

President's Cabinet Meeting

October 4, 2021

Action Items

Participating: Angela Buck, Mike Williams, Dottie Martin, Tim Crowley, Barry Ingraham, Edward Wright, Matt Grillo, Mike Williams, Lindsay LeBlanc, Leah Buck, Sue Bernard

Tim—Dr. Shah, Maine CDC will speak to campus on Friday and invitations will be sent to employees and health care students. 30-minute Q + A session. **Please encourage people to attend.** Will ask him to inform us about the spring which will set the stage for discussion and possible adjusting of spring schedule. Currently two breaks in semester and that might need to be re-considered. Shah's information will help us determine if more courses need to go on line.

Reminder of tomorrow's Zoom meeting (morning and afternoon) regarding Alford Foundation gift to the System for workforce development (\$15M). It will be combined with \$35M from Recovery Act funds combined will be the largest gift in MCCC history.

Matt—Will talk about Open House at meeting this week to determine possible date.

- Team of people is being put together to discuss vaccination tracking for next semester. Will look at a possible IT solution.
- 16 students didn't meet the deadline for second vaccination—Matt will contact them today and if they don't produce vaccination card, they will be withdrawn from all on-campus classes today. None are resident students.
- On Wednesday, 6 fully-vaccinated students from Ashland will come for a campus tour.

Leah—Kelly is on vacation this week.

- Logging is being cleaned up and all equipment has been returned. Revenue is about \$36,000. Don Burrs is recruiting at Fryeburg Fair (Woodsmen's Field Day event).
- New round of CDL is starting today. We had 100% success rate from the last class.
- Six AHEC students are in the area.

Edward—Working on proposals for Porvair, CAM and Vault—coordinating with them for upcoming training activities.

Lindsay—Two people have been interviewed for Business and Industry; one to go.

- One applicant for Assistant Director of Admissions.
- No applicants for Security.
- Other positions are still open. Still working on CDL and Nursing positions. Interview this week for the simulation nursing position.
- Time and Attendance system work is ongoing. Hoping to go live by end of November.

Angela—Campus curriculum committee first meeting will be October 15.

- Site visit is underway for the Business Technology department. Things have been going well.
- Library and Academic Success Center are working well. Nearly 400 encounters with ASC and library.

- 2 weeks ago, Jen Graham presented first (of four this semester) curriculum design workshop for faculty at noon. 14 participated.
- Clinical compliance—senior nursing students were in clinicals for first time last Thursday and Friday. All students were compliant. First-year students will be in clinicals next week. Audit is being conducted. Six students out of 35 needed something to be compliant.
- EMS has changed clinical rotations. These records will be audited next.
- Wayne Kilcollins is getting help from family for wife's dialysis treatment travels. He is reaching out to GE to get formal agreement to allow student(s) to provide hands-on training in Mars Hill. Also reaching out to former student to help out with lectures as needed.

Dottie—Fact Sheets have been delivered to mailboxes—**please update and return.**

- Design work on annual report. One article left to write.
- Will be meeting with Alumni and Friends this week.
- Working on College Catalog, and will disburse info for updating.
- Investing in Innovation deadline for applications is Friday. \$7500 to be disbursed.
- Beginning to plan the Foundation Annual meeting; tentatively scheduled for mid-November.
- Griffin is working on updating or creating new program videos.

Barry—Met last week to discuss technology plan with WBRC for EMS lab. May move up bidding date to November. Hazardous materials and the HVAC project—hired a firm to do testing and Haley Ward was low bidder.

- Apartment windows—waiting for delivery and will likely be a spring project.
- Program analyst position will be posted.
- Snow removal and custodial services contract info has been given to Julie and it needs to be advertised this week. **Mike, please follow up with her.**
- Workforce development app needs to go on website. **Leah says some courses need to be added like Dr. Goth courses and waiting for Griffin to make PDF.**
- Consultants want all data: audit logs, inventory, etc. by Friday.
- IT leaders meeting tomorrow but no agenda yet.
- Talking with security to have someone on standby. Peter or George would be paid an hour to be on standby. This goes into effect after midnight to 7a.m.; weekends are still being worked out.

Sue—Rotary will increase their scholarship distribution. Will give \$500 in first year and more in second year to support persistence. Dottie says she has discussed with Deb Rourke the possibility of raising the scholarship to an endowed level **(Clarification: this is a different scholarship and not the PI Rotary scholarship, which is already endowed.)** Scholarship will be delivered directly to the College for the student's account.

Tim—Need to prepare a report on the EMS simulation center progress for the Smith Foundation. Their board will meet on the 14th. Barry has submitted most of the needed info. **Sue will help prepare report.**

- AHEC might move into Nursing & Allied Health rather than CED. **Angela, Leah, Mike and Tim will meet this week to discuss. We will also get in touch with UNE, Jen Gunderman, to let her know of personnel change** and to send resume to get it approved.

- Considering hiring an interim Director of Admissions and Outreach. Assistant Director of Admissions position is already posted. More help will be needed for Admissions.
- President Daigler wants to visit each campus and we'll develop an agenda. Will likely involve discussions with outside groups (e.g., General Advisory, Aroostook Partnership) as well as staff, faculty and students.
- Met with Adult Ed directors last week regarding collaborative agreement. Someone may be located on our campus to represent all Adult Ed to facilitate our work with them. Funding would come from Department of Education or MCCS.
- Testing for Covid—System is working on how we will do that. SMCC is working on purchasing and we would get 200 tests to keep on campus. Taylor LeBlanc (Medical Assisting) would be available to help with administration of that.

Mike—Ken is looking for bookstore adoptions by October 15. Angela says faculty should be able to finalizing schedule by the end of the week so faculty can begin entering book info. Angela is encouraging faculty to use process Ken outlined on Administrative Day.

Tim—Stress—wants us to think about how people can manage stress. Idea: Apple pie baking contest and resident students would judge; use teaching kitchen. Friday activity. Important to change the focus. Matt says there is a lot of food in Student Affairs—please partake!. Also on Friday afternoons, Student Affairs is playing music for everyone—sometimes with a theme. Sue reminds that laughter is the best medicine so sharing stories, jokes, videos electronically could be helpful. Send all ideas to Tim or just go ahead and take action rather than wait for permission—as long as it's appropriate (and legal!!).

Dottie reminded us that staff recognition is usually done in November.