

President's Cabinet 3/8/2021

Participating: Tim, Leah, Sue, Dottie, Mike, Angela, Lindsay, Barry, Edward, Abby

Tim—Ways to recognize Bill for 40 years of service. Others who are retiring will also be recognized.

Barry—Employees have released PII information by mistake through e-mail (social security information, etc.) Happened again on Friday. Barry found that there was a lot of this unencrypted data on the shared drive. This is a set up for a breach if malware finds its way to campus. Barry found free software to scan and locate problem files. He will also need an audit tool to check everyone's files for this information(L-files). Currently, Barry has blocked access to S drive so that its not available to anyone to inadvertently send sensitive information. Tim would like Barry to inform the System office and ask for guidance. Barry would like to run a report first. Tim says Cabinet members should talk to their staff to make them aware.

- Fire department responded to campus yesterday—Christie Building had boiler issue—pump coupling that failed. No fire—but noticeable smoke. It's been fixed.

Tim—Meeting Wednesday about faculty workload. Can we get closer to a 1:1 (lecture/lab) for trades faculty. If changes are implemented by fall, it will impact schedule. Angela is working to reduce overloads. Will likely impact how department chair stipends are determined. Trying to shift some expenses to be more equitable. This would need to be reviewed by the System.

Tim—Beginning Dean of Students search; Lindsay will find the description of position, check for needed changes and post internally. Hopes to have new person in before Bill leaves (July-August). Will evaluate how things are going with library services from Washington County.

- Water Treatment—Meeting scheduled this week for President Daigler, Janet Sorter and Dan Belyea to see videos of the lab and program. Many other stakeholders will be invited to a ZOOM tour and produced videos of the labs perhaps later this week. Shows our NM/SM collaborative project.
- Wants to schedule an employee meeting this week. It's been a year since COVID began and we had to make many changes, lots of people working hard to remain successful. We will plan on everyone being back on campus in the fall.

Leah—Logging has accepted 12 great quality students so far. 16 is capacity. Logging budget from QC has not been signed yet.

- Working on AHEC reporting and close out QC reports. Still have some COVID funds...about \$27,000. Leah hopes to host an event (intubation) with Dr. Goff to spend it down. Tim says don't commit simulation for this. Please work through Angela and Tim for this. Funds need to be used by the end of April.
- New Dead River truck is on campus and will get it registered and inspected. Will take the Sterling truck out of commission. This might take about six weeks.

Edward—Making phone calls to Water/wastewater treatment industry people. Likely 200 contacts from water and wastewater folks. Tim says to get in touch with the Portland/So. Portland group first since they will be invited to virtually see the lab. The tour may take place this week.

- Tim—We need to create a list of work we're doing to support non-credit workforce section: ie. Twin Rivers, Logging, etc. (how are we supporting non-credit side). Needs this for Wednesday.
- Discussion of options for LPN funding with Dan Belyea.

Dottie—Sending note to faculty re: photos for graduation and students who come to campus may also have their photo taken here.

- Will work on Title III application over the next few weeks.

Mike—Working on drawdowns for institutional funds for CARES Act 1. Waiting for guidance from the System office for how to disburse funding for second round of student funding. Tim says he expects guidelines tomorrow.

- Variance report for February is due to System next Monday.

Lindsay—Many introductions have been done. This is first payroll week.

- Have had meetings with folks at the System office and it's gone well.

Angela—Hoping to have fall schedule for open students tomorrow.

Sue—Will send legislation regarding funding to build nursing faculty to Tim and can share with Angela.

Tim—System is focusing on non-credit training and working with the State.

- We've reached out to UMPI to see their nursing simulation but haven't gotten a response.
- EMS—would Eastern Maine Community College want to partner with us? Perhaps we could deliver some of our instruction at EM. Will discuss our new EMS simulation lab.
- Dining Commons floor is complete.
- Potato Blossom festival will likely go forward and we could have an Open House in conjunction with that event fornsbernar Reed Commons.