

President's Cabinet Meeting Minutes

May 18, 2020

1. The four-day work week is off to a good start with no issues reported.
2. The president thanked everyone involved in making the yard sign distribution at campuses such a success.
3. Discussion continued about faculty/staff access to campus. Dr. Ward indicated that a number of faculty members will need to get into their offices/labs in order to prepare for summer classes. Everyone will have to be screened, wear mask, and observe social distancing. A Campus Visit Calendar will be developed based on dynamic form sign-ups for one-time access to campus. After getting approval from their supervisor, anyone who needs more regular access to campus needs to contact Marsha Mathews directly.
4. Discussion continued about campus communication regarding CARES Act distribution. A day ahead of distribution, a general message will be published on the webpage; an email will go out to students from the president, and alerts will then be generated.
5. Dr. Ward has scheduled a meeting to discuss plans for a July Commencement ceremony.
6. Dr. Ward and the deans are hard at work developing plans for fall. Don Conley has agreed to take measurements of labs/classrooms to determine capacity for social distancing; Keri Phillips/IT are checking on pricing/availability for additional Zoom-enabled rooms.
7. An ACT test date is still scheduled for the Roane County campus. Jamie Stringer and Sarah Self will work on a simple email to registered students explaining that they will need to take the screening survey and wear a mask. Multiple rooms will need to be reserved and, likely, additional proctors to social distance the testers.
8. NJCAA has cleared on on-campus recruiting. The president asked Teresa Duncan to have Coach Nesbit reach out to other schools to see how they are handling upcoming recruiting, access to indoor and outdoor facilities, practice, etc.