

President's Cabinet Meeting Minutes January 3, 2023

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

Absent: Angela Buck

President Crowley:

- General Advisory Council meeting revised to January 12th – Legislatures will be joining as well. Administrative days will be starting in the afternoon now compared to the morning.
- Response to Mrs. Smith out today on her follow-up questions on the additional funds for the ECE Center. Mike and Barry will work on budget timeline information to provide. Needs overview of funds from the System for WF. They are also looking for information on enrollment goals.
- Workforce Development Coordinator for New Mainers position-Lindsay will provide all applications to Tim. Would like to finish up the hiring for this position.

Review of agenda for General Advisory meeting

Lindsay LeBlanc (HR/Payroll):

- Paycom-first payroll processing went smoothly. Everyone should get their first paycheck from Paycom on Wednesday (direct deposited). Workstudy/student getting hard checks and Lindsay just received and will hand out. We will be going back to the two week approval as we did through Novatime.

Barry (IT Dept. & Facilities):

- IT Leaders meeting at EM on the 20th
- County Electric here today (started last week) doing work on camera for Mailman building. Will hopefully finish up during next break (waiting for cable)
- Shared services (working on phone services/extensions)

Griffin Goins (Development Office):

- Will draft letter regarding direct support to students (follow ups from Smith Foundation)
- Dr. Cilley thank you notes from students-Tim advises Griffin to write letter and send directly to Dr. Cilley
- Christine Grillo starting on the 9th-Will meet with Aimee and Christine to transition some of Foundation tasks. Tim, Griffin & Mike will sit down and go over tasks.

Leah Buck (Continuing Education)

- Nate Kinney (CDL instructor) started this morning
- CDL interviews this afternoon. Currently only have 6 solid candidates

- York County project is back on track-looking to lease space for a CDL cohort. February 15th-Sandford Airport might be range location

Matt Grillo (Dean of Students):

- New international student coming soon for this semester. Three others are coming back
- Working on dismissal appeals this week
- Enrollment is increasing-at 24% this morning
- Ras, Tristen and Rowan, have finished their positions here-Will work on replacements
- Current laundry situation-Matt Bartlett (Residential Director) is working on and is not getting any responses from the current company (CSC). There is no existing contract with current company. Exploring different options
- Dismissal appeal letters sent out before Christmas-Deadline to appeal is tomorrow. Tim advises to work with Department Chairs to get interviews done this week

Mike Williams (Business Department):

- Call from Maine Army Guard-Looking for possible food contract with us and Aramark
- Working on closing up the month

Meeting adjourned at 10:26 a.m.