

## **President's Cabinet Meeting Minutes January 30, 2023**

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

**Absent:** None.

Matt Grillo (Dean of Students):

- Enrollment-Still have some concurrent enrollments coming in. Our numbers are up and our headcount is significantly up in comparison to other campuses. Dual enrollment and returning is very high.
- We had 5 students move into the dorms post start and getting to 70 students on campus. The Dining Commons has been very steady and increased.

Lindsay LeBlanc (HR/Payroll):

- Had some issues with Paycom RE: benefits however Paycom fixed issue. Everyone to watch what they submit and when they submit changes, contracts, new employees, etc. E
- Earned pay leave law in Maine-40 hours worked 8 hours earned and this applies to adjunct as well-this does not apply to full-time benefited employees.
- Nicole put up the employment link on the website. iFrame External link. We do have an iFrame Internal link that Lindsay wants to put up on the Employee tab within the portal.

Barry Ingraham (IT & Facilities):

- References on shared based phone services. Met last week on WCCC issues. New system throughout the system.
- Meet on 6<sup>th</sup> to discuss Asher AD design
- ECE Childcare building-issue with the parking and going to meet with Code Enforcement to discuss. Signed contract for Geotechnical (doing study of the ground).
- Exterior doors on Washington-looking at February break.
- BJS projects have been approved-WPT and ELC-Edmunds transformer has been approved and just need to find an electrical engineer.
- Deveau has hired Peter LaJoie to wrap up wiring in EMS Simulation.

Leah Buck (Continuing Ed):

- Lumens has been put on hold until they come up with a plan for Anthology. They are still meeting once a month.
- Looking to get LPN invoice out soon. Do not have disclosure agreements with all students yet. (Mostly waiting on LPN students in Houlton)
- YCCC working toward February 14<sup>th</sup> deadline to get things finalized for CDL (February & March)
- Sarah Roy-CDL student from Bangor-scheduled to test on Friday and did not make it. Came and packed up her stuff and moved out of dorms.
- Twin Rivers contract training-being wrapped up. 48 employees getting the update. Dean Duplessis doing another training program.

- University reached out RE: our logging program. Past student reached out and is currently running the program at Orono. Fort Kent will be included in these discussions.

Angela Buck (Academic Dean):

- Coverage for WPT labs-Chuck is officially done. Tom, Jake & Todd are all taking sections of Wayne's labs while he is out. Wayne is still doing the lecture pieces.
- Articulation agreements with UMPI (Business Administration & Accounting)-meeting next week to finalize the details. Updated our ECE transfer agreement and creating an agreement for EMS. UMFK-agreements
- Challenging with the MDC program-book issues with one students.
- Some students have been reaching out to the instructor complaining about the amount of work. 19 hours of class time within a week on top of homework.
- AAC last week-block transfer agreement (supposed to have this on our website).
- Next week-program reviews-we do not have one up this month.

Matt Grillo (Dean of Students):

- Issue Matt Bartlett (Res Director) & George Brigham (Security) had issue with student-the student will no longer be living in the dorms. Moving his stuff out this morning.
- Casino night in April (Alcohol Awareness Month)
- March 23<sup>rd</sup>-Job Fair
- Melmac grant-approved-over \$40K-primary focus-resource center
- February 9<sup>th</sup> & 10<sup>th</sup>-training for anyone involved in Title IX, security & disciplinary campus committee
- CVIS program-Tim signed and submitted-waiting for finalizing/approval
- In about 2 weeks-modification of Admissions Dept

Mike Williams (Dean of Finance):

- Business Office closing up month of January-get all outstanding reqs & credit card info in.
- Mike & Leah finishing up budget, etc for next CDL cohort

Griffin Goins (Development Office):

- Galen Weibley- City Council meeting this Wednesday at 6:00-Griffin & Tim going to go together for funds of ECE Center
- Moving forward with Reed Dining design project-Christine Grillo has been assisting-They met with Jason from Aramark last week.
- Change management meeting this afternoon
- Vicki Smith-long time music teacher-she might be creating an NMCC song
- Asked TD Bank if still going to be main sponsor for gold tournament.

President Crowley:

- Shifting some of Carol's responsibilities to help Lindsay with payroll. We are looking to job descriptions, changing and submitting to the System.

- Still waiting to hear back from Smith Foundation on addition fund request. Hoping to know exactly where we are in February. Daigler is going to see what the system can provide for the ECE Center.
- ChatAI-Artificial intelligence software/automated messages. Jen Graham, Robert Carlson & Dave Raymond currently utilizing this. This may be ideal for faculty mostly doing online courses. Some colleges have embraced and some have banned this software.
- President Daigler is here on the 9<sup>th</sup>. Cabinet will meet with him at 8:30 to discuss strategic planning. 10:00 to meet with students in Mailman-BCT lab. Angela discussed with Pam and a mix of students will be in BCT lab that morning. Lunch at 11:30 for all employees with Daigler.
- BCT lab and projects are great. Some concerns about OSHA requirements.
- Before we sell anything out of any of the labs need Mike's signatures.
- Spoke with Senator Collins' office last week-they want a list of projects-DH labs, Andrews Hall, ECE Center, etc. (renovations). The System office has also asked President Crowley to provide a list.

Meeting adjourned at 11:08 a.m.