

**President's Cabinet Meeting**  
**November 21, 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.

**Dottie Martin –**

**Administrative Day's** draft schedule was handed out. Dr. Patricia O'Brien will be here. She is the Sr. Executive Vice President of CIHE of NEASC. She will make a presentation to all employees and then meet with the self-study Steering Committee on January 5th. (The goal is to have a meeting before Pat gets here to go over standards to be looked at and to discuss the process, along with any changes to the schedule that needs to be made. **Standard #4 (The Academic Program)** will be a big portion of the action that will need to be reviewed.) Action: Review the listings for committee chairs and get together and come up with a final draft before Pat O'Brien's visit. Bill asked about Pat's visit and if there are any specific points that will be discussed or if any examples of self-study have been provided.

Dottie requested to have the committee list **finalized by Monday, November 28th**. Send any changes to Nancy or Dottie. The **Professional Development Committee** would like to offer 2 or 3 blocks for workshops. An invitation for proposals on professional development request will be sent out this week. Robert updated the portal with the new form.

**Jennifer Graham has a Dissertation Study Request.** Jennifer's email request was handed out for review. She will try to do this in January and she has requested that she be allowed to interview 6-8 faculty who volunteer to participate. Her topic is geared to retention and strategies practices, similar to best practices. Tim requested to have a copy of any "releases" to hold data that is gathered and be provided with a statement of what happens with that data. Any confidentiality statements, forms, interview questions, are needed prior to Jennifer moving forward. The committee has a "Pending Acceptance" as long as those requirements are met. **Jennifer** will be taking a sabbatical in the spring semester to finish her dissertation.

Barry and Dottie would like to request a meeting to discuss the **SHAPE visit report prior to the Safety Committee meeting** scheduled in December.

**The Detroit trip** is not on the spring schedule yet and the liability issues need to be addressed before it is. Bob Collins, Ryan Bugbee and Bob Rice have been asked to put together a trip plan, estimate cost and how funds will be raised. Mike also identified that a settlement process for

reimbursements and expenditures needs to be finalized and not allow any latitude on alternative payments.

**Barry Ingraham –**

November 23 bid opens for the **custodial service**. 4 vendors did a walk-through. The contract will be for 5 months and will primarily focus on Mailman, Edmunds, Nursing and Allied Health, and Lobby areas. Also, included in the RFP is some snow removal.

**Safety** – Barry has requested from Mike LaPlante to get an electronic version of the SHAPE review report. Barry is waiting on a quantity amount for restart devices that are needed. Maintenance has been working on work orders.

**The IT videos** that Chris Perry has been working on will need to be looked at and reviewed by the Public Relations staff to ensure that the quality and image is focused on and uniform with each one. Each video is under 5 minutes and right now they are working on finding out the best places to put them on the portal and/or website.

**Bill Egeler –**

There is still a **strong push for registrations**. Pam Zimmerman was here and assisted with some problematic areas and helped solve or fix them. **Email-to-text** is something new that Robert has been working on developing. Email follow-up is lower with email than it is with texting. New student applications are up, along with campus tours. March 29th, Pam will be back to go over registration.

**Mike Williams –**

There is a system-wide **RFP for a bookstore contract** being considered. The final form is due in January, and if the whole system makes a decision, a move of action could start as soon as July 1st.

**Financial Aid and Dean of Finance meeting** will be held on December 6.

Mike prepares a **Variance Analysis** report monthly and he asked the group if it would be beneficial if they were provided a copy when it is sent to President's Council and the System Office. An **RFP for a Human Resources** module is also being considered based upon needs of the campus.

**Beth Hummel –**

The system's office is working on an **RFP for a new payroll time tracking** product. There is a product available through ADP called **Time Saver** that some campuses are currently using. Time Saver currently costs \$3.50/employee per month. She is updating employee's time-off reports and would like to be able to submit them to employees every 6 months. Rob Nadeau will be going over **overtime training** today.

**Sue Bernard –**

**Spring semester flyers are out** in the store and will also be placed at ACAP, VFW post, and TAMC clinics. Radio ads will be placed on Townsquare Media, along with newspaper and Facebook ads which ran on November 9th and will run again on November 23.

**The holiday light parade** will be held on December 3. Bobbie-Jo and Kerrie are heading this up and an ad-hoc committee is in place to help them. We'll be looking for volunteers.

There have only been **2 applicants for Investing and Innovations fund**. The word needs to be put out again regarding the funds available.

**President Tim Crowley –**

The **request for leave process** is not working. He asked that these requests not to be signed by another employee or delegated to someone other than the senior staff.

**College vehicle** use and demands are going up. The process has been challenging but it is necessary for the forms to be filled out. Mike went over what he's been doing as far as the policy of personal-use and company vehicles. Tim mentions that it is necessary for people to bring back the vehicles when they are done, and not take them home overnight or for the weekend.

Discussed was the need to **build a community effort** to bring students to this area. Economic Development will help, but the need to build the population first.

**Student satisfaction inventory** should be added to the Administrative Days schedule as a topic for discussion. Will be covered at Friday's all employee meeting.

Beth requested that she be given 15 minutes to go over the **Employee Assistance Program** that will also be during Friday's employee meeting.

**Strategic plans** are coming together and they need to be condensed to a workable set of goals and objectives. Plan to meet after the Thanksgiving break.

Meeting adjourned: 10:10 a.m.