

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of February 12, 2013 Cabinet Meeting
Date: February 12, 2013

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

Staff Present: Horton

Guests Present: E.J. Bast, Laura Cosby, Linda Depta, Diane Vandenberg, Thomas Wrench

Absent: Hutchins and Ives

Approval of the Minutes

The minutes of the February 5, 2013 meeting were accepted as corrected.

Discussion and Action Items

- Presentation:
 - Proposed Innovative Thinking Grant on Creating and Implementing a Strategic Enrollment Management Plan. It was MOVED, SECONDED and CARRIED to approve the 1st Year ITG Proposal.
- 2nd Reading of CMOP 4080 on Inclusivity
 - It was MOVED, SECONDED and CARRIED to approve the CMOP 4080 on Inclusivity as written. The updated policy will be posted online.
- Brief discussion on what the responsibilities might be for a manager/coordinator for the downtown campus.
- Update on Strategic Issues and Metrics was handed out for review.
- Travel
 - Lisa Winch, Tim Kane, Jill Rozanoff, Amy Longcore, Sheila Eisenhauer, Darlene Kohrman, Nicole McClure, Robin Murchison-Greene, Chris Karbowski, Carol Weatherford, Natalie Patchell, Cheryl Almeda, Ron Higginbotham, and Bill deDie will attend the Michigan Developmental Education Consortium Conference in Lansing, Michigan on March 21, 22, 2013.
 - Charlie Fuller will attend the Vision Hi-Tech Training & Expo in Kansas City, Kansas on March 7-10, 2013.
 - Lois Baldwin and Maria Bucilli will attend The Michigan Mental Health Counselors Association workshop on the DSM V in Lansing, Michigan on May 3, 2013.
 - Ezra Bell will attend the Michigan College and University Partnerships program at Michigan Tech, Houghton, Michigan, June 19-22, 2013 where he is the closing speaker.
 - Gerri Jacobs, Denise Lindsley, LaJoyce Brooks and Stella Lambert will attend the Michigan Developmental Education Consortium Conference in Lansing, Michigan on March 21, 22, 2013.
 - Russ Panico will attend the MCCRMA in Lansing, Michigan on March 6, 2013.

- Grants
 - none

TBO Discussion

- Q12 discussion – February 26th

Personnel and Operations

- Kudos! were given to the following:
 - Academic Counselors served 1,181 walk-in students in the month of January.
 - Amy Louallen for completing the Senior Professional in Human Resources (SPHR) certification!
 - Carol Mallinson, Mamatha Pachika, Judy Wilmarth and Cheryl Grinnell for all the work on the MPSERS changes to be implemented with the February 15 payroll.
- Reality Check – New and Follow Up
 - Noted that facilities and public safety need to be aware of any activities that are held before or after regular business hours/days.
- Hires/Resignations/Retirements
 - Lynn Berkey is retiring effective March 21, 2013.

Other

- Charissa Oliphant will be the on-site program coordinator with WMU and the program “Bridges to the Baccalaurate.”
- REMINDER – employees need to complete timesheets on schedule to allow supervisors the time to approve them.
- AITP will be having a meeting in the commons from 6 p.m. to 9 p.m. on Friday, February 15, 2013.
- Pfizer has rescheduled their Men’s Volleyball evening for March 7 from 6:30 p.m. to 10:00 p.m.

Book Discussion

- Sandy Bohnet led the discussion on chapters 10 & 11 in the book –*Switch*.

Next Meeting – The next regular Cabinet meeting is scheduled for ***Tuesday, February 19, 2013 at 8:00 a.m.***