



ACCREDITATION EVIDENCE

Title: COVID Care Taskforce

Evidence Type: Corroborating

Date: 25 March 2020

WAN: 22-0578

Classification: Minutes

PII: Yes

Redacted: No



Western Wyoming Community College

Meeting Minutes Template

Team Name: COVID Crisis Team

Date and Time: March 25, 2020 9:00am

List of Members (check off those in attendance):

NAME	POSITION	IN ATTENDANCE
Kim Dale	President	X
Joy Adams	Associate Vice President of Human Resources	X
Dustin Conover	Dean of Students	X
Kasey Damori	Director of Outreach	X
Kim Emerson	Director of Student Marketing & Communications	X
Audrey Harton	Public Relations Specialist	X
Philip Parnell	Vice President for Student Services	X
Burt Reynolds	Vice President for Administrative Services	X
Derek Robinson	Director of Information Technology Services	X
Cliff Wittstruck	Interim Vice President for Student Learning	X
Kandy Frink	Recorder (non-voting)	X

Visitors or Guests	
Nicole Castillon	

Topic: Academic Calendar

Notes: Dr. Dale said Cabinet members weren't clear on the drop dates for all the different course blocks, saying that Ms. Castillon and Mr. Moore joined the meeting for part of the discussion. Dr. Dale said we need to move forward on approving the revised calendar to provide students with the revised timeline as soon as possible. Members discussed the calendar, implementing more flexibility in start dates for some courses, and creating confusion among students if different courses in the same block have different start dates. Ms. Emerson said she will send the academic calendar to Mr. Kyle Rossetti so that he can make the document visually attractive. Dr. Conover asked if students would be charged rent for any residence hall rooms used during the anticipated two-weeks of labs at the end of May. Dr. Dale said the potential revenue from those two weeks would not amount to any significant amount, saying that students are already struggling and this would add an unnecessary burden. Members said other colleges are pro-rating the residence hall rental fees. Vice President Parnell said we are also pro-rating room rent. Ms. Damori said the academic calendar is in the shared drive in the coronavirus folder.

Decision: To move forward with the revised academic calendar as discussed.

Vote: None

Topic: Round Robin Check-In

Notes: Dr. Dale said she'd like to have Ms. Amy Galley join the CCT meeting on Friday to discuss mental health support for students and employees. Vice President Parnell said he believes Ms. Galley is working on a plan for student mental health support, saying that she is working on the staffing piece but should be ready to send a letter to students later this week. Dr. Dale also said that she has assigned Ms. Frink to record minutes for the CCT. Dr. Dale went on to say that she is working on an update for the Board, saying that the document is four pages so far.

Dr. Dale reported that a Sweetwater Economic Recovery Team has been formed which will be the hub for economic recovery information in our area. Dr. Dale said the team is being led by Sweetwater County Commissioner Doc Wendling. Dr. Dale also said Western will have a representative on the team although she needs information on the role of the representative before a decision will be made on who that will be.

Interim Vice President Wittstruck reported that Ann Clevenger and Andy Appleby located some personal protective equipment items to donate to the hospital.

Interim Vice President Wittstruck reported that some discussion has been held at the state level on converting concurrent courses to a pass/fail system. Dr. Dale said we need to include our K-12 partners in any conversations to change the grading system for concurrent courses. Dr. Dale said this topic was on the agenda for the state-level team headed by Dr. Caldwell for their last meeting but they ran out of time.

Vice President Parnell shared a list of employees who have offered to complete tasks for other departments. Dr. Dale asked how students are asking for help and how those requests are being handled. Vice President Parnell said students are generally sending emails and those are being routed through him so that he can ensure the requests are sent to the most appropriate person. Ms. Harton said a press release was posted on our facebook page regarding student assistance. Ms. Harton said the post received 217 likes, was shared by 41 people, and received numerous positive comments. Ms. Harton also said posting photos to social media provides good press for Western and asked everyone to keep that in mind. Dr. Dale asked Ms. Frink to arrange a meeting for Ms. Emerson, Ms. Harton and herself to discuss intentional communications and providing more engagement on social media.

Ms. Emerson said she'd like to include a video in the next Dispatch newsletter rather than a note from Dr. Dale. Ms. Emerson also said she is considering publishing the Dispatch weekly or bi-weekly. Ms. Emerson reported that the student newsletter, Panorama, is being revamped and will be sent out weekly. Ms. Emerson said her team is considering different virtual engagement activities such as holding a contest to guess the numbers of jellybeans in a jar for Easter. Ms. Emerson reported that the marketing subcommittee plans to begin a digital campaign on April 1 for the fast-track Business Management degree. Ms. Emerson said the committee will be able to use google analytics to provide data on student demographics that can be used to make comparisons between the different student groups. Ms. Emerson said a lot of work is being done on that project and the data will be gathered using cookies. Ms. Emerson said individual data would be lost if visitors decline the use of cookies. Dr. Dale said the state is implementing an adult promise program that will provide incentives for adults to further their education. Vice President Parnell asked if the courses would be similar to community education courses with increased rigor. Dr. Dale said yes. Ms. Emerson said she will send a link with information about the program.

Ms. Kasey Damori said she has encountered some challenges in ensuring all instructors are prepared to launch their courses on Monday, saying that tomorrow her team will start verifying that all instructors are ready. Ms. Damori said attendance has been steadily declining for the faculty training sessions but the numbers of emails asking questions that were covered in the trainings are increasing significantly. Ms. Damori said training instructors individually is ineffective and time consuming. Ms. Damori also said she is hosting a student training this afternoon and it would be helpful for as many CCT members as possible to join so they can respond to questions if necessary. Dr. Conover will forward the meeting invitation.

Ms. Castillon joined the meeting. Vice President Reynolds asked members for their thoughts about the inconsistency between the colleges on the estimated revenue loss figures provided to the WCCC. Ms. Castillon said each community college is estimating those losses differently and classifying their expenses differently. Vice President Reynolds said Western is quite a bit lower than the other colleges on lost revenue for facility use fees. Ms. Castillon said some of the difference is that some colleges charge facility use fees for state-level meetings and some do not. Ms. Castillon said that Casper College charges a facility use fee when the state-level financial aid group meets in Casper while Western does not assess a fee when the meeting is held in Rock Springs. Vice President Parnell added that we are very lenient with community members on the amount charged for community education courses. Vice President Reynolds said losses on community education courses were not part of the estimate. Interim Vice President Wittstruck said we lose money on community education courses, saying that we provide more free resources for community members than any of the other colleges. Members discussed potential costs for commencement and student engagement along with the estimated revenue loss in housing fees. Members discussed estimates from the other colleges in comparison to ours. Associate Vice President Adams said that we would need to pay faculty to attend commencement because it will occur outside of their contract so that figure would need to be included in the cost estimate. Members discussed the estimated costs for regulatory and compliance items, and what kinds of costs would be included in that category. Dr. Dale asked if the delayed BAS visit would be included, saying that she believes we would still be charged for the visit. Members discussed whether the BAS accreditation would be considered specialized. Ms. Castillon said that her interpretation of acceptable loss estimates include the costs we incur to get students and employees connected to a private and secure system and the additional technology upgrades or purchases made to facilitate telecommuting. Ms. Castillon said the other colleges may have also included costs associated with implementing specific software to allow donors to pay students' costs. Members discussed our estimated costs and the severe limitations on the ITS staff in adding any additional technology at this time. Vice President Reynolds will meet with Associate Vice President Adams to determine an estimated cost to pay faculty to attend commencement.

Dr. Conover reported that 50-60 students in the residence halls forgot to notify housing that they had moved out. Dr. Conover said that means that he won't need as many volunteers to help with check-out on Monday. Dr. Conover said the phones in Mustang Central have been forwarded to one number and he purchased trac-phones for the front-line staff and financial aid personnel. Dr. Conover said he is expecting more questions on Monday when courses start or resume. Dr. Conover also said he worked closely with Ms. Castillon on the academic calendar. Dr. Conover went on to say that an admissions webinar was held yesterday on how to conduct virtual recruiting although we would need to decide on a plan to conduct scholarship competitions. Dr. Conover said Mustang Central staff are conducting social hours via Zoom just to chat with each other.

Ms. Castillon said that federal work study students can work remotely if there are tasks that they could complete, although they are not required to work during the closure. Ms. Castillon said those students will be paid using the hours they normally worked last semester to calculate their pay, saying that the students have been notified. Dr. Dale asked if the students understand that this payroll scenario will not extend into the summer. Dr. Conover said that wasn't specifically addressed with students but all work study positions are reviewed at the end of the fiscal year. Members agreed that the students should be notified about the arrangement not carrying over into the summer just to ensure that they understand. Ms. Castillon said that federal work study students are only allowed to work until the last day of the semester but it will be complicated this year due to extending the spring semester. Ms. Castillon said there are 21 federal work study students at this time. Members discussed using federal work study students and the need to contact the appropriate supervisor to inquire about any particular students' availability. The list of federal work study students, and their supervisors, will be provided to the CCT. Associate Vice President Adams said the payroll tax normally assessed on holiday pay will not apply to federal work study students during this period.

Dr. Dale asked how many students will be remaining in the residence halls. Dr. Conover said eight international students will be staying, saying that the other international students moved out. Dr. Conover said they hope to have no more than 20 students remaining in the residence halls. Dr. Dale said she received an email from Dr. Caldwell from the WCCC regarding designating one or more residence halls as a hospital overflow facility. Vice President Parnell said that Aspen will be offered as additional hospital space if necessary, saying that it is the most logical choice because it's separate from campus. Dr. Conover agreed, saying that the plan is to have any students still in the residence halls move to Teton Hall. Dr. Conover said we would have the other six residence hall buildings empty but Aspen is the logical choice for hospital overflow and it has 64 rooms. Vice President Parnell said the costs to disinfect the building after being used by the hospital would need to be captured. Vice President Reynolds said the initial disinfecting was included but post-use cleaning costs were not. Members discussed the risk to employees who would be tasked with cleaning Aspen if it were used by the hospital and estimating potential costs by using different scenarios for specific situations.

Vice President Parnell asked if the purchased trac-phones are being shared by different employees. Dr. Conover said one of the phones is being shared but personnel have been given specific instructions on cleaning the phone. Members discussed the risk in having a shared phone, purchasing additional phones or having ITS forward calls as needed.

Mr. Robinson said that ITS had a full list of projects before the pandemic and that has only gotten worse, saying that while employees are full of great ideas on how to improve working remotely, ITS has no capacity to take on more tasks. Mr. Robinson said he'd like to meet with the President's Cabinet to review project prioritization. Vice President Parnell asked if other employees could assist ITS with tasks that don't require specific IT skills. Mr. Robinson said that all of the tasks require specific IT skills. Vice President Parnell asked if Mr. Russ Bates could assist with some of those tasks. Mr. Robinson said he is already using Mr. Bates. Dr. Dale said that the Cabinet doesn't meet again until Tuesday, asking if the prioritization needs to be reviewed before then. Vice President Reynolds and Mr. Robinson will meet to discuss the list, with a subsequent Cabinet review if necessary.

Dr. Dale said that mental health support will be discussed at the next CCT meeting.

Decision: None

Vote: None

Parking Lot Items (Tabled/Monitoring/Informational)

- None