

President's Cabinet Meeting Minutes November 14, 2022

In Attendance: Tim Crowley, Abby Clark, Angela Buck, Lindsay LeBlanc, Griffin Goins, Mike Williams, Dave Wyman, Leah Buck, Matt Grillo

Absent: Barry Ingraham

Angela Buck (Academic Dean):

- **NECHE:** Sent out e-mails to individuals regarding the Standards for NECHE 5 Year report that their group(s) are responsible for. Report is due in January. Some of the data needed is not available until January. Goal is to have everything else done before then, so that only Fall Semester 2022 data needs to be added.
 - **President Crowley** offers suggestion to see if NECHE can provide a 'session' on reviewing the Standards, as they have changed since 2018.
- **Summer Schedule:** Abby and Angela will be finalizing the summer schedule this week so it is available for high school students during the Thanksgiving break.
- **CDS/Electrical Grant:** Angela will be working on the budget and narrative today and tomorrow, to have ready for submission.
- **Bookstore:** Needed adoptions update was provided by Kim last week. Angela forwarded to Dept Chairs/Faculty. Will have another update today and Wednesday. Most adoptions needed are for programs that don't have materials for Spring, but faculty have been reminded to go in and select 'no adoptions needed' for their courses.

Dave Wyman (IR):

- **SIS Update:** Reviews Anthology discussions last week and upcoming intended (tentative) schedule (attached). Upcoming meetings will be set up as Zoom however they might be providing an option of attending in person, Dave is not clear on their detailed plans. President Crowley looks to see if Dave can have a shared point of all of the needed information/documentation/schedule. The next meeting is on Wednesday.

Matt Grillo (Dean of Students):

- **Vehicles:** Has a meeting with Mike W and Griffin G to discuss.
- **Big Rock:** Working on a deal for students and employees, will be finalized soon.
- **Dorms:** Thanksgiving/Holiday break: Students are working on finalizing their plans for the holidays/end of the semester break.
- **Enrollment:** Enrollment for spring semester is low at this time, will be looking at that.
- **Admissions:** Meeting w/Admissions, Pam Buck and Wayne Kilcollins regarding WPT program enrollment.
- **Dodgeball:** Had a successful recent dodgeball night with >25 students recently. Electrical students were the overall winners.
 - **President Crowley** offers suggestion to formalize an Employee team to have a match up with the students at noontime soon.
- Matt Bartlett, new **Residential Director**, will be starting the Monday after Thanksgiving.

President Crowley:

- Presidents Council and Board of Trustees will not be visiting campus this week - due to weather concerns. They intend on visiting campus in the spring.
- President Daigler & Noel Gallagher had positive feedback on Griffin's most recent newsletter on enrollment.
- LDA will be releasing an announcement today: DG Fuels (DGF) is a Biofuels company looking to lease a significant piece of land at LDA for a biomass fuel refinery.

Leah Buck (WFD/Continuing Ed):

- CDL Budget is complete and will be added to the request for the spring. YC will be in late December and Bangor in April. CDL night class is starting tomorrow night (here).
 - **President Crowley** asks about any follow up from Secretary of State meeting – Leah reports that the current class ending has a testing date scheduled.
- Looking to get an update on the Workforce Development meeting tomorrow, thinking will take place via Zoom now that PC and BOT no longer coming to campus.

Lindsay LeBlanc(HR/Payroll):

- Vacant Positions: Currently three - CDL driving specialist; Workforce Development Coordinator for New Mainers; Medical Coding adjunct (Angela and Rhonda Harvey are reviewing/narrowing down applicants - 62+ total applications).
 - Angela Buck reports that none of the applicants are from Maine, some underqualified, some overqualified. Goal is to come up with top 10.
- Payroll: Training on Paycom for week of December 5th for all employees who submit timecards, time out requests, etc. Supervisors will need two trainings (employee & supervisor).
 - **President Crowley** to look at dates of training, propose a one-time training for all employees to attend (that are available) at same time, and then have back up availability for those that can't make the common training.

Griffin Goins (Dean of Development):

- NMCC Foundation: Working on finalizing the upcoming Annual Foundation Dinner. There will be 2 student speakers, they are 85-95% done with their speech preparations. Student presentations will be provided by: EMS, Business, Electrical & CNC. Waiting to hear on WPT, WTT. Griffin needs numbers of students attending to make sure there is adequate seating at the dinner (EMS=7, BUS=2, ELE=2, CNC/WTT/WPT-waiting) Annual report should be arriving today or tomorrow. Had an individual from Connecticut reach out interested in being a donor for our WPT program.
 - **President Crowley:** Aimee Wilkins will be receiving an award this year. Verify RSVPs for VIPs (Legislative Representatives, Dr. Huffman, previous Dept Chairs (Ron F). Presentations: Stewart Family Scholarship; Engels Family Fund (met endowment level); Paul & Karen Cyr (Outstanding Benefactors)

Mike Williams (Director of Finance)

- Business Office has a few employees ill with COVID.
- Mike plans on being on campus this week.

Meeting adjourned at 10:47 am