

President's Cabinet meeting

February 1, 2021

Attending: Tim, Barry, Bill, Dottie, Angela, Leah, Edward, Sue

Bill—Last Friday Bill put in his intention to retire at the end of this academic year.

Tim—Reached out to Bristol Community College to see about possible collaboration with their Wind Power program. They off-shore wind program. We are the only two colleges in NE with wind power programs.

- Starting to look at Fall schedule; we hope will be as usual, face-to-face classes (masked, etc.) will be increased and online courses reduced.

Leah—Working on initial budget for logging to give to Dan. Expects very few issues. Working with PLC to get letters prepared.

- CDL—Weather will slow on-the-road training this week. Will push some of this into next week.
- Next class is being recruited this week and might start February 20.

Angela—Paramedicine discussion—Maine EMS has rule regarding instruction; must be Instructor Coordinator License and difficult to obtain. Now discussion trying to allow—accredited EMS programs with qualified EMS instructors.

- Addressing the problem that Maine EMS pulled all students out of clinical this year.
- Vaccine clinics—all Nursing, EMS and Medical Assisting students are committed to three clinics through end of semester.
- Angela and Department Chairs will start working on fall schedule. Many instructors want to continue offering online work (perhaps one section) since it is proving successful with many students.

Barry—Facility presentation can be set up for next Monday perhaps prior to Cabinet meeting.

- Working on Project request workflow process of collecting information.
- Reed Commons—Loading dock has to be fixed before summer. No feedback yet.
- Finalizing phase one of Andrews Hall this week.
- Working on Aramark point of sales equipment.
- Room 105 almost all equipment is in.
- Teaching Kitchen--the cables will be installed. Equipment will soon be out to bid.
- Room 209 needs technology and will get with Denis for design.
- 202 waiting for capture cards.
- Phishing testing this month to find out if we need more staff training. We will send out notice to let employees know ahead of time.
- Canusia had rollout last week. Test run will be done by Feb. 15.
- Attended System meeting regarding Bright Space—More about instructional design. Someone needs to be involved. JR? Angela will check.

Dottie—Planning filming on Thursday at SMCC for Water Treatment program. Hired a Portland video group. President Cassidy, Judy Bruengens, MDEP and Patrick will be in the video.

- Working with Wendy and Sarah regarding updating View Books.
- Working with Admissions on virtual signing date for new nursing students on February 17. It's a ZOOM meeting to welcome new students and sign letter of acceptance. Business department wants to do the same.

Angela—She and Dottie met with Washington County librarian Liz Phillips to discuss what we hope she can provide. She will be contact for students and faculty doing research. Live Chat option will connect with Liz. Providing coverage until fall. Angela and Dottie will be in charge of overseeing actual library. Work study students are also helping. Robert Carlson will also provide guidance for students with English research papers.

Dottie—Tim and Washington County President will determine contract for about 10 hours/week. Library hours will be 8-4:30 weekdays. Students will be available to help with food pantry.

- Work with StudentBridge---Virtual Viewbook on the web. The front page is complete and looks good. The look of the website will improve.

Bill—Enrollment—Reduction in credit hours due to students who haven't shown up during add/drop period.

- Still dealing with IPEDS spring report.
- Sevis is underway (Visas for international students).
- Covid—4 people are restricted from campus for variety of reasons.

Angela—A.R. Gould plans to conduct only Friday clinic this week (2/5) from 8-noon. Will use 400 reserve vaccines.

Sue—Still working with legislators on date for annual meeting with NM via ZOOM. Will let Tim know the date in order to let the System know.

- Will watch for anything on bond issue for Community College.

Tim—In good shape with budget through the end of the year—Get only the supplies and equipment you need.

- Vaccination clinic has been well received by the public. Student participation has been very positive. Good for nursing students.
- System—Looking for project proposals for System Foundation funds. We will submit some.
- Trying to meet with legislators and with System officials. Leah should be at this meeting if Dan Belyea participates.
 - Leah suggests inviting Clarissa Sabattus of Maliseets. (After checking, she is not a legislator; the Maliseets decided not to send a representative to the legislature.)
- We will need to find organizations to help with directing traffic, etc. for vaccine clinic. Will talk to General Advisory Council to generate some support. We may check with our employees.
- Washington County Polar dip this year? Bill will check.
- Made offer for HR position and waiting for response.