

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 22, 2012 Cabinet Meeting
Date: May 22, 2012

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

TBO Discussion

The Gallup workshop is scheduled for May 24.

Personnel and Operations

- Kudos! were given to the following:
 - The Student Success Center and Athletic Department for the coordination of yesterday's athletic student orientation program.
 - Cynthia Schauer and Diane Vandenberg for their mentorship of the College's PTK program.
- Reality Check – New and Follow Up
 - Reported that work is ongoing to resolve the issues with the door locks.
 - Clarified that Google's mapping of our campuses and classrooms will not include inside camera views.
- Hires/Resignations/Retirements
 - Felicien Hategekimana will begin full-time as a custodian on May 29, moving from his part-time grounds position.
 - Ray Andres has resigned, effective May 15, from his part-time success advocate position.
 - The proposed changes to MSPERS are continuing to be considered by the State legislature which may impact retirements for the coming year.

Approval of Minutes

Approved the minutes of the May 15, 2012 Cabinet meeting as presented.

Other

- Announced that the IRS audit could be closed by next week.
- Reminded everyone that summer hours will begin on Monday, June 4. Core office hours are 7:30 a.m. to 5:30 p.m. Monday through Thursday with one hour lunches and closed on Fridays. Work schedules for employees at the MTEC and the Museum will vary since both facilities are open on Fridays.
- Beginning fall 2012, initial financial aid vouchers will be restricted to the purchase of books and classroom supplies and not for clothing or other non-essential items.
- Reported that the SSC and counseling conducted staff meetings on Friday, May 18 and Tuesday, May 22 – food/beverages were provided at the meetings.
- Reported that a computer in the SSC on the Texas Township Campus has been designated for use by alumni who are seeking employment and that a computer on the Arcadia Commons Campus will be designated for similar purposes.
- The AAM visiting team is on campus today and tomorrow for the museum reaccreditation site visit.

- Cabinet members were reminded to be prepared to discuss the various documents and reports regarding the future of community colleges at the June 26 planning meeting – these will also be part of the Board’s discussion at their planning meeting in July tentatively scheduled for July 25.

Discussion and Action Items

- *Review of Budget for FY 2013*
 - A summary of the preliminary changes to the operating budgets for FY 2013 was distributed and reviewed. Several questions were raised and additional information will come back next week.
 - The proposed manpower requests and list of ITG projects for FY 2013 were distributed and reviewed.
- *Discussion on Underprepared Students*
 - Discussed some of the issues related to academically underprepared students:
 - Where to refer them – should they be referred to the local adult education programs?
 - Enforcing prerequisites and/or requiring specific courses.
 - Setting a minimum score on Compass or ACT.
 - The students’ resistance to enroll in ExpressWays because of their desire for financial aid.
 - Mike Collins agreed to draft a procedure/process for underprepared students related to counseling, financial aid and registration holds/restrictions.
 - Discussion will continue next week.
- *Begin Reviewing Ends Policies Annual Reports* – Briefly discussed the status of Ends’ policy reports and recommended assignments.
- *Travel* – the following travel items were reported:
 - Tom Sutton will be conducting training at a company located in Albuquerque, June 10-12; all expenses will be paid by the company.
 - Susan Ayers and Sally DeBruyn will attend a Diabetes Clinical Symposium on June 6 in Kalamazoo.
 - Natalie Patchell will attend a Student Success workshop hosted by MCCA, June 4-5 in Escanaba.
 - Mark Sheffer and Tim Hulinec are attending a meeting in Detroit today as a follow up on a financial aid fraud case.
- *Grants* - the following grant items were presented:
 - Authorized the submission of a grant application to the Department of Justice in the amount of \$1,500 from the Dept. of Justice with a 50 percent match for the purchase of bullet resistant vests.

Next Meeting – The next meeting is scheduled for ***Tuesday, May 29 at 8 a.m.***