

President's Cabinet

ZOOM meeting 5/4/2020

Attending: Beth, Nancy, Dottie, JR, Barry, Leah, Tim, Abby, Bill, Sue

Tim—Commencement was awesome...thank you to all who worked on it!

- Residential Construction Technology program may be suspended in order to re-work it. Five students preregistered and planning to come in...how many are pre-paid? The plan is to teach it out over the year for a certificate. Had to consider money and space dedicated to the program and salaries to be earned by students upon graduation. Tim will talk to the Chairs later today.

Dottie—regarding catalog and curriculum sheets—President's council will meet next Tuesday and decision might be made then so catalog will be accurate.

Tim—Student Affairs and Financial Aid offices have been working with emergency funds. Funds from CARES act for 1) students and 2) college 3) separate funds from NMCC Foundation. Students have asked for \$44,378 using Cares Act first. Used for housing, food, child care, health issues, transportation, technology. Also used money from Sunshine Help fund.

Barry—Reed Commons, all the walls are framed in, loading dock walls are poured, meeting this week regarding window installation. Construction meeting last week—had a schedule for delivery items of mechanical items and equipment—mostly May and June. Last items will be transformer and condensing unit in August. We'll need to decide furniture, other items in the commons. Harriman has dimensions of the Governor Reed portrait. Interior designers will look at possible location and lighting. Mrs. Ainsworth will be in process regarding portrait which needs to be framed. Tim says we will include her in process.

- Water Treatment Program at SM—Had a meeting last week and need to work with IT people again. A design has been configured to show them. We need to get info on the space available there.
- Waiting on pricing for Barracuda e-mail security.
- Multi-factor authentication—meeting with the company Duo; service to put out cards for personal phones which would generate the code so people can use D2L and 365. About \$10 item.
- Network configuration overview. Amy Homans has looked it over; vendor will analyze our network
- Edmunds have quote on floor, waiting for samples.
- Sharefile waiting for costs. Need a solution for sending open-enrollment form securely.
- Windows for Snow Hall—waiting for proposal from Robert Kervin.
- The System wants us to have an E-waste vendor—will get bids.

- We will have financial audit requiring proof of annual cyber-security training. Many people still need to do it. Will be sent to those who haven't. Supervisors will talk with people in their group.

Beth—Payroll week. Faculty letters haven't been sent. Maybe Sharefile system could be used to send these letters out along with open-enrollment forms.

Dottie—Advertorials in local papers have been done over last couple of months. Shows quality of people we have: Dave Raymond did a Maine history piece; Gail Roy did one on book recommendation; Jen Graham did one on online instruction; Paul LaJoie will do an article on preparing vehicle for summer travel. Wendy B. will do "are you looking to transfer?"

- Is finishing a letter to the National Council for the State Board of Nursing requesting NM be designated an NCLEX testing center due to a backlog of potential testing over the next two months.
- Working on completing the first round of curriculum sheets for final review by Department Chairs. Also focusing on the catalog.

Tim—Will meet with Department Chairs today regarding the delivery of Fall classes. Hybrid and online classes, etc.

JR—Re: Bright Space—Faculty are asking when the shells for fall will be available. Peaking for tutoring was last week. Now slower. Robert Smith will get involved.

Tim wants a shell up for every course. Decisions will have to be made about how to open in the fall and we'll need to be flexible. We will need to reduce the number of people on campus.

Leah—Online courses have 172 applicants and she's asking Dan for more money. Billing and Coding class is full with 15. Microsoft Office is full with 15. Electronic Health records is full at 10. Still openings in ICD-10 and Certified In-patient Coder. 17 applications over the weekend, most of them wanting Certified In-patient Coder. She will be talking to Dan today and will be hoping for more funding.

- Logging interviews are scheduled this week. Still need 2 instructors. June 22 start date.
- AHEC reporting due this week.
- CDL budget needs to be sent to Mike. Received from Secretary of State's office—checklist of how they can re-open. Can't accomplish the 6-foot mandate of space in the truck. Maybe PPE to be used? We'll check.
- UNE students are not on campus for her. None anticipated. Quinnipiac and Vermont students have also stalled program and won't be coming here.

Nancy—Faculty status letters. Tim says Presidents will meet on that today.

- Nancy—Summer schedule and enrollment—First session is set. No department chair indicated a class should come down. Waiting for info in one of Trena's classes (June 24 class).

Tim says he will have Fall startup conversation with department chairs today...space. Housing questions...single rooms and capacity in apartments.

Bill—If a covid case pops up ...EMS and hospital officials are happy with our protocols. Some renovations in Snow Hall are planned so some space will be out of commission for a while.

Tim--Will meet with Trade and Tech folks at 11:00 regarding space. Will meet with Nursing this afternoon.