

Cabinet and Department Head Meeting 8/22/2019

Attending: Tim, Mike, Beth, Dottie, Bill, Leah, Edward, Michael Dunlop and Sue, Pam, Dave, Dwight, AJ and Angela

Tim—Next Monday is the first day of classes—looking for reports from each area:

Mike—Business office is up and ready to go.

- Tool vendors are in the Automotive Lab on Monday and Tuesday.

AJ—Room 204 is up and ready...a test will take place Monday.

- EMS faculty has classes ready. He will deliver books on Wednesday to Calais. Lecture will be from here and lab will be delivered by someone onsite.

Angela—Nursing in a good place. Working on syllabi.

- Numbers for level one need to be figured out; will likely have to split students into two groups. Not enough laptops for everyone at once for 39. Some concerns about connectivity and security for that many at once.

Dave Raymond—Good to go. New faculty member had new-faculty orientation today and is ready.

Beth—Safety training—immediate supervisors are responsible for making sure their people have completed training. **Everyone must go through and review the policy pieces.**

Tim requested letter from **SafetyWorks and training needs to be done when everyone returns.**

Leah—Speaker of the Maine House Sarah Gideon and a few legislators visited Logger training in Stratton. This is the final year it will be funded through Quality Centers. A decision will have to be made regarding continuing the program and where funding will come from. Graduation is scheduled for September 17th.

Pam—finishing work in Diesel lab.

- Room 214 is being put back together as much as possible by tomorrow.

Dwight—All set.

Bill—Tomorrow is last of full student-orientation days.

- More than 40 students will be moving in tomorrow and help is needed. Had a good turnout of non-traditional students last night.
- Last two weeks have been very busy. Eighty full-time students were accepted back in over last 2 weeks. Part-time student count is low.
- 3:00 retirement event for Norma. Search for Assistant Director is underway.

Ed—461 employees from Twin River for non-credit training over the next 9-10 months. Indication is that funding will be approved. Final approval expected later this month. \$400K-training program and Twin Rivers will pay \$132-thousand dollars of the cost. Will cover 25 topics: electrical, millwright, etc.

Michael Dunlop--D2L implementation team is being set up. Train the trainer in spring. We want to take the initiative on this technology. About 20% of the faculty have done some online teaching previously.

- Lots of time spent signing off items.
- Will be working with department chairs regarding being up-to-date with advisory councils.
Bill mentioned much is tied to Jenzabar, and we must adhere to Perkins' requirements.

Dottie—Nametags are in mailbox. Business cards should be in by Monday.

- There were requests to make rack cards available, drafts were distributed and please send corrections or other changes (please keep information concise) to Dottie in next two weeks.

Tim--Presidents met this week. Contracts are under negotiation.

- Met with legislators regarding NMGI regarding workforce and population growth—healthy, productive discussion. Legislators will be invited to upcoming meetings.
- We need to work on Strategic Plan soon. Please determine what is being done in each department area to support it.
- Nursing Accreditation will be underway October 22.
- Enrollment is still a challenge.
- Please take a moment to congratulate Norma for 28 years of service. She will be leaving next Friday.

2019

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