

President's Cabinet Meeting Minutes December 19, 2022

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

Absent: Lindsay LeBlanc

Paycom Update:

Just got own access to Paycom on Friday-Lindsay working from home today
Updating accrual info into Paycom-Anyone taking time off this week needs to be emailed to Lindsay.

Today is first day to approve timecards-submissions by 10:00, approvals done by 5:00
Requests will be done in Paycom after December 23rd.

Mike Williams:

10 DeepDive sessions in Business Office starting February. During closing weeks.

Foundation Executive meeting Wednesday at 9:00.

Jason Carter from Aramark will be on campus on Wednesday. President Crowley wants Mike to address marketing they have discussed on prior occasion.

Req approvals by Presidents cabinet members-will continue this process-someone within the cabinet will continue to review and sign. Trades is still having issues with purchasing and submitting a req after the purchase has occurred.

Dave Wyman (Anthology Update):

Financial Aid DeepDive meeting all day last week went well. Data migration workshop occurred last week as well. Third Lumens meeting on Tuesday. System Office will hold DeepDive review on Wednesday. Nothing scheduled the last week of December. They are looking to book the Business Office for 30 to 35 hours in February for trainings.

Leah Buck (Continuing Education):

Lumens is going well so far. There is a "play database" to go in and simply review; there is no data uploaded.

Sarah Roy (CDL student) has been ill pneumonia so rescheduled test date that was supposed to be today. January 16th is her next test date.

Signed budget for CDL courses for the spring received last week. Applications already submitted. PI-8 week.

Marketing at system office will be assisting with logging cohort through MJRP funding.

Michelle (system office marketing) states the \$12,000.00 budget for marketing is more than enough.

Will be working on MJRP High Pressure Boiler applications this week. Will be running sometime in the spring semester (date TBD)

Electrical code update year-contract with TwinRivers first (Brian McDougal).

Angela Buck (Academic Dean):

Kimberly has been doing a great job keeping us informed on books for the spring semester. Faculty is aware of the last 4 courses that she is waiting for books for. Grades for the semester are due by noon tomorrow. Freshmen-4 students were unsuccessful. We have 3 to 4 that are coming in in January. Senior-2 students were unsuccessful. EMS doing their last hands on lab today. Significant respiratory illness through Nursing students the past few weeks. Standard 2-Strategic Planning packet that Abby will send out after meeting (attached to minutes). Loren discussed with Angela about his martial arts class in the spring semester. Only wants to open this to campus community-Loren can work with Matt G. and Tom Richard. Mike states our general liability will still cover as it's a campus activity but still recommending Loren gets his own and we will reimburse. LPN-17 finished the program. 16 of the 17 passed their tests. 94% pass rate.

Matt Grillo (Dean of Students):

Enrollment report this morning-we are continuing to increase (9% right now). Door closing went fine-Matt Bartlett (Residential Director) has been doing well. A few of the international students are in New York and New Jersey and one returned home. Communicating with others to understand process of students coming in/leaving. Still have a few students living on campus in between semesters. Shared with Lindsay proper documentation for RA that resigned but then did not. Other RA did in fact leave. Reminded to put in writing acknowledgment and acceptance of any resignation.

Barry Ingraham (IT & Facilities):

Notice to everyone on Jenzabar update happening on the 5th. Shared services meeting today (w/ Ande Smith from Deer Brook). Custodial III position-one applicant. Interview now that Angela has returned to campus. Honeywell still waiting for controller for EMS-contract ends at the end of December so Barry and President Crowley will have a discussion on that aspect. Tony Jones cannot be here on the 12th for Administrative Days.

President Crowley would like to set aside 45 mins or so during Admin days for marketing discussions.

Griffin Goins (Development Office):

Have heard a lot of interest in the childcare facility. State of Maine through Governors office grant is \$250,000.00. Other entity is \$350,000.00 (Northern). Will be working on a new marketing plan this week. Working with Ethos to see what options they have available for us. The System office is not too happy with Ethos either. Sent out the business appeals last week- about 100 appeals to local businesses and included our Annual Report. Will be doing department negotiations of tasks and roles.

Tim Crowley (President):

Visited SM last week and visited WTT program. Some of the faculty there are very excited with the work that is being done there. Marketing with that program needs to be worked on. Looking to see if market it through SMCC.

Have communicated with Mrs. Smith this week and believe she continues to plan to assist with the childcare center.

Following up with Susan Norden (potential WPT donor) at 11:30 this morning.

Wrote retirement note to Chuck Kelley – thanked him for everything he’s done inside and outside of NM.

Meeting adjourned at 11:18 a.m.