

Cabinet Meeting 7/15/2019

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

Tim—Finance committee on Tuesday to review investment policy. Tim is participating in the St. John Valley unified school district discussions. NMCC will have space in that building. Maine Community Foundation is on Thursday in Augusta. Friday will be off campus.

Barry—Central directory will be system-wide. Logging in to our computers will be different. This is because of the new learning management system so everyone will be authenticated to the new directory. York County will go online first to build it. About a year-and-a-half-long project until complete implementation--fall 2020.

Non-disclosure agreement for student workers who have access to student files—they need to sign this agreement and we keep copies.

- Policy regarding removing students—when must they re-apply for admittance. Informs IT when to delete records.
- Some admin rights on computer will go away—will restrict to rights needed to do particular applications and restrictions will be applied to certain installations will be blocked. Won't be able to customize backgrounds, locks down desktops.
- Floor questions on gym project regarding layout of lines on the floor. Mitigation is on order for problems with flooring.
- Sophos was chosen as anti-virus system wide.
- Jenzabar—upgrade to J-1 perhaps at end of July.
- Infomaker—we'll order 10 licenses for now.
- Diesel work is underway and Mailman Trades lighting is wrapping up.
- Andrews Hall work is closing on the 19th.
- Data Center windows removal is starting this week.
- Room 218 everything was given to purchasing last week. Networking equipment goes from room 218 to room 214. JR will start working on layout.
- Door security meeting will take place with Mike and Robert: must deal with badging and some of the locks—may be done in a couple of weeks.
- Access cards issue in Andrews and Snow. Andrews will have new doors to solve that problem.

Mike—Closing was due Friday and should wrap up today.

- Mike has a conference call with new System CFO, Pam Remieres-Morin.
- We finished the year with a surplus in fund 1 and 2 and break even in Fund 3. \$350K surplus total; Mike will suggest we put \$325K in Fund 7--renewal replacement which we

can spend from. Putting back almost as much as we spent. Should have adequate reserve. We are reducing our reserved maintenance requirements.

- Currently, enrollment in the fall looks flat. We may have challenges in 2020 if Maine Quality Center funds go away, we could be looking at cuts.
- AHEC invoice is required this week and there's still some work to do. Leah is taking care of it.
- Variance report is due to System this week.
- Mike will be out on Thursday and Friday.

Dottie—Meeting with Alumni tonight to determine officers and to plan Alumni weekend in October.

- Skeet-shoot registration is underway.
- Griffin is working on golf tournament posting on Facebook.

Edward—Meeting with LPN employers planned for Tuesday to provide a progress report and to get feedback on program design, schedule, need for another cohort next year.

- NM is hosting a series of classes by Rockwell beginning next week (Tuesdays and Fridays) and finishing September 8. Eight classes total. Maine Quality Center is funding 50% of the cost with employers, including McCains, Huber, LP, Irving, Columbia and others who will be sending electricians to the classes. Training is on Rockwell/Allen Bradley PLC controllers and software. (Thanks for the extra info, Ed!)
- Twin Rivers meeting to discuss training grant application. It will be a three-year program involving primarily electrical instrumentation and millwright skills. We will also provide soft skills and safety training to about 461 mill employees. Application is in process with Dan Belyea. Quality Centers should pay for half of it. We will have a contract with them.

Beth—Director of Financial Aid was posted and we have two internal applicants.

Bill—ACAP is changing the format from Office to Outreach in association with the College's 'Wellness Wednesdays'.

- Dirigo Summit—Utilizing some ideas from the meeting. Messaging to students will be regarding attendance, Res. Life, etc.
- 6000 credits as of this morning so enrollment projection is better.
- Orientation—looking for people to help.
- Veterans—Sent notice not to penalize to those students waiting for government payment.
- Faculty orientation days—**Bill would like to talk to Tim about a possibility for this event.**

- LPN—not sure if we are opening this as program. Quality Centers has not approved any more support; however, we could have 30-40 students who would register. Tim says we could put up a program in January. We still need to figure out nursing-instructor load.
- Bus Stop—Going Places bus grant: Do we want to place a Bus Stop here? Maybe on edge of Edgemont drive. **Bill will follow up on design so that Residential Construction could build them.** Some members of City Council think this might be an expensive idea going forward. Student Center—Wellness Center might be the easiest spot to offer a stop.
- **Northern Light Health agreement as NM being disaster-recovery site. Mike will send paperwork to Tim.**

Tim—Campus security regarding room 204. Medical supplies...door was left open. Husson employee has a key and shouldn't have one.

- Will meet with Bob Collins regarding faculty proposal. Accounting for trade instructors' time in lecture—work load. Faculty committee will have to work on this and the System is working on contract so this will take time.
- Jon and SAD 1?
- English faculty member interviews (2) next week.
- David Daigler will be on campus along with state Commissioner who wants to see our Wind Power program.
- Leah is in Stratton—this is the third co-hort and Maine Quality Centers may or may not continue. We may then approach Irving to continue program, if approved.
- Good financial close; enrollment through Quality Centers this summer (student revenue and non-credit numbers are good). We need to be able to reflect our non-credit numbers with the System.
- Orientation for Dr. Michael Dunlop will take place and **a list of activities for him will be sent to cabinet members to add anything else necessary for him.**
- **No movement on SafetyWorks report—Tim and Barry will meet since deadline is 7/31.**

