

Cabinet meeting

9/28/2018 3 pm

Attendance: Tim C., Dottie, Barry, Beth, Mike, Bill, Sue

Tim--Start-up challenges: Create a list of what should be improved upon regarding fall start up in each area.

- Mike--Automatic bookstore transfer was excellent. Started a week or two earlier than last year. Had to run some manually after first run; will suggest to Dave and Carol to run the auto every few days or once a week to get late registrants. Everything else went ok. Bookstore might be down in sales, but was still busy. No complaints about books missing. Books seems to be accessible.
- Dottie—all good.

Bill—Overall went very well, processing many applications that came in late. Trying to improve process - admissions to registration transfer, making that move earlier. Admissions trying to transition to an electronic file. Using the system's math pathway cut scores have caused issues scheduling for math classes—figured out how to override. Evolving process but getting better.

- Two orientations worked well on Friday--hectic. Poor faculty participation. Tours for accepted students were relegated to work-study students/lab aides.
- Complimented Griffin on press release—lots of good media.
- Housing is up, still trickling in—91 students (not final). Smooth move-in Friday; Sunday more quiet for seniors.
- Registration-kudos to Dave Raymond for making accommodation schedule capacities.
- Most January people were accepted as expected freshman, creating capacity issues in labs. Doesn't seem to be an easy software answer for this, but didn't affect many.
- Never quite enough people to handle all student questions during orientation. Bigger waiting area in Financial Aid and space in Admissions is working well. Still clogged up in Registration and Counseling.
- Bill and Wendy stopped into classrooms on Monday and faculty had taken attendance, etc. helping to verify student lists to open any available spaces.

Beth--No concerns.

Barry—Most technology issues were related to late upgrade. Credit card online payment function is down. Portal looks different but similar—would have taken too much time to revise. Mobile device use is having problems, but we're working on it. Heard from some faculty just before start of semester that needed software wasn't ordered. Requests faculty check on their orders earlier so that it's ready for semester.

- Large projects pushed summer projects later, so tough to finish everything.

Mike—Tools process should be examined and improved. Puts students under a lot of pressure-not understanding how much they would cost. We are extending credit too much. Only school in system to extend so much credit. Mike believes we need to review tool list.

- Open resource will drop revenues at the bookstore. Hoping for enough sales other than books.

Projected enrollment

Tim--Safety Training: Most offices were closed during the training. Tim would like training before students arrive so that staff is available for students or consider online.

- Improve the timing of purchasing equipment earlier so that everything is ready for students on the first day.
- Houlton we need to create a presence—earlier in summer regarding adult ed locations.
- Overall, was a smooth start on Monday.
- Enrollment seems to be up. We will need to know by end of the week.
 - Bill says confirmation of number will be early next week with preliminary class list. Student Services trying to intervene with any students withdrawing, etc. before then.
 - Popular classes are allowed to keep a wait list.
- Barry and Mike have had requests from EM to share information, process, etc. Tim wants to be informed about these requests.
- Research project that Jen Graham and Lynn Manion were working on is delayed until spring semester because EM is having trouble getting data out of its system.
- Congratulations to Dottie for \$15,000 from Emera to purchase an electric vehicle. Dottie says we have the funds to cover the purchase. The RFP is ready; Mr. Pelletier has not responded to request.
- Committee work: Tim—Won't make many changes. Will remove people who have left. Making sure all the committees are necessary. Will send list to cabinet for input regarding committees that could be dropped. Encourage people to stay where they are, new staff can select a committee. Dottie says Strategic Planning can be removed.
- We're building more membership for the General Advisory Council.
- Met with Steve Richard, UMPI Board of Visitors, and toured nursing Sim Center. He says wife, Lucy, will want to see it. Giving many tours. Will set up Open House event. Angela Buck did a great job with tour.
- UMPI wants to build a simulation center with bond money. Bond issue will need to be a focal point soon to inform voters how we plan to spend the money. Wants to encourage UMPI to talk about what money will be spent on.
- Should we offer Husson to deliver its BSN in Presque Isle? UNE? Must wait to see what UMFK does with UMPI.
- Tim suggested to Pres. Langhauser that when Board of Trustees is here, might invite trustees from the University who live in area and campus presidents to function the evening before our trustee meeting. Hopes to improve collaboration with UMPI through the influence of their trustees. More can be accomplished together. Waiting for an answer.

Dottie-Toward Excellence newsletter may start again with Griffin, paper and electronic format. Send activities/topics to him.

Todd Maynard says he can take more students, so we will; a few other faculty also mentioned this.