

President's Cabinet Meeting Minutes October 17, 2022

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

Absent: Angela Buck

President Crowley:

- Review of success of Open House
- EMS Ribbon Cutting went very well
- Setting up for another mechanized logging
 - Donald Burr and Leah are working on schedules
- Electrical grant/application needs to be finished and submitted
 - Maine Maritime is funded through this as well.
 - Approval on purchases ahead of time? Need to look into proper process and specifics on tracking of funds
- Wind Power needs to continue to move forward
 - Funds are there and Wayne's salary is being paid with this grant and we are ok to purchase equipment, etc with these funds.
- Enrollment-We are up 30% since last year
 - Need to incorporate non-credit programs as well within our news release/social media posting
 - IPEDS reports go in this week
 - Something out on social media this week and then press release
- LPN pinning was one of the best he's been to

IT Dept. (Barry):

- Anthology-beginning installation of; working on getting domain name.
- Lumens
- Reach
- Surveys being sent out to a few departments currently for various uses of Jenzabar
- ITO structure being released this week
- Security cameras will be here this week
- EMS Simulation Access Doors still working on; overhead door works
- Security will be getting tasers, working on the training and clearing through legal
- Working on windows and doors for Washington
- President Crowley has agreed to go ahead and move ahead with this project as Mike states we have the funding

HR/Payroll: (Lindsay)

- Meeting last week with Paycom rep
- HR meeting this week RE: upcoming deadlines, meetings, etc.
- Carol will be helping with processing payroll for the next upcoming weeks
-

Dean of Development: (Griffin)

- Working on media post and news release on enrollment
- Annual Foundation Dinner-Senator Collins said she could do a video/zoom. Would like to visit campus next time in town and discuss child care. President Crowley states we do not need a video but would like Griffin to work on next visit.
 - Looking to invite the Governor and President Daigler.
- Matt will have Teila be the Wellness Desk backup for answering the main phone while Kelly Dooner is out
- Ethos program-WPT, WTT & EMS-November 9th is date they are looking to have recording
- Will be doing a press release and social media post on LPN pinning

Continuing Ed (Leah):

- Working on CDL MJRP budget today
- CDS Logging detailed budget narrative
- Working on rewriting some job descriptions

Dean of Students: (Matt)

- Campus Clery Report has been submitted
- Adult Ed personnel has started
- Jennifer Donahue (OnCourse for College) transition has been going well
- Admissions traveling to school fairs this week-Nikki will be maintaining Admissions Office
- Angela & Chairs working on “program capacities”
- Residential Director starting after Thanksgiving

Business Office (Mike):

- Foundation meetings this week

President Daigler to send out note RE: SIS project and modifications on positions and position descriptions.

Mrs. Smith approved our \$150,000 for support for room and board of international students. Tim is going to be working on submitting another request for ECE center. Will continue to pursue Senator Collins’s office for funding as well.

Meeting adjourned at 11:04 a.m.