

Cabinet meeting

9/4/18

Attending: Dottie, Beth, Ed Wright, Mike, Tim, Bill, Sue

Tim welcomed Ed and described the cabinet group and others that meet on campus regularly. He encouraged everyone to invite Ed to various meetings so he can get familiar and see the responsibilities of each. Ed's number—760-1197.

- Tim will be attending the Maine Community Foundation meeting in Rockland on Thursday and will return Friday afternoon...he'll be available by phone or e-mail.
- Thanked Dottie for information on committees. He made only a few adjustments and will try to distribute Wednesday so that everyone can be in place over next two weeks. Can ATD and Retention committees be combined? We will wait until the ATD work ends, then combine people on those committees. Tim says the Achieving the Dream team wrote a nice letter assessing our work when they left a couple of weeks ago—they are happy with our progress.

Bill--Navigator position has been filled: Ashley Hall; she will start on September 10th.

- Enrollment –no shows are being purged, new students are showing up. A couple of manageable student issues. Compared to last year we are slightly up, but expect even numbers.
- Mike says we will be down compared to budget. He budgeted 90 for housing and we have 83. Final number will depend on how dual enrollment comes in. Concurrent enrollment is not all counted yet.
- Bill--A couple of new schools downstate may be joining us for concurrent enrollment.

Mike—Board approved budgets are in Jenzabar. First set of reports should be ready at the close of August.

- The Foundation audit is done; David Alward will be attending the Foundation Executive Committee meeting in September to present the findings—clean audit.
- Regular college audits are ongoing...lots of questions, but should be complete for the Board.
- Ran final student charges on Friday. He believes we will be a little off budget for room and board and credit hours but not worried since he was conservative in budgeting in those areas for the spring.
- Currently, Ed Wright's budget is embedded in CED budget. System will send funds for this position, office and other expenses (\$200K was requested) and it will be set up in separate account.

Dottie--She and AJ are working on LPN proposal, which should be done this afternoon.

- Received draft of MCCA viewbook –Corrections have been sent.
- Griffin, Don and Leah are working on Mechanized Logging operation graduation.
- Alumni and Friends--Alumni annual meeting and dinner on October 13th.
- First Toward Excellence has been distributed and if you want any sent to individuals off campus, let Dottie know.

- Dottie sent Tim a draft proposal (that Dave Daigler had mentioned) for special funding from the System for online. Had also sent copies to Jr. Dottie will resend.

Tim--President's meeting will take place here on 9/25 and the Board on 9/26. Tim would like to invite Ray Rice to the social prior to those meetings. Could lead to more collaboration between the College and the University.

- Asked President Langhauser if we could approach Poland Spring... no reply yet. System requested Mrs. Smith's e-mail address to forward to Lisa Gorman about this.
- Contracts for nursing are ready and will be sent to Beth. Beth is processing many contracts this week along with new student hires. Annual policy notices will be e-mailed soon.

Ed Wright—Everyone has been welcoming and great to answer questions.

Sue requests that any corrections for last week's notes be sent today.