

Administrative Cabinet Meeting Minutes
April 8, 2004

Present: Janet Boeckman, Carol Easley, Kim German, Pete Grant, Doug Hanuscin, Brooke Henwood, Lew Milner, Brad McCormack, Peg Moir, Mark Monnes, Beth Price, Troy Shutler, Bruce Sliney

Absent: Scott Bendle, Dale Doty, Dave Cardwell, Beth Franz, Alice Hutzal-Bateson, Sue Paynter, Ginger Rocks, Dean Schaad, Doris Smith

1. Beth Price reported on the March 04 Board of Trustees meeting. The President's evaluation was not completed but should be done by the end of the month. The Board created an annual calendar that includes important dates for action items, as well as, a retreat for strategic planning. Bruce Sliney and Ginger Rocks will attend the next board meeting.
2. The group congratulated Mark Monnes and Doris Smith on the success of the recent enrollment audit conducted by the Ohio Board of Regents. The audit went very smoothly. There was only a 0.6% error rate on the student sample and 0.00% error rate on the financial aid student sample.
3. The minutes of the March 04 meeting were approved.
4. Old Business
 - a. Administrative Cabinet minutes will be posted to the internet in the near future.
 - b. Lew Milner, Sue Paynter and Mark Monnes will be meeting with Sharon Miller and Jim Olive on April 14th to explain the role of the Administrative Cabinet and its relation to the Faculty/Staff Senate.
 - c. The AQIP recommendation was given to Dr. Abrams. He was told that a support and concern statement in relation to the AQIP recommendation would follow.
5. A motion was made to submit the subcommittee support/concern report regarding AQIP to the Dr. Abrams. The motion passed and the report will be forwarded.
6. A question regarding the May 6th Professional Development Day was raised. Specifically, it was not made clear if Administrative Cabinet members are invited to the luncheon where dialogue will occur concerning AQIP. The sentiment from Cabinet members was that our attendance is important and it is assumed that members are invited.
7. The Distance Learning Proposal previously presented by Michael Renock-Welker was discussed. The following statement regarding the proposal was approved by the group: "While the Administrative Cabinet has concerns with the *Distance Learning Department* proposal as it exists, we recognize the need to include distance learning in our strategic plan as a learning strategy for the Institution."
8. The group began their discussions and reactions to the transition team report. We will complete the discussion at the next meeting and forward a reaction statement to the President by June 1st per his request.

9. General Discussion:

The administrative cabinet felt strongly about the importance of instituting a departmental meeting time for “student traffic related offices” where planning and coordination of functions could be the highest priority.

Many offices felt they were always in a task/service mode and never had anytime to plan, communicate together as a department and coordinate their efforts with other offices for overall better services to students.

The cabinet has a strong need for senior management to understand that staff meetings are for the benefit of the students, by providing opportunities for planning and coordination of services within and between departments. The group would like to pursue a common administrative time, just as the College is also looking into a common college meeting time. If planned ahead and applied consistently, it could become common knowledge and an expectation that offices are not open during the chosen hour(s), i.e. every Wednesday or every 2nd and 4th Wednesday from 8:00 a.m. to 9:00 a.m.

10. For the next meeting:

We plan to further discuss the Transition Team report. Cabinet members should come prepared to discuss specific points of interest or concern within each recommendation. The group will then work toward prioritizing those issues. We might add our recommendation for a common administrative time to our response to the Transition Team report.

11. The next meeting is scheduled for Thursday, May 13th at 3 pm in room 92A Fallerius.