

President's Cabinet meeting  
July 13, 2020

Participating: Tim, Barry, Dottie, Bill, Beth, Leah, Mike, and Sue

Tim—Tool purchases—vendors will be set up outside. Selling to diesel hydraulics and automotive students only. Tammy is coordinating this with vendors and discussing social distancing. Other students who need tools will bring their own. Mike confirms this plan and will talk with Tammy today.

- Information will be sent to students regarding book purchases so they can order early and have them shipped individually ahead of time rather than go to the Bookstore. Considering putting more money in students accounts so a transfer at the Business Office can be avoided. Becky is currently working on that. All the book orders from faculty are in, so she has everything necessary.

Mike—Year end: The deadline for closing is Wednesday and the variance report is due to the System office on Friday (7/17). We'll be in good shape; used \$100K of the institutional Covid funds. We are at about \$115-120K Covid Cares Act funds distributed to students.

Tim—Enrollment update numbers look bad but they will change dramatically over time.

- Bill—numbers slowly climbing. 18 more students from last week. Still concerned about second-year returning students—currently down. Freshmen are slightly up or equivalent compared to same time last year. 5526 credit hours; headcount of 475. Still have a ways to go.
- A. R. Gould safety training—Bill shared a link to everyone on a series they have been doing. Bill has been meeting regularly with them over last several months.
- Established a medical liaison with our health center. Protocols are now in place so that we can do one-off testing and perhaps bulk testing, if necessary. Protocols are in place for students who go to our Health Center regarding how we would connect them to the hospital. It's a Hotline established whereby they would talk to a medical professional, answer questions to determine if it could be Covid, and determine next steps.
- The hospital is willing to help us with unmet PPE. Perhaps some PPE needs for EMS students. Tim says be careful not to duplicate purchases; please check with academic side and Julie.
- Will need surgical masks, KN-95 masks, face coverings and face shields. Sue reminded that Judy Dionne of Twin Rivers offered to donate face masks during the General Advisory Council meeting last week.
- Res life students each need 7 face masks which can be cleaned and reused. If someone wants to donate, that would be great.

- Res. Life –Jon has sent letters regarding RA contracts. Will take up issues such as, “I have a philosophical problem with flu shots” (we are requiring them); some students may have that concern. Info was sent via e-mail and regular U.S.P.S. mail.
- Registrar search—Last candidate will be interviewed tomorrow. Decision to follow.
- Working with IT to move info to secure forms; PII sensitive information issues. Dottie asked for information for the re-opening plan document. Students will have to ask for accommodations regarding disability. Bill is concerned about disability information becoming widely accessible to faculty.
- Will Amy Homans come to campus? There is an August 4 training for Title 9. Jon and Bill have been working on the Cleary report due October 1.

Tim says we have about 300 N-95 masks on campus currently for Trade and Nursing areas.

- Mike will check with Julie to see if dividers have been ordered.
- Signs for campus—Dottie has some done and placed.

Dottie—First draft of the catalog is done so RFP has been submitted. Four vendors have replied for bid so far, waiting for one more.

- Face covering signs (developed by Angela) have been sent to some senior management for requests. Development will print them.
- First draft of outline for reopening plan is complete.
- Had ZOOM meeting with VONT regarding website. We have been advertising Water Treatment on Facebook in southern Maine during May and June. In July, a messaging component will be added to the site. Flyers have been sent to facilities in the area.

Tim—The Safety Committee will begin to discuss what entrances and exits we will be using which will affect signage. This will also impact location of Security.

- Water treatment advertising—Dottie, please talk with Noel.
- Edward is going to SM with IT material that will be delivered and installed for Water Treatment. Advisory group in the south will be set up. We need to involve Noel in this publicity.

Barry—Panopto (video management system) has been having trouble all weekend—most issues have been worked out. Still problems with Trina’s class. Martin Gang is involved to resolve it.

- IT at SM—Ed is taking equipment down today and Chris will go down on 28<sup>th</sup> to complete installation and do training—Tim wants Patrick there at the same time.
- Edmund's Conference Center—Flooring will be done today. Displays and lighting controller will be in this week. Video wall will be installed Monday, 7/20.
- Epoxy floors in Reed Commons are underway, then equipment can be installed.
- Harriman is taking care of furniture package—they have sent the RFP to 6-7 vendors.
- Old maintenance building demo has begun; Lee has cleaned them out. Asbestos abatement will begin shortly. Will reach out to DEP to share the hazardous study.

- Snow Hall windows—Waiting on the bonds and insurance certificate but A&L is moving forward now.
- Jenzabar—Some database work has been done, but still needs some work/decisions on upgrade.
- Barry and Mike are working on facility inventory; capital project list will be sent in System format and meeting will take place Wednesday, 7/15.
- Meeting on the bus equipment today transfer of technology, licensing, etc.
- Andrews Hall— Received proposal from Kervin for design for less than \$25K. Barry wants to meet with Bill and Jon to determine scope of the project.

Beth—We have new Auto Collision instructor.

- Angela may begin interviews for Nursing Department Head this week.
- Taking care of vacation roll overs.

Leah—Current CDL class is in second week and going well. State is requiring the students wear masks while in class and they are compliant.

- Logging students started today. Contract from landowner should be signed today; Nortrax agreement is in place and waiting on Caterpillar. Insurance and fire suppression details are being completed.
- Will be working on annual reports for various grants.

Tim—There is discussion by the System regarding workforce development and delivering a badge for Covid training.

- When more staff returns to campus this week, there is currently no plan to take temperatures. We may try that out on small group to see how it works, then expand. The CDL area is taking temperatures and filling out a questionnaire daily. Leah please send questionnaire to all Cabinet members. The questionnaire stays with students and is never turned over to the College. Temperature is recorded on this form. Cut off is 100.4 degrees. Tim says the System is working on an app for this.
- Loren requested use of the Plumbing and Heating lab for refresher before students take code test. We will look at this and lab renovation would be needed.
- System is working on information on class size—How many students in each room, how large the room, how many instructors are needed to accommodate students, etc.
- They are also discussing ventilation systems and Hepa filters. Barry says we are currently recirculating indoor air; 10% is outside air mostly due to our cold winter and need to use air conditioning in the summer. Barry will contact Honeywell to begin discussions about what they're doing in other facilities.
- Tim will be out on Thursday.