

## MINUTES

### Ramapo College Board of Trustees

### Deans' Council

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Thursday, March 19, 2020, 12:30 pm - 2:00 pm

via Webex

#### A. Approval of Minutes

The minutes from the March 5 meeting were approved.

#### B. COVID-19 Updates

Gaulden

S. Gaulden shared updates from the Cabinet and Pandemic Assessment Team.

- Remote coursework delivery: The remote delivery period will extend until end of the Spring 2020 semester, or until Governor Murphy lifts executive order, whichever occurs later. Spring Break will not be extended. Employees will work remotely except if they must be on campus for essential operations ("critical employees"). A schedule will be developed in order to ensure staff are rotated, and there is a fair and equitable division of work. S. Gaulden will need the list of such employees, with their tasks, by Friday morning. The list may include faculty who are required to be on campus for other responsibilities beyond teaching. Faculty should still complete the remote work Qualtrics survey so that their remote coursework delivery plans are documented. If faculty or staff need to retrieve anything from their offices, they can go to campus on Monday, 3/23 before 5pm to retrieve essential items. They should minimize the locations they visit. A deep clean will take place after 3/23.

- Residence Halls: The College is considering safe ways to allow to students to pick up items from their rooms.

- Student employees: Student employees can work remotely. If they are not able to complete work remotely, they should not continue working.

- Grading and Academic Calendar: The Deans Council and other stakeholders on campus are considering P/F grading options but for now, there has been no change to the grading process. Further, there has been no change to the academic calendar. Any changes to the academic calendar require a plan be submitted to MSCHE for review.

- Library: If any faculty or staff must come to campus to work or for technology access, spaces will be set up in the Library according to social distancing guidelines.

E. Saiff inquired how those on the critical employees will get into the Academic Complex if it is sealed. S. Gaulden confirmed those employees would have access to the specific rooms they need. All other spaces will be shut.

L. Keller inquired if the Library will be cleaned each day. S. Gaulden confirmed that all high touch surfaces will be cleaned each day. S. Gaulden also noted that all Librarians and Library staff should not be present every day; rather, the number of people on campus each day should be minimized.

E. Saiff inquired about international students. S. Gaulden shared that those students that must stay on campus will be provided essential services, and that the Roukema Center is supporting them as well.

S. Gaulden confirmed there will be no in-person Academic Achievement Ceremony. Plans for a rescheduled commencement are also underway.

The Deans discussed staff matters. A document will be shared with the Deans to enter in their staff with the critical tasks.

A question arose about Summer I and II. S. Gaulden noted that while many courses are already online or hybrid in the summer, and the Deans will need to evaluate the chosen delivery in about one month.

S. Gaulden emphasized that decisions are being made in response to governmental directives and for the safety of the campus community.

### **C. New Business**

No new business.