

Cabinet Meeting  
8/20/2018

Attending: Tim Crowley, Barry Ingraham, Mike Williams, Dottie Martin, Beth Hummel, Bill Egeler, Sue Bernard

Mike Williams

- Tool days in gym on 8/27-28
  - Requested laptop with Jenzabar for John Belyea's old office for use with student tool purchases.
- Budgets done except for payroll. Goal is to have it all done this week.
- Audit is underway. The Foundation audit is nearly complete.
- Revised CDL budget will be sent to Dan Belyea.
- Purchases for Water Treatment is still underway.

Barry Ingraham

- Securitas contract has expired.
- Efficiency Maine needs to weigh in on lighting project for Diesel, Automotive Tech. and Sim Center.
- The Gymnasium project—we need to talk with two more firms, but they haven't expressed interest.
- Safety assignments are meeting made for training. SHAPE inspection will happen in the next couple of months. Safety committee needs to be convened.
- Radon mitigation is complete and those spaces are open for use.
- Signage is coming
- Cable visited campus and will have to build cabling to support digital boxes. Fiber connection may be an option. Jon Blanchard will check with other campuses to see what they are doing to provide cable for students.
- Met with PIPD Matt Irwin regarding emergency issues. More discussions are needed. President Crowley has requested development for our messaging protocols get underway by the end of this week (8/24). Tim will check to see if we can get a consultant on this issue to help us.
- The Jenzabar upgrade is done. Mysite looks just a little different but good. Bill E. changed the format on the front page to two columns like before so it's easier to read.
- The Simulator training session is done—Chris Perry, Jr Kierstead, AJ Gagnon and Angela Buck received great training in Miami. The furniture for the Center is expected right away.
- EMCC IT issues

Beth Hummel

- Will be meeting with new employees—Griffin, Emily, Joan and Angela.
- Working on payroll maintenance.
- Suggested we have Administrative Day refreshments on Wednesday in the Sim lab—yes!

Bill Egeler

- We are at 7,337 credit hours—we are getting fairly close to the budgeted spot.
- RA's are on campus and training.
- There is one more interview for Student Navigator (today) and recommendation for that position and Student Support Specialist will be made shortly.

- There are two more orientations scheduled for this Friday, 8/24...purple shirts everyone! About 100 new students are expected. Tomorrow is nursing orientation.

#### Dottie Martin

- Griffin Goins started employment today as Associate director of Development.
- Regarding campus committees: Tim will take care of this.
- WAGM TV will be on campus on Friday to complete story on Water Treatment Technology program.
- Reminded everyone to put information in RAVEalert.
- A reception for the media will be put together to introduce Griffin.
- Marvin Tarbox scholarship (motorcycle group) will be donating \$1,500.

#### President Crowley

- Jennifer Graham and Lynn Manion are collaborating on a research project through EM regarding online instruction. He would like the cabinet to consider/accept the proposal.
- Had a meeting in Houlton with Bill, Wendy, Houlton's Adult Education Director and the Superintendent. UMPI has not responded to our correspondence regarding the deficiencies in the HHE agreement: technology, live instruction, co-requisite courses, and financial issues. NMCC plans to increase our public presence in southern Aroostook and will look to Louisiana Pacific, Smith and Wesson and other partners in the area to help.
- Requested Sue B. welcome Mark Hews to Administrative Day on Thursday and introduce him.
- Plans to report a 3-4% decrease in NM enrollment to the System.
- An Open House for Allied Health Simulation Center and Water Treatment Technology will be planned.
  - Bill suggests we offer a Late Start for Water Treatment--might get more students. Agreed.
- VESTAS has informed Wayne Kilcollins that the company would like to help the College in some way. We are requesting that VESTAS write a letter, which would be given to Mrs. Smith thanking her for establishing our Wind Power Technology program, and suggesting that VESTAS consider a \$10,000 endowed scholarship in Mrs. Smith's name.
  - Bill suggested that we also contact County Physical Therapy, as a beneficiary of our program, to see if they might contribute or send thanks to Mrs. Smith. Great idea.
- We will have Administrative Days Thursday morning refreshments in the Water Treatment Technology lab so all staff can see the new space and program. On Wednesday morning, Sue Dugal and Angela Davis will do explanation/presentation of new Sim lab during refreshments.