

## **President's Cabinet Meeting Minutes November 21, 2022**

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

**Absent:** Leah Buck

**Dave W. (Anthology update):** Anthology looking to provide a more specific schedule for the December 5<sup>th</sup> week of Anthology trainings. The week of the 19<sup>th</sup> and 26<sup>th</sup> there will not be any sessions during that time frame. The Lumens project (Continuing Education side of this) will begin training in December. Business Office & Continuing Ed need to discuss responsibilities going forward because Lumens has the capability to do invoicing, etc. Lumens does not connect to Jenzabar or Anthology, it stands alone as of now. Recommends Desiree Charette from Lumens facilitate the conversation to decide on the best avenue.

**Lindsay (HR/Payroll):** Data upload to Paycom last Friday. Posted Custodial III position today and Medical Coding adjunct, CDL instructor, and Workforce Coordinator for New Mainers are still posted.

**Mike (Business Office):** No updates. The Business Office is back to fully staffed.

**Angela (Academic Dean):** Sent out emails to everyone on NECHE Standards/Report preparation. We are in good shape with the bookstore/book adoptions for the spring semester. ACR has site visit on December 8<sup>th</sup>. EMS Basic Training scholarship for the spring we have 86 applicants for 30 slots. The ones they did not chose will be informed of the section(s) coming in the near future. Rhonda and Angela will be setting up Zoom meetings/interviews with 8 of the applicants. Adjunct for psych in Fort Kent accepted a new position however provided a recommendation and Eileen will be providing a campus tour in the near future.

Spring schedule is out. Dept. Chairs have received a list of students that are currently here that need to register.

**Griffin (Development Office):** Collins showed interest in visiting campus however Susan wanted campus to be full and busy and the day she chose campus was slow; different date(s) are being discussed. Festival of Trees and light parade coming up. The ambulance will be utilized for the light parade. Will be recruiting other individuals to walk in the parade as well.

Discusses Ethos/student video that has not been completed and looking to pull together the Marketing Committee on the best avenue to take from here.

Will begin working on a long-term Marketing Plan.

**Matt (Dean of Students):** Been working on NECHE standards. New Director of Residential Life starts on Monday. Looking for new RD (current individual is moving out of the area). December 12<sup>th</sup> new individual in counseling office starting. Dorms are closed \_\_\_\_\_ Thanksgiving dinner will be provided to the students staying in the dorms.

**Barry (IT & Facilities):** Working on wrapping up EMS Simulation Center (access control & heating system, garage door, etc.

Childcare center surveying took place a couple weeks ago. Washington hall has a scheduling meeting coming up.

IT system staff meeting took place last week.

Security camera project cameras will be in sometime in February.

**President Crowley:** December 5<sup>th</sup> caroling group will be here at 5:30 p.m.

Irving has reached out to us for housing of a couple of their employees.

Strategic Planning and accreditation-need to start the strategic planning process sooner rather than later and get everyone together before meeting with Pat O'Brien. Angela is still working on the revision for the Distance Education.

Governor's office called last week regarding signing of the MOU involved in the WPT program.

Contract negotiations at the System level have begun and they are starting at the adjunct level.

Meeting adjourned at 10:40 a.m.