

CABINET	<h1>Office of President</h1>
MINUTES	

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of January 4, 2005 Cabinet Meeting
Date: January 6, 2005

Members Present: Anderson, Bohnet, Cannell, Collins, Hutchins, Niewoonder, Schlack and Woods

Members Absent: Kocher and Lay

Approval of Minutes

The minutes of the December 14, 2004 meeting were approved as submitted.

Other

- Briefly discussed the progress on the planning for 2005-06 budget – the President mentioned the need for everyone to manage their budgets better – all budget administrators are expected to be accountable for their areas
- Concerns were raised again about the challenge of contracts and the need for more accountability – an update on how the revised procedures are working will be shared at next week's meeting
- Copies of the revised faculty instructional manual were distributed – the manual will be online by the end of the week.
- Emergency shelter signs have been purchased and will be installed at all our facilities
- Reported that a number of employee spouses have signed up for the wellness program
- Shared information on the orientation for part-time faculty at the Texas Township Campus
- Distributed an innovative thinking proposal for orientation of new part-time faculty – this will be reviewed at next week's meeting
- Portable defibrillators will be purchased and located in key areas in all buildings
- A summary report of the IEC assessment reports which was prepared by the IEC planning committee will be reviewed by the Cabinet next week
- The official unveiling of the new lettering for Anna Whitten Hall is tentatively scheduled for February 8 just prior to the Board meeting
- The President reminded everyone to be sure to update their postings of the Institution's new values

Travel Requests

No requests

Planning for NCA Self-Study

No updates.

Cost Containment Issues

No updates.

Learning Communities Discussion

The Cabinet continued the discussion on learning communities. The following items were shared and/or discussed:

- Establish a “mini” Olympics.
- An overview of the police academy learning community concept was distributed and briefly reviewed.
- Tie one or more learning communities back to tracking of student goals as defined by the students.
- Work on retention efforts for the undecided and at-risk students – we need to find something that excites and interests them – do we need to encourage undecided students to take a career decision making course or test?
- Find out what can we control and do something about and then do something about it.
- Should work keys be used more frequently that would help identify the skills needed for specific jobs/programs of study?
- How do we assess prior learning? These skills need to be recognized and documented.
- A learning community needs to cut across disciplines.
- Our successes are: nursing, dental hygiene, respiratory therapy and various other health career programs
- Potential areas: technical/trades and Center for New Media.
- Need to identify and establish a pilot learning community designed to help students succeed and have it up and running by fall 2005 – identify who wants to start one and who should to be part of the team – results will be measured, including learning skills and retention.

Grants

- Authorized the submission of a grant request to the National Leadership Grants for Museums in the amount of \$150,000 with a \$50,000 in-kind match.
- Authorized the submission of additional sponsorship requests for KAFI 2005 per the list attached to the official minutes of the meeting.

Next Meeting

The next meeting is scheduled for Tuesday, January 11, 2005 at 8:00 a.m.