

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of May 29, 2012 Cabinet Meeting
Date: May 29, 2012

Members Present: Anderson, Bertch, Bohnet, Cannell, Colby, DeHaven, Hutchins, Kocher, and Schlack

Staff Present: Niewoonder

Absent: Collins, Horton and Johnson

TBO Discussion

No update.

Personnel and Operations

- Kudos! were given to the following:
 - Nancy Taylor and everyone involved in the May 24 Gallup workshop, including the members of the training and development committee – Ross Bryant, Kathy Campbell, Blake Glass, Brian Graening, Denise Lindsley, Lesa Strausbaugh and Pat Sulier – as well as to the panelists – Dennis Bertch, Mary Lawrence and Sue Visser.
- Reality Check – New and Follow Up
 - Representatives from Johnson Controls and Stanley are continuing to work on the door lock problems.
- Hires/Resignations/Retirements
 - Jamie Hallman will begin on June 11 as a custodian; he is replacing Charles Pratt whose last day was May 22.
 - Michael McCloud will begin his 8-week, part-time lab tech position on June 28.

Approval of Minutes

Approved the minutes of the May 22, 2012 Cabinet meeting as amended.

Other

- The emergency phone number of 4911 is now operational on the Texas Township and Groves campuses; the same number will be used at the Arcadia Commons Campus in the near future and after additional work is completed.
- A draft of the proposed changes to the “travel cheat sheet” was distributed. It will be discussed at next week’s Cabinet meeting.
- The Production Tech academy began today with 14 students.
- Representatives from Google will be on campus today.
- A draft of a one-page summary of our planning and goals was distributed – it will be discussed at next week’s meeting.

Discussion and Action Items

- *Review of Budget for FY 2013*
 - Reported that there are still a few areas pending and need more discussion.

- *Discussion on Underprepared Students* – Discussion postponed to June 5.
- *Begin Reviewing Ends Policies Annual Reports* – Discussion postponed to June 5.
- *Travel* – the following travel items were reported:
 - Anora Ackerson will attend the ERAC/CE workshop in Kalamazoo, June 21-23.
 - Linda Depta and Michael McCall will attend the National Conference on Student Recruitment, Marketing and Retention in Chicago, July 24-26.
 - Alisha Cederberg and Roger Miller will attend the Michigan Student Financial Aid Association summer workshop on Mackinac Island, June 24-27.
- *Grants* - the following grant items were presented:
 - No items presented.

Next Meeting – The next meeting is scheduled for ***Tuesday, June 5 at 8 a.m.***