

President's Cabinet Meeting Minutes
January 9, 2017
3rd Floor Conference Room
9:00 a.m. – 10:00 a.m.

Attendance: Bill Egeler, Dottie Martin, Barry Ingraham, Tim Crowley, Sue Bernard, Michael Williams

Absent: Beth Hummel

Prepared by: Heather Libby

President Crowley opened the meeting by discussing the **Maine Development Foundation** will be bringing **70 Legislators** on campus on **Thursday, January 12th around 3:00 p.m.** They will be dropped off in front of the **Edmund's Conference Center** where they will be starting a Health and Wellness Discussion panel. After the panel discussion, there will be a reception in the library followed by a dinner. During the dinner portion, Michael Kelley from Machias Savings Bank, Gary Voisine, from Voisine Brothers, and President Crowley will discuss economic development in the county.

There will be **8-10 guests from UMPI and UMFK** along with other business leaders. Request was made that if any department chairs who want to go, please contact Heather to have their names put on the list.

Tim will be having a discussion with Mary Smith in regards to the **Water Treatment Program** with the goal to move forward with the plan. This will be discussed for the **General Advisory Council Meeting** which is on Wednesday, January 11th at 7:30 in the Keegan Room.

Mike and Tim will get together and focus on finishing off the **Strategic Plan**.

It was discussed that **Dr. Patricia O'Brien's visit** went well. Dottie was pleased with the committee's questions and the time that was spent focusing on the content.

Dual Enrollment/Concurrent Enrollment report is being worked on, which the data in there should be helpful in the future.

President Crowley requested that any **publications** that are needed in each department be provided to Sue as soon as possible. The housing contract request needs to be sent to Tim to review.

- **Barry Ingraham:** The **Academic Success Center/Admissions move** goal is to have the contractors out by the end of the week. There is still some mudding and sanding that needs to take place. The

Maintenance building is done as far as carpentry goes. The next phase should be starting in another week or so with a new boiler being put in. Electrical needs to be followed up on.

Barry and Tim will spend some time on the **SHAPE documents** that need to be in. The deadline for those documents is this Wednesday (Jan. 11th), with a couple of items that got extensions for February.

EAP and Fire extinguisher training has had low attendance. A list will be sent out on those who have not completed those mandatory trainings.

Plans are needed on what to do with the **business office hallway** as far as what is going to be up on the walls.

IT help videos are up for students. Chris Perry will be holding help session in the Edmund's Conference Room Monday – Wednesday. There is antivirus testing still being done, but in the end we will end up with a better product. New router has been ordered but no ETA on that yet. Barry will also be looking into Cisco to use for video conferencing. The Custodial RFP is on hold and is being reviewed at this time.

In regards to the **attendance** issue, Barry and Robert got together and there is a **report** that could be generated. He is requesting that they will need parameters for “red flags.”

- **Sue Bernard** - the **student scholarship thank you notes** for the spring semester to Foundation donors are on hold right now. Pam Zimmerman will not be coming on campus on the 12th. **Title 3 waiver is now completed.** Also discussed is finding an alternate room for Pam to use when she remotes in.
- **Michael Williams** – Mike is closing this week with data forms and there is 800 credit hours short from last year at this time.
- **Dottie Martin** – Business Instructors and Dottie will be sitting in on a **Steel Case Grant** webinar to concentrate on what it is the evaluators for this grant will be looking for. There can't be any matching funds for this at this time.
- **Bill Egeler** –Bill felt that **orientation** went well. With the more hands-on approach with the computers aided in this. Bill met with Chris to discuss those items that went well and what didn't work and will work with that information in future orientation sessions.