

Cabinet Meeting/Dept. Head meeting 12/23/2019

Attending: Tim, Dottie, Mike W., Beth, Edward, Barry, Mike Dunlop, Bill, Pam Buck, Dave Raymond, Dwight, A.J., Angela Buck and Sue

Tim—College will close at noon on Christmas Eve and open on the 26th.

- Semester changes in math classes-how have the steps we've taken impacted students? Asking Department heads to look at this.
- D2L-Where are we?
- 11-12% decrease in enrollment for spring and how it will impact budget.

Bill-- 495 students registered—13% off target, but still a bit early. 34 Academic dismissals—4 appeals so far.

- Monday, January 6th is new student orientation.
- Recommendation for new Admissions counselor has been given to President Crowley.
- Recent spike in STD's in the area so we will respond with a strong health campaign.
- Sara Stackhouse has accepted the On Course for College position. She is from Maine School of Science and Math. Will start officially at the end of January.

Barry-Security Breach occurred on the 18th. Someone logged into Griffin's account and it's a worldwide problem. Scans have been done. Passwords have changed. Will need one more step for everyone for logging in to our system-- everyday we will need temporary password.

- Gym—Open for use--screen repair, curtain left to do and a few other details to finish
- Diesel-Lighting and indoor air quality: working on balancing report.
- Data Center generator is complete.
- AC project for Nursing- complete.
- Reed Commons is out to bid.
- BREM (Real Estate Management) we need to go through them to pay for projects. We have three items in and are waiting for them to take action.
- Hyperconverge data center bids due by Friday.
- D2L-we need to create the link directing students and faculty to the site--what should we call it for students. Barry wants it done today.

Pam-She worked on a list of students who hadn't registered for spring classes, but most are now registered. Some have holds.

- Not all instructors are ready for D2L. Tim asked for a list of those instructors so we can reach out and help them. Michael says he will help Pam.

Tim—We had a good meeting about Water Treatment program in Southern Maine last week. About 20 plant managers from Southern Maine participated in the conversation at SMCC. Significant interest and we will work over the next couple of months setting up the program.

Dwight—Re: D2L Challenge with LTI links with Senguage. McGraw-Hill worked well. Integration works easily. Dwight asked faculty to build their site. Students should be able to get their books without issue.

Mike Williams—Through close of November we look good: on budget for total revenue; on budget for payroll and underbudget in expenditures. This is important since the spring enrollment was budgeted for 7100 credit hours but we won't hit that mark...so we will be short about \$200K in tuition and fees, room and board.

- Had attempted check fraud in payroll account. Three checks were fabricated but TD bank payroll system caught it so we didn't lose any money. Bill has been working with PIPD and Homeland Security.

Beth—Retro pay and extra days.

Angela—Faculty is beginning to work with D2L to give assignments and no complaints.

- Taylor is working on first draft of self study for Medical Assisting program accreditation.

AJ--CC Academy is nearly prepared to begin the first phase.

- Will align our American Heart Association training center with Cary Medical Center (CPR training). New CNO at Cary is Jen Plant, one of our graduates. Eventually we will have our own training center.
- AJ is setting up clinical sites in Calais for our EMS cohort. The community is very receptive.
- Work continues to train local EMS providers to be testers so NMCC can perform advanced-level PSE in May.
- NH Community Paramedic Cohort- They are mostly incomplete and they need more time to complete clinicals so adjustments are being made. There are five students in the program.
- Our re-licensure for Maine EMS training center status looks fine and should be received today or tomorrow.
- D2L-full staff went to training. Testing bank isn't working at this time, but JR is working on it. Tim says check with SM for help.
- AJ some students are not immunized so not registered—contacting them one by one. Many of the students are from Calais.
- Communities are scrambling to fix the EMS problems. Lots of opportunity for continuing education. Small communities especially will struggle with EMA since it is not considered an essential service.

Michael—Water Treatment Technology—Met Dr. Patrick Wiley via ZOOM, impressed with Gilles connection in the industry and should be a good team. Mentioned how to market the program as an environmentally-friendly profession. Younger generation is conscious of this.

- D2L—8 Adjuncts trained last week. He will look to see if there are better practices being utilized by other colleges for us to consider when creating online courses.
- Student Opinion Survey- Closed on December 20 and info will be sent out to faculty. How can we improve this survey to get an improved response rates and how should we implement the results?

Edward—Met with Mars Hill large group regarding EMS last week. People are trying to figure out what to do—must learn hands-only CPR. Towns need to step up and request training.

- Went to meeting last week in Bangor of work force development campus coordinators regarding setting up a system for registering, tracking and maintaining non-credit students and courses. Much like Jenzabar. This group will evaluate systems and go out to RFP.
- Critical Care Transport training will start January 14 (only 2 days) with 20 students (full). For parts B and C the number goes down to 12 (late January to late May or early June).

David Raymond--D2L is going well, no complaints and the younger faculty is embracing it.

Dottie—Title 3 Waiver application period is open. Wants to work with Sue to figure out the process.

- Central Aroostook Chamber dinner will take place in the gym and we expect about 400 people January 23rd. Dick Engels will be Citizen of the Year. Dick was instrumental in development of our Foundation. Invited those around the table to go as guest of the College. Please let Dottie know.

Tim-Medical Assisting program-Northern Light Health and the MCCC to run a certificate program—9 months. Student would leave the program without an associate's degree. Many of the students would come from the industry. The hospital would not offer increased pay for those with an associate's versus certificate employees. This immediate need from the industry does not line up with what the advisory committee says should be included in the 2-year program. System office is offering support (Quality Center funding) for this program. A meeting is scheduled in January to meet with hospital officials, Ed, Leah, Angela and Taylor. The question boils down to the value of Associate Degree vs. Certificate. Short-term gain in first year, but a loss in the second year. They are comparing it to Mechanized Logging short program which got national recognition. There is a lot of pressure to move into non-credit training.

Edward says whatever we offer needs to be credit based then the credits could be applied to a degree later. Our challenge would be to reach out to that group to offer higher degree in the future. Believes such a program is important to a group that otherwise would not think about pursuing this training.

David--Why would students want to come back without a financial incentive?

The System doesn't count any of the non-credit work we do. We have encouraged the System to count it as part of the overall work accomplished by the campuses.

AJ says we are known for our quality programs and candidates—we can expect pressure from the industry to lower our standards due to shortages. Our obligation is to turn out quality people.

Angela-Quality is a huge issue—hospitals promised tuition reimbursement, but in the end they are not helpful to employees who must work long shifts. The employee/student is unable to pursue a higher degree due to work schedule. Some MA students are trying to get into the nursing industry and if we cut back that program, we are prolonging their journey. Industry has to take responsibility. Hospitals are accepting the 3-levels of accreditation as the same, but the standards are really not the same.

Bill reminds us that through Ed to Go, you can already be an NMCC Medical Assistant completely online.

Pam says CNC industry asked for shorter program so we are offering a CNC certificate, but with credit requiring math and English. Industry supports this.

Tim--Discussion will grow—implication will grow. Basically, we want to serve more students overall.

Dwight asks if we don't offer a certificate—could anyone else offer it? Adult Ed is considering this.

AJ wants to know what retention rate is for employees between degreed and non-degreed

Tim—Regarding the budget—in the academic and all office areas, don't purchase items without sending the requisitions through Nancy. We need to look at all purchases carefully. May have to reduce the budget if the numbers don't improve.