

President's Cabinet 8/5/2021

Participating: Tim Crowley, Barry Ingraham, Edward Wright, Mike Williams, Leah Buck, Matt Grillo, Bill Egeler, Lindsay LeBlanc, and Sue Bernard

Mike—Discussed sources of funding and grants that we applied for—total \$13M. Capital funding is \$200,000...\$90,000 is in general maintenance. \$1.1 M for ARP student funds. One million for institutional spending. Half of that will be set aside for HVAC (2<sup>nd</sup> floor Christie Building) —that project should begin in January (completion in April).

Other half will be saved for anticipated lost revenue in tuition and fees and room and board refunds. We might be able to pay off delinquent student accounts with this money.

- 3 reserve fund-Renewal and replacement fund \$1.2 M.
- Foundation has a series of funds still waiting to be spent.
- Figuring we will get 5% of Alford and Workforce Development.
- Earmark projects are on this list as well as Perkins funding.
- Barry has a list of projects and we will determine which can be funded.

Tim—Two Water Treatment faculty positions will need to be moved out to regular budget fund one.

- Tim requested that Leah get the earmark proposal in King's office for Logging and Truck driving \$1M.
- Senior managers must sign requisitions.

Mike—Audit schedules need to be prepped by mid-August then they will do their tests.

- All the Budgets are not yet in Jenzabar—this is typical.
- Bookstore transition is not going well because books aren't here and funding sources aren't available to be transferred for financial aid. Barnes and Noble is the problem. Angela says some ISBN numbers were entered incorrectly by B&N. Everything has been resolved. Books are now coming in. Ken is doing a good job. Ken needs to train our instructors on how to place their own orders.
- Mike encourages all to send a list to him of any equipment we might need that could be purchased with ARP funds.

Barry—Reed Commons: still trying to close out.

- EMS simulation meeting tomorrow to discuss options from WBRC.
- Department window replacement for residential life will have pre-bid conferences next week.
- Paving is done across campus.
- Door and access control pre-bid conference took place yesterday. Good response.
- Gasket project should be done today.
- HVAC technicians position—Interviewed four people and unanimous recommendation will be sent to President Crowley today.
- Jenzabar upgrade—Test upgrade has been done. Production upgrade will be next. VDI will be done at the same time.

- Technology in Rooms 209 and 206 are done.
- IT leaders have moved to bi-weekly meetings.
- Information security group is working on self-assessment tool for internal and external audits.

Leah—Things are going well in woods and truck driving.

- Chris Winstead from system office is on campus this afternoon and will be presenting at MBTA meeting tonight.
- Leah will be off tomorrow.
- Quarterly reports next week.

Tim—Matt and Angela should go visit the woods project.

Matt—Working on financial aid appeals.

- Making sure language from vaccination exemption process is proper.

Edward—Working on water treatment thank you note for Tim.

- Putting together one-pager for what we have available and how to do an apprenticeship. Hopes to go to 5-6 treatment plants to market in our area. We have 8-9 applications for the program in southern Maine, plus 3-4 in northern Maine for program beginning August 30. Tim wants the one-pager to go to southern Maine to get on the website.
- LPN funding—we haven't heard anything back on it. We need to be in touch with Dan and Chris to get money. Right now students are paying tuition and hoping for employer reimbursement. We need money to cover salaries.

Angela—Site visit to the Business program will be virtual. Online business program should be filled...currently 14 completely accepted. (We have 20 slots.)

- Matt Cole and Jeff Butterfield started this week. Orientation is done.
- Nursing NCLEX rate is going very well. 92% pass rate for RN's. Tim wonders how programs with simulation fared. Angela wants to know what did they use for simulation.
- PN cohort is 85% passage rate. Three students left to test. Good success.
- Working on covid vaccine records for new health care students. One EMS student is being granted exemption due to anaphylactic reaction to first vaccine.
- Ann Spinney (new librarian) working remotely for librarian workshop and online safety training and will be on campus on Monday.

Matt moves to conference room of Student Affairs as of today.

Bill—Working with Matt on transition. Matt says thanks to Bill for balance between guidance and space. Matt will give enrollment information including non-credit side to the General Advisory Council meeting next week.

Lindsay—First meeting of implementation for Time and Attendance system for campus...expect at least 3 months.

- All openings have been filled except for EMBARK slot.

Sue--Piano tuner (for piano in the lobby) has been located and contacted.

Tim—University of Maine determined all must be vaccinated. Expects the media to call to find out what we are doing.

- Contractors are being requested to be vaccinated and masked. Security, custodial and food service.
- Tim needs information: the % of male and female students, number of single-parent students, any emergency childcare grants to students?
- Simulation position has been approved and we need to find money to fund it.
- IR position is approved. But what we need is a full-time person to provide data to the System. We need a person to support the SIS project.
- President's meet Tuesday and Tim will take Wed., Thurs. and Friday off.

Angela—wondered about the 6-foot rule regarding setting up classroom space to determine capacity. Tim says shouldn't have to distance again, but be prepared to change.

Mike says we're waiting for a date to meet with Northern Light Health and their bid for the health center.