

President's Cabinet Zoom Meeting Notes Monday, June 29, 2020

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

Tim—Regarding tools. We're trying to reduce the contact with vendors, etc. during tool purchasing. The heaviest users of tool purchasing are students in the Automotive, Diesel and Auto Collision. Usually students don't have the money upfront to buy the tools; they pay when their refund check or financial aid comes through. Should we ask that a fund be created by the System to pay for tools ahead of time and then student would repay that fund when aid is received?

- Bill says we do that in a similar way now.
- Mike—We do that now (the College is floating the funds) so we shouldn't need to reach out to the System.

Tim—Are tool lists reviewed often?

- Pam believes they are up-to-date, but this can be looked at again. We should get a quote from vendors. Lists of tools can be delivered to students asking which package they prefer, and there could be a particular tool they don't need to buy.
- Tim--Transportation Trades need these tools the most. For other classes students bring their own tools.
 - Would like to avoid students needing to talk directly with vendors, rather the tools would be here based on student choices before students arrive on campus.
 - Pam will reach out to Transportation faculty asking that they look over their needed tool list, get them to a minimum; the other programs will require that students bring their own tools.
- Student Orientation—Is there any Safety COVID training online? Maybe MEMIC has something. Barry please check.
- Bill says make COVID training a separate link since it's for everyone.
- Tim wants this to be part of our overall safety training. Tim thinks the regular online training is not as valuable as it could be. We will need to expand the time necessary to do the training.
- Barry says we do well with our Safe Colleges training in terms of compliance. Barry believes we can run reports on this. Tim will check at the System level.
- Tony (from MEMIC) will be invited to go through our labs and Tim would like the faculty to be there at the time.

Barry—Reed Commons—Schedule through August 14th will be looked at tomorrow (Tuesday). Change orders are coming through. Things are starting to get backed up regarding receiving equipment on time.

Tim—Andrews Hall--\$180,000 left in bond funds but we will need \$500,000 to create the upgrade project. Andrews won't be used in the fall semester.

- Please send Tim the list of those who are working from home, schedules. Looking at productivity. This info will be part of campus reopening plan.

Leah—Loggers online training will start next week. Face-to-face training on the 13th and we have 16 students.

- State has allowed the resumption of CDL training which will start next week.
- Logging faculty are now under contract and safety plan is in place.

Beth—Send in timesheets and vacation information. Working on payroll accruals so Wendy can close. Please send in any outstanding contracts...short payroll week.

Edward—Ironed out start-up issues with EMS online access issues. AJ sees potential for intermediate and paramedics in this class. These students are included in summer enrollment.

- LPN instructors and students: Pharmacology online—the workload seems heavy according to one student. He will speak to faculty about how this will go forward.

Sue—Governor Reed's family has made a gift to NM of the original handmade maple desk, matching table, leather desk chair with Maine seal, and filing cabinet that was in the Governor's State House office from 1959—1967. Several items have been stored at Parker K. Bailey since he left office and the family had forgotten these pieces existed. (Stored for over 50 years and the rent hasn't gone up!) Once discovered, they decided to offer the set to NMCC due to the renovation taking place at the Commons. This will go along with the large portrait of Governor Reed, donated to us by Rayle Ainsworth (Governor's niece), which will be displayed in the Commons. We will look for funding to set up a proper space for the items and a presentation/unveiling will take place at a time TBD.

Bill—5359 credit hours for fall/458 registered students.

- Still distributing COVID money.
- TRIO grants have not been announced yet; likely by the end of August.
- Reviewing all files for Registrar's position and interviews in next few days.

Mike—Getting ready for close and audit. Send in outstanding invoices and credit card receipts.

- Ambulance may be delivered today. Someone should be here to receive it.

Tim—Would like video of ambulance coming on campus with lights on, etc. Dottie, please get video to share with WAGM and social media to use when we put out our press release about it.

Water Treatment—Equipment is ready and will soon go to SM for installation.

- Edward says purchasing is progressing with help from SM. NM is moving forward with purchasing the smaller items (RFP process). Patrick's small training system is being duplicated and all the equipment should be received in 2-3 weeks. Edward has concerns that plumbing issues are not being addressed at the SM lab. Pam says Patrick was in touch to mention there is countertop and sink that needs installation. This work needs to be done inhouse.
- Professional development—Patrick needs to get involved in Bright Space. Pam will send him info.

Tim—We are finishing letters to faculty, students, staff, etc. about reopening. Communication with students will generate questions. We have to be sure the schedule is as accurate as possible. New students may not understand hybrid and face-to-face codes.

- We need a system for reaching out to second-year students early regarding the fall semester. We'll be asking various staff members to reach out to those students to keep them engaged.