

Administrative Cabinet Meeting Minutes  
December 17, 2003

Present: Janet Boeckman, Dave Cardwell, Dale Doty, Carol Easley, Beth Franz, Kim German, Pete Grant, Barry Habony, Doug Hanuscin, Brad McCormack, Lew Milner, Mark Monnes, Sue Paynter, Ginger Perowitz, Beth Price, Dean Schaad, Troy Shutler, Alice Hutzal-Bateson

Absent: Scott Bendle, Brooke Henwood, Peg Moir, Bruce Sliney

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1. The first agenda item discussed was the “purpose” of the cabinet. The committee was in agreement that the following purposes be adopted.
  - a. Providing a forum for interaction and discussion among middle managers.
  - b. Providing input on proposed policies and issues when requested by the Faculty/Staff Senate or Caucuses.
  - c. Functioning as an advisory group to the President and President’s Staff by providing input on proposed policies and issues when requested.
  - d. Initiating policy proposals and promote discussion dealing with issues that affect the operation of the College and the ability to reach the college goals.

It was also decided not to develop a formal constitution at this time, but rather operate within the framework of the “purposes”.

2. The use of Roberts Rules or Order was discussed. It was decided to use Roberts Rules only for items that require action by the cabinet.
3. Membership for the cabinet will consist of the original e-mail list sent out by Human Resources with the inclusion of Alice Hutzal-Bateson and the Coordinator of Physical Activities. Officers will consist of a Chairperson, Vice Chairperson, and Secretary.
4. Officers elections were held and the following individuals were elected to positions:
 

Chair	Lew Milner
Vice Chair	Sue Paynter
Secretary	Mark Monnes
5. It was decided that the cabinet will meet at least once per quarter with additional meetings established as needed. Meetings will be held the second Thursday of a month at 3:00 pm.
6. Brad McCormack will have an Administrative Cabinet e-mail group set up to facilitate discussions and for notification of meeting dates .
7. Discussion was held concerning the possibility of having a cabinet member attend monthly Board of Trustee meetings. It was agreed that this would be beneficial to do so. Lew Milner will inform the President of our intention of attending these meetings. Dale Doty, Lew

Milner, Carol Easley, Ginger Perowitz and Beth Price agreed to be part of a pool that will attend on a rotation basis. Whoever attends the meeting will e-mail the entire group with a summary of what took place.

Lew Milner asked members for topics that should be discussed further during future meetings. The following is a summary of those new items.

8. Lew Milner stated that when there is a change in policy or procedure in one department, there often is an impact on how other departments function and relay information to students. There is a need for better coordination of training/informing staff of other departments about changes as they occur so that everyone gives out consistent information and is following the same procedures.
9. Pete Grant brought up the issue of new hires and how we acclimate new employees to the college. There is need to have new employees receive a more thorough orientation that goes beyond the first day. An organized program could be developed that allows new employees to meet directly with other departments to better understand their functions. Brad McCormack stated there does need to be a uniform, consistent program so that every employee knows what each part of the organization does. This would however, require that each department be willing to commit their time and resources to orient new employees to the college. Mentoring was also mentioned as a possibility.
10. The issue of assessment methods and their relation to accreditation was brought up by Carol Easley. With two different assessment methods available (AQIP & PEAQ), Carol felt that it would make sense to have Kate Peresie attend our next meeting to explain the differences between these two methods. By having a better understanding of the differences, we can make a more informed choice on what method to propose. There was consensus that this was a good idea and Kate will be asked to attend the January meeting.
11. Lew Milner stated another potential topic for discussion is COCO and its impact on all areas of the College. All members should be informed about new functions, such as, on-line registration as they are being implemented. Brad McCormack agreed and stated that new developments and information about COCO will be shared with the group.

#### Other Items

12. Dean Schaad reported that a College wide inventory will be taking place in the near future. Each area will be notified.
13. Doug Hanucsin reported on the health insurance premium renewal. He stated the renewal will only increase 8 to 8 ½ per cent.

Meeting adjourned at 11:15 am

**Next Meeting will be held on Thursday, January 8, 2004 at 3:00 pm  
in Room 122 Kee Hall**