

Cabinet and Department Head Meeting 2/3/2020

Attending: Tim, Dottie, Beth, Edward, Bill, Leah, AJ, Dwight, David R, and Sue

Tim—Going to the legislature today to talk about : 3% increase for System, campus updates (bond projects), deferred maintenance, renovation of Reed Commons through \$3.4 M private donation, Simulation Center, Critical Care Transport needs and training. Will also discuss workforce numbers and Quality Centers' projects (non-credit training) providing training for 756 people (300% increase over last year). Serving more people overall than last year, but due to economic demand, the numbers are shifting more heavily to the non-credit side.

- Tim has meeting with Maine Community Foundation on Tuesday and will return around 4:00 p.m.
- Nancy is out ill today.
- Tim requests that Dottie write a release on the Reed gift from Mary Barton Smith.
- Fall and spring schedule—put it out as one full year schedule to consider what that would look like. Keep scheduling classes on second floor of Christie and they might be moved as renovation is underway.
- Meeting with MEA administrators' contract is settled.

Beth--Working with subgroup of faculty management about workloads and will meet again on Monday.

Dottie—She and Griffin are working with WABI TV on placing advertising. Working with WAGM on videos.

Tim--Trade and Tech faculty are planning to visit Tech Centers and discussing having their own web/Facebook pages.

Dottie—Hannaford Foundation grant application—we have to ask the System Foundation for permission to apply—they just got a grant from Hannaford, so we will not be able to apply. System wants to work with us on a grant from the MacKinsey Foundation, located in East Millinocket, possibly for \$100,000. System wants to work as the connecting agency for this grant, it would help write the application, and we could get total of \$100,000.

- Will write a letter to System's Foundation for funding for elevator in Mailman.
- Has started reviewing a grant from Brooks Foundation, New York for funding programming for the teaching kitchen.

Dwight—Our Quality Assurance report, which is required every two years, has been accepted.

- Will begin self-study soon for 10-year reaffirmation, which is due in July 2021.
- Reminder from Tim to discuss Computer Networking program in the Business Department.

David—Can Bill roll over fall and spring schedule for faculty to work on? Bill will talk with Betsy.

Leah—Working on required MOA adjustment for the logging program due to budget increase for the 2020 program.

- AHEC/UNE check-call scheduled tomorrow to discuss Medical Assisting, Nursing, LPN and upcoming rural visits with medical students.
- Taking sick time on Thursday/Friday of this week.

Edward—Budgetary check for Twin Rivers.

- CCT training begins next week. Still have to figure out meal issue. Will talk with Rob.
- Edward received first digital badge for IBM Design Thinking practitioner. Dottie suggests digital badge for Safety training of staff.

AJ—Working on report: resource assessment (RAM) to send to COA... surveying employees and students to COA.

- Training center application has been resubmitted digitally...currently under review and should be recertified.
- EMS Region 5 potential change—Last year we applied to be the regional office but didn't get it. Current Director of Maine EMS has stepped down and his administrative assistant is now interim. We have been approached to consider providing leadership for Region 5. Meeting on Thursday to discuss what that could look like.

Bill—Wants feedback for student Achievement awards; senior send-off dinner/BBQ can be the same evening as those awards—tentatively Thursday, April 30 .

- Wednesday, April 22 will be Student of the Year ceremony in Augusta. Will need nominations soon.
- Barry and others put together a great Super Bowl party in gym.
- Early College Summit at KVCC meeting might be a ZOOM optional meeting on Friday due to weather.
- Needs to meet with Dottie re: ATD process mapping.
- IPEDS completion survey locked this morning. We're doing better than many from completion standpoint in 3-4-6 and 8-year follow-up survey of those who start and complete credential.
- Food Pantry—Hannaford grant and Good Shepard Project. Looking to expand opportunities for students to avoid food insecurity. Considering adding roll cart/pop-up event to Wellness Wednesdays.
- Attempts at IT hacking are becoming more sophisticated. Spoofed e-mail was sent to his office.

Tim--Curriculum committee meeting regarding automotive area—considering adding a related course in Diesel for small vehicles.

- Safety Committee will discuss flu and coronavirus—prevention materials from CDC will be distributed to remind the campus.

Dottie reminds everyone that catalog packet is out—please make the deadline.