

Administrative Cabinet Meeting Minutes
September 9, 2004

Present: Mark Collins, Dale Doty, Carol Easley, Pete Grant, Doug Hanuscin, Brooke Henwood, Mark Monnes, Lori McKee, Sue Paynter, Beth Price, J R Rathjens, Dean Schaad, Doris Smith

Absent: Scott Bendle, Janet Boeckman, Dave Cardwell, Alice Hutzal-Bateson, Kim German, Brad McCormack, Ginger Rocks, Troy Shutler, Bruce Sliney

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1. The minutes of the August 12th meeting were approved.
 2. The Dress Code policy was revisited. It was stated that this policy only applies to non-faculty. The group determined that clarification of the policy needs to be made because of various employee exceptions that occur. After discussion, the group recommended that the following statement be added to the current policy: "Depending on the employee activity and supervisors approval this policy may be exempt". The current policy will also be forwarded to the Faculty and Staff caucuses to solicit their input.
 3. Cabinet minutes are not yet appearing on the web site. Mark Monnes will check with the IT Department to ensure that a link for the minutes is put on the web site.
 4. The issue of flexibly scheduled work hours was further discussed. No written policy exists for flexible scheduling. The only policy related to this issue involves teaching opportunities for staff. It was decided that a written policy be developed. Beth Price and Doug Hanuscin will research what other institutions have in place and then share this information with the group at the next meeting.
 5. Salary adjustment recommendation proposals were revisited. After discussing the various proposals, the cabinet chose to vote on proposal D; (2 ½ % + \$300 retroactive to July 1st). The proposal passed with 12 votes in favor and 1 abstention.
 6. Brooke Henwood reported on the August Board of Trustees meeting. The Board approved the hiring of an Early Literacy Specialist, the recommendation for restructuring, and the awarding of emeritus status to Mike Williams. A policy on how non board members address the board was tabled, however it was recommended that the Administrative Cabinet develop its own policy on how to present proposals and recommendations to the attention of the board. The proposal for OSU to take over management of the PAC will be reconsidered in September.
 7. Carol Easley stated that in regards to the board's recommendation, the Administrative Cabinet needs to develop an internal process to bring policy recommendations forward to the President and Board of Trustees. Pete Grant and Dale Doty volunteered to work on a draft process. They will review the current staff and faculty caucuses' processes and bring their draft to the next meeting for review.
 8. Cabinet membership was briefly discussed. The issue of OSU Cost Shared employees being members of the group will be discussed further at the next meeting.

9. The following cabinet members will be attending upcoming Board of Trustee meetings:

- a. Sept 22 B. Henwood & D. Hanuscin
- b. Oct 13 D. Hanuscin & P. Grant
- c. Dec 1 P. Grant & Dale Doty

10. Dean Schaad reported that December 4, 2004 is the date set for the College's Holiday Party .

11. Future meeting dates are as follows: Oct 14, 2004 at 3:00 pm Room 92A F
 November 11, 2004 at 3:00 pm Room 92A F
 December 9, 2004 at 3:00 pm in Room 92A F