

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of April 30, 2013 Cabinet Meeting
Date: April 30, 2013

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

Members Absent: Kocher

Staff Present: Horton

Guests Present: Cheryl Almeda, , Laura Cosby, Janice Fulford, Ron Higginbotham, Gerri Jacobs, Darlene Kohrman, Denise Lindsley, Nicole McClure, Natalie Patchell, Sara Rivara, Jim Taylor and Nancy Vendeville.

Approval of the Minutes

The minutes of the April 23, 2013 meeting were approved as amended.

Discussion and Action Items

- Developmental education – Math, English, and Reading – on-going discussion.
- Jim DeHaven brought (2) Innovation Thinking Grant proposals to continue the (1) Utility Line Worker Academy for the third year FY2013-2014. And (2) the Mechatronic Systems Technician Academy for the third year FY2013-2014. **MOVED, SECONDED and CARRIED** to approve the ITG projects for Utility Line Academy and the Mechatronic Systems Technician Academy as proposed.
- Cabinet members discussed the FY2013-2014 budget.

- Travel
 - Roger Miller, Alisha Cederberg and Sue Newington attended the Community College Financial Aid Offices Meeting in Lansing, MI on March 19, 2013.
 - Alisha Cederberg attended Region 8 Meeting at Glen Oaks Community College, Centreville, MI on March 8, 2013.
 - Lois Baldwin, Nazaneen Saebre and Maria Bucilli to attend the Michigan AHEAD conference in Lansing, MI on May 17, 2013.
 - Gerri Jacobs to attend the MACRAO 2013 Summer Summit in Mackinaw City, MI on June 20-21, 2013.
 - Diane Finch to attend the Michigan Career Education and Employer Alliance (MCEEA) conference on Mackinac Island, MI on June 9-11, 2013.

- Grants
 - None

Personnel and Operations

- Kudos! were given to the following:
 - Delynne Andres, Lois Baldwin, Lori Evans, Sarah Hubbell, Jamie Rix, Cristina Miller, Coty Dunten, and Michael McCall, Public Safety, Facilities, Robyn Frielpierce and the Aramark staff, and Chris Garrett and the KVCC Campus Band for another successful Commencement on Sunday, April 28, 2013.

- Reality Check – New and Follow Up
 - The nurses “Pinning” ceremony on April 27 was filled to capacity. Future ceremonies may need to include an “overflow” room or an area where the audience can watch on a TV screen.

- Hires/Resignations/Retirements
 - James Vermeulen is the new Computing Support Technician at AWH effective April 25, 2013.
 - William “Billy” Reynolds will be the new Dean of Liberal Arts effective July 1, 2013.
 - Susan Puckett will retire effective June 30, 2013.

Other

- Jim DeHaven shared a new brochure for the “academies” at the Groves Center, a project by Linda Depta and her Marketing team. The brochure will be distributed to 2013 high school graduates in the KRESA District.
- The Electronic Recycling – TTC Campus – April 26 & 27, 2013 brought in over 10,000 pounds of equipment.
- Issues with wireless door locks are being addressed this week.
- Implementation of automatic lock-out on the client side of computer log-in started this week.
- Memorial Day weekend hours – campuses will close at 6:00 p.m. on May 24 and reopen on Tuesday morning, May 28.
- Steve Cannell shared clearing house information regard Student Transfer Destinations.
- Procedure for Reporting Data to Outside Agencies – Data generated by administrative computing services for outside agencies must be reviewed and approved by Institutional research before sending.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, May 7, 2013 at 8:00 a.m. in the Board Room- 3365.