

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of April 23, 2013 Cabinet Meeting
Date: April 23, 2013

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

Staff Present: Horton

Guests Present: Laura Cosby and Denise Lindsley

Approval of the Minutes

The minutes of the April 16, 2013 meeting were approved as amended.

Discussion and Action Items

- Retention/Graduation/Developmental Education
 - Developmental education – Denise Lindsley and Laura Cosby gave an overview of Supported Learning Group (SLG) which uses tutors (facilitators) in the classroom. SLG's are used or piloted in other educational institutions.
- E-cars
 - E-cars are currently turned in twice a semester. The work that goes into them is labor intensive and it is not beneficial to do them more often.
- On-line Course Roster
 - This should be in place by fall if further discussions indicate that there are no FERPA issues.
- Credit hour projections
 - Discussion on FY2013-2014 credit hour projections.
- Tuition
 - Bring back discussion items next week.
- Innovative Thinking Grants
 - To be continued next week.
- Inclusivity
 - To be continued.
- Travel
 - Mary Johnson and Marie Rogers to attend the "19th Annual National Conference on Diversity, Race & Learning" at Ohio State University in Columbus, Ohio on May 6-7, 2013.
 - Craig Jbara to attend "Grey-to-Green" Conference in Toronto, Ontario, Canada on May 21-22, 2013.
 - Jim Taylor to attend the MODAC meeting at Bay Mills Tribal College in Sault Ste. Marie, MI on June 6-7, 2013.
 - David Jones and Michelle Adams to attend a WebFocus User Forum in Detroit, MI on May 9, 2013.
 - Mark Sheffer to attend Police Precision Driving in South Haven, MI on April 29-30, 2013.

- Cathy Jacobs will attend the LEIN TAC Basic class at the Walker Fire Department in Grand Rapids, MI on May 14, 2013.
 - Paul Farber and Al Henderson to attend “Legal Update” course at the VBISD in Lawrence, MI on April 23, 2013.
 - Cathy Jacobs to attend LEIN Basic Operator Training at the Ionia County Central Dispatch in Ionia, MI on May 28, 2013.
 - Kathy Johnson will attend “MCCA Community College Legislative Day” in Lansing, MI on May 2, 2013.
 - Marilyn Schlack, Craig Jbara and Mike Collins will attend the Midtown Detroit, Inc. presentation - u3 Ventures in Detroit, MI on April 26, 2013.
- Grants
 - None

Personnel and Operations

- Kudos! were given to the following:
 - Steve Cannell, Mike Collins, and Linda Depta for the Gazette article by Yvonne Zipp on graduation rates.
 - Dawn Panteleo, Jason Kovacs and the AITP students for the awards they received at the AITP competition in St. Louis, MO on April 4-7, 2013. (See below)
 - Al Moss, Rod Albrecht, Kristi Holmes, and Kathy Bedford for winning the state “Sputum Bowl” – a two day “knowledge bowl” type of event involving respiratory care participants.
- Reality Check – New and Follow Up
 - Developmental education.
- Hires/Resignations/Retirements
 - Kelly Sawyer’s termination date was April 16, 2013.
 - Darryl Chapman is the new Science Labs Supervisor effective April 22, 2013.

Other

- Dental Hygiene Reunion on May 3, 2013 will include vendors on campus.
- Reminder: Electronic Recycling – TTC Campus – April 26 & 27, 2013.
- Lansing Fire Department on the Groves Campus today, April 23 for high tower rescue training.
- Retention summaries were distributed for students who (1) receive Student Success Center counseling, (2) are recent High School Graduates, (3) attend New Student Orientation – in Person, and/or (4) receive New Student Orientation - Online.
- Building hours review for next week (April 29-May 3)- Computer Lab open until 11:00 p.m. on Monday, Bookstore open until 6:30 p.m. on Monday, Financial Aid and Financial Services open until 7:00 p.m. on Tuesday, and the Wellness/Fitness Center open until 8:00 p.m. on Monday, 7:00 p.m. TU, WED, THUR, and 6:00 pm FRI.
- Approximately 738 runners participated in the EZ Run on Saturday, April 20, 2013.
- I.T. is getting ready for an update on the Group Wise server.

- Men's Basketball will be held on Friday, April 26 in the Main Gym from 6-7:30 p.m.
- Congratulations to our AITP students who competed against University based programs and won 3rd place for designing a website for the Southwest Michigan SPCA (1st and 2nd places went to the University based programs), 1st place in the professional banner design and a 3rd place in the casual t-shirt design event.
- Activities classification Structure (ACS) codes entered into the Banner system as part of the adding courses procedures, completed by the Academic Scheduling Office requires review and approval by the Vice President Academic Services.
- 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 30, 2013 at 8:00 a.m. in the Gallery, Room 1510.