

Administrative Cabinet Meeting Minutes  
August 12, 2004

Present: Janet Boeckman, Dale Doty, Carol Easley, Doug Hanuscin, Brooke Henwood, Mark Monnes, Lori McKee, Sue Paynter, Beth Price, J R Rathjens, Troy Shutler, Doris Smith

Absent: Scott Bendle, Dave Cardwell, Alice Hutzal-Bateson, Kim German, Pete Grant, Brad McCormack, Ginger Rocks, Dean Schaad, Bruce Sliney

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1. The minutes of the July 8, 2004 meeting were approved.
2. Elections for a new chairperson were held. Carol Easley was the only nominee and she was unanimously elected to this position.
3. Due to the recent organizational changes at the College, cabinet membership has been altered. Lew Milner has resigned but will return to the cabinet once the VP for Learning position is filled. In addition, Peg Moir and Beth Franz are no longer members of the cabinet. Discussion concerning new membership then took place. It was decided that Mark Collins should be added to the cabinet. Representation from other areas such as advising may be added at a later date once "process mapping" is finished.
4. Beth Price raised a concern about staff members who wish to pursue additional education during day time work hours. Currently, staff members are required to use vacation/personal time for work time missed during 8:00 am to 5:00 pm work hours. However, the hours of operation at the CDC extend beyond these normal work hours. The question was raised as to why supervisors couldn't rearrange (flex) the employee's work schedule to accommodate taking the course. The employee would still be working a 40 hour week, but would not be required to use vacation time to take a class. As an educational institution shouldn't the College support employees who wish to further their education. Doug Hanuscin stated that the hours of operation for some offices are only from 8 to 5 and therefore flex hours cannot be consistently applied campus wide. Hanuscin was asked to distribute to the group any pertinent written policy related to this issue. This issue will be discussed further at the next meeting.
5. As a follow up to a previous discussion about salary adjustments, Doug Hanuscin reported that the average salary adjustment for other two year institutions was 3.6% for the 04/05 year. The group presented four possible proposals for a January salary adjustment should the penny sales tax not be rescinded. They are as follows:
  - a. A one time bonus of 1 ½ % + \$200 to be issued in December or January.
  - b. 1 ½ % + \$200 be added to the base salary beginning in January.
  - c. 1 ½ % + \$200 be added to the base salary retroactive to July 04
  - d. 2 ½ % + \$300 be added to the base salary retroactive to July 04

These proposals will be discussed again at the next meeting .

6. Carol Easley updated the group about next year's In Service Days. Drafts of the agendas were distributed for review. Easley stated that offices will not be closed and evening classes

will not be cancelled for the May and October dates. She noted that offices may be covered by either work study students or supervisors to allow staff members to attend.

7. The next meeting is scheduled for Thursday, September 9th at 3 pm in room 092A-Fallerius.