

President's Cabinet and Department Head Meeting

ZOOM meeting notes

3/31/2020

Attending: Tim, Bill, Mike, David, Barry, Leah, Dottie, Edward, Mike, Beth and Sue

Tim—Wants to relocate (temporarily) Security office to the Christie Lobby, inside Admissions to the left. May go to summer schedule since very few people are on campus. (Think about Securitas contract.) Move in that direction by the end of the week.

- Continue to reduce staffing while remaining functional. Answering of telephone is really important since we're pushing students and public to call 768-2700. Very little walk-in traffic. Pushing people to call or go on-line.
- Working on Buck scholarship. Mike says we have collected \$3,643. When we reach \$5000, we can encourage the Foundation to donate the rest for an endowed scholarship. Please continue to encourage staff to donate.
- Five Welding students will come to the Welding lab Wednesday--certification testing is scheduled for Friday.

Mike—Hard close and projection are still due at the regular time.

- Information from the System: Stimulus funds will be helpful.
 - Gaming funds will be the same as last year.
 - Changes to the standard contract language that includes pandemic and epidemic stipulations for vendors or NM to get out of obligations, if necessary. Important to use updated language in new contracts.

Leah—Has a 1:30 call with Dan Belyea and others in the System.

- Erin Benson at ACAP is trying to spend some training funds so we may offer online custom or large group training.
- CDL conversation is continuing. Given Charlie info on waiver from state and waiting for his response.

Bill—Course numbers for Twin Rivers should be up by this afternoon. Leah will get in touch with Kelly to get info online to move registrations.

Barry—Building project is going forward. Commons is gutted. Robert did video tour on Friday and Barry is happy with progress. Meeting this afternoon for contractor items. We have pay req—should be complete by next Wednesday.

Bill—Has concern about people working from home: some people only have a cell phone and concerned about making outgoing calls. Some are using Google voice. Is there another preferred

app? Mostly for counseling. Tim says we will look at more phones and Barry will check using Zoom ap. We would need to help 6 people.

- Met with Robert and can tell when students last checked in to D2L. Not certain if all faculty are inputting grades to D2L. There was a problem with downloads yesterday and Robert did some work on this; it should be better now.

Tim—Hospitals had a meeting with Emergency Services regarding how to address future coronavirus related needs, how many beds are available, etc. We indicated to planners that we have facilities in Snow Hall to house medical personnel. Bill will meet with this regional group Thursday to explain how we can help. If you have other thoughts on how we can help the community, let Tim know but don't commit services.

- The System has talked to Maine Emergency Management about how Community Colleges can support the State of Maine. MEMA will turn the issue back to regional areas.
- Bill—as of yesterday, CDC says no reports of cases in Aroostook.

Tim—Now working out of the library and he can be reached by office or cell phone.

- We will talk every couple of days.
- Sent out a notice regarding cancelling of commencement exercises and the Graduation Committee has been asked to come up with alternative. We will send note to students regarding a change of date for graduation.