

## Cabinet Meeting 9/16/2019

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

Tim--Jon, Robert, Rob, Dottie, Barry, Mike, Tim, Bill and Peter need to be part of discussion to review response to active shooter incident. Look at timeline for messages and how to improve, etc. Tomorrow at 2:00 pm. We will also need employee meeting in next week or so.

- Prepared note for Pres. Daigler to send late tomorrow regarding possibly increasing security across the System. Armed security...possibly contracting with police? There was another incident this weekend. Police surrounded a building across the street—nothing happened. Locked down Res Life students keeping students in place.
- General Advisory Council meets tomorrow and Tim will talk with them about security issue. Sue please add to agenda.
- Reed Dining Commons info add to agenda. We have design funds only at this time. Donor will give more once the design work is complete.
- MSEA—Hourly employees may have tentative agreement and will come to campus on Thursday, September 26 at 9:00, to speak to employees. Faculty has tentative agreement.
- This week the PLC contract wraps up and graduation is in Stratton. Many of the students already have jobs. Tim gone for the day on Thursday.
- Enrollment—We count FTE and headcount but we don't count non-credit; Tim believes we should. We've had a 200% increase in the number of people we're serving in non-credit area. Tim plans to include this number when he gives report to the President's Council. System may not want to look at this since it doesn't have confidence in the non-credit numbers at the System level. System has been helpful in developing workforce money. Bill says we need to put the numbers out in our own materials and eventually other campuses will do the same and the System will finally accept it.

Mike W.—Putting the payroll budget in the system because the first variance report is due after September close.

Barry—Safety training still recording people.

- Working on extending Honeywell contract for building automation.
- Gym project is mostly done and will review the quality of the work. Tarps need to be ordered plus technology. Floor will be laid in two weeks. Total project done October 27.
- Diesel project is done except for automation. Andrews is done.
- Reed Commons' video conference meeting on Wednesday. Tim wants images.
- Friday we'll have info on hazard assessment for Reed Commons.
- We will send phishing training out again.

Dottie—Friday she participated in Northern Region Border Commission ZOOM meeting. We need to confirm we have our portion of match--\$11,000.

- Meeting with Alumni and Friends group tonight. They will sponsor a disc golf afternoon this weekend. Are planning the October 18-19 Alumni Weekend—BINGO on Thursday, dinner on Friday and decades gathering on morning of 19<sup>th</sup>.
- Griffin is putting up PPH article on mechanized logging on our website. Food kit story was done on WAGM on Friday. WAGM will return to do EMS classes at WCCC.
- Met with admissions to work on Open House
- Skeet Shooting is Friday the 27.

Edward—PN admissions process is going well. Several applicants but not quite as high as first thought. Many potential applicants may already have gen. ed. courses. Second boost in March.

- Twin Rivers scheduling another meeting at the end of the month to finalize schedule, etc.

Mike D.—Reviewing all programs. Accreditation (Progress Report) for EMS and Paramedic Programs is due by June 2020. There are only three outstanding citations that will be resolved well before the deadline next June. Also working on:

- Nursing re-accreditation in October.
- Trade and Tech Diesel technology re-accreditation with ASE--working with Pam.
- Business—Program accreditation—Dwight is on top of it.
- Arts and Sciences—Early Childhood Ed. Sat with Heidi. In each case, making sure programs are in compliance.
- Department chair meetings every Monday afternoon.
- Mike has presence at ASC.
- Managing the testing part of Angela's work with Dottie.
- Will meet with Gail in library and meeting with all faculty. Hopes to have brown bag lunches to share best practices.
- Wants to reduce paperwork—put it on line. (particularly articulation agreements)

Beth—Longevity luncheon set up for Monday, November 25.

- Security officer position closes Friday.
- Position for Events and Test Center coordinator was approved and will be posted this week.
- Assistant Financial Aid position has been closed.
- Developing a Simulation position description and submitting it to the System. Angela is looking at it and the description should be firmed up today. Mike D. should be part of this discussion.

Dottie—Johna will go to ATD Holistic Students Success Conference in Chicago in October free through a fellowship Dottie received.

- ATD person will come here week of November 11.