

President's Cabinet Meeting Minutes

August 8, 2022

In attendance: Timothy Crowley, Michael Williams, Griffin Goins, Barry Ingraham, Lindsay LeBlanc, Abby Clark, Leah Buck

Absent: Angela Buck, Matt Grillo

Vacant Positions:

- Three Nursing, Director of Marketing, two Electrical Construction & Maintenance faculty filled
- OnCourse for College interviews underway
- Student Support/Career Specialist position being modified and waiting for approval before posting
- Business & Industry Coord. Position still open but posting not out right now
- Accountant II position open-setting up zoom meetings with two applicants
- Working with Tempo on custodial position from Henry retiring. Lori Keith retiring and last day is August 31st

Emergency Action Plan: Review of updated documents (attached) and being posted in more areas on campus. Matt Grillo is the campus incident commander. Need to rethink/reevaluate fire drills as unsafe for everyone to go to designated areas outside (specific to shooter situation). All exterior doors on campus are still locked. RaveAlerts will begin being sent out via Griffin Goins; President Crowley and Griffin will conduct these together.

Barry Ingraham:

- Waiting on Jenzabar updates
- Removal of about 20 computers people do not need
- EMS Simulation update-August 15th is due to be the completion date but this will not occur. Depending on timing and circumstances we might need to begin looking at liquidation damages.
- Anatomy & Physiology lab's AC is out for bid
- Early Childhood Education Childcare Center's design is complete and is being estimated to establish if can be done financially.

Mike Williams:

- Audit request due this week-COVID and grant funded. Supplemental grant funds/budget needs to be sent.
- Golf tournament is this week
- Laptops are now in bookstore. Financial aid can be used for the three laptops that are in stock at the bookstore. Anything besides those three students need to utilize their own funds. Students can now purchase books in the bookstore.
- Corey Bourgojn from Aramark is looking to reopen the salad bar and hold hot food at island. President Crowley advised to ask Corey's supervisor their thoughts.

- Abby has reached out and set up two Accountant II zoom meetings w/ applicants & President Crowley

Leah Buck:

- Medical Coding budget and application are complete and have been reviewed and in the process of being submitted
- CDL in Bangor is going well. There is a group of 45 not three groups of 15 due to licensure issues with the State. President Crowley and Leah discussed whether to add the other campuses who have requested CDL to the schedule as well.
- Jeff Butterfield has been picking up the donated trucks from YCCC
- Stipends for students have been approved through Alford Foundation. \$300 weekly to students for eight weeks, retroactive as well
- Dr. Shah was on campus last week and was impressed with the simulation lab(s)

Lindsay LeBlanc:

- Sent out memo on premium holidays to employees
- Met with three new employees last Monday and meeting with four more next Monday

Griffin Goins:

- Everything for golf tournament is ready
- Catalogs, etc. are getting ready to be ordered
- Working on updating the website, specifically to include pathways element
- Annual Report-planning on completing most of it in August
- Nicole Cote, newly hired Director of Marketing, is starting on August 29th

President Crowley:

- Advises Griffin we will need to put out a press release on all of the new hires
- Looking to hire an additional Wind Power Technology faculty member
- NM looking at \$10-\$15 million in projects in the next 15 months
- Advises Leah Buck to provide Becky Smith from the System with a draft schedule of upcoming CDL courses and locations. The next one will be local.
- Met with a couple individuals from the Afghan community in Portland last week to discuss refugee resettlement and it went well
- City Council is bringing the refugee resettlement topic to the next public hearing
- Mary Smith is in the area and intends on making a visit to campus

Meeting end at 11:08 a.m.

All documentation provided during meeting is attached.

Revised "In the Event of An Emergency"
Emergency Notification System diagram
Emergency Messages

