

President's Cabinet meeting

April 5, 2021

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

Tim: Commencement will be taped and virtual—Bill will give the address.

- Nurses' pinning might be held two weeks after graduation and outside; Tim has reached out to SAD 1 for possible use of athletic field.
- Representative John Martin may not be able to fill out the rest of the Legislative session due to hospitalization/medical issue. Has been a strong supporter of the College and University.

Barry: Facilities—Teaching kitchen is being cleaned today. County Electric will come back next week to fix hood and to put cable covers on.

- Harriman to get back on some questions re: HVAC and full warrantee and building control schedules.
- Loading dock work is scheduled for first week of May.
- Bid opening for Andrews Hall is Friday.
- Technology-PII will send out RFP for software. Have started training with managers.
- Alertus—Done the install and training will get underway (emergency button on campus desktop computers to request help).
- System issue—Information security—five items have been identified at all campuses. Log file issue has been addressed. Still not ideal solution but fills the gap.
- Working on budget and should be done by the end of the week.
- RFQ for design services for EMS simulation is out; ad should go into papers this week. This included design services for HVAC.
- Issue with administrative login for computers which means you have full rights to your computer and this will have to be pulled back. Only should have rights to what we need to do. Consulting will be necessary to implement.
- Planned to use COVID 2 for access control for classrooms and HVAC for 2nd floor. Department of Ed says funding can't be used for construction, instead for minor alterations. Tim says go ahead with Kervin to do design work for access control. Mike will contact the Department of Ed and will check on both projects. Mike will check with other campuses to find out how they are spending those funds.
- The list of requests for spending some of the Covid funds are items that have already been completed.

Mike: Pam is asking for some COVID spending for more trainers (less sharing by students) and that should work without preauthorization from the Department of Ed.

- March is hard close and a means to project where we will when fiscal year ends in June. This info needs to go to System on April 28.
- Department budgets are due back by April 16. Abby will help enter the budget in Jenzabar.
- Mike needs to meet with Angela and Abby regarding overloads and adjunct contracts for next year to make sure Lindsay has accurate numbers for the payroll budget.

- CARES Act 2—we can drawdown from CARES for lost revenue by looking at past three years to determine our average revenue and compare that to how fiscal '21 will end. NMCC can get the 1% curtailment of appropriation back which will help this year's and next year's budget.

Angela: Will send e-mail of course evaluations to students tomorrow: surveys that are regarding 100% online courses and another specific survey for those that were face-to-face.

Lindsay: Questions about COVID vaccination time off. If employees were previously vaccinated, can they get 2 hours? Yes, give them the leave. We can ask for documentation if necessary. We will let employees know that showing proof of previous or upcoming vaccination is just for Lindsay to give leave, and no copy will be made.

Dottie: She will fill in for Bill for All Maine Academic Team on Wednesday.

- Development and Admissions have sent an RFP for design work on new viewbook and travel piece. Proposals will be considered this week.
- Has three Paul Cyr photos for Leah for conference use...at no cost.

Edward: Hopes to talk with Charlie and Dan today or tomorrow about Water Treatment funded seats.

- Looking at LPN budget
- Paperwork for Twin Rivers (courses and the bill).
- LPN will be graduating in just over two weeks and needs an idea from Mike about what the close out will be. Mike says Wendy is looking at that. Will book all the revenue from employers and get back to Edward.
- Tim connected with Tom Judge last week about LifeFlight bill, but Mike says we've heard nothing regarding payment as yet.

Leah: Paul Cyr photos are for a request from UNE. They requested Leah make presentation at a national (ZOOM) conference (end of May) regarding our Rural Health Immersion program with medical students. AHEC has adopted this as a model. Photos will be in the background.

- Rural health immersions will be back up and operating this year in Greenville end of April—weekend format. Another will be offered at the end of May and students will be staying in Perham.
- \$39,000 for AHEC can be carried over so she's working with Mike on spending the funding. Has to be for projects that were planned but not delivered due to COVID.
- Boiler operator course will be offered the week after graduation.
- Dr. Goth clinic was put on hold...students don't know that course is off the table and this will be discussed this afternoon with Tim and Angela.

Tim: President's Council will meet tomorrow.