

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of November 13, 2012 Cabinet Meeting
Date: November 13, 2012

Members Present: Bertch, Bohnet, Cannell, Collins, DeHaven, Hutchins, Ives, Johnson, and Kocher

Staff Present: Niewoonder

Members Absent: Anderson and Schlack

Approval of Agenda and Minutes

The minutes of the November 6, 2012 meeting and the agenda for the Nov. 13 meeting were approved as presented.

Discussion and Action Items

- *Discussion Regarding Policy on Repeat Courses*
 - Agreed that the current CMOP for repeat courses is appropriate but that procedures need to be developed and implemented. Bruce will come back with draft procedures.
- *Discussion on Organizational Changes and Vacant Positions*
 - Discussion is ongoing regarding the vacancies in academic services and more information will be shared at a later date.
- *MOOCs (Massively Open Online Courses)*
 - A couple of articles regarding MOOCs were distributed. Discussion to continue next week.
- *Internships for Winter 2013* – Postponed until next week.
- *Oxford Foundation Report and Gov. Snyder's Vision for Education*
 - Discussed the potential impact of the vision for K-12 education and, in particular, high school age students. This will be back for continuing discussion in two weeks.
- *Travel* – No items presented.
- *Grants* – No requests presented.
- *Update on Strategic Issues and Metrics*
 - A copy of the report to be shared with the Board at the November meeting was distributed and reviewed.

Personnel and Operations

- Kudos! were given to:
 - No kudos reported.
- Reality Check
 - Reminded everyone that requests for filling of vacant positions need to come to the Cabinet before posting.
 - Rick agreed to send out a college-wide e-mail to remind everyone that the Public Safety Office is the repository for lost property; items should be to Public Safety and not held in the office where the item(s) were left.

- Hires/Resignations/Retirements

- Effective Nov. 19, Kathryn Herweg is transferring from her position in the museum to that of assistant to the executive director of training at the Groves Center; her coordinator of interpretations' position has been posted for internal candidates.
- E.J. Bast has accepted the position of director of student recruitment; he is scheduled to start Dec. 3.
- Ashley McCann, admissions assistant, has resigned effective Nov. 21; her position will be posted.
- Todd Weston has accepted the full-time, 10-month position in public safety; his part-time night position will be filled.

- TBO Discussion

- Meetings with Gallup representatives are scheduled for Nov. 27 and all administrators and managers are encouraged to participate.

- Other

- The first Utility Line Worker Academy graduation was held on Friday, Nov. 9.
- The Police Academy graduation is scheduled for Nov. 20.
- Reported on the delays in going live with DegreeWorks; it should be ready for implementation by May 2013.
- A presentation on the *Student Schedule Planner* is scheduled for Friday, Nov 30. Terry agreed to send out information on this to the Cabinet.
- Briefly heard an update on the process in Facilities Services when a special event is scheduled outside of normal business hours. It was agreed that all events outside of normal business hours will be reported to the Cabinet ahead of time. Upcoming special events include: the **Turkey Trot**, Nov. 23-24, and the **Gillette Memorial Classic**, Nov. 30-Dec. 1.
- The health insurance meetings are scheduled for Nov. 14-15.

- Book Discussion and Assignments

Bruce summarized chapter two of the book "Shift." Kathy agreed to summarize chapter three next week.

Next Meeting – The next regular meeting is scheduled for **Tuesday, November 20 at 8 a.m.**