

President's Cabinet meeting

November 15, 2021

Action Items

Attending: Tim, Dottie, Matt, Leah, Mike, Dave Raymond, Edward and Sue

Tim—Mike will sit in on President's Council meeting for Tim.

- Mrs. Smith's Foundation is donating \$2.8 M for new childcare center on campus. The Early Childcare program students will be able to get their practical placement there. Announcement will be made at the Foundation dinner on Thursday. Tim needs to send Mrs. Smith's Foundation the timeline for the project and every NM Foundation member must make a donation of any size to our Foundation in order for the funds to be granted. **We will send a letter to all Foundation members.** Our Foundation is providing funding to help students who need help to pay for childcare.
- Reached out to Catholic Charities Maine to visit our campus to explain how they run the Refugee Resettlement program in Portland, Lewiston and Bangor and what the communities must be able to provide for such a program. The reason for discussion is to explore increasing the workforce and the population of Aroostook. A meeting will be held with the Director of the Resettlement program, city and workforce officials among others on November 29th on campus.

Dottie—November 18th is Foundation dinner. Currently finalizing Annual Report and Appeal in time for the dinner.

- Foundation Finance meeting this afternoon and Executive Committee this morning.
- Dave Raymond is donating the proceeds from the sale of his book regarding the 60-year anniversary of NMCC to the Foundation. They will be on sale at the dinner.

Matt—150 Covid tests are on campus. 8-10 hour turn-around time. Need to take care of students first then faculty and staff.

- Reached out to Disciplinary Committee to prepare them to meet if necessary.
- Title IX training has been set up proactively.
- Working with AMHC on sexual assault-awareness table on campus (in conjunction with UMPI); and twice a month it will offer virtual office hours; twice a month they will offer hours at the Wellness Center on this issue.
- Open House planning is going well and faculty is responding positively. Two sessions will be offered on December 6.

Tim—There is consideration of offering free use of the Wellness Center for employees during stress-filled Covid time.

- Earmark-- Electrical project for \$500+ thousand will be included in proposals going before Congress.

Leah—Difficult week: Ricky Lyford (logging instructor) passed away last week. Also, Leah's sister-in-law died.

- Leah is asking Mike to help with AHEC contract budget.

- Annual meeting (virtually) on Thursday morning for Maine Motor Transport; learning about planned changes in the industry impacting CDL.
- Funding has been approved for the CDL ___?___ for evening and weekend classes free of charge. Will give to Griffin to begin advertising for 15 seats for December class.
- State has given first approval for our grant requests—we will get \$6.8M.

Tim—Bill Ashby will be starting on Monday the 29 for CED as the Industry Coordinator.

Lindsay—Interviews are underway for the Assistant Director of Admissions.

- The faculty unit has agreed to increase a step effective this next paycheck. The Association is communicating this information to the employees.
- Payroll project is ongoing and inputting of employee data should be complete this week.

Mike—Budget variance report is due to the System office tomorrow. October will likely see tuition and fee drop (due to lower enrollment) but expenditures will also be down so we should be in good shape.

- Mike has a PI Housing Authority Board meeting on Wednesday afternoon.
- Working with THINK, LLP which does retention tax credits for employees that were a result of the original CARES Act. They get 20% of whatever we collect from the IRS. Sent to Amy Homans to approve agreement and will follow her advice.
- Deans of Finance meeting is scheduled for next Monday. Will discuss Student Information System and General Ledger project status.
- Will sit in on forgiveness-of-debt discussion.
- Talking to Dave about Barnes and Noble bookstore. 100% of spring adoptions are in...first in New England to do so! Ken's boss is on campus.
- Dave Wyman has published the initial charge table, so Mike requests that Dave Raymond have department chairs ask for faculty pass-through fees and deliver to Dave Wyman so he may complete the table.
- RE: the Health Center, Julie has sent a letter to the vendors that we did not accept any bids. For next spring, will we publish an RFP for the health center? Tim says no...likely we will develop an internal plan. Dave W. should remove the Health Center fee from the charge table.

Dave R—It was a bumpy start with the text books due to transition with the bookstore.

Barry—Tony Jones will be here this Wednesday morning for ergonomics and VDT training; slips/trips and falls and back injury prevention presentations. Campus walkthrough in the afternoon followed by Safety Committee meeting.

- HVAC and EMS project pre-bid conference tomorrow (Tuesday the 16th) morning. Bid opening is December 2.
- Snow removal bids are in and now waiting for contract to be signed with McGillan. This includes the driving range.
- Custodial Services—Will go with current vendor, B & P.
- Talked with Carl Allen to see if he would work with us on safety and risk assessments. Will need to determine scope of work and how to pay him. Carl is working through TEMPO.
- Considering two possible applicants for security position.

- Vaccination card upload procedure—will need to work with Matt and Angela Wardwell regarding how to transfer data.
- Esquel (?) and Jenzabar issues have been resolved along with printing issues. Still upgrading servers.
- Need to meet on Alertus ap messaging.
- Penetration testing is underway for cyber security from inside and outside our system.
- No applications yet for Programmer-analyst position.
- EMS software—waiting for update.
- In-person IT leader meeting at EMCC...Barry will attend via Zoom. Topic—how other campuses can help York County. We can only help minimally.
- Training matrix from KV was sent which includes Title IX training and sexual harassment. They fer training annually; do we? We need to look at requirements.

Edward—Working on LPN for January. There is a position for full-time faculty; **Lindsey** says so far we have two applicants which have been forwarded to Tim. This position will not be paid for through Maine Quality Centers, rather from another source that offers more flexibility. Still room for three students in Houlton and 3-4 in Presque Isle. Northern Light Health will post internally encouraging employees to consider our program.

- Putting together approx. \$100,000-training budget for Porvair (second project).

Tim—Corey (formerly the food service manager at Fort Kent Hospital) is the new Aramark Food Service manager for NM and he will begin at the end of the month. Some anxiety within the food service employees, but Tim is continuing to talk with them.

- Dave and faculty have devised a plan to move all classes off 2nd floor Christie so the HVAC project can begin in next few weeks. Faculty with offices there, will be moved to the library.
- Hiring practices are changing from posting and waiting, to approaching people in community who have particular skills. If you know of anyone who would be a good employee, please forward name to Tim. Will continue to advertise and follow all the rules for hiring.
- We will suspend the Wind Power Technology program next semester. It appears we will receive an earmark project through Senator King's office for \$987,000 to support the incorporation of the Global Wind Organization accreditation standards into our program. We will take a year off beginning in the spring to make that transition for our program (and assess its overall need), then bring the program back in 2023 with those standards in place.
- Important to realize that many trade students can't come to classes between the traditional 8:00a—4:00p time period because they need to work. EM has successfully moved classes to meet student needs and Tim has suggested to Pam that she connect with someone at EM to find out how they made the transition which has grown their programs. Gilles and Chuck Kelley have already done this successfully. **Edward** has been reaching out to those in the wind-power industry and the advisory group, and so far, they have not expressed a lot of interest in a GWO accreditation program. We are encouraging Wayne to build his courses online.

Dottie—Reminder of Longevity luncheon on Monday in the gym.

Sue—The General Advisor Council-breakfast meeting is scheduled for the 23rd at 7:30 a.m. in Reed Commons.

- Working on the NMGI meeting for the 29th, looking for list from Tim of invitees; making overnight arrangements for guests from Catholic Charities, ME. Mike reminds that we have some grant money in the Foundation (which came from MCF) and we need to spend it on the NMGI. Sue says she contacted MCF some time ago to say we would not be able to spend the money as quickly as first thought due to COVID. MCF offered us lots more time to spend it.

Dottie—Reported NM has received a \$10,000 unsolicited gift from a Massachusetts company.

Tim—President Daigler told Tim he is excited regarding the Smith Gift. It will be announced to the crowd at the Foundation dinner.