

## **President's Cabinet Meeting Minutes October 3, 2022**

**In Attendance:** Tim Crowley, Abby Clark, Matt Grillo, Leah Buck, Mike Williams (by phone), Lindsay LeBlanc, Griffin Goins, Angela Buck

**Absent:** Barry Ingraham

Federal government is beginning to respond to us on grants/grant applications

WPT funding is available-we can start. Need to designate who is going to monitor funding/budgeting and to get faculty engaged. DOE project. We have submitted everything-we just need to wait for them to reach out for us to start reporting. We can start to charge against these funds; time & effort reports.

Mechanized Logging & Electrical program submissions-set up a meeting with Chris (MCCS)-DOL projects. ELC final application needs to be submitted and then wait for funds to be available. Griffin/Griffin's office working on timelines/grant "central office." Leah will send Tim original application. Leah reaching out to Chris from System office for zoom meeting.

Payroll system change-System is making adjustment-Paycom is going live first paycheck in January. Doing double payroll runs in the meantime for accuracy. Administrator start following up with departments on approvals/timesheets submitted by 11:00 a.m. on Monday at the latest. December-going to need help in payroll area. Carol McLeary to help; be the payroll person rest of the year & still cover desk? Tammy Putnam out for 4-6 weeks; Clayton assisting with AP. Counseling Specialist position-two recommendations but referenced need to be checked and need background check docs completed and given to Peter.

Jennifer Donahue has started the OnCourse for College position. Things working out well.

Open House-high school students in dorms in past; teachers disappearing with FFA; someone needs to be at the doors for monitoring. Tents and additional sitting will be set up outside. Gym set up? Needs to be looked at specifically if weather not well. We need a more detailed schedule of what is occurring. Security needs to be looked at.

Essential Craftsman-where is he going to be held. IT does not know details. Tim will be working with Admissions on more detailed info on schedules. 3 presentations 10 & 11 (HS) 4 (community & NM students, etc.)

EMS Ribbon cutting-will be looking at potential doing in afternoon/while WAGM on campus.

Media needs to be present. Griffin has reached out.

Anthology/SIS system-Need of employee meeting (next week when Barry returns). Some IT department responsibilities will be shifting. Dave W. will be communication link between System and employees. We have hired someone to assist IT/Barry on contract basis.

Angela & Eileen are going to UMPI to visit their Simulation Center.

Governor's Energy Policy individuals on campus last week; successful visit.

Maine Public Radio conversation on refugee resettlement last week as well.

Tim is going to have a phone call with Keith Williamson MMA tomorrow...System has been in contact with him for some reason.

Mary Smith on campus tomorrow morning.

EMS Sim Center is not finished; hardships with contractor; heat and ventilation hopefully done this week, along with garage door not operable currently. Money for simulators coming from Teaching equipment 40k funded from MJRP for EMS. Washer and dryer only equipment that is not teaching equipment. Tim wants EMS Sim Center complete before open house.

Leah-Bangor News Center wants to meet with CDL students on the range next Friday. Tim wants Leah a part of this.

Angela-Working on committees for each section of the 5-year report. Final edits go to Development Office.

October for most of program Advisory Committee meetings. Agendas submitted to Angela prior to going out.

New T&T faculty going to CTE Conference on Friday at Lewiston Tech Center

Griffin-EMS ribbon cutting around 2:00/2:30? Annual dinner-November 17<sup>th</sup>

Working on Annual Report within the next couple weeks.

Photographer on campus last week since before COVID.

Letter of Interest for Mary & Rodney Smith Foundation

Matt-Dean's meeting on Friday-Changes coming to Title 9

Clery Report-new requirement of actual report submitted to Sally Meredith

Matt Bartlett-starting Monday after Thanksgiving -Matt to give Griffin background for Newsletter

Abby-beginning to enter spring semester schedule

Foundation Annual Dinner-Dept. Chairs, Senior Staff, Administrators, Foundation, Board Members-Need to look at a speaker for the event.

Becky Smith going to be on campus on Thursday; Dept. Chairs meeting with her at 8:00 (Third Floor Conference Room) (breakfast); congressional delegation here at 9:00 (Library); campus tour after; lunch as well (lunch line).

Meeting adjourned at 11:05 a.m.