

President's Cabinet 6/21/2021

Participating: Tim Crowley, Lindsay LeBlanc, Dottie Martin, Barry Ingraham, Edward Wright, Mike Williams, Sue Bernard

Tim—Hired an instructor for Building Technology Construction—Nate Cole. Administrative assistant for Trade and Tech and Nursing area—Holly Grant.

Barry—Reed Commons waiting for final rec and testing of loading dock door.

- Simulation Center for draft of contract from WBRC for EMS design. Goal is to sign this week and have first meeting with the committee.
- Courtyard bid and patio for Snow Hall will come in Friday.
- Contract with Kervin for replacement windows for apartments.
- Door and access control—waiting to hear from consultant.
- One applicant for HVAC tech. position.
- Barnes and Noble technology. Robert is working on first phase of it. Point of sale needs to be done.
- Procedure for onboarding employees has been set up in the IT office.
- VDI is being rolled out with Admissions.
- Room 209 will be done by July 17.
- Phishing incident Friday but no breach.
- IT leaders meeting last week discussed data centers backups. Data governance at the System level is looking at candidacy codes.
- Information Security group is looking at software packages to score.
- Barry will be out tomorrow.

Computer and laptop for Matt Grillo has been ordered. Lindsay will check with him on preference for cell phone.

Edward—Calling Charlie Collins about Water Treatment apprenticeship and LPN info. 16 seats for apprenticeship should fill up.

- Department of Labor and July 16 from 1-4 p.m. Department of Labor commissioner will attend. Water Treatment forum speeches at SMCC. Breakout sessions and tours, information about apprenticeships. Refreshments for alumni. Both labs (north and south) will be open showing activity.
- EMS and LPN II should be closed by the end of the month.

Tim—talked to Kim, President of LifeFlight Foundation and sent her an invoice. Tim shouldn't have to do collections. We need to design a process to identify and take care of any problems.

Lindsay—Hiring for Assistant Dean of Learning Resources and wants to have the same process as for the Dean of Students. This Friday will be the first one. Only two invited. Paying for hotel. Need to talk about travel.

- Reports for payroll regarding vacations.
- Meeting with vendors regarding time and attendance software.

Tim—Looking for new office for Lindsay. Might be Room 211.

Dottie—Water Treatment electronic flyer invites are nearly ready to go.

- Signa Foundation grant for \$91,000 was sent out last week. This is to purchase pediatric HAL and classroom technology.
- Bring College to ME grant sent out next week. Online business administration. There will be people (20) who will receive waivers and those who will be paying (in the Gen. Ed. Classes)
- Great Foundation Board meeting last week in Reed Commons. Kudos to Barry on the building renovations.

Mike—First day of Barnes and Noble manager (Ken) in the bookstore. Looking for keys.

Tim—Matt Grillo's orientation: he will start on July 1 so that insurance will begin August 1. He will work out of the library in the beginning. Get him in system, keys etc., then safety training follows. He will meet with each department for a short time to learn about each. Tim will orient him with self-study and the System's strategic plan. Security and facility access.

- President's Council meets this week and Board of Trustees also meet. Talking about coming back to work vs. working remotely or a combination. Tim would like to have people back on campus first, then talk about working remotely.
- Talking to UMPI and UMFK about collaboration re: nursing simulation. Good to put nursing faculty in room and begin talking about possibilities.
- Tim is on the new Loring Development Authority board and he is requesting funding from the Governor. Also wrote to Troy and John Martin.
- Maine Maritime wants to talk to Tim about collaboration with NMCC.
- EMS faculty position was filled—
- Tim wants staff to fill out leave slips before they take it—especially hourly employees need to get approval for sick or vacation leave.

