

President's Cabinet meeting

October 19, 2021

Action Items

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

Tim—Things went well for President Daigler's visit today.

Barry—Tony Jones has been scheduled for November 17—will discuss his visit during tomorrow's Safety Committee meeting.

- Engineer's meeting for EMS Simulation Center today to finalize plans. Should get out to bid the first of November.
- Abatement/hazardous material testing completed last week for second floor Christie and simulation area. Planning targeted abatement only.
- Still waiting for windows for apartments.
- Got two applicants for the HVAC position.
- Snow removal and custodial services advertisement will go out tomorrow.
- EMS event calendaring system takes academic calendar from Jenzabar and puts it in EMS and then Angela books events seeing what rooms are already booked. We spend \$5000/yr. maintenance cost (original cost is \$25,000) and now it's obsolete. There will no longer be support for this system. Will cost \$8000 to upgrade. SIS system may take care of the upgrade but it's unsure.
- There is a problem with the speed of Jenzabar and IT is working on it. Also working on Alertus issues.

Sue—We sometimes get information about job openings and the info is given to associated department(s), but nothing happens. This is not the role of the various instructors; is it the role of anyone in Student Services? Should NM have a designated person to keep up with the alumni to help facilitate their workplace mobility? Tim says there might be funds available to create a new job for this function—everyone funnels info into one place. Currently, students and alumni can see job postings on our website, but that assumes people will reach out to NMCC rather than NMCC reaching out to specific graduates. **Tim says we should explore this idea through workforce development.** Matt says this could be a natural enhancement of the Alumni Association.

Dottie—November 18th is the Foundation annual dinner. Longevity luncheon is November 22.

- Finalizing Annual Report and Appeal work.
- Foundation Finance committee meeting this afternoon and Executive committee tomorrow morning. Safety committee tomorrow afternoon.

Matt—150 Covid tests are on campus. 8-10-hour turn-around time. Will store away 50 tests for the event of a Covid outbreak. All testing will be charged to emergency-relief funding. We should take care of students first then faculty and staff as much as we can. 5-6% of our employees are not vaccinated. **(After the meeting, the number of unvaccinated was corrected to 7%.)** Holidays may present an issue, but currently we are fine.

Dottie—shared e-mail from Senator King’s office that the Earmark for expansion of Electrical Construction and Maintenance program for \$567,000 will be included in legislation going before Senate appropriations. Voting should be in early December. This is part of a larger bill. Tim explained the last time we had an earmark proposal, the Precision Machining lab was created. We submitted three projects this time.

Tim—For the spring semester, we should have one break (early March), rather than two to reduce people traveling and returning to campus. **Will sit with faculty management group next week to see what they want and we will go with their request.**

- Dr. Shah wrote a note to Tim that he enjoyed the ZOOM conversation and he’ll come visit us. BDN and WAGM did great coverage of our ZOOM discussion.

Angela—Spring schedule courses are up so that books can be uploaded. Students can’t register until the bookstore has the books on hand. Still some problems with Barnes and Noble linking with courses. Robert is working on the issue. **Should be ready by the end of this week.**

- Tomorrow is the ACE site evaluation for Diesel Hydraulics. Should have taken place nearly 2 years ago but there was COVID delay.

Tim—Conversation in Houlton and Adult Ed in general re: collaboration. Eventually this will mean an office on our campus called Hub 2.

- Another conversation with St. John Valley about collaboration with the three high schools. They seem to be attempting to lock NM into financial agreements regarding dual and concurrent enrollment. Might develop into an agreement but different than they first envisioned.
- Hoping to hear from Mrs. Smith on 10/24 regarding our proposal for childcare center.

Edward—**Tim needs to visit Kevin LaVoie at St. John Regional Tech Center.** On Thursday, Edward will be discussing Residential Electrical program and what bridges we can make; **Tim says make an assessment of their faculty member and what’s in their lab.** This could be an opportunity to build something at the Tech Center with Twin Rivers.

- Had good conversation with Dan Belyea and was encouraged to keep pushing proposals. Apparently \$35 million of the new System grant funding has already been determined. We have put in initial requests for EMS, CDL, LPN, Early Childhood Education, Journeyman Electrician, Community Paramedicine among others...totaling \$4.3 million and **will continue making requests to approach \$8 million** (trying to get a share of the \$50 million windfall.)
- 3-4 seats remaining to fill in P.I. and 3-4 seats in Houlton for LPN which should get underway in January.

Lindsay: Posted job for PN faculty and senior program analyst.

- BNI is nearly wrapped up.

- Tina Roland has been hired for Student Support Career Specialist and begins November first.
- One applicant for the security position.
- Assistant Director of Admissions will be re-advertised hoping for larger pool of applicants.
- On track for Time and Attendance system may be implemented at start of next semester. Could be a training session during Administrative Days in January.

Leah—Productive day for workforce development. Added three positions/projects to the list including navigator (which could help with alumni recruitment), industrial electrical.

- Will work on completing AHEC budget.
- Dr. Goth will be conducting another airway session on Friday.
- This weekend, we have a Rural Health Initiative in Greenville. Have been subcontracting with Chris Winstead to work with medical students for the weekend sessions in spring and fall.

Mike—Lindsay is doing really well with Time and Attendance project.

- First variance report of the year was sent to the System and we're in better shape than expected for the first quarter—lower enrollment but also less spending than projected. Collective bargaining agreements have yet to be finalized.
- All of ARP has been spent. SEP money (about \$100K) will be available in the spring. Just under \$1 million is still in institutional funds—designated \$500,000 to Barry for the HVAC project and he'll likely need more. \$500,000 has been held in reserve for lost revenue. Hopes we don't have to spend a lot for testing supplies.