

PRESIDENT'S CABINET MEETING

November 7, 2016

3rd Floor Conference Room

Present: Dottie Martin, Mike Williams, Barry Ingraham, Sue Bernard, Beth Hummel, Bill Egeler, President Crowley

Call to order: 9:00 a.m.

Beth Hummel – Distributed a chart outlining the **Grievance Steps – Internal** (before mediation/arbitration). The chart outlined the steps for MSEA, MEA, and faculty – who grievance is submitted to, who is responsible for responding, the timeline for written statement and appeal to System President. It also outlined the role of HR which involves record keeping and managing the grievance.

President Crowley wants to be involved prior to a response being given. **The goal is to resolve the situation before it goes anywhere.**

Beth announced that **Rob Nadeau from the System Office** will be here on November 21 to conduct an overtime training session. A notice has been sent out and a follow-up reminder will be sent out as well. A list of potential attendees will be forwarded.

Beth will be offering a **workshop on flex spending.**

Beth also reported that the **longevity list has been completed** – November 1 was the date used to compile the list. After some discussion, it was decided that Tuesday, November 22, would be the annual Thanksgiving meal with longevity awards being given out by department heads. Retirees will be invited to attend.

Sue Bernard - There will be a **Development Council Meeting** today via ZOOM.

The **annual appeal campaign** will go out on Monday, November 14.

Foundation dinner RSVPs are due today, expecting 90-100 people. Sue and Greg Collins will MC the affair, President Crowley will speak, three students and one alumni will be speakers.

Sue is trying to reach Foundation members to request **joining the Executive Committee.**

Bill Egeler – There is a concern about **mumps in the State of Maine.** There are eleven students not currently medically compliant and they are scheduled to meet with the Health Center.

Registrations for spring semester are **current up by 80 students** from last year. Currently, there are **283 students registered and 3408 credit hours.** There has been a push to encourage students to register early by having a presence in the cafeteria and Akeley Center to assist students with the process.

Dual enrollment number of students for fall is 189 with credit hours totaling 799 (slightly down from last year).

Briefly discussed doing the **Student Satisfaction Inventory** this semester and the importance of the data received from the survey.

Barry Ingraham – Reported that the Maintenance Building work has been put out for bid – that there had been an addendum for electrical work. The Exterior of the Student Commons Project is also underway. Signage for the Mailman has been drafted and given to Pam Buck for approval; if ok it will be put out for bid.

Talked about **SKYPE** – all students and staff have access and it's free. The **Well Elder Tea** will be set up to use SKYPE. In order to have interactive chat between faculty and potential and current students, they would have to make sure their calendars were on the system. There would need to be training to use the system. Suggested putting a group together to review and discuss a roll out date.

Barry is currently working on **annual employee evaluations**.

Dottie Martin – The recent **Academic Deans Meeting** took place using the ZOOM system that EMCC has.

This year's **Well Elder Tea** will take place tomorrow.

There will be a meeting at TAMC this afternoon to talk about the **nursing workforce**.

The nursing results for first-time testers are now available. **NMCC scored 84.85%**; the national average is 85.3%. Our three-year average is 82.06%. Dottie commented on the possibility of bringing back the **LPN program**. This is very preliminary.

Mike Williams – Reported that there will be a **Deans of Finance conference call** tomorrow. There is a discussion about having a joint meeting with financial aid personnel.

There has been a **competitive energy agreement** signed for one year with a 15% decrease in the rate.

Inquired as to how Houlton will be paying for the **Houlton nursing cohort program**. A bill will be prepared and forwarded to President Crowley who will then forward along with a letter to Tom Moakler at Houlton Regional Hospital.

Mike also asked about the **HIM Program and how billing** will occur for Rhonda's services. President Crowley will talk with Dottie and Rhonda's schedule before any billing takes place.

President Crowley - Talked about separating **dual enrollment numbers** from campus hours as an issue currently under discussion.

Reported that he and Dottie had participated via Polycom in a meeting with **the Board of Houlton Regional Hospital** (Mary Cornelio and Deborah Folsom were present) regarding the nursing program being taught there.

All reports from the **Strategic Planning sub-committees** have been submitted and will be forwarded for review. At which time, a meeting will be scheduled to condense and consolidate the reports into one document.

On Wednesday Dottie, Sue, Bill, Jon, and President Crowley will travel to Portland to accept an award being given to **NMCC by Catholic Charities for services**: students harvesting broccoli, food delivered using trucks in the Truck Driving Program, repairs are done when needed, etc. Leah Buck, Dennis Dyer, and Jon Blanchard have also been invited to attend.

President Crowley will be discussing **family housing** during the next President's meeting.

Discussions are ongoing about the **Refugee Resettlement Program**. He will be speaking to the Presque Isle Rotary Club today regarding the issue and will continue to push this initiative.

President Crowley expressed concern with being able to **find staff on Fridays**. Asked department managers to review leave requests that come across their desks to ensure there is coverage on Fridays.

President Crowley talked briefly **about audio/video** work being done by Chris Perry and Reuben Caron. Would like to see these efforts continue for instructional and informational purposes. Will set up a meeting to get together with Chis Perry, Reuben Caron and Kerri Watson-Blaisdell.

The meeting was adjourned at 9:50 a.m.

Nancy Gagnon, Recorder