

President's Cabinet Meeting
October 31, 2016
9:00 A.M.
3rd Floor Conference Room

Attendance: Timothy Crowley, Beth Hummel, Michael Williams, Dottie Martin, Barry Ingraham, Sue Bernard, Bill Egeler

Minutes Prepared by: Heather Libby

Call to Order: 9:00 a.m.

Agenda Items:

- 1. Prep for General Advisory Council Meeting** – President Crowley began the meeting talking about the **agenda for the November 3rd General Advisory Council Meeting**, beginning with the **enrollment report**. Tim requested that Bill Egeler provide this information to the council. Tim also asked **Dottie to talk about the Strategic Planning** process and to focus on the five areas of the plan. The primary focus of this meeting is to get feedback on when to start requesting money within the community for the **capital campaign**. There have been positive steps that have been made, and this will be the next phase to move forward with the campaign. Tim asked to provide any other ideas or discussions that should be had prior to the meeting.
- 2. Strategic Planning Committee Meeting Agenda** - Friday, November 4th will be the final meeting of the Strategic Planning. **The Communications group** will present their part. During this meeting, they will plan on developing a timeline, have a system-wide plan and modify and review the documents that have been provided. **Accreditation discussion** will be discussed on Friday during this meeting with Dave Raymond and Eric Pelkey, being the Chair and Co-Chair of this committee.
- 3. Relocation of Academic Success Center/Admission Office** - The changes are coming along with maintenance, Gail Roy, and Robert Smith's assistance. In another week, the library portion will be complete. **Laura McPherson's Academic Success Center** move is planned to move during Christmas break. Bill Egeler will start planning for the **Admissions move** to be submitted before Thanksgiving. Signage will need to be looked at and planned accordingly.
- 4. Report from Department Heads:**

Beth Hummel – Tim recommended that Beth and he begin to work on the **grievance plan and process** and go over what has been done in the past and discuss how things will take place of in the future. Beth reports that she is waiting to hear back from **Rob Nadeau's visit here on campus to discuss overtime**, and provide training to supervisors.

Barry Ingraham – Discussed that the **Maintenance Building** will be put out to bid this week in the KJ. Mostly what will be left after this phase of the project will be the flooring, finish work, and insulation. The goal is to have the mechanical phase completed by January 31, 2016. The bid opening will be at the end of November. Loren has offered his assistance. **A revised Call List for** has been sent out to Seacoast; Jon Blanchard has been added for calls involving Andrews Hall, Snow Hall, and Reed Commons. **Signage for Mailman Building** is being looked at in regards to directional and room signs, which was requested by Pam Buck. Room numbers need to be looked at as well as directions for labs. Barry is waiting for the **interpretation of a report for the paint booth** because of the coding differences. Sue Bernard asked about the fire alarm volume level if there was a requirement with this. Barry states that there is a certain decibel that they have to set at.

Dottie Martin - Dottie reports that the **Safety Grant Award** to buy caps for the oxygen tanks has been approved. **The Professional Development Committee topics** have been requested. She is working on the program review of the Liberal Studies which needs to go out today. The schedule is out and students are enrolling. Mike Williams reports that there is a **\$300 threshold for holds** on students to schedule.

Michael Williams – From the business office, Mike reports that the number of students with **outstanding balances** is at a higher amount, which isn't being covered by financial aid. This is contributed by the higher costs of laptops, equipment, and other student requirements for their programs. The final budget will be submitted to the system office soon. **Department budgets** will be distributed and Mike asks that if anything look "out of whack" to let him know. This will be discussed after the final report has been submitted and closed during the **Department Chair Meeting** which will be held on **November 18 at 2:15 p.m.** They are currently working on online purchase requisition which will hopefully be utilized by spring.

Bill Egeler –There is limited Racino funding remaining available for AY1617. **Next year's applications are at 121** for fall 2017, with 37 accepts to dates. This is in comparison to 19 from last year. Bill will be following up with **Eric Pelkey on PTK** and the All-USA team. **Pam Zimmerman** will be on campus the week of November 15th to work on streamlining the admissions module in Jenzabar. Tim has requested that he would like to spend some time with her on dual and concurrent enrollments. There is a push in the **legislature for Veterans and the green-zone training**. There will be a survey sent out soon regarding what we can do, and how can we more veteran-friendly.

Sue Bernard –**The Development Council meetings** have been sent out. There is a **well-elder tea** being held on November 8th. Sue requested that **RSVP's** be made regarding the **Foundation Dinner**. The plan is to have the **Appeal Report** sent out after the dinner. There is a **new work study in the office, Kaylee Levesque**. Beth reminded Sue that she will need to get her safety training done.

Tim Crowley - There is a discussion on the **Waste Water Program** and the money that will need to be put into place. Chuck Kelley mentioned that he is interested. Tim states that he will be traveling to Portland for MCF meeting. He is working on a **dual and**

concurrent report which he will be looking for a reaction from the committee prior to submitting to the system office. He will be providing a brief history, from tech-prep to now, and what to look forward to.

5. **Spring Schedule Promotion** - Sue reports that radio time has been bought, along with newspaper ads, the website has been updated, and social media have all been utilized to **promote the spring schedule**. Flyers will be going out to grocery stores, VFW posts, and ACAP. Sue requested other places to place these flyers. Dottie suggested the Adult Ed offices. Tim requested to meet regarding placing the days and times on the flyers.
6. **Applications and Enrollment** –Bill reports that as of meeting time there were 141 **students** registered for the spring semester within the first week that the schedule has been out.
7. **Shape Visit Follow-up** – Barry reports that overall, the visit went well. Work orders have been made and those are being worked on. A few items that were pointed out in the visit was to have **GIF receptors** put in near water coolers and fountains. Some **egress passes** in the building construction building had some blocked entrances that need to be looked at. **Bench grinders need an anti-restart** switch, which will require new devices to be purchased to replace what is already there. In the plumbing shop and stock room, there were a few minor issues. **Secondary containers** was an issue that needs to be looked at. **Forklift training and the documentation** of all other **safety training** needs to be recorded and a system in place. Included in these report is curriculum, who taught the training, and what was covered. Barry reports that this was the most thorough inspection that he's ever had.

Meeting adjourned at 10:00 a.m.