

**President's Cabinet Meeting**  
**November 28, 2016**  
**9:00 A.M.**  
**3<sup>rd</sup> 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.

**President Crowley -**

Dottie and Tim will be meeting with **WCCC at Houlton Regional Hospital** on Tuesday, 11/29.

Tim will be **meeting with Michael Carpenter** at 3:00 on that day as well. Thursday afternoon

Tim will be traveling to Augusta for a Friday's **Board of Director's meeting**.

Tim received a letter from **NEASC requesting justification** for updated information on nursing pass-rate. This data will be used for the self-study. Dottie will share with Mary Connelio.

Tim also met with **Bob Clark regarding the system authorization of the scholarship** in his name. Sue and Tim will get together and go over the criteria for this award.

The **Waste Water Treatment Program** is being looked at along with discussions at TAMC regarding an LPN program.

Tim met with the **Presque Isle Fire Chief** who is interested in EMS non-credit training. Leah Buck will be involved in this.

**Barry Ingraham –**

**Custodial RFP responses** have been received. Looks like one of them will fit the budget. Lori Keith is going to look at it and go over what areas if any need to be adjusted along with costs associated with that.

Approval from the system to **increase campus bandwidth**. The increase is about \$400 month.

**SHAPE blank forms** have been received. Courtney Cyr will be filling them in and Barry will make sure the areas that he knows have been completed and entered into the forms. He asked if

anyone has any completed items to let him know so they can be added to the form.. A subgroup of Safety Committee will be looking at SHAPE review.

Chris Perry is looking at **developing an EAP plan training** which is mandatory for all employees. He is trying to come up with something online and accessible to everyone.

**Maintenance Building bid** will be opening on Wednesday, 11/30. ANL will be back to redo some trim painting.

Barry is looking into different **options for video conferencing**. The current Tandberg equipment costs roughly \$21,000. Rooms 101 and 210 will get a renewed system with little to no disruptions. Zoom is also being looked at as an option.

### **Bill Egeler –**

Spring registrations are going on. There are **200 currently enrolled who have not registered yet**. Texting and calls are being made. Bill will be in Bangor for a **Title 9 meeting** on Tuesday, 11/29. The **registration numbers are slightly up** for spring and fall 2017, from where they were last year, about 15 – 20% higher.

### **Sue Bernard –**

Kerrie is looking for any **feedback from the artwork** regarding the truck has been made.

**Presque Isle's Holiday Light Parade** will be held this Saturday, December 2. The line-up will be at 5:30 p.m. at UMPI and will go down Main Street and end at Pat's Pizza's parking lot.

**St. Apollonia's Festival of Trees** will be held this weekend on campus. Followed by a **wreath sale** next week.

### **Beth Hummel –**

**Overtime rule is on hold** for the time being. Rob Nadeau has called for a conference call on Tuesday, 11/29 in regards to this.

### **Mike Williams –**

**NEASC group meeting will** be held on Wednesday.

**Strategic Planning** needs to be scheduled. Mike will schedule a meeting time. It is requested that everyone comes to the meeting prepared with what they feel needs to be changed and what can be condensed.

There is a **Financial Aid and Deans of Finance** mandatory meeting in Augusta on December 6<sup>th</sup>.  
The agenda is out for that.

**Dottie Martin –**

EMS students looking to do an **urban externship in Worcester, MA** is being discussed. There are some obstacles that need to be addressed but Dottie is working with UMASS on the process. Denys Cornelio and Dottie are also working on **other options for externships in the state.**

**Meeting Adjourned at 9:40 a.m.**