

Cabinet and Department Head Meeting 1/13/2020

Attending: Tim, Dottie, Mike W., Beth, Edward, Barry, Bill, Leah, Pam, Angela B., AJ, Dwight, David R. and Sue

Tim—Critical Care Transport media conference—Dottie 20 RSVP's from medical officials, LifeFlight, WAGM, Star Herald, maybe media from downstate may have interest. Thursday 1/16, 2:00 in the library. Four panelists will speak of goals and then questions and reception. Simulation lab tour will be available. 19 students are confirmed in part A of the program.

Dottie—handed out flyer from MCCS includes non-credit courses we have. No planned distribution by us.

- Tax letters are going out this month.
- Foundation Finance Committee tomorrow afternoon; Foundation Executive Committee meeting on Wednesday.

Tim--WTT at SM—Contracted Patrick Wiley to set up lab and then we will hire him to teach the course in Southern Maine. Will start classes at SMCC in the fall. Will apply for Innovation grant for \$60,000 to help support and deliver the program. Draft curriculum sheet for WTT has been sent out.

Mike W. has put together a meeting to discuss faculty workload on the 27th.

Dottie—Chamber dinner on the 23rd. Dick Engels will be awarded lifetime achievement. Invite his family. NM community has been invited. Please respond by Friday. Audio needs tweaking.

Tim--Program review will be sent to Janet Sorter today.

Barry--Gym project—subcontractor wants us to sign off on contract (release form). This will be sent to Amy Homans. Any issues with dust as a problem from this project?

- Diesel project is done (lighting and ventilation). Not yet paid.
- Waiting on Hyperconverged equipment to arrive.
- Draft cybersecurity policy and procedures are complete and risk assessment. They will be sent to President's Cabinet.
- Washington County noticed Follet Bookstore website--problem with students using other students ID numbers. We will use PINs to prevent a problem.
- Reed Commons, bids opening on the 23.

Dottie--We have funds from John T. Gorman Emergency grant aid (System Foundation) left to spend--\$7,400. Bill says no problem we are spending it. Brian Hall is taking care of this.

Edward--Focusing on Part B of CCT.

- More money is available from Maine Quality Centers.
- Twin Rivers wants another Excel class.
- We will have a one-course extension for Rockwell training. Seven more seats for about \$7,400.
- Dan Belyea says if we have a \$100K need, the System can help us.

Angela B.—Busy week with CCT, EMS and nursing.

Leah Buck—Going to Bangor tomorrow for Workforce Development meeting.

- Thursday will go to Ashland H.S. for logger recruitment, followed by Irving meeting. They will talk about Quality Center application for Nashville Plantation. Needs are much like that of Twin Rivers.

- Moving forward with development of a one-year certificate for Medical Assisting at the request of Northern Light Health. Co-hort of 20 with Quality Centers' funding beginning in April-May. It would be a 9-month program. Might be current employees and maybe new employees only for AR Gould. Need to build a program and budget. English and Math would be required but no other Arts and Sciences courses needed. Does not need approval by the Board, only the System office.
- CDL—Three cohorts on our campus. We may need to help EMCC and WCCC with their training programs.

Mike W.—December budget variance reports are due to the System office 1-14-20.

- We are under budget in expenses currently but once the spring semester is well underway, that will likely change. The spring is at 64 students living on campus—not quite what was budgeted, but not bad. Please watch your budget, but as yet, no spending holds.
- Finance Committee will meet tomorrow and Executive Committee on Wednesday.

Sue—General Advisory Council will meet on January 23, 7:30 in Edmunds Conference Center.

Bill—U.S. Department of Education selected us to be involved in National Education Statistics and Financial Aid study.

- Credit enrollment is at 593. 6460 credit hours and climbing. Might still have second semester concurrent enrollments.
- Submitting Title 3 Trio application re-write due on the 21st.

David—Bio lab needs air conditioning for the summer.

Tim—D2L going well. Dwight—Everything is fine. Pam—Attendance part seems a little clunky. Bill says use the convention. Students have through Wednesday to drop courses.