

Special Dean's Council Meeting  
March 20, 2020 at 8:00 am  
Dean's Suite

Present: Dr. Migler, Larry Brooks, Kayla O'Toole, Corey Gorder, Sandy Hageness and Lisa Mock

Due to the Governor's proclamation for all state agencies and offices to accelerate the transition of non-essential staff members to remote, in-home worksites the council reviewed DCB's Telecommuting policy. The policy will include a Telecommuting agreement for all employees to sign with the original filed in their personnel folder. Recommendation is for each department to have one employee on site within departments.

The Grant Writer will be working from home. The Foundation personnel will work from home.

Physical Plant – due to the involvement of their job duties, they will be available on campus.

Student Services has confirmed staff with reliable highspeed internet and systems. There will be one personnel in the office on a rotational basis to answer phones and handle any walk-ins. Three are currently working from home.

This is an opportunity to do projects. It is important to talk with staff every day, discussing tasks for the day and progress reports at the end of the day.

Distance Ed has met with staff, preparing them to work from home. Stacy doesn't have reliable WIFI from home and Kayla would like her to work onsite to field dual credit workflow. With the uncertainty of dual credit, it will be best to have Stacy on campus. Kayla will use Collaborate to check-in with staff on a regular basis. TRiO may be a touch point with students to identify how things are going, Advising has been looking into using Microsoft Teams and Zoom to keep in touch with students.

Business Office has met with staff and they all have VPN available to work from home. Staff will be on a rotation basis to work on site for mail, phones and to access any paper files within the office.

Athletics reported that all coaches can work from home which changes the way they recruit. Social media platforms may be used, and virtual opportunities will be important. Coaches need to check in with student athletes to assure they are being successful.

Dr. Migler and Larry met with students last night and reiterated how important it is to maintain routine and classes at the same time. Student updates will be posted for class access.

Dr. Migler provided a DCB Telecommuting policy.

**Corey moved to temporarily approve the telecommuting policy during the pandemic mode.  
Kayla seconded.**

**Discussion held on addressing regular work hours and clarification extended that there will not be any comp time or overtime necessary from home.**

**Motion carried.**

Respectfully Submitted:

Sandy Hageness, Administrative Assistant  
Office of the Campus Dean