

Cabinet Meeting 12/16/2019

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

Tim— Tim called 3 students from list of those unregistered to try to get them registered. They haven't gone to class consistently. Distributed a list of students who have not registered and it will be given to department chairs.

- 214 phone calls went to admissions office last week. 70% are for admissions. Problem could be that the Admissions number is on all our written material. Is there another way of distributing these calls and adjust the load? We need to address this issue.
- Great pinning ceremony in Houlton on Saturday.
- Shared video of commercial for utube, google ads and WAGM.
- General Advisory Council meeting tomorrow—Add discussion item: short-term training vs. Associates degrees to the agenda. This Quality Center program could undermine the Associates degree in Medical Assisting. The System wants to start this in March. Leah says Northern Light Health needs medical assistants quickly and copy the program offered in Bangor. This would be offered to current employees or people doing apprenticeships. The hospital might support a pathway for these students to move into a 2-year degree program. Edward says it's a way to "get boots on the ground" and move the people up to higher degrees. Tim says we need to talk to program Advisory Committee. We would be gambling that students might come back for higher degrees. Current associate students would be unhappy that their costs wouldn't be covered, only the QC students. We might ask System to put funding toward these students who will go on to associate level. Tell students they will be eligible for scholarships as they progress. Long-term enrollment would take a hit. Leah says Northern Light Health has partnered with Adult Ed. so that if we don't offer it, they will. We need to get NLH to help push them back to education. Dottie says maybe we can offer part of the program in the evening at the hospital to keep the students. President Crowley is worried about watering down or actually walking away from the degree program.
- Tim and Gilles are going to So. Portland on Wednesday to talk about Water Treatment Technology program collaboration. Spring may be too early to have this ready. We will start building the lab, and program, create advisory group, hire Patrick Wiley and recruit students. Patrick will come on board in January. 14 water districts will be represented at the meeting; looking for commitment that they need employees and we need to equip a lab. Dottie suggests finding a connection with IDEXX that may be helpful with equipment. These students will be NM students. Process needs to be worked out.

Barry—Will present at General Advisory Council about gym and Commons.

- Changeover to D2L will begin this week.
- Diesel—waiting on balancing report.
- Gym—The floor will be done Wednesday. Contract will be completed in January.
- Still working on risk assessment for IT.
- Reed Commons Specs are done—plans are due Wednesday and bids will go out on Friday. Lee and Robert were very helpful.
- Hyper converged data center is out to bid.

Mike—Variance report—we're in good shape but be careful with expenses.

- Foundation Executive committee meeting on Wednesday. Tim may call in.

Edward—Great pinning ceremony. Students are encouraged to participate in NM graduation. Live review session for ATI. Exams in late January.

- Working on Critical Care Transport offering. 20 students with class to begin in January.

Michael Dunlop—Hopes to see great pass rate for LP nursing students and wants a news release.

- Grades in by noon today.
- Student Opinion Survey seems to be working fine now. Should look at this survey in the future.
- Appeals process has been worked out with Tim and Bill once Michael leaves campus.
- D2L seems to be going well. Trainings for adjuncts Tuesday and Thursday. Admin. Day there will be more training available.

Leah—Regarding electrical needs at Irving—will be talking to Josh Philbrook tomorrow.

Beth—We have two new employees: Katherine Gordon is new Admin. Specialist to assist Trade & Tech. and Nursing and Allied Health. Sarah Stackhouse is the new On Course for College Coordinator in Admissions.

Dottie—Working on spring semester activities for marketing including the Job Fair.

- Will we have gymnasium opening event? Yes.
- Media Day will be planned soon.

Bill—Looking forward to Sarah Stackhouse coming on board.

- Two candidates for Admissions' councilor position tomorrow.
- During Christmas break, there will be 10-15 students on campus.
- New student orientation is January 6 with snow date of the 7th.
- Number of resident students will drop in second semester.

Dottie advised Leah to work with Department Chairs requesting classes to be consolidated when possible, so that Edmunds is more available for other functions.