

## Cabinet and Department Chair meeting.

3/23/2020

Attending: Tim, Bill, Dave, Edward, Mike, Dwight, AJ, Angela, Dottie

By phone: Sue, Beth, Barry, Leah

Tim—Pam Buck lost her son on Saturday during a snowmobile accident. We send our condolences.

- Helping students get through the semester, A & S and Business is on line.
- The Trades department seems to be getting a handle on the technology. Will be training this afternoon with IT. Water Tech and Precision Machining (with small enrollments) may be fine to bring students in to lab. Priority to seniors.
- EMS is working on a plan.
- Will try to post something daily to the College community.
- Eric Waddell, former PIHS principal and current Superintendent of Kittery School District put an informational (and humorous) video on line regarding what parents and students should do during this shutdown.
- Plan to come back April 6 and we will finalize that plan by Thursday the 26<sup>th</sup>.
- Graduation ideas have been coming in. We will celebrate by some method to be determined.

Mike—Carol, Tammy and Mike will work on campus. Beth, and Julie primarily from home. Wendy part time from campus.

- Bookstore will be open daily 8-1:00 behind a locked door...people just need to knock.
- Food service is still up and running

Dwight—Students are reporting the technology is working well for them.

Bill—Gayle and Betsy are alternating working from home.

Dottie—All in Development will be on campus at this time. Angela W. will have extra time and can help others. She's working on an online-testing advertorial.

Tim—Limited faculty is on campus this week and off next week. College will be open to provide services during this time.

- Encourage faculty to accelerate their classes—could be early especially to help seniors. Submit grades early. Portal will open up. Dave thinks this is possible.

Angela B--Medical Assisting—they have a solid plan.

Dave—Regarding the schedule everything was turned in.

Tim—Nancy and Abby will work from home beginning tomorrow.

- System wants inventory of supplies on campus to possibly help hospitals. We will help Cary and TAMC; UMFK will assist Northern Maine Medical Center. Worst case: in perhaps 40-50 days hospitals will be overrun. Hospital employees could live in our dorms so they don't bring the virus home.

- Phone coverage—2700. Kelly still answering and Tom is backup. People need to make an appointment before coming to campus. Dottie and Griffin can answer extension 2710. 2700 is good for auto attendant.
- Scholarship—we may need to look at more to help students.
- Academic Dean search has been narrowed to 6-7 applicants; about 30 in all. Everyone can look at the finalist's applications.

Dottie—NM needs to stay in the media. Griffin is taking photos and videos with faculty letting people know that learning continues. Would Wendy like to do a short video regarding applying etc.? Angela W will do video about how to do online testing. We will do coverage of ambulance once it arrives. AJ will keep Dottie aware.

- N-clex testing doesn't currently happen here...we should reach out to Pierson Vue requesting ability to do that on campus. LPN, Associate Degree student nurses currently need to travel to Bangor. Should reach out to chair of UMFK to get them to sign onto the request letter.
- Please send catalog information and curriculum sheet info to development by April 10.
- Student received Maine Banking Association Scholarship—would normally have an event but not this year. Dwight will check in with our student to see if she has received the check.

Edward—Call with Dan Belyea tomorrow. Leah should join the call. Opportunities to teach online. Funding is available.

Leah—Logging continues. Saw ad on WAGM.

- CDL is on hold until state resumes testing.

Bill--208 students registered for next semester.

- Perkins Comprehensive Local Needs Assessment completed – President Crowley to sign prior to forwarding to MCCS.

Beth—Conference call with the campus HR people—questions regarding extra pay for essential staff. Not paying extra—there will be another memo going out plus guidance on who we're paying. We're paying all with a contract.

- Working on payroll this week. Hourly employees are required to keep hours and note any overtime.

Tim—Cleaning the facility: we will prioritize certain places. Residence Halls will be among the first.

Mike—Keeping a spread sheet of extra costs associated with this issue. For example: Barry bought extra licenses, hotspot, we may be able to re-coup some costs. Discussion regarding refunds to students has yet to take place.

Tim—No discussions on the System level about returning to classes but some students may be able to go back to labs to complete work. Unsure that we will be returning this semester.

- Interns can continue to work.

Bill—Nine students are still in Res Life due to no other alternative.

Tim—We will decide this Wednesday or Thursday what our next step will be.