

Cabinet Meeting 3/4/2019

Tim, Mike, Dottie, Leah, Edward, Bill, Beth, Barry, Sue

Barry—Reported on Deans' of Technology meeting. Lessons learned through Amhearst campus network failure. We will do a network review with third-party audit (will find out cost), plus site audit from the System in August. Barry will put together an IT capitol plan regarding infrastructure replacement schedule.

- Higher Reach is on track, visit at EM on March 27-28-29.
- Docubase (document management system) to be considered.
- There is a spot on the Jenzabar advisory board. This is a direct line to Jenzabar to inform them of changes needed, etc. Dave Wyman is not interested in the position. Jenzabar contract with the System may be tweaked.
- Construction ongoing in the locker room. End date 5/31. The gym flooring is the next step.
- Diesel indoor air quality bond project: Reviewing proposal for design services.
- 2nd floor Christie bond project not started yet.
- The bid is out for windows and doors at Andrews Hall. Access control and ID cards has been extended for one more week.
- Room 208 is complete.
- Nursing air conditioning design is underway.
- Security policies plan for IT needs to be put on calendar for a campus discussion.

Beth—Custodian III position was posted internally and now closed.

- Re-advertised nursing position last week. Will begin reviewing Academic Dean applicants. Facilities manager position is waiting for approval at the System level.
- Negotiations have started with MEA administrators unit.

Bill—Student of the Year needs to be chosen by March 15th. Awards of Excellence will be funded again this year through the Foundation. Bill and Dottie will collaborate on nomination for the Gorman Scholarship.

- Deans of Students meeting tomorrow at EMCC.
- Polar Dip this Friday.

Edward—LPN program will be starting March 28. Still looking at budget and ordering books and equipment.

- Received a concept approval letter from Porvair for \$51,000 program. Working on scheduling.
- Looking for instructor for Excel course. Three levels of training (8 weeks each) for Columbia Forest Products. This is a straight CED course, non-credit customized.
- Working on Quality Center application to get funding for Rockwell Allen Bradley PLC training--- Edward will send copy of this information to Paul Towle, AP.

Leah—Wednesday in Augusta for AHEC board meeting.

- Should have good enrollment for CDL course that starts on the 11th. Don Burr and Leah will finish plan to recruit students (33 applications), 15 maximum for logging project in Stratton (western Maine). This will be last co-hort from present grant. Will we consider more?

Dottie—Final edits to video today. The Community College system will also do a video and they will come to our campus March 13-14 to collect video.

- Ads for Job Fair are out for this week and next week.
- Working on final touches for North Country Conference and Totally Trades in April.
- Need a date for Foundation Executive Committee meeting.
- Dottie will help complete forms for System Strategic Plan. Due March 14-15.

Mike—RFP for Foundation investment services closed last Friday—10 requests. Will narrow to 2-3 to invite to campus.

- Dining Services RFP due this Friday.
- This week departments should get the budget packages for next year. Capitol portion will be different this year. No recommendations from System on assumptions yet.

Tim—New date has been set for Nursing accreditation visit: end of October.

- Academic Dean Search—will ask department chairs for top 5 today and the info will be sent to cabinet members to also choose top 5. Please choose by end of next week. Interviews via video conference first.
- Paul Towle, of Aroostook Partnership visited campus last week and will come again tomorrow to learn how programs are developed and how NM responds to workplace needs. He's been invited to be a member of General Advisory Council.
- Video from Development looks good and will be out soon. Target is business and industry, and System office.
- Mrs. Smith has committed to Reed Commons renovation project. She would like us to raise some money locally.
- We will get Health Center and Wellness Center to work together on new nutrition, health and wellness programs. Tom and Linda Mastro will begin this work and engage the Wellness committee.
- Milton Cat-gave \$6000 to us last week for the Diesel program. The company wants us to grow but we need more space. Tim let the System office know we are talking to this company about a donation. Tim would like to approach Irving regarding this project, as well.
- Homeless Shelter has connected with Tim regarding building a new shelter. Tim will not be involved.

Bill asked about Navigator position proposal re: permanent funding due by March 8.

Edward—Will check with Pam regarding Precision Machining request for robotic arm trainer.