

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of May 8, 2012 Cabinet Meeting  
**Date:** May 8, 2012

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**Members Present:** Anderson, Bertch, Bohnet, Colby, Collins, DeHaven, Hutchins, Johnson, Kocher, and Schlack  
**Staff Present:** Horton and Niewoonder

**Members Absent:** Cannell

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### **TBO Discussion**

The all-day workshop with Gallup is scheduled for May 24.

### **Personnel and Operations**

- Kudos! were given to the following:
  - Kathy Johnson for her presentation at yesterday's Rotary meeting.
- Reality Check – New and Follow Up
  - It may be June before the door-lock issues are completely resolved.
  - Reminder – Work schedules of full-time employees cannot be modified to accommodate part-time teaching assignments.
- Hires/Resignations/Retirements
  - No items reported.

### **Approval of Minutes**

Approved the minutes of the May 1, 2012 Cabinet meeting as amended – the date of the Veterans event has been changed to May 10.

### **Other**

- The Hewlett-Packard systems will be down on Friday for updates.
- An overview of the Healthy Living Campus was distributed.
- Shared information regarding Southwest Michigan First's planning and goals process – it will be discussed at the Cabinet's upcoming planning meeting.
- Heard an overview of the agenda for tonight's Board meeting.
- Briefly discussed the enrollment trends for the summer and fall semesters.

### **Discussion and Action Items**

- *ITG Requests*
  - Online and Alternative Teaching & Learning ITG – It was MOVED, SECONDED and CARRIED to support the 3<sup>rd</sup> year of the Online/Alternative innovative thinking project.
  - ACW/Culinary/Healthy Living ITG – It was MOVED, SECONDED and CARRIED to support the 2<sup>nd</sup> year of the Healthy Living innovative thinking project.
  - Turf Management Intern ITG – It was MOVED, SECONDED and CARRIED to accept the 2<sup>nd</sup> year of the Turf Management Internship innovative thinking project.

- The budget requests for the Patient Care, Line Worker and Mechatronics academies will come back for review next week.
- *Schedule Date of Planning Meeting* – Agreed to meet for an all day planning meeting on Tuesday, June 26.
- *Continue Budget Discussion* – Louise reported she has begun meeting with the Cabinet members to review their operating budgets. Sandy reported that the College is moving forward on the posting of and hiring process for open positions for FY 2013.
- *Travel* – the following travel items were reported:
  - Diane Vandenberg and Cynthia Schauer, along with eight PTK students will attend the PTK regional conference at Mid Michigan Community College, May 18-20.
  - Rick Ives will attend the Michigan Association of Campus Law Enforcement Administrators fall conference in Bay City, May 22-23.
  - Cheryl Almeda, Nora Evers, Robin Murchison-Greene, and Natalie Patchell will attend the MCCA workshop on student success at Lake Michigan College on May 18.
  - Lois Baldwin, Maria Buccilli, and Naz Saebre will attend the Mi-Ahead spring conference in East Lansing, May 17-18.
- *Grants* - the following grant items were reported:
  - The Monroe Brown Foundation has agreed to help fund scholarships for the production technician academy.

**Next Meeting** – The next meeting is scheduled for ***Tuesday, May 15 at 8 a.m.***