

President's Cabinet Meeting Minutes

August 24, 2020

1. First day of classes: The consensus was that, considering the extraordinary circumstances for a first day return, everything went very well. Keri Phillips reported that IT has updated the login screen to make it easier for students to register. A request has been made to the bookstore to check on stocking less expensive earbuds for students to purchase. Sarah Self indicated that she has received some complaints about slow response time from success coaches; however, a majority of these came when students sent questions on a Friday that we were not working during the summer and expected a response prior to start of business on Monday morning. Regarding student need for orientation to technology, the president suggested that the idea of a modified mandatory Freshman Experience be considered.
2. Campus Hours: Cabinet discussed business hours and campus access hours (when classes are in session). Doug Wallace has updated each campus webpage to show both business hours and campus access hours. Marsha Mathews asked that consideration be made of restricting open hours to 7:00a.m. – 5:00p.m. unless classes are in session to save on costs for cleaning, screening, and security. Jamie Stringer asked that we wait until the final purge to do any early campus closures.
3. Quarantine period: There has been some confusion about the length of time an exposed person must self-quarantine. This time is dependent on that individual's ability to isolate from others in their household. This is actually not a new guideline; however, the president asked Don Conley to review and verify.
4. Out-of-office replies: Faculty and staff using out-of-office replies need to make them as specific for their particular situation as possible. In some cases, this will necessitate updating the messages from a blanket "campus closure" message that may have been used in prior months. Sarah Self has sent Cabinet members an email they can use to send to faculty/staff in their areas that are using out-of-office messages.
5. SA-03-01 Communicable Disease policy: this policy was revised to align with new TBR policy titled Infectious Disease. Because the policy has broader application than solely for students, the revised RSCC policy will be GA-10-02 under general policies. Karen Brunner will submit to Beth Martin for review as required by TBR.
6. GA-28-01 Intellectual Property policy: editorial changes made to update, deleting items such as film strips, transparencies, etc. Diane will send to chair of Patents and Copyrights Committee for review prior to final publication.
7. Quality Assurance Funding Subpopulation Selection: Jeff Tinley joined Cabinet for a discussion of subpopulations that much be selected for Equity and Productivity standards. Low-income, black, or Hispanic must be selected for the Equity standard and as one of the Productivity subpopulations. Because we do not have a 10% population of either black or Hispanic students, low-income will be selected for the Equity standard. Even though institutions are permitted to roll up non-white students for the Productivity standard, Asian students are not allowed to be counted. Following a review of the data, it was decided to select low-income, first-generation, and students from SPARC counties (Morgan, Scott, Fentress, and Campbell). Jeff will provide additional data to decide between STEM programs (now including health sciences) and under-prepared.

8. New IT training: Keri reported that the new IT training includes a test for phishing. The software also offers the capability of using it for electronic acknowledgement that employees have read the annual policy memo and agreed to confidentiality standards. This would be very helpful in demonstrating compliance for with SACSCOC standards.
9. Check in/Cleaning: Chief Kain reported that check in and screening is going well with no significant traffic back-ups or compliance issues that couldn't be dealt with expeditiously. Dr. Peavyhouse will send Marsha an updated list of 50 minute Humanities classes so she can adjust the cleaning schedule.
10. TBR's annual We All Rise diversity conference will be held virtually on October 5-6. Students will be encouraged to attend. As details are forthcoming, the president asked that we check on the possibility of including community members.