

Cabinet Meeting

8/13/2018

Attending: Tim Crowley, Barry Ingraham, Mike Williams, Dottie Martin, Beth Hummel, Bill Egeler, Sue Bernard

President Crowley

- Administrative Days—August 23-24. Went over agenda.
 - Added Medical Assisting lab to those that will be announced.
 - Might change venue for lunch to Edmunds
 - Tim asked that IT offer internet security information for everyone.
 - On Thursday, the ATD meeting is for committee only
 - The Alertus presentation is currently on hold
 - Jr. Kierstead will present Online Education information
- Houlton Center—President Crowley would like a brief meeting regarding budget before his trip to Houlton.
- Enrollment—Bill Egeler reports we are currently at 7200 credit hours—our budget is based on 8400 credit hours. He feels we are in a fairly good position. President Crowley asked about the Water Treatment Technology numbers—currently at six. We are offering scholarships for this program (\$1500 for a full year).
- Contracts—please tell department chairs that any changes in student contracts for lab assistants, etc., please send through Nancy. Also, please forward all schedule change forms to Nancy.
- Work in the Plumbing and Heating Technology lab should be complete by this Friday, 8/17. Water treatment lab has all the equipment and John is working to set it up.
- Foundation Executive committee may like to have a tour of the Nursing and Allied Health Sim lab. Mary Cornelio and Sue Dugal will do this at 9:15 if the committee requests it.
- Bill Ashby, former UMFK coach will meet with Tim 8/14 to talk about whether he can help recruit students from foreign countries; help with the Northern Maine Growth Initiative.
- Tim would like four apartments ready to be occupied by student-families. Two are ready now. A meeting will be scheduled between Tim and Barry to work out details.
- Training for Chris Perry, Angela Buck, Jr Kierstead and AJ Gagnon is taking place in Miami regarding programming for the simulator.

Bill Egeler

- Betsy Harris will be out for the rest of the week due to a death in her family.
- ACAP person will work on campus one day a week (Aimee's office) to be a liaison for students in need of ACAP services. ACAP has applied for a Woman in Non-traditional Work grant, which could benefit NMCC.
- Wednesday evening is orientation for traditional students. 35 sent RSVP.

Mike Williams

- Tool days in gym August 27-28—first two days of classes.
- Budgets needed by the end of the month.
- AHEC budget is still unsure.
- CDL Workforce Development budget is still being put together.
- Need someone to go get minivan at Central Fleet.

Beth Hummel

- She is working on faculty increase paperwork.

Sue Bernard

- Brought up the intense volume of our fire alarm. Concerns that it could be physically harmful to those with any sensitivity to sound—seizures can be triggered and/or injuries sustained if such a person is in a stairwell. Barry explained we are following code and sometimes (federal or state?) procedures are set up that could possibly harm individuals in order to safeguard the majority. President Crowley said we would look into whether or not it's possible to bring down the decibels.
- Finishing Northern Maine Growth Initiative video and sending to Catholic Charities Central Florida and Catholic Charities Hartford, CT. Both are working with displaced Puerto Rican families.

Dottie Martin

- Golf tournament went well—fortunate with the weather.
- Griffin Goins is now in town and will be in the office on Monday, August 20.
- The scheduled mock emergency drill at the airport took place over the weekend. NM serves as a re-group, safe location. Red Cross came on campus; Jared set up extra phone in library conference room. Lessons: Emergency needs to call security first. President Crowley needs to be contacted.
- WAGM TV will be on campus on Thursday to do a story on the Water Treatment Technology program.
- The Campus Committee Assignment list was distributed. No updates have been made yet. Events committee will be added.
- New Faculty Orientation checklist was distributed. Dottie and the department chairs developed this information to help orient new faculty. Dottie is sharing with senior managers to edit as necessary for their departments to give to new hires.
- Reminder: The **President's meeting** will take place at NMCC on Tuesday, September 25 from 9 a.m.—1 p.m. The **Board of Trustees meeting** is scheduled for Wednesday, the 26th beginning at 9 a.m. and concluding at 1 p.m.
- The Emera Maine grant requesting funds for an electric vehicle is complete. Will request additional funding for a dealership in the St. John Valley.
- Currently working on the Course Catalog.

Barry Ingraham

- A Jenzabar update changed our portal. We will have to design our own or purchase one that would appear the same as our current portal. That's the easiest choice for now.
- The VM-ware that runs all 65 servers must be upgraded.

- Getting prices for an upgrade for 911 change.
- Radon mitigation is complete.
- The trench for Automotive Collision Repair will be done by this Wednesday, August 15.
- The lighting project for Diesel, Automotive Technology, and the Nursing and Allied Health Sim Center is taking more time than first anticipated.
- The pellet boiler had some general maintenance/repairs completed.
- Painting is almost done. Carpeting in Snow Hall is complete.
- By September 5th, Spectrum (cable) will no longer be analog—residence halls will need boxes.