

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of February 26, 2013 Cabinet Meeting
Date: February 26, 2013

Members Present: Anderson, Bertch, Bohnet, Cannell, Collins, DeHaven, Hutchins, Ives, Johnson and Schlack

Staff Present: Horton

Absent: Kocher

Approval of the Minutes

The minutes of the February 19, 2013 meeting were accepted.

Discussion and Action Items

- Manager/Coordinator –Central person to contact at the downtown campus will be Jackie Cantrell.
- Anti Bias/Anti Racism proposal reviewed; recommendations & questions will be submitted to the committee.
- Spring Break hours were reviewed.
 - Regular Texas Township Campus hours: 6 a.m. – 7 p.m. M - TH
 - Friday, March 8 hours: 6:00 a.m. – 5 p.m.
 - Saturday & Sunday March 9 & 10 - CLOSED.
 - March 3 study group with Darrell Davies open from 12 noon to 4:00 p.m.
 - March 4 study group with Darrell Davies open from 4:00 p.m. to 6:00 p.m.
- V.P. Update – Terry Hutchins shared his area’s successes.
- Travel
 - Kelly Flinn, Brian Flintoft, Tim Luce, John Saylor and Steve Peet will attend the “Metasys System Extended Architecture Training” on the Texas Township Campus on April 12-14, 2013.
 - Majida Beattie will attend “Domestic Violence Response Training” in Grand Rapids, MI on March 7, 2013 (replacing Sherman Potter).
 - Rick Ives will attend “Eds & Meds” in Detroit, MI on March 1, 2013.
- Grants
 - none

TBO Discussion

- Q12 discussion –
 - In depth discussion started on Q12 results.

Personnel and Operations

- Kudos! were given to the following:
 - Ebay recognized Brian Graening with a certificate of achievement for extraordinary customer service.
 - em maestro thanked MTEC for supporting them with the business incubator.

- Reality Check – New and Follow Up
 - none

- Hires/Resignations/Retirements
 - Sherman Potter is transferring from Public Safety Officer to Security Officer effective March 10, 2013.
 - Brent Reynhout will be the new Public Safety Intern.
 - Micah Bergren an IT Intern will be leaving at the end of this semester for a full-time position with KRESA.
 - Mary Haffner has transferred from two part-time positions in Student Recruitment and Marketing to the full-time Enrollment Assistant position effective February 25, 2013.

Other

- Firewall upgrades will be on March 6 & 7, 2013.
- Next week the IT department will be implementing new log-in securities.
- GroupWise will initiate clean-up procedures this weekend.
- Public Safety will be conducting emergency drills.
- Staff Development funds are no longer available for this fiscal year.
- An email reminder will be sent to the college community on our new Health Plan regarding In-Network/Out of Network providers.
- The 90 day refill problem with our pharmacy benefit manager (EHIM) will be resolved.

Next Meeting – The next regular Cabinet meeting is scheduled for ***Tuesday, March 5, 2013 at 8:00 a.m.***