

President's Cabinet Meeting Minutes

March 9, 2020

TOPICS:

1. Spring Break: No student guest
2. Governor's Visit: Clinton Education and Training Center, March 20, 9:00 a.m.
 - a. Shelley Esquivel and Chief Kain are the official contacts with THEC regarding visit operational details.
 - b. Sarah Self has drafted an invitation; awaiting notification from THEC of approval from Governor's office to send; in the interim, telephone invitations are being made. Sherry Jackson and Tamsin Miller are coordinating invitations.
 - c. Gordon Williams has designated two students to greet the Governor and tour the facility with him and will have other students working on projects throughout the lab.
 - d. Everyone is invited/encouraged to attend.
3. Coronavirus Planning
 - a. A summary of the updated pandemic preparedness plan has been sent to TBR as requested.
 - b. The updated plan as well as many other information resources are located on the Be Safe webpage
 - c. The president's cabinet will meet as frequently as required based upon news for health departments and guidance from TBR (but at least weekly), to continue planning for possible impacts. Meanwhile academic, safety and security, and business processes planning is ongoing.
 - d. College-wide updates will be made via email communication and the president's upcoming video message.
4. Summer Work Week
 - a. For the period from May 11 through July 31, the college will be closed on Fridays. Business hours will be from 8:00 a.m. to 5:00 p.m. Monday through Thursday and all offices will need to be staffed during that time.
 - b. Communication regarding details of the summer schedule, including holiday weeks, and options for employee responsibility for working 37.5 hours during regular work weeks will be forthcoming shortly.
5. Upcoming Events
 - a. Karen Brunner reminded everyone that the Achieving the Dream coaches' visit is scheduled for April 23-24.
 - b. A Freedom School training is scheduled for Friday, March 13 in the Vann Student Center. The event will begin with the traditional Harambee ceremony at 8:50 a.m. Odell Fearn will be reading the children's book at this Harambee. Supervisors are asked to make every effort to allow their employees to attend this event. They are always joyous and inspiring.