

Administrative Cabinet Meeting Minutes  
July 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

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1. The minutes of the May 13, 2004 meeting were approved.
  2. The report on the June Board of Trustees meeting was tabled until the next cabinet meeting. Brooke Henwood and Dean Schaad will be attending the August 25<sup>th</sup> Board meeting. Doug Hanuscin and Brooke will attend the September meeting.
  3. Lew Milner reported on the status of the Administrative Cabinet's response to the Transition Team report. Two meetings of the sub committee were held and additional comments from cabinet members were added to the report. The report was sent to Dr. Abrams. Copies were also sent to the officers of the Faculty Caucus, Staff Caucus and also to the President of the Board of Trustees. Dr. Abrams responded that he received the report and would like to discuss it after he had an opportunity to review it in more detail. There have been no other responses as of this date.
  4. Lew Milner reported that he met with Michael Renock-Welker about the posting of cabinet minutes to the web site and Linda Nichol will now be posting the minutes to the site.
  5. Discussion took place about recent changes to college policies on food, travel and use of college property. Doug Hanuscin reported on the new items that were added to the policies. Lew Milner indicated that when these policies are e-mailed to the college community it would be helpful to know specifically what items were changed or added. Highlighting the changes would be beneficial. Doug did state that college policies are posted to the HR web site.
  6. The College dress code policy was the next item for discussion. The "Guidelines for Business Dress" was distributed and Peg Moir stated that she had been asked if this is an institutional policy or is it departmental at the discretion of the supervisor. For certain positions at the college, less formal dress is appropriate (i.e. maintenance, CDC staff), however, the policy appears to be college wide and doesn't make any distinction by department. There is a need to clarify the guidelines and to provide consistency on how the policy is applied to employees. Lew Milner will distribute the policy to both caucuses and get their feedback for discussion at the next meeting.
  7. Doug Hanuscin and Carol Easley discussed the In Service Planning Committee and its role in providing in service training activities for staff, faculty and administration. This committee is planning on holding a variety of workshops that would meet the needs of all employees. Separate tracks may be set up for faculty, staff and administration. Ideas for possible topics were solicited from the group. Additional topics can be e-mailed to Carol.

8. Carol Easley stated that no action has taken place on the penny tax issue and it appears the tax will not be rescinded. If the penny tax remains, additional dollars may be available to the College which could be used for salary adjustments. Dialogue from this group should occur concerning a recommendation for an additional salary increase. Doug Hanuscin will look at information from other institutions and will share it with the group at our next meeting.
9. The group voted on and unanimously approved the addition of Lori Mckee to the Cabinet. Both Lori and JR Rathjens will be invited to attend the next meeting.
10. The next meeting is scheduled for Thursday, August 12th at 3 pm in room 092A-F.