

CENTRAL MICHIGAN UNIVERSITY  
**PROFESSIONAL & ADMINISTRATIVE COUNCIL**

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Minutes  
December 14, 2023 – WebEx Webinar

**Members Present:** Cheryl Gonzalez, Brittnie Vithanage, Dawn Welch, Thad Dickinson, Lori Hella, Parveeza Gala, Matheus Garcia Souza, Karlee Herzog, Octavia Jennings, Keith Malkowski, Christian Ikekuah

**I. Guest Speakers:**

- A. Jennifer DeHaemers, VP/Student Recruitment & Retention  
VP DeHaemers went through a presentation with the Council providing enrollment and recruitment updates. Presentation slides are included at the end of these minutes.
  
- B. Mary Hill, VP/Finance & Administrative Services  
VP Hill provided the following updates to the Council on units within her division:
  - Police – upgrading security for increased compliance with the Clery Act (cameras, access control, etc.).
  - HR – addressing staff recruitment & retention issues in alignment with Strategic Plan (benchmarking, improvements to culture, benefit trends, etc.).
  - Auxiliary – University Events policy review/committee & getting new software package; Merrill Dining (virtual kitchen) was big hit with students this year so analyzing similar programming and planning to invest more money using the guaranteed capital outlined in contract with Chartwells; Printing Services merged with Sign Shop and working to scale back pricing structure for less complexity.
  - FM – Wheeler Hall construction/remodeling wrapping up; provided high level overview of how deferred maintenance works
  - Financial Services & Reporting – renewing insurance polices, wrapping up year-end audits, committee to improve workflow of contracting authority.
  - Financial Planning & Budgets – working through next phase of new budget model; budget development process begins January.

**II. Minutes Approval:**

- A. Minutes from the September 14, 2023, P&A Council meeting were approved as presented.

**III. Old Business:**

- A. Keith Malkowski was selected to fill the vacant P&A seat on the Shared Governance & Communications Committee (SGCC).

**IV. New Business:**

- A. Health Care Committee (HCC) P&A vacancy  
Brittnie Vithanage volunteered to serve on the HCC pending supervisor approval (Thad Dickinson volunteered as next inline if Brittnie is unable).
  
- B. Roundtable Updates

- i. Ex Officio – HR is searching for a new Director of Benefits and hopes to have someone on board in February before Open Enrollment. It's a busy time in HR currently with benefit rate renewals and budget discussions.
- ii. Academics – MSA had high enrollment in international students, up 140%. A center in Detroit for engineering management will be opening in collaboration with Macomb Community College. School of Music still has lots going on (finals, instrumental workshop with 300 high school students, recital of top saxophone professors in the country) but is looking forward to the holiday break.
- iii. Off-Campus – No updates.
- iv. FAS – The updated cash and check handling procedure policy is now published on SASUB's website and is relevant to any department on campus that may take a payment. A recorded training to go over policy will be added to the website, too. Financial Aid held an info session about FASFA simplification; packaging for next year should be available by March.
- v. Advancement – Faculty & Staff gave a record breaking \$500,000+ during the Giving Tuesday campaign – thank you to everyone for being ambassadors.
- vi. Student Affairs – Reminder that residence halls will close at 6pm on 12/16/23. There were over 800 Care Reports filed this semester: working on breakdown of possible trends. Student forums will be held this spring for the Merrill/Chartwells updates. Northwest Apartments are past their life cycle and will close May 2024.
- vii. Recruitment & Retention – Most updates covered in VP DeHaemers presentation. Was also noted that the semester is wrapping up, grading processes are next followed by commencement, looking forward to 2024.
- viii. President - OIT is upgrading software/hardware infrastructure on wireless to enhance connectivity experience. More coming in the next few months.

**V. Adjournment:** Meeting adjourned at 2:28pm.

The next P&A Council Meeting will be held via WebEx on Thursday, March 14, 2024, at 1:15p.m.

Respectfully submitted:

Angie Moss  
Human Resources

[WebEx Recording](#)