

# Special Edition: Coronavirus Communication 21

April 7, 2020

Good Evening:

We had a productive Executive Cabinet meeting today. Several items were discussed and vetted as we continue to work out the best way to work virtually.

The new mailroom schedule will encompass a curbside pick-up and drop off strategy. As we try to meet the spirit of Governor Whitmer's Executive Orders and keep everyone safe, EC members will be asking for one designated person in our various offices to handle mail services.

The decision was made that any employee accessing a College building must have an EC member's approval. All employees on campus must call the Public Safety Department when they arrive and when they leave even if they have access to an alarm swipe card and a key. More information and instruction about these changes will arrive in your email later this week.

We are running out of shipping/receiving storage space. EC decided to pause the ordering of nonessential items until more space is secured or opens up. Perkins-funded equipment and supplies will continue to be ordered.

The College Board has shared that Accuplacer will be able to support the virtual needs of colleges with remote administration. We are seeking more information to understand and consider this as a viable placement testing option.

FabLab Director, Tom Herold, is working on a PPE prototype design for personal protective shields that can be distributed to healthcare facilities.

The Executive Cabinet supported the position request for two positions that have been vacated and deemed necessary for hiring.

The report from the Graduation and Commencement Activities Committee, that I charged last month to recommend a new time period to host these important events, was presented. The Committee has recommended to me, and I have accepted, that MCC will host a virtual commencement for 2020 in May. Next steps will be taken to make this a special event for our graduates.

The temporary FOIA changes were reviewed and discussed.

Kirk Yaros, Director of Enterprise Services, updated EC on software projects that are in the pipeline for implementation. Kirk reviewed the advantages of moving the Colleague System (Datatel) to a "Managed Cloud" platform. The move allows MCC to have the benefits of the Cloud while maintaining MCC's current internal processes. The roll-out of Tableau as a reporting tool for dashboarding and data visualizations was shared, as

well as the replacement of our ImageNow document system with LaserFiche. LaserFiche will provide electronic forms, paperless processing, operational process improvement, and enhanced document storage.

The meeting concluded discussing the anticipated federal funds for higher education from the recently passed Coronavirus Stimulus Package. EC reviewed ways the funds can be used to support our students' success now and in the future. As we await further instruction, EC will begin to craft ideas for resourced packages that could be implemented quickly.

Looking forward,

Dr. Beverly

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