

Council Notes

May 6, 2020 – via WebEx

Prepared by: Deb Zielinski

Attendees: Meghan Hughes, Alix Ogden, Deb Zielinski, Amy Kacerik, Amy Kempe, Bob Cipolla, Bobby Gondola, Bryan Brophy-Baermann, Suzanne Carr, Michael Cunningham, Sara Enright, George Hart, Greg LaPointe, Kelly Morrissey, Kristen Albritton, Mike McNally, Phil Gordon, Ali Rafieymehr, Robyn Greene, Ron Cavallaro, Rosemary Costigan, Donna Sams, Sean Collins, Steve Murray, Sybil Bailey, Jude Tomasino, and Tracy Karasinski.

President's Remarks

Meghan welcomed everyone, noting how we could not have foreseen where we are today when we last met around the table. Meghan thanked everyone for what they have given to the college, their teams, and our students.

Minutes of 3/4/20 (previously distributed)

Meghan called for a motion to approve the Council minutes dated 3/4/20. Ron made a motion to approve, Rosemary seconded, and the minutes were unanimously approved. Jude and Steve abstained from the vote due to non-attendance on 3/4/20.

President's Update

1. Meghan provided an update concerning the college's remote teaching, learning, and working.
2. With regard to the FY21 budget, Meghan reported that she met with the Speaker of the House, Senate President, and the chairs of the Finance Committee on both sides before the legislature shut down.
3. Meghan met virtually with students. One common theme is that they expressed gratitude for the care all of the teams have given to them. Their feedback was positive about their professors and the staff's treatment of them.

Policy Review and Recommendations

Rosemary reported that the Academic Quality Assessment Committee brought forward two proposed policies and one procedure (previously distributed):

1. Academic Assessment – Academic Program Review Policy
 - Rosemary outlined the purpose of the policy, which is to outline the importance of program review and the responsibilities related to it.
 - There were no questions or additional discussion.
 - Meghan called for a motion to approve this policy, which was made by Ron, seconded by Alix, and the policy was approved.
2. Academic Assessment - Academic Program Review Procedure
 - Rosemary discussed the purpose for this procedure, which is to outline how we do the academic program review and provided additional detail about the process.
 - There were no questions or additional discussion.
 - Meghan called for a motion to approve this procedure, which was made by Ron, seconded by Donna, and the procedure was approved.
3. Academic Assessment – Annual Assessment Reporting Policy
 - Rosemary stated that this will enhance manageability of looking at student learning outcomes, etc
 - There were no questions or additional discussion.
 - Meghan called for a motion to approve this policy, which was made by Alix, seconded by Kristen, and the policy was approved.

Academic Affairs

Rosemary reported that Jessica Wilkie was selected for Director of Guided Pathways, She will begin in late May or early June.

Several certificates and a degree were recently approved by the Council on Postsecondary Education – an AS in Computer Support Specialist, along with four certificates (Computer Support Technician, Network Support Technician, Entrepreneurship, and Travel, Tourism & Hospitality).

Student Services

Sara shared an update as to what the Student Affairs team has been up to, including transitioning existing operations to online, handling Covid 19-related supports, and managing enrollment.

With regard to online operations, Sara said they are fortunate to have tools in place (like a texting tool for students) which is going well. They are using WebEx for online advising; students can make appointments using Starfish and meet virtually with an advisor. Financial Aid is conducting business as usual and is helping students with their FAFSAs and hosting online workshops to make sure students can plan.

Covid-19 has been hitting our student population very hard, whether it is geographic or ethnic, our students and their families have been challenged. Our food pantry is providing curbside pick-up; we have provided 900 technology grants for students and many emergency grants.

Student Affairs is working very hard on enrollment. Currently, summer enrollment is 14% behind, which is significant. Sara is optimistic that we can improve that and is not gravely concerned. We are now 43% behind for the fall, which does make Sara nervous. The best thing we can do for the stability of our institution is to plan and get organized over the next few weeks.

Finance and Strategy

Kristen reported that her IT, Finance Operations, and Implementation teams have been working to get the college to a completely remote environment. IT has handled over 3,000 help tickets. Finance Operations had already started to move electronic functions before the need for remote capability (such as time sheets, which had been a heavy paper function to now mostly electronic).

Administration

Alix reported on capital projects:

1. If we come back to campus in the fall, we will be able to come in to the brand new ramp at KC.
2. Some projects have slowed. We did get the green light for the Physics & Engineering lab

Alix and Meghan thanked the Physical Plant team for their efforts.

Warwick and Newport are being used as Covid testing sites. The National Guard is using the field house for lunch and breaks. We had planned to move Athletics to the Flanagan Campus, but that is on hold because we don't know when we will be able to access that building.

Our Incidence Response Team is scheduled to meet daily. Each HE institution has been asked to provide DOH with a very detailed, comprehensive plan by June 15. DOH will review and come back to us by June 30

Institutional Advancement

Bobby stated that it is his job to secure resources for our students and to build future support. Since we were unable to host Raising Opportunities on April 24, we shifted the support online for the student relief

fund. Our goal hasn't changed, which is to raise \$500,000. As of today, we have raised \$216,000 toward this campaign, which is 5 weeks in. We have 8 weeks to go. Bobby thanked all who had made a gift and asked everyone else to please consider a gift at this time.