

President's Cabinet

ZOOM meeting 5/11/2020

Attending: Beth, Nancy, Dottie, Dave R., JR, Barry, Leah, Tim, Abby, Nancy, Bill, Mike, Dwight, Edward, Angela Buck, Andrew Gagnon, Pam Buck, Sue

Bill—Summer looks good—176 people registered so far with more expected. 908 credit hours close to last year of 1000 credit hours.

- Fall may be difficult—down about 25 accepts compared to this time last year. Business administration is taking the hardest hit. Diesel and Auto are doing all right.
- Some applicants report wanting to stay closer to home and we may want to include that in our promotion. Just slightly down for fall.

Leah—60 seats for online training positions have been filled—there have been 192 applications for those spots. Leah will ask Dan Belyea for more funding to take on more students.

Ed—150 inquiry emails over the weekend for EMS basic class. Demand is from Kittery to Fort Kent-- big need for online training.

Tim—There will be a jump in number of people served over the summer. System want to talk about enrollment as a combination of non-credit and credit to encompass all people we serve. Trying to figure out how to report this accurately so that there is no duplication of a student taking credit and non-credit courses. That needs to be worked out. **Once Leah talks to Dan about expanded funding for more online training, we might be able to talk publicly about how many more people we are serving.**

Leah—Online Training courses are all non-credit and EMS Basic is a for-credit course.

- Ready to accept 12 people into logging (June 22 scheduled start date, could be flexible) 4 seats are still available.

Ed—Water Tech—3:00 meeting today to talk about IT. An equipment list has been completed by Patrick and Gilles. Pam Buck and Tim will attend this meeting. Patrick has developed a good lay-out for the room.

- Regarding EMS, the first 12 students for first session have been chosen. Priority given to students who want to work for an ambulance service even part time.

AJ—Ambulance Service has borrowed our Life Pack Cardiac monitor and we have two other monitors on campus. They will give it back when their new one arrives.

- EMS class –trying to vet those students more; will give some preferential treatment for students who want Basic EMS but eventually want to take advanced courses and be degree-level students.

Tim—For development of the budget, NM will assume that enrollment will be down 10% and appropriation will drop by 5%.

Mike—System wants 2-year budget. This is so we could anticipate a deficit in the first year, then in second year we could take steps necessary to balance budget—so a two-year balanced budget. Probably \$460K deficit in first year if assumptions are correct. We are currently in about a \$400K deficit for next year. **Will need to talk through some scenarios with Cabinet and Department Chairs.**

- **Still needs to follow up regarding Quality Center Projects budget with Leah and Ed.**

- All the other parts of the budget have been received and being entered. First draft expected this week.

Tim—Regarding the fall schedule –talked with Dave Raymond to reduce student contact and about space on campus. Safety and continuing quality instruction are the goals. Considering putting Arts and Science 200 level courses and Business Tech all online. Reduces the number of people on campus and allows for better use of square footage. Hybrid classes for first-year students in A & S and Business because they need initial contact with faculty.

Dwight—Says maybe after 2-4 weeks for first-year students then they could be moved strictly online.

Tim—This would free up space in 2nd floor Christie. **Need to talk about congestion points.** Lunch in dining commons and at store is an issue. Try to get foot traffic to go in one direction and out the other especially in Christie and Mailman.

- Custodial schedules about cleaning spaces once people leave all areas will be discussed.
- Further discussion is needed re: class schedules.
- Nursing testing and clinical has expanded into three different rooms. Angela says it worked well, especially the hard-wired computers. Students liked that experience of testing.
- Will move some classes to online or hybrid on Wednesday—Nancy will help.
- Change in Trade and Technical lab time start? **Pam will consider beginning at 8:00 not 9:00.** This would help stagger lunch times.
- Pam says students go into the door leading directly into labs, perhaps that could be a mandate to ease congestion in the halls.

Dave—Are we going to try to split hybrid classes and changing numbers of students...two rooms with one instructor possibly. Might have to use library or Edmunds conference center for instructional space. We'll need to look closely at this.

Tim—We are putting a computer on everyone's required list. Barry says students will still need power for their laptops. Some rooms don't have power.

- Edmunds Conference Center could be used as a classroom in the fall. For now, we'll take it offline for use by classes only.

Wear a mask? Angela—The masks are only if you can't maintain 6-foot distance in general spaces. If you can maintain distance in the hallways then it's not necessary; follow guidelines for classes. Not in office, but when faculty is greeting students at the door.

- AJ says it's more important in hallway but not in class where distances are being planned. **Should consider a screening process**—in EMS they take temperatures before class starts.
- Tim says hallways and mailroom are issues—can't remove mail from the outside. Should we open mailboxes and leave them open? Perhaps mail can be delivered by work study student.
- AJ says there are **places on campus set up for people to gather and we should remove chairs or rearrange them.**
- Tim will call for the **Safety Committee to gather on these questions.**
- AJ says while scanning temperatures will not filter out 100% of COVID students, it does a very good job.

- True N95 masks block the virus by 60% --much better than the little cloth masks. Wearing the cloth masks shouldn't increase the risk to the wearer who might have COVID.
- Tim—We don't have N95 masks only paper masks that provide some basic protection. N95 masks are hard to find, and expensive but we can look.
- Angela—If we're going to screening by temperature, we need to begin buying the thermometers right away—gun thermometers. Julie will look into price. SMCC has ordered 60. Bill—please check with Linda; AJ found one on Amazon for \$98.

Tim—Barriers on desks—employees that have close contact with students. (Cheryl, Kelly, College store, Bookstore, Business office) will order some. For faculty—perhaps face shield or rolling plexiglass screen for technical faculty in labs.

- Pam and Angela will need to talk to faculty—Angela B. says faculty is discussing how to do labs and simulations. Facemasks are being considered.
- Pam says she wants to wait to see what protocols the Nursing Department determines, but she likes the idea of face shields.
- AJ has developed a protocol for EMS that includes facemasks.
- Tim--Lead time will be important for this equipment.

Tim—System is working on a re-opening plan. Governor says some areas of the state will open sooner than others due to intensity of problem across the state. Don't want to talk about re-opening since we've never been closed. Instead we will talk about our summer classes and plans for fall semester.

Nancy—Will come in on Wednesday to work on schedule changes. David and Dwight, please get schedule change forms indicating what needs changing. Nancy says if you're going to change in-class to online, please delete the class and add back in as online, also note any capacity changes. Changes need to be communicated to students.

- Maybe the gym might be used for classes along with Edmunds Conference room.

Beth—Faculty letters-AdobeSign will be used for open enrollment and faculty letters—probably will be another week.

- Registrar position will be posted soon.
- Auto collision ad will be put out this week.
- Encouraged employees to submit changes for Open Enrollment through online form and submit it, Beth signs it and it goes off to System Office for processing.

Dwight—Met with faculty this morning —some students didn't know the classes this summer are all on line—needs further communication.

- Student numbers based on square footage. Christie 208 is a problem—429 square feet—capacity will only be 10 due to floor space actually available.
- Same problem in Computer lab and Martin 210. Will re-look at all of these considering the layout of desks, etc.

Barry—Reed Commons two meetings this week. Water Treatment technology meeting to determine needs from Patrick, etc.

Bill—Waiting on some faculty for spring grades. Chris Bosse from business needs to send grades.

Pam—Rick Taggett entered grades this morning.

- Auto Collision repair job ad was in BDN today.
- Will need to look at classrooms for seating that's available and where to hold classes if theirs are too small.

David —Labster for AP 1 & 2 there would be a cost for each student—lab fees? Book list, maybe that could be a COVID funding issue even in the fall. Something for students and not bill them. (Currently there is a discount for the licenses) Sheri is looking into that for physics class.

Dottie—The request to be an N-clex testing center has been received and is being reviewed.

- Curriculum sheets have been revised and sent back to Department Chairs out for review. Degree audits are next.
- Last week received a donation of \$5000—Mike and Heidi Community Fund and is now an endowed fund. This is the fourth endowed fund in this academic year.
- Unsure if the Golf tournament in August will go as usual, but planning is underway.

Nancy—missing grades from Christie Kelley and Chris Bosse and reminder emails have been sent to them.

Tim—System did a Secret shopper—attempted to register for course online on each campus website to see how many clicks it took...for NM it was only 3. Money may be available to graduating high school students to take a free course from a community college. Great work in our design.

- Bright Space workshop on the 14th for everyone. Fundamentals of Bright Space...no cost. Is being shared with SAD 1. University will start using Bright Space next fall.
- Wednesday wants to meet with Department chairs early or mid-afternoon.
- Safety Committee will be pulled together this week.

In EMS, AJ will be running round one capstone through simulation for Paramedic students this week. Also, PSE mock exam for EMT students.