

**To:** Cabinet, Archives  
**From:** Patricia Niewoonder  
**Subject:** Minutes of November 6, 2012 Cabinet Meeting  
**Date:** November 6, 2012

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**Members Present:** Anderson, Bertch, Bohnet, Cannell, Collins, DeHaven, Hutchins, Ives, Kocher and Schlack

**Staff Present:** Horton and Niewoonder

**Members Absent:** Johnson

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### **Approval of Agenda and Minutes**

The minutes of the October 30, 2012 meeting and the agenda for the Nov. 6 meeting were approved as presented.

### **Discussion and Action Items**

- *Finalize Planning Worksheet / Strategic Planning*
  - After a discussion, it was MOVED, SECONDED and CARRIED to accept the Strategic Initiatives for FY 2013 as amended.
- *Discussion Regarding Policy on Repeat Courses*
  - Discussed the ongoing issues related to repeat courses and noted that many of the violations are for courses for personal enrichment and not related to a degree.
  - It was suggested that we may want to strengthen CMOP 1090. Discussion will continue at next week's meeting regarding strengthening the policy and/or review the procedures.
- *Discussion on Organizational Changes and Vacant Positions*
  - Heard an update on the planning/discussions regarding the administrative structure for academic services. More information will be shared as the plan is finalized.
- *Budget Working Papers for FY 2014* – No additional changes were noted and the working papers will be sent to administrators and budget supervisors in preparation for the development of the FY 2014 budget.
- *Travel* – the following travel items were reported:
  - The following individuals were approved to attend the 2013 Ellucian Summit, April 7-10 in Philadelphia – Bob Bechtel, Denise Blanchard, Paul Chiu, Lori Evans, Nate Hartmann, Carol Heeter, Heather Philbert-Aponte, Mike Thompson, and Brenda VanderRoest plus one individual from the finance area (name to be announced at a later date).
  - Mary Bay, Kathy Campbell, Mary Lawrence, Jane Otten, and, Mamatha Pachika will attend the Banner's Users Group meeting at Lansing Community College on November 30.

### **Personnel and Operations**

- Kudos! were given to:
  - No Kudos! were shared.
- Reality Check
  - Reported on a couple of issues related to building access during weekends and after normal hours – Mike agreed to follow up on this to ensure the process is in place.

- Hires/Resignations/Retirements
  - Mark Sheffer has accepted the captain's position, effective Nov. 5.
  - Coty Dunten has accepted the life resources coordinator position; her start date has yet to be determined.
  - Agreed to hire two part-time counselors, with no increase in total hours or cost, to allow greater flexibility in coverage.
  - Trice Batson will begin the training coordinator position on November 14.

#### **TBO Discussion**

- Gallup is working on compiling the engagement survey data.

#### **Other**

- Cabinet members were asked to share any new areas of cost savings with Louise so she can include the information on the cost containment report she will be sending to the State.
- The 3<sup>rd</sup> Production Tech Academy is scheduled to begin Nov. 8.
- Elizabeth Lyons has been working with Steve Doherty to solicit corporate donors to help fund the Veterans' Tribute Garden.
- Sandy will be sending a college-wide e-mail regarding the Nov. 14-15 health care meetings.
- Reviewed times when the various Cabinet members will visit the Arcadia Commons Campus on a weekly basis.
- New agenda items for next week include: MOOCs, internships for winter 2013, and the Oxford Foundation "white" paper and Gov. Snyder's vision for public education.

#### **Book Discussion and Assignments**

Terry summarized chapter one of the book "Shift." Bruce agreed to report on chapter two next week.

**Next Meeting** – The next regular meeting is scheduled for ***Tuesday, November 13 at 8 a.m.***