

## President's Cabinet Meeting Minutes January 9, 2023

**In Attendance:** Tim Crowley, Mike Williams, Abby Clark, Leah Buck, Barry Ingraham, Griffin Goins, Lindsay LeBlanc, Christine Grillo (introduction meeting),

**Absent:** Angela Buck

President Crowley:

Administrative days; General advisory council & legislatures join-on same day  
Wants the cabinet to provide a 30 minute update (total), focus on operations, discuss plans for the future.

Tomorrow Presidents Council meeting to discuss strategic planning for the system. Asked each presidents to submit a SWOT analysis which President Crowley did. President reviews with Cabinet.

President Daigler will be here on the 17<sup>th</sup>

Request for \$1.5 mill to Smith foundation for additional costs of the childcare center. We received confirmation from Jennifer that they received. Discussion with Daigler on receiving additional funds from System Foundation

Set up department chair meeting if one not set up already

Perkins report due as well

Additional support in payroll area-Carol McCleary will be providing additional support for Lindsay (discussion underway)

Christine Grillo beginning today and she will be very beneficial to a lot of areas throughout the campus

NECHE report is due by Friday-top priority

President Crowley met with Star Herald last week RE: WPT/renewable energy

Received Dr. Cilley's annual contribution of \$23K

Mike Williams (Dean of Finance):

Deans of Finance meeting tomorrow at 9:00

COVID report due tomorrow

Out of state travel reports due to the system

Add/Drop date on academic calendar is off by one day. Will notify all the students once clarified with Angela

Griffin Goins (Development Office):

Maine Potato Council meeting on campus tomorrow in the gym and part of Wednesday-180 ppl- Tim or Griffin will welcome contact person

WPT support grant from Susan Norden & Ben Baker accepted-\$25K being processed

Barry Ingraham (IT & Facilities):

Jenzabar upgrade done last week-a few issues (minor issues). Goal is to stay on this version of Jenzabar until full transition

Shared Services meeting on the 13<sup>th</sup>-Deerbrook, Anthology and system office are meeting this week. Deep dives are cancelled this week in preparation for this meeting

Roll out plan for shared services this week at EMCC-have been asked to create a phone system  
Custodial III position recommendation has been made  
Mailman flooring has been complete  
Cameras project basically complete-still waiting for cable  
Will be getting everything done that he can this week for EMS access control  
Childcare center-meeting this Friday with architects and engineers-construction documents are due February 28<sup>th</sup>  
Washington door project is still underway-placing order for door-access control and doors  
Need to get engineer to create transformer replacement and waiting to see what the insurance company says-President Crowley requests that Mike informs Pam/System that we are processing this as an insurance claim

Lindsay LeBlanc (HR/Payroll):

This week is the second week of processing payroll in Paycom. Everyone needs to have timecards approved today along with time requests  
Encourage everyone to approve my paycheck feature. Systems office, KV & NM only campuses at 100% of employee inputting their time. Feature of any questions on paycheck/time-done on Paycom and goes to Lindsay/she answers those questions  
Medical Coding adjunct filled  
Workforce Development Coordinator for New Mainers only position still open

Leah Buck (Continuing Ed):

CDL current day class is testing this week  
Night and weekend class still running  
MJRP reporting being wrapped up this week  
And Looking to finish up CDS application/budget to get submitted  
LPNs start tomorrow-24  
Second MDL cohort starts next week

Matt Grillo (Dean of Students):

Holding above 60 students in the dorms  
Enrollment-20.5% increase in headcount; credit count increase of 20% as of today. We are holding second to Washington County  
New students-up at 139 (109 at this time last year)  
International students are coming in Saturday or Sunday-new student flying in on Wednesday night

Meeting adjourned at 11:02 a.m.