

**MAPE Meet and Confer Meeting Agenda and Minutes**

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| Meeting Name: | MAPE Meet and Confer |
| Date: | Thursday, May 21, 2020 |
| Time: | 2:00 pm |
| Location: | ZOOM |
| Attendees: | Sharon Pierce, Dianna Cusick, Tiffni, Deeb, Patrick Troup, Chris Rau, Gail O’Kane, Tom Williamson, Deanna Sheely, Jim Brennan, Elaine Vandenburgh, Mary Jo Dahl, Esther Garubanda, Dan Engelhart |
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**Agenda** (Add rows, as needed)

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| Topic | Time | Presenter |
| Approve Agenda | 5 |  |
| 1. Physical Distacing While on Campus  * While we understand that it is difficult to plan for the eventual return to campus, it would help if employees understood what measures they can reasonably expect. For instance, Will those that can work from home be encouraged to do so? Will shifts on campus be staggered? Will masks be encouraged or required? | 20 | MAPE |
| 1. Budget/Enrollment Outlook | 20 | MAPE |

1. A return to campus workgroup is up and running and tasked with creating our campus plan. They are meeting and looking at all of the issues, questions, and concerns. There are even people going on campus with tape measures to determine details of the plan. They will use a template from the system office as a starting point. One component of the plan is to communicate the plan to employees and ask for input, to share ideas or concerns, and perhaps even to share best practices that people have seen elsewhere. The initial document is due next week- it will follow CDC, Minnesota Department of Health standards, and MN State guidance. This is an evolving document people will have opportunities to weigh in. Each individual departments will do a departmental review as well to determine specifics for their department.

* Q: Who was on the task force, and will there be a MAPE Member? Who is on it?
  + A: It’s a subset of the emergency operations team.
* Q: What will the campus training look like?
  + A:The system office has created a training template for colleges to use. The plan will likely be for our HR department to use the training content and put it into an online training module.
* Q:Will students receive training COVID-19 protocol and preparedness?
  + A:Details on how students will be notified on campus protocol haven’t been ironed out yet. It was agreed that this is an important piece to our plan and further conversations will be had to iron this out.
* Q:What is happening for fall semester- what are the tentative plans?
  + A: Big picture- faculty is working towards moving things to online as much as possible. They are looking through all components. If a class can take all of it’s components online, we will do that. If there components that need to be face to face, then they will move only the face-to-face class components to in person and the class will be hybrid. Delta is the only program that requires in person training so far. It was important to note that the online classes are filling up for enrollments more quickly than hybrid classes.
* Q: Some staff feel a little out of the loop, sometimes they would hear rumors and sometimes hear conflicting rumors. Can you clarify plans for fall?/
  + A: (see notes above) and the message to please keep staff informed of academic plans was received.

1. Members are feeling good about enrollment and possibily the budget, but some departments are short staffed due to the hiring freeze.
   1. It’s unlikely that the hiring freeze will not be lifted any time soon. We are still hiring for positions that are required for compliance and positions required to do essential business tasks : example the aircraft technician instructor needed to teach the class.
   2. Even though summer and fall look good, we are still facing a deficit. The hiring freeze is local and depends the budget outlook, the college does have the authority to lift the freeze.While the hiring freeze is still in place it is also worth noting that we have avoided layoffs.

Shout out to Mary Jo for donating cloth masks to the campus! Shout out to Jim Brennan for assisting faculty with transitioning their classes to D2L!

As we close the fiscal year, Dr. Pierce extended her gratitude for all of those who chipped in and helped through out the year. It was a year full of many changes and we got a lot done. There is still more work to do and we will take the learnings that we had from this year into next year. Thank you for the partnership and work.