To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of December 15, 2009 Cabinet Meeting
Date: December 15, 2009

Members Present: Anderson, Bertch, Bohnet, Cannell, Colby, Collins, DeHaven, Horton, Hutchins, Johnson, Niewoonder and Schlack

Absent: Kocher

Guest Present: Chandler

I³ (The Cube) Report
Grant Chandler presented an updated Innovative Thinking Project request for the I³ (The Cube). Questions were raised regarding the budget and personnel. A revised proposal will come back to the Cabinet for additional consideration.

TBO Discussion
a. Personnel Items:
   o Ailsa Gray is a new network manager.

b. Reality Checks:
   o Discussed some issues related to the College closing last week.
   o Discussed issues related to the record enrollment and the filling of most of the classes for winter 2010. Agreed that a number of “ghost” sections will be opened up.
   o Mentioned the challenge of people using chewing tobacco on campus.
   o Briefly discussed tonight’s public hearing and possible public comment.
   o Reported the College is working through the credit card issues related to Banner.

c. Kudos! were given to the following:
   o To the Financial Services staff for getting checks out when the college was closed last week.
   o The team who worked to get the College’s wind energy center grant from the federal government.

d. Strengths Discussion:
   o Brutal Facts – no new items.
   o Engaging our strengths – reported that focus groups are being formed for the performance appraisal revision.

Approval of Minutes
The Cabinet approved the minutes of December 8, 2009 meeting as presented.

Other
At the next meeting, a discussion on interns for the winter semester will be discussed.

Received a couple of brief economic reports – the forecast for Michigan is improving but it will be a long and slow recovery.

Briefly discussed planning for the 2011 budget – this will be one of the items for discussion at the January 19 Cabinet planning meeting.

Discussed the need to ensure a plan is in place for people who may need access to the College’s buildings while the College is closed December 24 through January 1.

Reminded everyone that offices need to be open the week of Dec. 21 – coordination of office coverage needs to be ensured ahead of time.

At the January 5 Cabinet meeting, an agenda item on the new security plan will discussed.

**Other Discussion Items**

**Discussion on Attendance at SunGard Summit**
- Agreed to send up six people to attend the annual SunGard Summit with the following individuals tentatively scheduled to attend: Lori Evans, Carol Heeter, Mary Lawrence, Carol Mallinson, Brenda VanderRoest, and Paul Chiu or Jolene Osei.

**Review of Travel Manual and Forms**
- Briefly discussed and reviewed the changes to the travel manuals.

**Travel – the following items were reported for the record:**
- Bernie Valier will attend the Michigan High School Athletic Association baseball clinic scheduled for January 9-10 in Mount Pleasant.

**Grants**
- Reported that the College just learned it is being awarded a grant from the federal stimulus dollars for the wind energy center.

**Next Meeting** – The next meeting is scheduled for January 5, 2010 at 8 a.m.