

President's Cabinet Meeting Minutes October 24, 2022

In Attendance: Tim Crowley, Abby Clark, Mike Williams, Barry Ingraham, Lindsay LeBlanc, Nicole Cote (standing in for Griffin Goins), Angela Buck, Leah Buck, Matt Grillo, Dave Wyman (per President Crowley's invite)

Absent: None.

Agenda:

Anthology Update

CDS Projects Applications

CDL Permit Testing Schedule

Spring Semester Schedule

Winter Term

International Student Funding

Annual Foundation Dinner

Vacant Positions

President Crowley:

Open House went extremely well

Room and Board support from Rodney & Mary Smith Foundation-granted-\$150,000.00 for international students-Working on approval from System office.

Annual Foundation dinner is on the November 17th.

Presidents here on the 15th; Board here on the 16th.

CDS projects-(WPT) are underway; Mechanized logging and CDL meetings occurring; ELC application being worked on-hours is point of discussion.

Loss of Coach at UMPI-when we have personnel traveling-AED needed in vehicle. Looking at making sure we have one in vehicle when personnel traveling.

Development Office (Nicole Cote):

North of Now on November 9th. Ethos-marketing to recruiting students to come to northern Maine. Candidates coming to northern Maine to spend the day and explore campus. Will be looking for student mentors along the way.

Dean of Students (Matt Grillo):

International students-four students on campus-one coming in spring-one more possibly coming
Deans meeting last week. Title IX discussions, facilities, etc.

Anthology Update (Dave Wyman):

Financial Survey is last deadline coming up. Anthology will continue to review surveys submitted from each college to find similarities and differences. Schedules of training coming out shortly. Lumens project (Continuing Ed)-have released a training setting to work with/learn Lumens a bit more. Would like to have Brightspace as an option with Lumens as well. Discovery sessions are 11/7 to 11/10.

HR (Lindsay LeBlanc):

HR Paycom meeting coming up on Friday. Offer letters will be coming up at Presidents Council. Reconciling letters/job descriptions/performance reviews etc. going through HR module. Looking at standardizing contracts.

Vacant positions

- Another application for WF Development Coord.
- Student Support-one candidate had background check issue.
- CDL Instructor-Normand Saucier-reached out to set up meeting

Carol has begun doing payroll.

Open Enrollment for Flexible Spending

IT Dept (Barry Ingraham):

EMS Center ongoing projects; access control, door opener, etc.

HVAC started but controls not in place yet

Childcare Center-negotiations ongoing. Ready to move forward on design development. Meeting next week to go over technical aspects.

Camera project ongoing.

November 1st-Mark Yerxa (contracted) to assist with IT Dept.

Continuing Education (Leah Buck):

Dr. Goth had 13 students on Friday in EMS Center. 4 from LifeFlight.

CDL started today here at NM.

Deans meeting at KV tomorrow.

Permit & road-testing discussions underway. We are still working on testing happening here at our testing center.

Academic Dean (Angela Buck):

Meeting on Thursday focused a bit on adjunct contract (as part of consolidating).

Spoke of Math Summit that is happening this week at KV RE: math pathways; a few other faculty/employees attending on Friday

NECHE-received response for our online request for blanket approval-looking for additional data-goal is to resubmit our information by the middle of November. Dave Wyman will be assisting with data collection; focusing on programs we asked for approval on; we are also including programs that we will be looking for in the future.

Our 5-year report is being worked on as well. Strategic plan, enrollment plan, professional development, and Achieve the Dream are areas we need to address in the report. Abby has already begun working on the 5-year report and gathering information/data.

Patrick has begun purchasing needed equipment for WTT through the Innovation Grant; Angela matching up his reqs to specifics in grant. Need to focus on inventory process of equipment especially when leaving campus; need to track all equipment.

Business Office (Mike Williams):

Mike will be starting to come to campus a couple days a week for a couple hours.

OPEGA report due at the end of the month.

Meeting adjourned at 10:58 a.m.