

# President's Cabinet Meeting Agenda & Minutes

## July 25, 2022

In attendance: Timothy Crowley, Michael Williams, Griffin Goins, Barry Ingraham, Abby Clark, Leah Buck, Matt Grillo.

Absent: Angela Buck, Lindsay LeBlanc.

### Agenda Items:

- Testing of Emergency Action Alarm Systems
- Early College Enrollment Data
- Fall Start Up
- Cell Phone Use
- Market Plan
- Business & Industry Coord. Position

### Barry Ingraham Update:

- EMS Simulation-Sprinklers in multipurpose room have been installed; garage is not done yet. Air handler will shop on August 19<sup>th</sup>; overhead door in in November.
- OnCourse for College-installed and up and running
- Working on contract renewals for the year
- Jenzabar update is coming up
- Looking at computer hardware as possible replacement for upgrade to Windows 11
- Computer lab reductions. Need to start discussions on this topic.
- Early Childhood Education Childcare Facility progress-sent follow up to WBRC
- Patrick Michaud (additional security officer) starting on August 31<sup>st</sup>
- Tested Emergency Alert on July 22<sup>nd</sup>; reminder to everyone to sign up for Rave Alert when reset
- Julie Edgecomb-Clark is now in IT Dept.

### Mike Williams Update:

- Bookstore is all set for the fall semester. Book adoptions submitted
- There have been four applicants for the Accountant II position and interviews are set up
- The budget close is complete and now waiting for the audit to occur

### Leah Buck Update:

- 3<sup>rd</sup> & final CDL course in Bangor has started-14 enrolled
- Backlog with the State on CDL testing is backlogged and NM attempting to become a testing site with the State (President Crowley)
- Needs to put budget on new forms to submit for approval for Rhonda Harvey's position (grant funded). President Crowley asks that Leah have Charlie Collins review while he is visiting campus on Friday.
- Business & Industry Coordinator position needs to be filled badly (President Crowley)

#### Matt Grillo Update:

- Reviews data on Tableau-we are currently in a better position in comparison to last year
- Language for “Free College” has continued to be modified and students no longer need to be full-time. They state students need to be “on plan.” President Crowley shares that the Academic Dean needs to be involved in the discussions of whether a student is in good standing/continues their courses or not
- Committee for OnCourse for College position is currently reviewing applications. Interviews are not set up yet
- Tyna Rolon, Student Support/Career Specialist & Jon Blanchard, Residential Director have submitted resignations
- Health Care Center-looking for a contract for Taylor LeBlanc for record keeping & compliance. Matt states he no longer needs to the Center/the space

#### Griffin Goins Update:

- Trisha House from Senator Collins’s office set to speak with Griffin this week
- Senator King shared that President Crowley did a great job on the podcast RE: the workforce development topics (CDL, Mechanized Logging)
- Northern Maine Growth Initiative article is out regarding Presque Isle City Council Meeting/ Breakfast President Crowley hosted on July 21, 2022.
- Reed Commons interior design project in progress
- RFP for college catalogs is out

#### President Crowley Additional Update:

- Additional review/discussion of various vacant positions on campus
- Prioritization of employment duties over cell phone use
- Traveling to Portland on August 1<sup>st</sup> to speak with the Afghan community
- Possibly traveling to Maine Maritime next week as well

Meeting end at 11:00 a.m.