

## **President's Cabinet Meeting Minutes November 3, 2020**

In attendance: Timothy Crowley, Angela Buck, Michael Williams, Dottie Martin, Barry Ingraham, Beth Hummel, Edward Wright, Leah Buck, Abby Clark.

Absent: William Egeler, Susan Bernard

Beth Hummel: Reminding everyone that open enrollment for Flex Spending Account started on 11/1/20, and if you have done this before, you still have to re-enroll yearly.

Ed Wright: CCT bill has been submitted to LifeFlight of Maine for 50% of the cost, as agreed. He has been working on the Wellness Badge, and has submitted a draft to the system.

Leah Buck: She is working on closing out mechanized lodging. She will also be working on AHEC contracts this week.

Dottie Martin: Reminder about the virtual open house on Thursday, 11/5/20 on NBC at 7:30pm.

Mike Williams: We have a 3-year +1 contract with Aramark; OPEGA Report was due and submitted today (there are areas that still are not following policy on purchasing and he will be discussing with those individuals).

Barry is working with Shannon Cook to put student violations into electronic format. We need to get contractor for electronic waste.

Barry provides an update regarding the campus projects.

- Reed commons: passed inspection by code officer, so able to use space as of today; the punch list is down to 35 items, and they are working on them daily.
- Pioneer: the transformer will be installed this weekend, scheduled for Saturday at 7:30am and will work with residential life on making accommodations for meals. That is the final big item.
- Andrews Hall: He states that they are looking to finish up plans this week.

The IT Department's goal is to finish the virtual desktop infrastructure (VDI) first roll this week. Jenzabar is scheduled for update in December. They will conduct a test migration in the next couple weeks.

Barry also conducted a facilities inventory and states he thinks we have everything and all information needed. They have made a change with the internet service with Pioneer Broadband and it will add more connection on campus; a stronger bandwidth.

Tim states that the Reed Commons is open and students are using it. We will talk about staff using it within the upcoming days. Mike shares that we are having a demo on the product for keeping track of meals/dollars. If people from community want to come here to eat how are we going to track that? Tim, Barry and Robert will discuss when to invite staff to start utilizing and attending lunch in the dining hall. We will close hot lunch option in store.

Tim shares that the Faculty Management Committee have been talking about workload. He says we need to look outside our system to see what other colleges are using for language. We will be looking at the curriculum and system policy. Angela is working with Shari Ward to meet and begin the discussion of curriculum modifications. Mike has not heard from Ryan regarding budget specifics. Mike is going to send Ryan the OPEGA information as well. Mike shares that the college does not spend a large majority of the travel money we get budgeted. Encouraging system to hire consultant and come in and look at our workload situation. Every campus is having this workload conversation.

Tim also shared with the cabinet that our faculty member, Nancy Cowett's, husband passed away.

We are looking at snow days and the language becomes important. We have a lot online and we need to figure this out. He thinks online classes could continue if a snow day occurs and the campus is closed and people working from home should still be able to work from home. Dottie will look at language. With most classes online Tim does not want to accept message to faculty that they don't have to do anything because of snow day.

Tim is attempting to arrange a meeting with Dr. Collamore and Dr. Goth to talk about what they are hearing. He's looking to educate himself on likelihood we are going to get through spring semester as we have it laid out right now. CDC is saying these cases are going to increase rapidly in our area. He is looking to meet with hospital groups to discuss the potential next wave. Tim wants Angela involved in these discussions as well. There is a conversation at system level regarding the pass/fail option. Tim has an issue with this and he believes we should stick to what we have laid out. He does not believe administration should tell faculty how to grade the students and their work; the faculty award grades not administration. The Universities are utilizing this grading this fall semester and will again in the spring however there are several other colleges/campuses against this grading option.

We will be looking at the Spring semester and the end of this fall semester. We need to look at operation of the campus and the number of staff that are absolutely needed on campus. NMCC has the highest operation rate. Tim advises that we need to look at who can really work from home and how can we do this? What are our options? He expects we are going to have to reduce the number of people on campus.

Tim also touched base on the two positions vacant at NM; the library/Assistant Dean of Learning Resources and the Administrative Specialist III in Student Services. Tim is concerned we will fill the position and immediately tell everyone to stay at home which wouldn't be the ideal process but it is a federally funded position. Mike believes we would save approximately \$35,000.00 if we did not fill the Administrative Specialist position immediately. However it would not save us money but could be used to give students more scholarships. If we did not hire a librarian right now we would save \$34,800.00 and it would go directly to Fund 1. NM would be looking to put these funds into reserve to help within next couple years.

Tim has received requests from the system office to provide them with student success stories. Angela has spoken with Ruth White about students that were struggling so she will continue those conversations and get the stories needed.

Tim also shared that the Nursing students sent donor Mary Smith a letter thanking her for her donation to pay for the NCLEX testing fees and she received that letter and she was very appreciative of it.

The meeting adjourned at 10:41 a.m.