

Cabinet Meeting 9/24/2018

Attending: Tim, Barry, Beth, Mike, Dottie, Bill, Sue

(Action items are highlighted.)

Barry—IT leaders meeting last Wednesday. The Board will consider draft policy of Personal Identity Information (PII). See attached. Might have to audit personnel; training. If information has been taken from Jenzabar and saved to personal files or spreadsheets there is of risk of a breach-- exposing PII. Malware could harvest the files that are not encrypted. Electronic data (and hard copies) will have to be checked to secure PII. Changes are ahead. Best practices will be discussed. Data retention policies for electronic records will be examined for improvement.

- More training for Jenzabar will be available to make best use of resources. Modular training—more discussion ahead.
- Generator project—Engineer is doing design work for the data center; should be complete by Friday and then put out to bid. Generator (for server equipment and data center AC) will be placed outside Mike's office.
- Campus master plan—given to Tim.
- VM ware runs all servers and updates are now complete. Looking at new backup software.
- Document management on Jenzabar. Other campuses are going to Docubase (which partners with Jenzabar). SM, KV and EM are looking at it and are moving forward—no purchases yet.

Mike—first round of student refunds will be this week. Banks were notified.

- System did RFP for collection services. We will go with another company in order to compare.
- Deans of Finance meeting on October 10.

Dottie—YCC team will be here tomorrow at 11:00; tour of water treatment lab. Will invite Pam Buck.

- LPN proposal went to State Board of Nursing last week and we have to send them one piece of info—draft is ready.
- Griffin and Dottie are working on Annual Report.
- PHI Theta Kappa initiation is Thursday at 6 p.m.
- Reminder of Open House October 12.
- President Crowley complimented Toward Excellence delivered to cell.
- Invitation to Sim Center and Water Treatment Open House will be delivered by e-mail. Will reach out to Nick Archer and ask him to invite the DEP Commissioner for the Water Treatment Open House.

Bill-- Bangor High School grant proposal letter of support.

- Vacation for a couple of weeks beginning Friday.

Beth—all set.

Sue--Faith leaders meeting from last week regarding Northern Maine Growth Initiative. Well attended, all want to be involved. We need response regarding why we're not helping our own children come back to The County. Participants will go back to congregations to find host families. **They will get a copy of the video.**

Tim—Went to AP activity of business/teachers/higher ed. Tim says middle/high school teachers need to teach, not worry about directing students to jobs in the area. Tim spoke to group about supporting higher education through the bond in November.

- Safety training—Met with faculty about this. Will connect with all faculty and staff to get this done. **We need to have staff meeting regarding Alertus.** Beth thinks supervisors need to take a more pro-active role in getting all the employees training complete.
- Water Treatment visit—don't offer any more tours until it's complete. Give tours of Sim Center.
- Set up for Trustees of Conference Center-go over how the room will be set up. **Send note to Rep. Trey Stewart regarding time of Board meeting.**
- Other items mentioned for President's meeting and Board meeting.
- Bond promotion activities—Dottie will represent NM on system-wide committee.
- Faculty will not participate in College Board Rural challenge if they have to give up class time. Only administrative days, video conferencing and phone.
- Innovation Fund process is on agenda—CDL program was submitted. Other items mentioned.
- System Foundation update—a new policy will require all colleges to get approval by the Foundation to pursue anything over \$75,000 request/ or gift acceptance. We have concerns since some donors want to make large contributions directly to college.
- Audrey Thomson will be here—new president of MCCA Foundation. Tim will give her copy of annual report and goals set by NM Foundation. Encouraged that she is familiar with our area.
- Discussion regarding food insecurity. Now that ACAP is on campus, we can do more with external resources to support students with needs.
- Let Dottie know if you plan to attend Trustee dinner Tuesday.
- Please wear name tags.
- **Ramp by delivery area, which affects parking, was discussed with faculty. Ready anytime. Security and Julie need to be informed. Done by Friday—Barry will secure signage.**
- EMS/paramedic programs have received continuing accreditation. Well done—good news.
- **Schedule time for staff meeting—lunch meeting on Thursday/Friday to discuss Alertus?**
- Gym project—Agreement with WBRC for locker rooms only. Bleachers and flooring will be separate contract. Locker rooms will start project February/March. Renovations should not affect the gym. Job Fair will not take place here this year.
- Dave Daigler needs place on campus to conduct private meetings...will be in Bill's area.
- Bill will participate in Mic Mac emergency planning—they want to coordinate with us.

List of Rotary clubs for Tim to make presentation about \$15M bond we get \$1.1M dollars—**Sue meet with Tim.** Bond money will help renovate the Christie Building, Andrews Hall, and diesel lab. View as state and community partnership. General Advisory Council says we need to develop a document that compares our student costs with University costs especially for nursing. **Use what was developed last year (Dottie).** One of our trustees is also a member of the University trustees and he hopes the two entities can work together.