

## Cabinet Meeting August 10, 2020

Participants: Tim, Dottie, Mike, Beth, Abby, Bill, Barry, Leah, Sue

Tim: Will finalize the schedule by Wednesday...we need to move more classes online.

- Working on the overload rate and trying to align with adjunct faculty rate—may be settled tomorrow.
- Facility projects are being pushed along.

Barry—Wrapping up Edmunds this week; will not purchase the blinds due to cost and timing. Partition will be repaired at a later date and the room will not be partitioned initially. Video wall will be reinstalled this week. Programming will be done today. Sound testing recommendations with consultant will be done this week.

- Reed Commons--Building demo to happen next week. Furniture will arrive on the 25<sup>th</sup>. Most of the equipment has arrived. Substantial completion for kitchen should be this week.
- Snow Hall windows should be in tomorrow. We will determine what floor will be done first.
- Andrews Hall plans have been received for the bathrooms from Kervin.
- Jenzabar—Attendance integration project is underway. Will meet with company on timing.
- Looking at HVAC needs. Will look at list of rooms needed for face-to-face instruction for ventilation.
- Access Control should be finished by the end of this week.

Mike—Budget discussions with the System are underway for the current year. So far, high-level, overall plans only.

- Audit schedules of Financial Aid, Foundation are due to the System by end of this week.
- Working on obtaining license plates for ambulance and bus.
- Governor Reed portrait is at the frame shop—waiting for the price.
- The laptop forms from Dottie and Griffin are working. About half have been approved for students to purchase at the Bookstore.
- Becky is changing her schedule to be working on campus longer. Starr is back on part-time basis. Lots of books are being shipped out—good development.

Bill—NM was granted one of the Trio grants funded for upcoming four years—kudos to Tammy Nelson.

- Virtual Info night tomorrow night.
- Print handbooks delivered this morning.
- Enrollment-Credit numbers are identical to same time last year. Slightly down in freshmen full-time but numbers are up in freshman part-time. Slightly down in Senior full-time and slightly up in Senior part-timers compared to the same time last year.
- High school pre-enrollment is down about 50 students. Bill expects that trend will hold especially in schools that don't have people in place/that haven't opened yet. Counselors aren't working yet. Schools are supposed to open next week and that may generate traffic from High School Aspirations.

- Shannon started in Registrar's position today and helping out in Financial Aid.
- Underway with Financial Aid position search.
- Tim—Talked with Sarah Stackhouse re: online courses for high school students; she's working with a couple of high school faculty on BrightSpace. Not sure if classes Jon B. is teaching in High School can utilize BrightSpace. Would like to have Brightspace be incorporated with high school faculty. Bill says this is being promoted. Brightspace is part of the new onboarding orientation of high school students.

Dottie—Working on Annual Report.

- Virtual Info Night—this uses technology.
- She and Griffin talked about adding service to our two essential principles in the Re-open plan: safety and quality instruction. Service to students and the community. We might provide virtual ZOOM training for Business, Counseling and Registrar's offices focusing on how we can improve service through technology.
- The final review of the catalog is underway and will be ready for the beginning of the year.
- Wendy is on a new radio commercial—Channel X and Townsquare.
- Signs for the doors will be worked on by Angela this week so decisions need to be made about the what the signs should say. Currently working on the content.
- As part of Re-Opening plan we are trying to move as much paperwork to an electronic format—it was recommended that forms be converted to a fillable PDF.

(Leah—Loggers are in the woods and truckers are trucking. State has agreed to test truck-driving students on Thursday for their permits.

- We have the new truck on campus from Georgia purchased in March. Trailers should be arriving on Thursday and Friday. Tim asked what are we getting rid of. Leah says the Sterling red truck will be disposed of—license the new truck first then swap the plates to the new vehicle. Bob Rice will take some parts off the Sterling before moving it to a junk yard.
- Leah has received requests regarding housing for medical students. Tim says we need this space for quarantine. Two spaces for UNE might be able to be used. AHEC apartment will have Quinnipiac students from August to December. Eight students are looking for housing, but two of these are local. Quinnipiac students get tested once a month and are fourth-year medical students. They don't use the Commons much but do utilize the library and they like the Wellness Center. Tim says these students seem well screened **and we will discuss the issue.**
- UNE meeting this Friday regarding fiscal year 20-21 and what will be carried over. Will have a slight increase in funding for next year.
- Five-million-dollar grant is available for short-term training for community colleges and the System will apply for it. Meeting this week will determine how much and where training will be offered. *(Leah, please fill in any missing info...the recording was shoddy in this portion.)*

Beth—Notice sent to all regarding administrators and their professional development. **Please send to Beth by Friday.**

- Time sheets are due today.

- Barry has finalized adjunct contract—Abby is working on information from the schedules; then will be sent to submit to instructors for online signatures.