

Administrative Cabinet Meeting Minutes  
October 14, 2004

Present: Mark Collins, Carol Easley, Doug Hanuscin, Brooke Henwood, Alice Hutzel-Bateson, Mark Monnes, Sue Paynter, Beth Price, J R Rathjens, Troy Shutler, Bruce Sliney, Doris Smith

Absent: Scott Bendle, Janet Boeckman, Dave Cardwell, Dale Doty, Kim German, Pete Grant, Brad McCormack, Lori McKee, Ginger Rocks, Dean Schaad,

---

1. Cabinet membership for Cost Share employees was discussed. Since most of the issues discussed in the Cabinet involves NC State policies and procedures, it is doubtful that membership would be of benefit to cost share employees who are not employed by our institution. M. Collins moved that membership be restricted to NC State employees, but cost shared employees would be invited as guests when a topic or issue is appropriate. T. Shutler seconded the motion. Motion passed unanimously.
2. The minutes of the September 9<sup>th</sup> meeting were approved.
3. M. Monnes stated that approved Administrative Cabinet minutes and mission statement now appear on faculty and staff portals on the web site.
4. C. Easley shared an issue raised by Dr Abrams about the use of the name "Administrative Cabinet". Dr. Abrams suggested the group consider changing its name to avoid confusion with other groups on campus. New name suggestions were solicited and discussed. The name that met with the most agreement was "Managers Advisory Council". A. Hutzel-Bateson made the motion to approve and S. Paynter seconded the motion. Motion passed unanimously. The new name will be shared with the President for final approval.
5. B. Henwood and D. Hanuscin reported on the recent Board of Trustees meeting. The Board is moving the President's evaluation back to December, was updated on the state budget, is working on nominations for the Distinguished Alumni Award, approved the AQIP process, was informed that the Rte 39 entrance will be closed, and was provided with a "consent agenda". In addition, three members agreed to extend their stay on the Board for the next three years.
6. The issue of flexibly scheduled work hours was further discussed. D. Hanuscin reported on the policies other institutions have in place. Some institutions require employees to use accrued time, while others allow it under certain circumstances such as a job requirement or a graduation requirement. M. Collins suggested that a philosophical position be developed before any specific recommendation is put forth by this group. B. Price and B. Henwood will draft a philosophical statement and present it to the group at the next meeting.
7. Salary adjustment recommendation for adjunct faculty was discussed. B. Sliney moved to recommend a \$2.00 per hour increase for adjunct faculty. The motion was seconded by D. Hanuscin. Motion passed unanimously. T. Shutler and Hanuscin will draft a narrative on how the group arrived at the salary adjustment recommendations.
8. Discussion of a draft proposal on how the Administrative Cabinet communicates with the President and Board of Trustees was tabled until the next meeting.

9. C. Easley distributed a listing of upcoming meeting dates for the Board of Trustees. Cabinet members should check on their availability to attend. Members who have not previously attended a meeting should be prepared to attend upcoming sessions.
  
10. B. Sliney reported on a recent issue concerning state funding for PSEO students attending private high schools. Private high schools utilize a pool of \$1.5 million for the PSEO program and these dollars are being expended earlier than expected. Because of this development, many of these students are receiving letters of denial for the PSEO program from the State Dept of Education, Center for School Finance. The College plans to continue fall quarter classes at the private high schools, but may not be able to continue with private high school off campus programs for winter and spring quarters.
  
11. Future meeting dates are as follows:
  - November 11, 2004 at 3:00 pm Room 92A F
  - December 9, 2004 at 3:00 pm in Room 92A F
  - January 13, 2005 at 3:00 pm
  - February 10, 2005 at 3:00 pm
  - March 10, 2005 at 3:00 pm
  - April 14, 2005 at 3:00 pm
  - May 12, 2005 at 3:00 pm
  - June 9, 2005 at 3:00 pm