

President's Council

Date December 6, 2021    **Action Items**

Participating: Tim, Barry, Matt, Leah, Angela, Dottie, Edward, Lindsey, Mike, Sue

**Tim**—Will ask whether we should change the spring break schedule to only one break due to Covid? Currently, we are scheduled for two. **Tim will talk to faculty and bring it up to the System.** Tim says **we need to think about possibility of virtual graduation.** Might still use the Forum which we have booked...fewer people invited and spread them out in this large venue. The current plan is for a live commencement on May 14.

**Matt**—We had a few nursing students who were Covid positive over the past week. A few students came in today to be tested—good that we have the test kits that were delivered earlier. Elevated activity, a few staff members have Covid issues at home. May be too early to talk about the new variant. We have enough tests. Have used 50 tests up to this point. Matt has been very busy with this part of his job. Sue reports there are plans for the federal government to distribute Covid tests kits to everyone in the U.S. beginning in January-February.

- New hire as Assistant Director of Admissions—Jackie Garrett, formerly guidance counselor in FFHS. She will begin on the January 3<sup>rd</sup>. He's been checking the by-program enrollment to help with targeting recruitment.

**Mike**—Wendy is home with mild case of COVID. Closing is due this Friday the 10<sup>th</sup> and she feels she can accomplish it.

- Three meetings are scheduled this week with the System office: workforce development, and demos for SIS project.

**Sue**—Continuing to work with Aroostook Partnership re: Broadband. The project is to inform all County towns about how they can apply for federal dollars to improve broadband in their communities. This is imperative to businesses and individuals considering a move to Aroostook (or maybe staying in The County). We have discovered some small towns are simply not interested.

**Dottie**--Kelly will be out the rest of the week working from home. Griffin will be back tomorrow.

- Will mail out the Appeal this week along with scholarship thank you cards.
- A new fund for the Foundation was established on Friday.
- Beginning to look at grants for the spring semester.
- **Three Foundation members left who need to give a donation to fulfill the request of the Smith gift. Tim would like to get a note to Mrs. Smith informing her that this obligation has been met.**

**Barry**—EMS Simulation Center bid came in underbudget. Will contract with Deveau Construction this week. County Abatement was low bidder for that part of the project. Waiting for signatures.

- **Second floor Christie HVAC bid came in way over budget; will try to use some COVID funds for the EMS project, then move money in EMS budget to the HVAC project.**

- Custodial services—Still negotiating with B&P. \$212,000/year and we feel we can cut that back or cut staff if necessary.
- A safety contract is ready with Carl Allen and will start with a 10-hour contract through TEMPO; \$90 an hour. Tim approves.
- Still waiting for to hire one security position.
- EMS event scheduling—we have the scope and are waiting for the cost.
- Met re: York County IT. NM will take care of the email security device if President's approve.
- Courtney is currently working full time from home.

**Edward**—Basic EMT in Patten—they are recruiting and we're supporting that. **Tim says please be in touch every day so they will keep on it.**

- Has a final draft proposal for Porvair—contract for just under \$100,000 for 6-month training programs.
- Will focus on LPN to be sure registrar and admissions are coordinating. Admissions reports 16 filled positions—8 more to go. January 10<sup>th</sup> is the start date. ALH is a prerequisite offered in the middle of December.
- Edward will go to Wind Power lab when MMA person visits with Wayne. **Edward will invite Bill.**

**Leah**—CDL is overenrolled with 14 people for 12 Quality-Center seats; they can handle 14—one is a self-pay. Class will take place in the lecture hall Tuesday and Thursday nights and Saturdays. She has been asked to find potential places across the state to run the course—will likely begin with Bangor or Brunswick Naval Air Station. Should be ready by the middle of February to go to the next location. Will consider having two phases in each spot—will keep it regional.

**Lyndsey**—Looking for another person for CDL (CDL Driver Training Specialist), this is an administrative position. Paperwork is done and waiting for the System to approve.

- Security officer contract is complete. One full-time security position still open.
- So far, the Senior program analyst opening has no applicants and she will not re-advertised.
- PN Nursing has had some applicants.
- HVAC still has no applicants.
- Payroll 4½ % increases for all MEA support; and 3% for MEA administrative positions. There will be negotiations in January for the remaining 1½% once contract have been finalized through the bargaining units. January will be taking up increases for the MEA supervisory people.
- Time and attendance—Importing is complete and testing has begun. Go-live date is now January 23. Training likely to be January 6 (in-service day).

**Tim**—Has spoken with Shawn Lahey re: the senior program analyst position but we will not go forward.

- We will inform President Daigler this afternoon about conversation with community regarding refugee resettlement.
- President's Council will discuss tomorrow about salary increases. Had budgeted 3% raises so the budget will not cover the negotiated increases.
- Getting ready to accept families into campus housing. **Will run our procedures through Amy Homans. Matt please connect with Jon then meet with President Crowley to discuss.**

- Bookstore—**Mike** says about 98% of the books for spring semester are already in. Will look for another part-time person to concentrate on customer service. Would accept work-study student to help.
- Spring registration is moving up slowly.
- Is encouraging all faculty to put their entire program on line to reduce foot traffic on campus.
- Encouraged all work that can be done out of the office, to do so.
- **Dottie** wondered how can we ensure that people will check their phone messages that have been transferred. We do get an email telling us we have a message. **Barry will check that everyone has that feature.**

**Barry**—Activator icon on phone is the alertus system. Facial recognition is used to get into system. Still must make the phone calls regarding closures to radio and TV. **Sue will do a test when instructed.** Other senior staff will get the app to back Sue up. **Tim wants this system explained to the Safety Committee.**

**Matt**--Open House this afternoon—12:30 or 3:30p.m. and **Tim asked Matt to send him a list of those registered. Also wants cost of advertising.**