

Cabinet meeting

9/10/2018 10 am

Attending: Mike Williams, Barry Ingraham, Dottie Martin, Bill Egeler, Beth Hummel, Tim Crowley, Ashley Hall—new Student Navigator, and Sue Bernard

Tim—Wants to ask Foundation to raise money for Gas for Class. The funds raised through the Foundation would randomly choose a student with 100% attendance (each week) to give a gas card. This is an ongoing program to improve attendance and student success.

- Working to get all Water Technology lab work complete before System Board arrives. Holes need to be made in the tanks and a design is done—checking with Portland Glass to do the work. Peter Wylie Water Treatment plant operator in Kennebunk will be here on Wednesday to look at program and discuss adjunct possibilities in Wells.

Mike—Received \$20,000 from Calais Regional Hospital which fulfills their payment for last academic year. Still owe for this year. Shawn Anderson, formerly COO of Cary Medical, will be COO of Houlton Regional Hospital as of late October. Tom Moakler has agreed to be on the General Advisory Council.

- August 31 is the closeout of AHEC grant and TRIO grant—Mike is working on them. Might have a small carry-over bill.
- Wendy should be closed by the end of the day tomorrow, so everyone will have the first set of reports for the year including full budgets in Jenzabar by the end of this week or beginning of next.

Tim sent a note to Dan Belyea asking for funds to set up Ed Wright's office. We can charge \$1000 to the System—much appreciated.

Barry—Completed a demo of software for bitdefender. Will move forward with an interim solution that will add features to what we have, without extending the contract. Will have this for a year and a half until contract ends. By then, the System will look at some other type of anti-virus program.

- Meeting of Deans of IT is being planned at KV, but date and agenda are not determined.
- Simulation Center Renovation is nearly complete; punch list has been reviewed. Checking attic stock; still waiting on furniture delivery. ADA signage is done. Directional signage/marketing signage is not.
- Canvas- No progress on that. That contract will be ending soon.
- Haven't heard any more on Higher Reach. It's another solution for marketing and sales classes.
- Summer projects--4 way intersection work (Storm Water Management)—waiting on pricing but can't get paving people to respond. This was a finding that needs to be addressed: storm-water run off plus culvert work.
 - Securitas contract is extended to end of October, then out to bid.
 - Room 208-- final technology review today, then will go to purchasing.
 - Room 205—waiting for items to come in.
- Datacenter Generator Project—accepted design proposal from WBRC. Goal is to have generator in place by December.

- Gym Project-Proposal from WBRC for the design. Still negotiating because they came in over budget. Discussed with BREM (state agency that oversees all the projects). Further negotiations are planned this week. Goal is to start this project in the spring.
- Safety training will be audited. Date for inspection from Safety Works likely end of October.
- Spectrum cable TV is dead on campus now –it will cost another \$500 a year. Will do as soon as possible.
- Alertus messaging—needs further discussion on configuration of messages. Will plan for this week. Safety committee should meet by the end of next week.

Dottie will meet with Alumni and Friends tonight—Finalize October activities. Bingo evening on the 11th and annual meeting on October 12.

- Last week's newsletter was available on cell phones. Possibly two newsletters: one focusing on students and another for employees; could be some combined.
- WAGM will be here Friday to finish video recording of Water Treatment Technology...wants students there.

Tim-Board meeting: Fish and Game Club for dinner prior to board meeting--may consider another place.

Bill—Vacancy in Perkins' position.

- Registration went well. SAD 1 should have 75 for concurrent enrollment. Two faculty members went to region 2—successful trip.
- Campus crime report is due by the end of the month.
- Student Success forum by the System at KV on October 19. Ashley Hall will go.
- Dave Daigler and FAME coordinating a meeting for financial aid directors. Training on FAFSA verification and loan default prevention.
- Academic Affairs meeting on September 26—should be a light agenda, small group, mostly done through ZOOM...two will be here on campus. Deans of Students will meet on the September 25. President's meeting begins at 1:00 that day.

Credit hours look like close to 82-8300. Should be about the same as last year. Bill is trying to get all the concurrent numbers.

Beth—Big payroll processing week with adjuncts and overload contracts. Also new hires/students to get into payroll.

Tim—Open House is scheduled for October 12. Feature something special for water treatment and Allied Health Sim lab—create special invitations to advisory groups to tour those spaces. This event will be a good opportunity to get bond issue info distributed to people who visit for the open house. We are item #5 on the ballot. We expect a number of high school students to attend by bus. Tim wants to plan a luncheon that day for the General Advisory Council and committees and offer tours after lunch. Invite the media.

- Will follow up regarding collaboration in Houlton; got letter from President Ray Rice. Will be scheduled this week, maybe Thursday.
- Have worked to expand the General Advisory Council, now 17 on the Council. Will meet on the 18th. Wants to make the presentations to this group more formal to help them be more

engaged. Next week's meeting will center on opportunities in Houlton and Calais, pros and cons. Focus will be on discussion and input. Will include a discussion question on agenda.

- Bike Maine started on Saturday night—nice job. Aramark did a great job. System foundation should be involved with this group. Takes place in different locations across the state each year. Bill Green (WCSH) is with them and will be reporting all week.
- Kelly White is teaching computer science for SAD 1. He may do an independent SWOT analysis of our online courses; this will be a short-term contract. Tim will mention to department chairs today. Bill suggests Kelly could also look at e-learning support.

Sue—Spoke to Tom Powers on Industrial Park about new drone company (located on the industrial park) which does video for marketing purposes. P.I. Industrial Park would like to collaborate with someone to share costs.