

President's Cabinet Meeting

3/15/2021

Participating: Dottie Martin, Heidi B-Smith, Lindsay LeBlanc, Angela Buck, Leah Buck, Barry Ingraham, Mike Williams, Bill Egeler, Tim Crowley, Sue Bernard, Abby Clark

Tim—A child care provider contacted Tim proposing that we establish a facility on campus to provide childcare for employees and students. We haven't done it in the past due to challenges about regulations and child care has been more available in the past.

- Heidi—Where would she like to set up on campus? It has to be child friendly and conform to state regulations. Would she guarantee a percentage of slots for our employees and students or is she more interested in expanding to the wider community?
 - Lindsay says she's having trouble finding child care. Bill and Mike say a couple of their employees have this issue. UMPI no longer offers this service. Might be good to reach out to UMPI for background and where facility was set up. Heidi will do this.
 - Could any of our apartments be renovated? Heidi will find regulations for how a facility needs to be set up.
 - Heidi's students need hours to be in this "lab" setting—since COVID they have gotten hours through ZOOM, but this is not ideal. 450 hours are necessary.
- Tim will talk to the person to ask more questions. Doesn't want to dismiss the idea out of hand.

Discussions with System re: impacts on our campus:

Barry—System may be hiring a new person to deal with central administration of Brightspace. There are conflicts between campuses regarding administration of Brightspace. A coordinator would take care of this function.

- PII—Working on encrypting files while allowing employees access to files.
- Andrews Hall is out to bid. Advertised last Friday and will this Friday. Then pre-bid conference.
- Approval to move ahead with technology for CDL classroom.
- Phishing testing is ready to go. Will happen after PII issues are cleared up.
- Contacted Inlution re: Completing Reed Commons backdoor. Waiting on cabinet in teaching kitchen and loading dock in May. They have sent us a requisition but we're holding back.

Mike—Finally received guidance from the System about distribution of student funds from CARES Act 2. Wasn't what we hoped.

Tim—System's 3-4% budget increase proposal passed unanimously through legislature's Education Committee plus about \$2.5M for workforce development. Now moves to Appropriations committee. CARES money may also affect us in a positive way.

Variance report has been sent to System office—under in revenue due to lower enrollment, but CARES Act institutional money and lower expenses is giving us a positive bottom line. Should serve us well;

Fund 1 should be in good shape; Fund 2 is somewhat behind but Maine Quality Centers funds are helpful in that area.

Lindsay-First payroll went smoothly. Vacation balances can be added to earnings statements. This is a free option that can be turned on. She will test it on a small group of folks (confidentials) to see how it works.

Dottie—Foundation Executive Committee meeting on Wednesday morning.

- Development group met in December and talked about NM's \$35,000 and now System needs an invoice for that money. Nothing from communications' group.
- Bill and Dottie working on student recognitions for System office: Student of the Year, All-Maine Academic Team and Gorman Scholarship. In April the Peter DeTroy Scholarship will be determined.
- Working on Title III waiver application.
- County Business has offered to donate \$250 to finish endowment of the Wilson H. Clark scholarship.
- Last week a family contacted the office wanting to set up an endowed scholarship.
- Looking for extra applications needed for EMS enhancement project.
- Senior student and New Mainer Valarie Bilogue has been nominated by the Governor to the Maine Community College System Board of Trustees. Her hearing with the Education Committee will take place March 26. Dottie will help her with her ZOOM testimony.
- Shannon Griffin and Dottie will meet to discuss graduation.
 - Tim says Bates and Bowdoin are talking about some form of live commencement. UMPI is looking at live commencement in the Forum on May 8. We will not change our virtual graduation plan. Only 6 weeks away and too late to make that kind of change.

Bill—Thanks to Barry for change in PII process allowing employees to get into files.

- PTK event and All Maine Academic Team has been selected and will be celebrated via ZOOM.
- Met with our Student of the Year Caleb McMannus. Dottie and Griffin will work on speech with him. Long legacy at NM, 4.0 student, concurrent enrollment student, taking classes at UMPI. Plans to transfer and become a secondary or college teacher.
- Interviews for administrative assistant will take place this week.
- Needs Tim's signature for SEVIS recertification.
- Has received campus housing requests for the summer. Reluctant to do this...to be determined. Hoping for more people to be vaccinated.
 - Tim—There is conversation at System level about students living on campus and a requirement to be vaccinated. (especially considering confined space) Not finalized yet. This will likely come up at Dean of Students meeting this week.
- Opened registration for fall—17 have registered since midnight. 39 headcount for summer with 223 credit hours.
 - Tim asks are A&P and Micro on schedule for summer? A&P is and Tim suggests adding science offering for summer in case we move forward with PN course.

Angela –System meeting discussed learning outcomes and mapping them in Brightspace.

- Fall schedules need to be up and we're ahead of some campuses.
- Talked about course equivalency updates. We're all set with that.
- Summer and fall registrations are open for students. A meeting will take place today to discuss proposals from Trades and EMS.
- Professional development from the System has been canceled.

Edward—Productive meeting with So. Maine water treatment group last week.

- System news: Course Merchant is non-credit registration and payment platform (integrates with Brightspace). Looking at sample course landing pages. Refund policy remains the same for campuses but registration and payment will be only through the System office. The System is working on a page with links for each campus—master system catalog for non-credit courses. But there is discussion about whether this is the best approach. System is trying to centralize rather than having people approach offerings regionally.
- LPN—conversation in the first week in April regarding funding. Tim says work out the budget now.
- Still working minor projects with Porvair and Twin Rivers.
- Tim says a participant on the Water Treatment meeting said she would have about 20 people for the collections class. We need to get her the course description and how people would register for the class. She's very interested in the educational piece perhaps more than the short-term training. Edward will contact her.
 - Dottie says the new flyer is completed. Edward needs to send this to the whole group that met.

Leah—Deans of Workforce haven't met in a couple of weeks but Leah has spoken to Charlie about Alford money and how to spend before June 30. Money has been used to upgrade CDL classroom technology so training can happen remotely, also logger train the trainer.

- AHEC Board meeting tomorrow and working on AHEC reports.
- Preparing for semi-annual CDL Audit will take place next week.
- Working on Intro to Healthcare course via zoom paid for through AHEC money. Hopefully will increase summer numbers. Capacity 20.
- Logging interviews next week will likely fill capacity of 16. Putting out piece about successes of logging students will help politically...work with Dottie.

Sue-- Will send legislative bill regarding increasing nursing faculty to Tim and Angela.

Tim—Search committee will be formed for Dean of Students this week.

- Region 5 EMS community—some changes going on and we may want to get involved through education and training. Also talked with Eastern Maine CC about delivering EMS training in Bangor area. Development of simulation lab is priority; then Region 5.
- Should be able to fill the Water Treatment classrooms south and (virtually) north. Lots of energy for this.
- Faculty contract will be topic of discussion at System level. We at NM are getting close to a workload agreement. Should enhance the opportunity for trade faculty to be treated fairly in terms of workload. Tim would like consultants to come in and try to get a more professional

contract—currently it's quite antiquated. Faculty negotiations should begin here within a month or so.

- Helen Pelletier from the System is retiring. May be hired by the System later in some contracted capacity.
- Tim will talk to Ray Rice regarding UMPI's graduation.

Bill—Any encouragement to have a Late Start semester to help enrollment? Tim says not yet. Some campuses are starting later and going 8 weeks.

Tim--Hold off on TIK TOK messages re: water technology. Has issues with bringing wastewater samples to campus. Not sure the presentation puts our students in professional light; social distancing. What look do we want for marketing? How do people dress in real life water treatment setting?

- Big week: Smith gift, good activity with schedule, budget, facilities...we're in a good place.