

President 's Cabinet meeting 8/3/2020

Attending: Tim, Barry, Mike, Abby, Dottie, Bill, Leah, Edward, Sue

Tim—Leah and Tim decided not to go forward with Mechanized Logging course today due to a student's COVID test being mishandled. Student feels fine but to be extra cautious we will wait on final test results.

- Department chairs, Bill and Tim will work together to get move classes online in other to closer match the rest of the System average.

Mike—Aramark contract was extended for 18 months and that will be up in December. We informed them we will send a 90-day notice to end the contract, but never actually sent that notice. Still negotiating and Aramark came up with new proposal. They came down on their fees, but we would still lose some money. Perhaps a 3-year deal with two possible one-year extensions. Aramark has been very cooperative.

- System budget will be discussed by Presidents' Council this week. Trying to determine what the state will appropriate.
- Systemwide audit for June 30th. Schedules are due to be in to auditors by the end of next week. Foundation audit from Chester Kearney is taking place (remotely).
- Tim is chasing a req for the frame for the Governor Reed portrait.
- Equipment has been ordered for South Portland (Water Treatment) trainer—some parts have been received. Patrick Wiley may need more training for the technology in his lab.

Barry—Water treatment technology was installed in So. Po and will continue to work with Patrick.

- Sharefile trying to do requisitions using this method as well as for adjunct contracts.
- Edmunds Conference Center—Waiting for some new equipment: 18-20 new video-wall panels should be here this week. Tim wants to get that room completed as soon as possible. Technology (programming) still needs to be done—should happen this week.
- Multi-Factor Authentication—For logging into Office 365 or D2L a verification code is generated to send via text or phone. This protects from hacks, phishing—an important security measure. A duo card is available if people don't want to use their text message (30 were purchased). Each campus is doing this but not part of a System project.
- Reed Commons—electricity has been disconnected. Finished one building and working the other. Furniture will be delivered on August 25. Equipment for teaching kitchen must be ordered.
- Snow Hall—Windows should be arriving this week. Should be done before semester begins.
- Andrews—Met with Robert Kervin who will come back with a list of what we can afford vs. items we would like.
- Citrix (Virtual Desktop Infrastructure project)—Vendor is Green Pages which SM is working with. More secure method of tying into campus computers from home.
- Facilities project at the System Office—Barry and Mike will meet on August 6.

- Covid items: Discussion of HVAC systems and air recirculation. Will need list of actual rooms that will be utilized to determine what will be needed for air ventilation.
- Self-service password re-set system has been set up for Jenzabar and Office 365. People can now reset their own passwords without calling IT. Robert completed that on Friday.
- Getting technology requests—Chuck Kelley has requested items for room 119C from Perkins but nothing has been ordered yet. Tim says the requests should have been in a week ago.

Dottie—Catalog is off to the printer. Next is the Annual Report.

- Working with website maintenance (VONT) re: digital marketing. Checked with other companies but likely will work with VONT who has made a proposal.
- Working on Skeet Shoot fundraiser in September to support work study.
- We will have a virtual Open House (TV program with WAGM) as part of the regular Open House in November (just after election). WAGM will proposed several times and dates.
- Strawberry shortcakes delivered to campus on Thursday afternoon.
- Building Construction Technology has been changed to a certificate program from Associate's degree program in the catalog.

Leah—Will work on getting Mechanized Logging underway again.

- CDL students are on the range now.
- We are figuring out logistics for moving equipment, purchased through Quality Centers in March, to campus next week. Two trailers that were purchased from Massachusetts will be taken to Fairfield and Dennis will go get them.
- FAME closeout report ended June 30. Mike requests a missing receipt from Amazon.
- Supplemental funding through AHEC for the COVID-19 issues. Funds may be used for telemedicine and Leah requested if anyone has noticed healthcare COVID issues, AHEC has some money to produce online training. Money is available until June of 2021. Total of about \$30,000. Northern Light Health is a new AHEC partner. Might be good to work with them and pool funding to do something meaningful.
- Working on close out report for Mechanized Logging.
- Tim asked about developing guidelines regarding when media will access the Mechanized Logging site. Dottie and Noel need to be involved so a call will be set up later this week.

Bill—Congrats to new grandparent, Tim!

- Title IX training—this afternoon and tomorrow.
- Follow up on Program review report by the System--preview on Wednesday of new dashboard.
- Enrollment holding steady. 5859 credit hours. Some withdrawals.

Edward—Checking budget of LPN program and revising revenue and expense forecasts. May be increased expenses for faculty because of smaller groups in labs and extra hours needed.

- Close out reporting for CCT.
- Tim says we are moving all contracts and reqs online. Contracts must be written and approved BEFORE people begin working.

Tim—System COVID training for all employees. If we don't get it from the System, we will check to see what MEMIC has.

- Health checklist APP. Hopefully, we can get that rather than doing this by paper files.
- System—is trying to figure out what the State will do to make request to federal government.
- Discussion at President's Council regarding Perkins money.
- System will start pushing each campus for enrollment. We will report trying to push courses online.
- We need to reinforce to students that they may use their financial aid to purchase computers. Brian Hall is putting letter together with Dottie's help.
- We need to tell students about purchase of tools.
- We need to encourage delivery of books through the mail—we have to make sure there is no shipping cost. Ordering through our Bookstore can make that happen. We're trying to minimize people actually going to Bookstore, so may consider multiple places where books can be distributed. All need direct communication to students.