

Cabinet Summary August 25, 2020

Present: All (Alen arrived at 8:55-August Inst. (AI); Jill and Alen departed at 9:25-AI)

Previous Meeting Summary – Jill

Core Workshop considerations

- Jill shared a few considerations that have been collected over the past year and asked for folks to give some thought to the 2021 topic.
- **Jill will add to a mid-September meeting agenda to revisit.**

New Employee Orientation

- Jill reviewed the draft agenda.
- **Jill will send Cabinet (assistants) log-in info with additional details.**

Financial Aid retirements

- Steph provided an update on F. Aid retirements (Theresa Palladino and Jackie Womack in December).
- Discussed thoughts for a succession plan.

Last day to register considerations

- Discussed whether or not the College should accept late (after first day of classes) registrations.
- Determined to allow for late registrations but not promote as a campaign.

Kids on campus (Learning Commons/Library/computer labs)

- Revisited conversation from August 11 meeting
- Try to be as accommodating as possible, will have to follow all COVID protocol. If the child is disruptive or if there is a capacity issue, they can be asked to leave or turned away. If a capacity issue, make Lew aware so that can be addressed.

Leave time during COVID

- Discussed encouraging employees to utilize their leave time and different scenarios people have encountered.
- Supervisors are encouraged to reach out to Crystal for guidance on how to address issues with their employees.

Other

- Randy - After first day of classes move to Crisis on Tuesdays/Thursdays (11-12) – **need to discuss with the entire Crisis Team.**