

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

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

Staff Present: Horton

Approval of the Minutes

The minutes of the March 19, 2013 meeting were approved as presented.

Discussion and Action Items

- Retention/Graduation
 - Steve Cannell led the discussion on developmental courses - enrollment and re-enrollment rates.
- Anti-Bias/Anti-Racism
 - Continued the discussion.
- VP Update
 - Mike Collins gave his report on Facilities accomplishments for the year. Positive comments were made about how much work the facility staff accomplishes and how well they do it.
- Travel
 - Lauren Beresford, Muriel Hice, Meily Lightcap and Louise Anderson will attend the Higher Education Training session in Lansing, MI on May 8, 2013.
 - Ted Forester will attend the 2013 Cenergistic Summer National Training Conference in Schaumburg, Illinois on June 24-26, 2013.
 - Al Moss and 16 students will attend the Michigan Society for Respiratory Care Sputum Bowl in Kalamazoo, MI on April 8-10, 2013.
 - Elizabeth Lyons will attend the Consortium of Michigan Veteran Educators at Lansing Community College, Lansing, MI on April 5, 2013.
 - Terry Hutchins will be attending the 2013 Merit Member Conference in Ann Arbor, MI on May 15-16, 2013.
- Grants
 - none

Personnel and Operations

- Kudos! were given to the following:
 - Diane Finch and her team for the outstanding job on the Career Fair.

- Reality Check – New and Follow Up
 - Graduation and Retention

- Hires/Resignations/Retirements
 - Sheila White is retiring effective June 30.
 - Norma Logan is retiring effective August 31.
 - Corinne Overmyer’s contract was not renewed, and her last day is May 2.
 - Matt Brinkman will be the new PT Public Safety Officer effective March 25.
 - HR will be working on filling Sheila White’s position and 2 nursing positions.

Other

- The Groves Center hosted an Open House for Mechatronics – classes starts April 1.
- Kalamazoo “X” Conference – AWH, room 128 from 7 a.m. – 6 p.m. on April 13.
- Dawn Pantaleo and AITP will be holding a meeting from 5 p.m. – 9p.m. in 4230 on March 28.
- Nurses Pinning Ceremony –at TTC, 4230, 4370, 4380 and the Dale B. Lake Auditorium on April 27.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, April 2, 2013 at 8:00 a.m. in Room 4380.