

Cabinet Meeting 11/20/2018

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

Tim—We received a check yesterday for \$165,000 from Mrs. Smith for simulation plus a \$200 separate donation on line (Foundation). Dottie will write a letter to Mrs. Smith (Christmas, thank you) and will send Paul Cyr's book to her as gift. If Mrs. Smith sees a photo in the book that she would like in the Wellness Center, please let us know.

Tim—positive about accreditation. Questions about default rates, assessment of programs and budget questions. Campus Master Plan is from 2005 so we need a new one. Program evaluation as it relates to utilizing and analyzing data. Hope to get results this week and we should celebrate.

Vehicle maintenance issue...a car was left at the maintenance shop for a week. Senior staff should sign off for each travel request form. We need to keep detailed records so we can prove to the System how much we spend on travel.

Tim going to Eastern Maine Medical today to discuss air ambulance service with two local pilots. We need this service in the County. Northern Light is pushing Critical Care Transport away. NM might be able to help in some way.

We will work up a schedule today for the Puerto Rican group arriving on Sunday (weather permitting). Bill says we have housing ready. Tim will greet them when they arrive and he will arrange tours of businesses. Monday night event on campus.

Nursing faculty is having a great get together with Maine Medical Center folks regarding simulation center equipment.

Ed is almost done with the Quality Center application for LPN. He will let Dan Belyea know it's coming. No word yet on CDL budget submitted.

Barry will go ahead with the connectivity part of the generator. Will check to see if some money can come out of Water Treatment to cover this expense.

Dottie-She will send Festival of Trees invitation to tree sponsors.

- Griffin and Dottie will map out a marketing plan and get together with each department. Goals need to be determined in terms of enrollment.
- Dottie will be out Mon—Wed. next week.
- Annual Report proof should be ready today. Letter to donors needs to be developed with Tim. Also, send separate letter to employees.

Bill—Registration is at 342—almost 4000 credit hours. Counselors are pushing hard. Admission for spring is on target from last year.

Beth—Personnel info.

Mike—Variance reports are out. Please be careful with spending. Spring semester from revenue standpoint may be challenging. Adjunct salaries are over (Mike will try to figure out why)...other than that breaking even on personnel costs.

- Locked in fuel oil at \$2.45 for 20,000 gallons (lower price/gallon than what was budgeted)...should be good if it's not an unusually long winter.

Achieving the Dream California conference voucher will cover registration. Three can go from here. Travel will be reimbursed. Meeting here today at noon.

President Crowley will discuss graduation day (Friday or Saturday) with Faculty Management committee when Bob Collins returns.