

President's Cabinet 3/22/2021

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

Tim--Vaccine is available for those 50 years old and over and can begin registering this afternoon at Northern Light website. Some discussion about community colleges holding their own clinics for students and employees, but not determined yet. NM is about halfway to all staff being vaccinated so far; by sometime in May most of the staff will be vaccinated. Dottie says only faculty has been notified. What about students and parents of students? Bill says he put the info on the portal last week.

- No decision has been made regarding nurses pinning. Tim, Angela and Eileen will talk further.
- Discussion about culture and management style at the System level. Basically, short-term training vs. Associate degree...the role that work is playing for our students. David Raymond has written on this topic.
- Conversation regarding wind power at the State level and governor's office has reached out to see if NM would participate in discussion regarding development of off-shore wind. Tim has meeting with Governor's energy person for later today. Angela and Wayne will join the meeting.
- We've posted the Dean of Students' position.

Lindsay—Will try to implement vacation-time accrual on check stubs for small group beginning in July.

Dottie—Valerie Bilogue's presentation to legislative committee on education regarding nomination to the System Board of Trustees is this Friday and she will rehearse via ZOOM today.

- Final prep for graduation video for faculty and students this week. Students will drop in for this without scheduling. Also working on printed materials for commencement.
- Follow-up with Foundation work.
- Curriculum sheets and degree audits have been sent to Bill for review.

Bill—Student of the Year work is well underway.

- Concerned about registration and pre-registration for fall. Notes have been sent out to faculty and department chairs--237 currently matriculated students have not yet registered. Sent notes to faculty to remind and encourage students to register. 63 students are registered for summer session (most directly from High School) but still behind last year's registration. Many of the 142 students currently registered for fall are freshmen. Opened online new-student orientation sessions. Accepted-student ZOOM sessions have been underway and are well attended.
- Thanks to Dwight for accommodating students who can only go online for Accounting and Business Administration programs. Would have lost about five students without this option.
- Need to identify a contact person on campus for Freedom of Information requests. System will provide training for this.
- We can submit SEVIS recertification.

Tim—Possibly expanding Nursing program with PN element-- could bump summer numbers in Biology and Life Sciences.

Mike-- System went to RFP for Bookstore services: Follett and Barnes & Noble responded. Next Monday they will make presentation online. Mike and Dave Raymond will sit in this meeting.

- Budget time—Template will be sent this week.
- Cares Act 2--\$900K is left. Spending it out. All the first-round funds have been spent.

Barry—Would like to consider using Institutional funds for exterior doors for Mailman Trades (scanners and access control at entrances to labs). Possibly include all classrooms across campus to help with contact tracing and security. (\$260K estimate for all classroom). Students could only get in by showing ID in registered classes. There are overrides to this lock system if necessary, but operational side of this idea would need exploration. Trying to account for where everyone is.

- Would also like to spend funds on HVAC—especially 2nd floor Christie, the oldest part of the building. Need to bring in fresh air and exhaust air. Approximately \$500K. Could be done before total renovation of that space as long as floor plan doesn't change. Second priority is to finish HVAC at Mailman.
- Tim—If we have other areas that need renovation (must be tied to COVID funds), get to Barry as soon as possible.
- Reed Commons—Access control is complete at main entrance and loading dock. The steps move which block the door so you can't open it. Harriman is working with contractor to fix this. Loading dock issue regarding water underneath the door will be done in May. Training Kitchen technology at Reed should be done this week.
- Andrews Hall Contractors will be here for pre-bid conference on Friday.
- Technology—Still working on PII issue—Let Barry know if you have any issues about training.
- CDL—Waiting for equipment to be ordered.
- Room 202—Received cards to finish upgrades.
- Alertus—There's an app allowing users to call security by simply pressing a button. So far has been installed on 50 desktop computers. Soon we'll have training.
- Systems Information Security meeting on Friday—Discussing PII incident. He will ask for funding for Scanning software. Will go to RFP for pricing. Training will be important.

Angela—Working with Dr. Goth and Leah on finalizing details of April 16 Advanced Airway lab to be held in Sheet Metal area. There will be slots for each of the four hospitals. Students will register through Leah's office. Dr. Goff knows there will be a charge for use of facilities and Jeremy's time. Also, AHEC dollars will be used.

- Summer schedule—note has been sent to faculty to have summer book list by Friday. Deadline for fall schedule books is April 15.
- System discussion regarding CTE agreements. Angela has been working with Sarah and Wendy to get this info.
- EMS program review will take place in April.
- Program outcomes need to be re-written for the System.

Tim—EMS with Region 5 takes place on Friday.

Edward—LifeFlight—Tom Judge will be in town next week and wants to meet regarding future opportunities. Judge wants to hire an educational coordinator to interface with various agencies. Tim wants Edward to press Judge for payment (\$90k).

- Working on LPN part 3 prospective budget.
- Visiting with Porvair this week to finish up training grant.
- Placing more water treatment calls. Will be contacting South Portland woman who was interested in Collections class. Dottie will send Water Treatment flyer to all the Southern Maine people who participated in ZOOM call including Patrick and Gilles. Edward will get Dottie the list of participants.

Tim—Wants to send Houlton Regional hospital another invoice. Will get with Mike.

Sue—Will attend Aroostook Partnership Education-to-Industry meeting on Wednesday.

Leah—Dave Raymond has been quoted in Northern Logger Magazine; Article called “The Ethics in Logging”. Dottie has a copy.

- CDL audit will take place tomorrow. She and Dennis will take auditor around beginning in the A.M.
- We have been authorized for carry-over of AHEC funds (unspent from last year), about \$30,000. Projects that were started but not completed due to COVID.
- \$8000 must be spent by end of April. Intubation or EMS equipment needs? Angela will talk to AJ today to see if he needs anything. Can spend it on Goff project. Can spend some of those dollars on hours cost in prep.
- Deans of Workforce meeting scheduled for Friday.

Tim—Not involved in Northeastland Hotel project.

EMS—EM may have interest in having program delivered by NM. Also, Region 5 EMS may want our help and it may increase our enrollment. Nothing decided yet.