

## President's Cabinet Meeting Minutes December 12, 2022

**In Attendance:** Lindsay LeBlanc, Angela Buck, Griffin Goins, Barry Ingraham, Matt Grillo, Tim Crowley, Mike Williams, Leah Buck, Abby Clark

**Absent:** None

Dave Wyman (Anthology Update):

- Last week was the first Deep Dive session on Monday afternoon.
- Talking about request for information forms. Friday meeting with Admissions reviewed “life cycle” (stages/steps within Admissions process). Trying to get all 7 colleges on the same “life cycle” and are close. We have 12 stages and we could get rid of almost half. Some colleges have 30 steps within Admissions process.
- Had second Lumens training session last week– does not talk with Anthology. They are looking to get Lumens up and running in May, 2023. Looking to pull some from Jenzabar to carry into Lumens. Course evaluation software up in running by May/April 2023. It will link to Anthology. Will be campus-based data/results.
- Ready Education-mobile app for communication w/ students/registration/etc.
- They are looking for start and end dates of academic year to be the same through all seven campuses.

President Crowley:

- Presidents Council agenda for tomorrow was sent out to cabinet.
- Security & nonlethal force-no interest on any other campuses to discuss this. President Crowley is looking to be ahead of it. This was also mentioned at NECHE conference.
- WTT program at SM-need to raise the visibility of the work & grant being done. Looking to move Patrick into another building on SMCC campus and run it as an SM program.
- EMS Blue Ribbon-training the university & community college can do. NMCC was mentioned in article so will be recognized in system & at state level.
- Reached out to UMPI last week to discuss collaboration on BA degree in EMS.
- Griffin & Tim working with donor RE: WPT & ELS. Looking to see what she can do to help increase enrollment.
- Presidents Council meeting tomorrow until 5:00 and going to SM on Wednesday to visit with Patrick/WTT lab so might not make it back for employee recognition luncheon.
- City Council this week took next step for refugee resettlement grant.
- President Daigler is going to be here on January 17<sup>th</sup>
  - Meet w/ Presidents Cabinet
  - Meet w/ some students-go into PLH classroom-go into classroom(s) and discuss
  - Going to invite new legislatures here to meet him
- Spoke with 5 college presidents on system wide payroll
- Eric Wellman is on campus today (EMS LifeFlight)
- End of the semester-grades are due next week

Barry Ingraham (IT Dept. & Facilities):

- Shared services update-CIO check in (weekly; no agenda). Set up meetings to roll out product. Believes January will be the start of the shared services process.
- Jenzabar upgrade will be on January 5<sup>th</sup>.
- EMS-heating, punch list (waiting to hear from Reed Deveau) & door is scheduled for January 7<sup>th</sup>.
- Washington door project is underway and has been turned over to Lee Griffin.

Griffin Goins (Development Office):

- Employee recognition/holiday luncheon on Wednesday. This is Chuck Kelley's last semester.
- Annual Report will be going out to businesses this year.
- Griffin & Brian Hall (Financial Aid) will be meeting to go over Title III grant/report.

Angela Buck (Academic Dean):

- Working on two NECHE reports that need to get submitted-online/distance education is first priority.
- NECHE conference in Boston was successful.

Lindsay LeBlanc (HR & Payroll):

- Paycom-we are in good shape for the roll out. Some of the feedback from other colleges they are concerned about inadequate training.
- Supervisor logins sent out by Lindsay last Friday-they need to confirm the list of their department members.
- Will be focus on accruals this week.
- Vacant Positions-Medical Coding adjunct, CDL driver specialist, Work Force Development Coordinator & Custodial III.
- Affirmative Action Officer needs to be decided on. We will speak with Tom Richard to serve temporarily (as he has served before).
- Today is the first day that employees need to start entering their time in Paycom. December 24<sup>th</sup> employees need to put in their requests in Paycom.

Leah Buck (Continuing Education):

- Anticipating finishing and submitting federal grant & budget over the next few days
- We got concept approval for truck driving-until July 1<sup>st</sup> that will be grant funded included equipment request(s) submitted.
- LPN training MOU w/ DOL is being worked on.
- Opportunity for PHTLS (pre-hospital transport life support) training with Bar Harbor Ambulance over Christmas break. Nothing confirmed yet.

Mike Williams (Business Office):

- Kimberly reported most of books are in the bookstore. A couple our on backorder.

Angela Davis & Jeremy Corey presentation on their trip to KVCC (powerpoint attached):

- Went to evaluate simulation center and resources

Matt Grillo (Student Services):

- Enrollment is starting to increase
- Matt Bartlett, Residential Director, has been doing activities in the gym a couple nights a week
- Graduation Committee meeting this afternoon
- Going to be working on Academic Dismissals & Appeals before & after holiday season

Meeting adjourned at 11:16 a.m.