

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of April 16, 2013 Cabinet Meeting
Date: April 17, 2013

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

Members Absent: Cannell

Staff Present: Horton

Guests Present: Cheryl Almeda, Jackie Cantrell, Laura Cosby, Sheila Eisenhauer, Ron Higginbotham, Gerri Jacobs, Denise Lindsley, Nicole McClure, Robin Murchison-Greene, Pat Pallett, Natalie Patchell, Sara Rivara, Heidi Stevens, Jim Taylor and Nancy Vendeville.

Approval of the Minutes

The minutes of the April 9, 2013 meeting were approved as amended.

Discussion and Action Items

- Retention/Graduation/Developmental Education
 - Prior meeting review - Developmental classes
 - Developmental education – Math & English on-going discussion.

- Travel
 - Barbara Taraskiewicz will attend the Michigan Occupational and Special Populations Conference in Bay Harbor, MI on May 8-10, 2013.
 - Darrell Davies will attend the Michigan Community College Biologists meeting at the MacMullam Conference Center in Roscommon, MI on May 31-June 2, 2013.
 - Diane VandenBerg, Mary Johnson and Coty Duntin to travel to Grand Rapids Community College on May 14 to look at their Student Activities program.
 - Marilyn Schlack, Kathy Johnson, Mike Collins, and Dennis Bertch will attend the Michigan Foundation for Education Leadership Summit in Lansing, MI on April 22, 2013.
 - Bonita Bates will attend the National Conference on Race and Ethnicity in New Orleans, Louisiana on May 28-June 1, 2013.

- Grants
 - None

Personnel and Operations

- Kudos! were given to the following:
 - Julie Rickey for her extra efforts to get the Banner Summit attendees back from Philadelphia.
 - Elizabeth Lyons is making an impression at the State level in regards to our work with Veterans and the transferability of military credit.
 - Barbara Taraskiewicz and her work with I.T. and Public Safety to put safety information on-line that is specific to faculty.
 - To the counselors for suggesting students look into the academies at the Groves Campus.
- Reality Check – New and Follow Up
 - Recommend that Steve Cannell review data before it is sent out to ACS or other data collection systems.
- Hires/Resignations/Retirements
 - Michele Reynolds resigned effective May 24, 2013.
 - HR will work with Mike Collins to fill the Success Advocate position.

Other

- Academic Counselors luncheon – May 17, 2013.
- Electronic Recycling – TTC Campus – April 26 & 27, 2013.
- 12,000 courses have been registered for through April 15.
- Information Technology reports that as of last week, 2700 students have used Class Scheduler for setting their schedules.
- Recognition – suggestion by the Employee Contributions and Recognition committee to push recognition to manager's level and have some dollars available for the managers to use.
- Deans have been directed to start staffing classes for fall – the guideline is to not assign more than 9 contact hours.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, April 23, 2013 at 8:00 a.m. in the Board Room- 3365.