

## Cabinet and Department Head Meeting 1/27/2020

Attending: Tim, Dottie, Mike W., Beth, Edward, Bill, Leah, Pam, Angela B., AJ, Dwight, David R., Michael Dunlop (VIA zoom) and Sue

Tim--Abby Clark has been hired to work in the Academic Dean's office...will start in mid-February.

Mike—Sub-group of faculty management team met today regarding lab hours one-to one. Next topic will be nursing. Will meet in 2 weeks and will bring recommendation to the full faculty management team.

- Dean's of Finance will meet tomorrow. Bookstore RFP is being discussed. By July 1, we will know if we have to switch to another provider.
- Confusion regarding who will do purchasing for Water Treatment at SMCC. SM Finance Director will check and get back to us.

Dottie—Tim says thanks for Thursday's Chamber dinner—went really well. Facility is booked for next year.

- Submitted Title 3 waiver application last week.
- Will work on catalog revision planning this week.
- After checking with several companies, bid has gone to WAGM for video production. Working on advertising plan for the spring semester.

Angela Buck—Participated on the evaluation review panel of ASAM—final recommendation is that our Nursing Program is compliant on all standards so we are accredited for 8 years. Congrats!

Edward—We need to do a PN accreditation filing.

- Still getting organized for CCT training...should begin February 11 finishing in March. Student evaluation was conducted at the end of part A and Tim wants that sent to Michael Dunlop.
- Working on Twin Rivers' training and most should be done on time.

Leah—56 Electricians were here last week participating in the National Electric Code update...another 50 will be here this week for the same course.

- Working on revisions for UNE budget for AHEC. Budget has gone up \$30,000 and they need our detail.
- Three CDL students tested last week and passed. Two more students are on the range and a new class will start later this week. Quality Centers funding does not cover. Waiting for the QC budget to finalize.

Dave Raymond—D2L and the log will affect the summer schedule. Issues with rolling programs over. Still learning.

Michael D.—Student Opinion survey—determine if there is a need to update the survey.

- Houlton Enrollment—40% increase from fall to spring 2019-2020. Numbers do not include nurses.
  - Teaching and Learning conference—April 10—Save the Date. Several faculty may want to go and should be encouraged.

Tim says we don't have an agreement with the University in Houlton any longer.

- Exploring if Computer Networking program might be put into the Business Department. Will go to the advisory committee.

Beth—Processing all overload and adjunct contracts. Please move contracts to Beth.

AJ—Went to Augusta for meeting.

Pam—Diesel program is up for re-accreditation. Site evaluator will be here in March.

- Pineland Farms met with Pam last week and would like to speak to students and hoping to hire. She encouraged PF to look at first-year students who can work in summer. Pam hopes to set up a more formal agreement with a number of employers about hiring our students. The concern from faculty is that companies will “poach” students before they graduate. Pineland offered equipment for our programs. Pineland is interested in electrical, diesel and welding students. Faculty agreed to let them speak to students any Friday afternoon. McCains and GE are the same and we want to finalize agreements.
- Survey on how students get their information. They don’t watch TV or listen to radio; they use social media.

Bill—February 13 there is an admissions enrollment Zoom session for the System and we will participate.

- Badging seminar scheduled for February 5. Faculty may want to participate.
- Online registration process for concurrent enrollment is piloting this spring at YCCC with planned implementation by fall. New process would allow all students to register for concurrent enrollment courses from the MCCS or the UMaine System (all on the same platform- Canusia).
- Bill will work with Janet Sorter regarding Credential Registry—issues with our website.
- Trio Grant was submitted last week, worth about \$300,000/year for the next five years.
- Sarah Stackhouse will begin this Friday as On Course for College coordinator.
- 662 headcount, still some to be added. This time last year we had 713, but moving in the right direction.

Tim—Setting up water treatment lab; hired faculty member for South Portland to teach there beginning in late spring.

- Our total enrollment is down about 5% from last year. Flat across the System.
- Thursday and Friday regarding Reed Commons—Sheridan Group has been chosen; Mrs. Smith has donated \$3.4 million. Total cost is \$3.8 million and the College and the Foundation will fill the gap. Changes in dining commons and food to Edmunds will begin around February 15. Completed by end of summer.
- Annual meeting with legislative delegation on February 3 in Augusta. Update legislators about our projects. Remind them we need the 3% increase for higher education the Governor proposes.
- Super Bowl campus party might be held in the gym.
- We put out a note regarding graduation, campus will not be closed early and classes will continue past commencement.