

President's Cabinet meeting

October 25, 2021

Action Items

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

Tim—Rob Ottaviano is leaving and Tim and Dottie will get together to inform the campus community.

Matt—Two COVID tests have been conducted and procedures have been used and it's working well so far. If anyone needs to get tested, please contact Matt. How much should we advertise it? Matt talked with Department chairs to tell them about our supplies and protocol. How should we let the student body know? **Dottie will tell Griffin to put it in *Toward Excellence*.** If anyone thinks they need to be tested, they will be directed to contact Matt via text or e-mail. **Matt will also get protocol out on the portal and through Student Services email.**

Tim—Angela is out today because her mother is in the hospital. **The spring schedule is done and will be put out by Dave Raymond this week. Dottie will get this info to the greater community.**

Dottie—Regarding Mrs. Smith's next gift (Daycare/Early Childhood project and funding for families to live on campus), Dottie is **getting needed statistics and the Foundation's updated strategic plan to** add to the packet to send to her.

- **Tim**—Wants to meet with Dottie and Mike today to go over budget piece. Total package is \$5M...\$2.8M would come from Mrs. Smith. We will show her where the rest of the support will come from. **Will try to get the finished package over to Mrs. Smith by tomorrow (Tuesday).**

Tim—Hired Bill Ashby for Business and Industry Coordinator and he will start in 30 days. **Lindsay will send out e-mails to the others who applied. Tim will call Mike Thibodeau.**

Sue—Went over notes of last week to remind everyone of action items:

- When there is a job to fill, often employers contact us to find current or past graduates and those who got through workforce training to fill those positions. Currently, we have no one with that particular responsibility. **Tim asked Leah to make the call to Dan Belyea to ascertain if there would be resources for such a position.**
- **Tim**—Safety committee decided the discussion about a 2-week break was unnecessary now that most people have been vaccinated and the schedules have been modified for mostly remote classes. We will keep with two (2) one-week vacations in spring.
- **Edward**—Met with Kevin LaVoie of the **St. John Valley Technical Center** and he was impressed especially with electrical program. Todd Maynard is also impressed with the students who end up at NM's program (about 30% of Todd's students come from the Center). Facility is off their main campus. Struggling with materials and supplies. **There seems to be potential to partner with that facility to offer our services on the adult side. Has not yet explored how this opportunity could impact our training for Twin Rivers.**

Tim—There is a draft proposal of a joint agreement with the three schools in the St. John Valley along with UMFK to help high school students continue to access early college. Electrical will be a focus.

Lindsay—Applicant for HVAC to interview this week. A few people have expressed interest in applying for Assistant Director of Admissions as well as the PN positions.

- Currently uploading employee information into the Time and Attendance system. Testing of the system will follow.

Matt—Lots to do regarding COVID.

- Looking for finalized decisions about **Open House. No date yet.** Sessions would be recorded of potential students interacting with faculty. Eventually this would be a “Living Open House”. Good progress.

Tim—Reminded Matt that the Smith gift will put pressure on needed policies re: family housing. So far Matt has contacted Amy Homans for guidance.

Dottie—Met with Griffin today and he has a lot on his plate, so please leave him alone. (Congressional funds, Annual Report, news releases, etc.).

Leah—**AHEC budget will be sent to Mike this week.**

- Met with Chris Winstead and we are getting close to \$7 million in requests for new projects, mostly because the time period has been extended to three years to accomplish projects. **Budget needs to be revamped this week.** Dental hygienist project has not been added to the list yet.
- Rural Health Institute was successful in Greenville this past weekend. **Photos and blog posts will be out this week.**
- CDL on-campus class (Tuesdays, Thursdays and some Saturdays) begins next week.

Tim—Leah and Dennis got a great thank-you letter from a CDL student in Bangor thanking them for offering range training on our campus in order to complete the course. Mentioned how much this has helped him and his family.

Edward—**Working on budgets this week for the requests to the system office for new workforce training.** Tim says don't overcommit to programs we can't handle long term.

Tim—Congressional Earmark projects—we still have to wait and see where they go in D.C.: Mechanized Logging, Electrical and Wind Power. Tim will start conversation with our Wind Power and Electrical programs to see what we could do with the dollars when (not if!) the earmarks pass. Great to see these progressing through Congress.

- **We will put on a celebration for Rob Ottaviano** for his service to NMCC before he leaves. **Mike and Tim will get with Jason from Aramark** to see what their plans are to replace him.