

Cabinet ZOOM Meeting notes

4/9/2020

Present: Tim, Mike, Barry, Dottie, Nancy, Beth, Bill, Abby and Sue

Tim—Nancy and Bob Collins have submitted their letters of retirement. Bob's information is not public yet. Nancy will work until the end of May...congratulations!

Barry—Bill and Barry are working together to provide computers to students in need. Students who need computers work through the counseling office. Once counselors identify a student, info is given to Barry. IT works with student on set up, training etc. So far close to 30 have been equipped. **Please inform Bill or counselors of any needs.**

Bill—Attended emergency management meeting with hospital officials yesterday. They are in good shape; capacity is fine. Equipment (ventilators, etc.) and bed space are all set. Still bracing and planning for COVID to overwhelm the system and expect Aroostook's influx in early June. If NM facilities are needed, it could be on one or two levels: (1) NM could be an alternative care site but staffing would be a problem, (2) we can offer space for health care workers to stay if they can't go home due to exposure to COVID. Hospital officials will tell us by early next week if this would work and what their needs might be.

- Graduation Committee—Met late last week and talked about advisory prohibiting large crowds. Early this week sent out survey to graduating students asking for input on what type of celebration they would like. Had tremendous response—about 40% replied within a day. They asked for a video to be produced and “premiere” launch date. (Thanks for the idea, Griffin!) Could be watched together (or apart together). Will create a “video commencement”. Beth among others, may be tapped for vocals. More details ahead.

Tim—System wants to see our “back-up plan” of who will fill in for others. **Tim will send us a draft then will confirm with System.** The System is also putting together its list.

- Both first and second summer sessions will likely be online. Tim is talking to Department Chairs about what courses could be added for the second session. First session is already set online.
- Tim met with Department Chairs who are in good shape with their courses.
- Pam Buck is back. The scholarship we are setting up to honor her son is close to completion. We've raised \$5600 and **will ask the Foundation for the rest to bring it to a \$10,000 endowed scholarship.** Bob Collins will meet and inform Pam when its accomplished.

Beth—Processing payroll—went pretty smooth.

- Regular HR conference call tomorrow morning.

Dottie—Received another donation for the Buck memorial fund bringing it to \$6000. A letter has been prepared for the Foundation Executive committee explaining the new scholarship and asking for help to make it fully endowed. The Foundation meets next Wednesday. Finance committee meets on Tuesday.

Mike—Wendy is working on the close due to be complete tomorrow with variance reports next Wednesday.

- Vendors are being paid...a bit bumpy but working.
- Budgets are due two weeks from tomorrow. (April 28)

Tim—Purchasing is slowing down and please keep doing that. Still watching state revenue, etc. Get necessary items only and put off the rest whenever possible. Thinks we may only get back 50% of the extra money we had to spend due to COVID issue. Still very unsure, so continue with cautious spending.

Barry—Data Center project went forward; new configuration is now running. Some items have been migrated to that server. Waiting to get back-up system in place. IT staff had training on the project this week.

- The floors were poured this week at Reed Commons.
- Change orders for subs and general contractors. Received letter today from contractors regarding delays related to COVID, no specifics.
- Change orders that are related to COVID should be noted so that we might be able to recover costs.
- Working with Pioneer regarding gig connections for the internet.
- Requests are out for budget items from his department, they will put it together soon.

Tim—Northeast is struggling with keeping up with internet access. Connection with Pioneer will be essential.

Barry says we will offload all wireless and public access soon to the new connection and we will have the other gig connection for administration and servers. We need to look at quality of service on campus. Will need a consultant to come in to look at the whole picture.

Tim—In the fall we will need to be online more, so we will be relying more on our system.

- D2L—Glad we pushed it; most faculty are using virtual classrooms well. Demand will increase for internet capacity and we should continue to build it. Barry says D2L is not hosted on campus so it can be scaled to the number of users...better than being held on-campus.

Abby—Can help anyone who needs assistance, just send her an email. Abby will work with Mike on budget piece next week.

Nancy—Awaiting further instruction on how to help with graduation. She is also available to help anyone.

Sue—Announced she's running for the legislature—House seat District 149, Caribou, New Sweden and Westmanland. Working on collecting signatures, etc. so that she is certified as a Clean Elections' Candidate. No matter the outcome, she will continue working for NM.

Tim—Good luck...no problem with still working for the College if successful. Most other legislators have other jobs to supplement income.

- Sue will put out RAVE alert at 3:00 to employees and students closed on Friday due to approaching storm. Dottie will have Kelly tell the mailman not to come to campus tomorrow. Tim says put info on website. Message still needs to go on the 768-2700 line and check with Nursing to be sure they're not testing tomorrow. Dottie will doublecheck.