
|  | Addressing issues with re-mote working | Everyone |  |  |
|  | Thanking departments for helping during this time with their actions:  IT, HR and for 2100’s sink | Esther Garubanda |  |  |
|  | Other business |  |  |  |
|  |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |

Esther, Jim, Sharon, Jennifer, Jenny, Patrick, Chris, Dan, Tiffni, Gail, Dianna, Mary Jo, Tom

Updates from College regarding Covid-19-

There is response steering committee- members of the president’s council and Curt Schmidt, Roger, and Amy

Chris is point of contact with system office.

Here is who is in charge of specific COVID-19 Response areas:

Academic Affairs, Gail, Patrick

Communication, Deanna

Campus Health and Operations: Chris,

The committees members mentioned above have been meeting every day and subcommittees are meeting frequently.

Student affairs- is working hard to get everyone working remote, trying to create a virtual community, we are looking to provide food pantry until next Wednesday.

* Q:How do we enroll students during this unique time?
  + A: Looking to system office for more guidance.

Academic Affairs-Primary focus is instructional continuity. There will still be Faculty are connecting with their national partners to identify best practices. We have to detail what that looks like to reporting from HLC, some faculty members are helping with online and trainings. The ALC and library is closed to the students and working on how to deliver these services remotely, the assumption from the system office is there is an expectation that we will give students access physically unless things changes. The foundation is looking into getting donations for access to computers and internet services.

* Q: Do we know if students are able to finish the semester early?
  + A: Right now- the situation does not call us to end early. The goal is to end the semester at the same planned time of ending but fitting in the two weeks that students are not on campus now.
* Q: What if students come on campus needing to use a computer and the internet?
  + A: Once classes resume, we will provide computer access to students. We aren’t sure how exactly that looks like. Where that is going to be has yet to be determined.

Tiffini- Our IT has been doing a lot of heavy lifting. Kudos to the IT team and to Jim! There is training available on remote work tools this week, our soft phones and touch phones should be available up and running to use right now, the service desk is working remotely, website has been updated and will continue to provide updates on the website, IT will provide an update with this information this afternoon since the access to these tools has changed, may people have stopped by to the drop in hours.

* Q: Will the VPN be able to support everyone working from home?
  + A: There was a little hiccup, if you don’t need the VPN to do work, IT is asking that you sign off until you need it again so those who need it can access it. Please let IT know if there are any issues.
* Q: Can you clarify what about the soft phones and get access to them?
  + A:IT is going to send communication on how to use those, in order to use the soft phone you can do so in the VPN. You can make calls in zoom and in teams. If you are making calls. If you had a hard phone on campus and wanted to move to a soft phone you would have to contact IT.
* Q: How can we have our office phone roll to our cell phone?
  + A: Contact IT for any other questions.

Diana (HR)- you should have received the information about the paid leave, so that is in order. We are trying to get the vast majority of employees working off campus as quickly as possible, so people are feeling safe, protected, and so they can do amazing work on campus.

When an employee is working from home and there is a child there it’s okay to work from home if they think they can get their work done.

* Q: How are students communicated with and how often- students are communicated with every day via Minneapolis Connect.
* A: The website has a banner across the homepage that directs people to the COVID-19 landing page that is being updated daily. That is the primary channel of communication. There is a running log of all of the communications that are going out. The updates are for students and for employees.

If people have ideas, suggestions, on things that have not been communicated about; Deanna, Curt, Heidi, Kathy Rumpza, or Savannah.

Facilities- we are going to be limiting access to the college as a whole, they are trying to identify classrooms and areas to remain open and which areas are going to be remained closed, this will allow frequent disinfecting since currently disinfecting the whole campus on a regular basis remains difficult. TIffinman may close their services earlier in the semester.

From a finance standpoint, we are using reserves to find additional costs, this is what reserves are happened. When there is a cost that is incurred, we are doing the right thing to do.

* Q:Are classroom going to be stocked with hand sanitizer?
  + A:We are stocking hand sanitizer but rather encouraging students to wash their hands due to the increase, if we have information on campus central scheduling. If there are future suggestions, please email them to the response committee members mentioned above.
* Q: What is the tentative time for re-evaluating current plans for Covid-19?
  + A: When are we going to revaluate working from home or teleworking? Right now, it’s to be determined.

Addressing issues with re-mote working:

Issues will come up, we will have to make adjustments, and we are learning as we go along. We have to be agile and flexible, our timelines and with each other’s.

The following departments were recognized and thanked for their help during this time with their actions: HR, IT, and for the operations for putting gin a sink in the 2100’s of the T building.