

Cabinet Meeting
November 9, 2020

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

Tim—We are tightening things up re: COVID. Must wear masks in public spaces and use LiveSafe app. Most courses will be complete in labs by Thanksgiving. Need to reduce the number of people who are on campus. If you can work from home, do so.

- President's Council meets tomorrow and will take up Sure Winner Foods donation to City of Presque Isle.
- System is requiring Bright Space training for faculty on some campuses. Our faculty is doing well in this regard.
- Dining Commons is open to resident students and working on opening to others.

Barry—High-use documents are getting uploaded to Surefile and working well.

- Checking on bids for e-waste.
- Transformer for Reed Commons was installed this weekend.
- Waiting on access control for loading dock and east entrance.
- Control training from Honeywell is on tap. Some problems with hoods in the serverie.
- Andrews Hall plan is completed. Will send to Bill and Jon to take a look.
- VDI project is complete for version 1. Working well.
- Jenzabar is working on test environment.
- Access control for Mailman Trades still waiting.
- Securitas staffing still an issue. Peter has been filling in.
- ZOOM training info is being sent out.
- Internet Connection with Pioneer was installed on Thursday and is working now.
- Kept the old 4160 transformer for use as a spare.

Bill—Caribou nursing home is accepting nursing students again.

- Decision needs to be made regarding Resident students who no longer have In-person labs - will they be asked to leave; refund unused portion of housing fees?
- Waiting for Department of Ed login information sent to campus presidents -annual Campus Crime & Security survey. Survey window due to open on Nov. 18, 2020.
- State may provide free adult vaccine. Refrigerator/Freezer in campus health center is not currently backed up to campus generator. If we are to store & provide such, power backup is required.
- COVID issues all the time. Some folks are in 14-day quarantine.

Dottie—Video didn't air last night for some reason—she will check with WAGM about what happened.

- Kelly is working on Appeal brochures and that mailing should have them out this week.
- Friday will do filming for Foundation video.
- Follow-up to Open House video—plan is in place.
- Working on a couple of grants.
- Emergency Action plan draft is done for Safety Committee.

Beth—Received 7 proposals for the Time and Attendance RFP and will be reviewing this week.

- Need to talk about how to present longevity awards.

Leah—ZOOM meeting for workforce development regarding software being implemented for registration and marketplace.

- Two medical students (3rd year) in the area need community-health rotation experience. Can be ZOOM meetings. They are currently at Houlton Hospital. If there are any COVID -related meetings, please let Leah know.

Edward—Course merchant meeting today.

- Doing admin work on CCT, EMS, Twin Rivers for COVID. Tim asked Edward to work with Angela on this.

Angela—Working with faculty to decrease number of students on campus. Trade and Tech will give info on labs and what will go online.