

President's Cabinet and Department Head Meeting 2/10/2020

Attending: Tim, Dottie, Beth, Edward, Bill, AJ, Dwight, David R, Angela Buck, Mike Williams, Pam Buck, and Sue

Tim—Spoke to our legislative delegation during a meeting in Augusta last week about System budget, bond money spent, project updates and Critical Care training.

Beth—Please send in time sheets and contracts ASAP.

Dwight—Working with Reuben on curriculum changes—have a draft change to meet the professional component of accreditation by ACSP.

- Working on new course called “Ethical Hacking”.
- Tim wants Reuben to meet instructor from Maine School of Science and Math who is teaching a coding class for gamers.
- Student from Texas ZOOMing in to Nancy Cowett’s accounting class. She had been a student here last semester then moved. Jon Blanchard (who is travelling) will also be ZOOMing in as a student.
- Dwight’s goal is to finish curriculum/schedule work by the end of this week.

Edward—last class of Rockwell Allen Bradley PLC training is scheduled for February 25-27 on site.

- CCT training this week and the first week of March.
- Twin Rivers ramping up some training at the plant.

AJ—Narcan (?) developed policy and a few minor revisions will be made. Training has been done for Jon Blanchard. Training schedule is out for residential aid, library and security staff. Could open it up further. Kits are here and clearly marked. Will be stored with RA staff, security and library.

- EMS in Calais is starting clinicals. Issue with student in Calais who is employee of the Calais police department. Carrying a sidearm with badge to campus and class. Administration requested that he remove it. Said it can be locked up in vehicle—student was not cooperative and went to media. Tim—Could he ZOOM in to EMS classes? Yes but tough to complete labs.

Bill—Registration is still climbing slightly...about final at 6678 credit hours; 687 students.

- Dining Commons information has been sent to students.
- Bill will be out Thursday and Friday and the following week.

Sue—We need to give Maine Community Foundation an update on the grant we received last spring for the Northern Maine Growth Initiative. We need to show what we have spent so far, what we have accomplished and what work is left to do. Logo design should be done in a week or so. We need to schedule a meeting of the group to discuss possibility of another grant and to unveil the logo.

David R. —Starting discussion regarding sabbatical how to fill his position.

Pam—Curriculum committee will meet the week after break.

Angela—Critical Care begins tomorrow through Friday—28 people. She will talk to Tom Judge either Wed. or Thursday and Tim would like to sit in.

- PN—6 students from first co-hort have passed their boards. March 5 is beginning of 2nd co-hort with 30 students identified. A faculty member must be hired.

Pam—Working on schedule.

- Diesel on-site accreditation...will make sure all the changes have been addressed.
- Working on program outcomes for catalog. Due April 17.

Dottie—Meeting with 5 instructors in Trade and Tech regarding program videos. Griffin and Dottie met with WAGM last week regarding these videos.

- Wednesday meeting with Spectrum re: cable ads.
- Working on Job Fair for March 26. During the breaks, some local employers will explain what skills and jobs they're looking for. Fraser, CFCU, NMDC Opportunities Aroostook, and MMG among others.
- She and Ashley will go to ATD conference next week.

Mike—Closing the month of January. Budget wise we should be O.K. even though we budgeted for more credit hours. Variance reports are due on Thursday.

- Bookstore is out to RFP—Will meet at CM to hear presentations on February 28. A choice will be made July 1.
- Reed Commons project—Underway.
- Faculty Management sub-team met this morning and will soon be delivering to the cabinet/department head team shortly.

Tim—System is getting ready for the legislative budget process and wants campuses to help. We plan to help by talking to legislators and will engage the General Advisory Council and Foundation. Met with legislators in Augusta last week about the budget.

- Wrapping up funding for Commons. Publicly thanking Mrs. Smith.
- Work to do on System strategic plan.
- WTT-Patrick Wiley will begin working at SMCC in February and teaching in the fall.
- Tim owes a letter to Executive Committee of EMS Region 5 and will invite them to campus and show them our program/facilities to see if we might be appropriate to manage Region 5.