

Administrative Cabinet Meeting Minutes
March 11, 2004

Present: Janet Boeckman, Dale Doty, Beth Franz, Pete Grant, Barry Habony, Doug Hanuscin, Brooke Henwood, Alice Hutzal-Bateson, Brad McCormack, Lew Milner, Mark Monnes, Sue Paynter, Beth Price, Troy Shutler, Bruce Sliney, Doris Smith

Absent: Scott Bendle, Carol Easley, Dave Cardwell, Kim German, Peg Moir, Ginger Perowitz, Dean Schaad

Guests: Dr. Abrams, Kate Peresie

1. Dr. Abrams joined the meeting to discuss current state finances as they relate to our budget considerations. He distributed a hand-out on the possible effects of a tax repeal. There is a push to rescind the one cent sales tax increase whereby either the legislature would be forced to review the increase or to have the increase put back on the ballot. Should the sales tax be rescinded, it would happen late in fiscal year 05 and would result in a \$800 million state shortfall in funds. Higher education would have between \$170 and 180 million shortfall and the College would stand to lose about \$800,000 of the \$1 million in new money slated for FY05. For the current budget year \$15 million is being cut from special programs. Hopefully, we won't have to cut any operating costs based on current contingency funds and unpaid salaries. The budget for next year will be built based on the assumption that the sales tax will be rescinded. If the tax is not rescinded and funding is appropriated, then new programs and initiatives could be added in January. Dr Abrams also noted that one other item related to the budget bill was that a committee will be formed to look at the issue of co-located campuses.

Lew Milner asked Dr Abrams about the status of the Transition Team report. The report, which addresses areas of concern from the Gardner/Shaw review will be shared with the Administrative Cabinet, Faculty/Staff Caucus and Presidents Staff. Feedback from these groups will be solicited and then the final report will be brought to the Board of Trustees for approval.

2. The minutes from the February Cabinet meeting were approved.
3. Discussion about the distribution of minutes and agenda items took place. Currently, unapproved minutes and the upcoming agenda are distributed to the Presidents Staff. It was decided to continue to send unapproved minutes, but agenda items will not be sent.
4. Kate Peresie joined the group for feedback on the AQIP and PEAQ assessment methods. Additional discussion about these methods took place and a motion to accept the AQIP method was approved by the Cabinet. The following statement will be forwarded to the Presidents Staff as a recommendation: *“Given that the AQIP method constantly requires the College to pay attention to what we are doing so we can continuously improve and transform, it is the recommendation of the Administrative Cabinet to accept this assessment method”*. It was further discussed that the success of using AQUIP is very much dependent upon changes in some key attitudes, behaviors and practices involving both senior management and middle managers. Beth Franz submitted on such draft statement addressing the necessary changes, but a subcommittee was formed to finalize a list of important

qualifiers that the group feels is needed for success. This list would include both the advantages of AQIP and the areas of concern that could prevent full implementation and use of the model. The subcommittee would have this available for the next meeting.

5. Beth Price gave an update on the last Board of Trustees meeting. The Board primarily discussed the new governance model and acted on renewing full time faculty contracts. Beth and Bruce Sliney will attend the next Board meeting.
6. Lew Milner distributed an e-mail he received from Jim Olive concerning the role and purpose of the Administrative Cabinet. Lew shared his response to the e-mail. In order to facilitate communication with the entire College, it was decided that in the future, approved Administrative Cabinet meeting minutes will be posted to the web site. Lew will work with Michael Renock-Welker on getting this accomplished.
7. Pete Grant provided an update on the Transition Team report.
8. Discussion of the plan for a Distance Learning Department was tabled until the next meeting.
9. Next meeting will take place on April 8, 2004 at 3:00 pm on room 092A Fallerius Technical Education Center.