

## Cabinet Meeting

October 19, 2020

Participating: Tim, Mike, Dottie, Bill, Barry, Beth, Edward, Angela, Sue

Tim—Gail Roy is retiring at end of December. Will fill the position but likely later in the spring.

Angela—Spring schedule was opened up for faculty on Friday; students will have it for registration by later this week. 53% will be online; hybrid 13%; 34% is face-to-face.

Tim--President Daigler met with students, faculty and staff—time talking about Nursing and Building Trades.

- COVID—More discussion needed (look at Diesel lab). We need to be vigilant.

Bill--A student is in 14-day quarantine off campus. 2 students had wide exposure at UMPI. Bill is worried about the holidays and students going home.

Barry—Reed Commons punch list completed last week. We now have about 25 pages left to address. Might be able to move into serverie by middle of this week. Furniture came in. Still waiting for mixed air units; part of the floor will have to be replaced during a break. Transformer should be in this week—8-hour project. Issues with video wall.

Tim—Might be able to serve residential life students on Monday. Seating still has to be adjusted to COVID standards.

Barry—Met with Jenzabar to discuss upgrade in November-December.

- Still waiting for access control for Mailman installation.
- Working with Securitas on coverage. It will be at least two weeks.
- Pioneer will start working on fiber for campus internet next week.

Mike—System and NM's Variance report are in good shape. Budget should be O.K. this year. The following 2-3 years will be difficult. Operational funding may be dropping significantly at that point.

- About to sign Aramark addendum—3-year contract plus one optional. Management fees are going down and retroactive. They will purchase for us a point-of-sale system.
- OPEGA reports are due to System office by November 3.
- Student Accounts Receivable balances-- The System office does not want students to be sent to State of Maine tax set-off again this year. System says students should only be sent to collections on a case-by-case basis. Old outstanding balances will be sent.

Tim--Patrick Wiley visited last week to work on Water Treatment lab. Put together an Advisory Committee meeting both north and south. Water Treatment facilities may get involved in COVID detection work.

- Asked to the Board of Trustees to suspend Building Construction program. Angela needs to speak to Advisory Board to determine a recommendation about moving it forward or eliminating it.

- Discussion with Faculty Management last week about salary. Tim talked to CM about workload agreement. Ryan will talk to faculty association at CM. Asked President Daigler about hiring a consultant for the System to look at workload, hopefully an outside view.

Dottie—Friday finished filming for Open House broadcast which airs Thursday through Sunday.

- Foundation Executive committee has determined to cancel annual meeting and dinner. Will provide a video presentation instead.
- Annual Report is delivered and getting ready for mailing along with the Appeal mailing.

Beth--Has Gail's job description which needs to be updated.

- This week looking over data in payroll system since November 1 is date used for IPEDS reporting.
- Flexible spending for health and dependent care—Everyone must reenroll during open enrollment begins November 1.
- Minimum wage is going up to \$12.15/hour beginning January 1.

Angela—Medical Assisting will be having virtual site visit for accreditation November 9-10. Received feedback from self-study and needed to give clarification on five areas. That was completed.

- Todd Maynard is hoping to return to work next week. His lectures were already completed for ZOOM.

Edward—Twin Rivers—meeting set for Wednesday of this week to review progress and plan courses for the remainder of the fiscal year.

- LPN - all scrubs, shoes, and other supplies are now in. Working with faculty on student concerns surrounding delivery (Zoom) and recorded lectures.
- Critical Care Training—final costs came in and a bill has been prepared for LifeFlight Foundation for their share.

Tim--Edward and Leah will serve on badging committee for the System.

- Class B driving class is ongoing so folks can drive our new bus once licensed.
- Will be contacting Wanda Holmes regarding the administrative assistant position for TRIO.

Bill—Faculty needs to check every day on COVID LiveSafe app. About 185-265 people completing it a day.