

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of June 11, 2013 Cabinet Meeting
Date: June 11, 2013

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

Staff Present: Horton

Discussion and Action Items

- Cabinet members discussed One Vision/Once Voice and the template that will be used for planning purposes and to report results to the Board.

- Travel
 - Cathy Jacobs to attend Michigan Intergovernmental Training Network (MITN) Training in Lansing, June 11, 2013.
 - Russ Panico to attend the Summer 2013 MCCA Athletic Director's Meeting at Shanty Creek, MI on June 10-12, 2013.
 - Vern Mills and Darrell Davies to attend the Michigan Community College Biologists meeting at the MacMullan Conference Center in Roscommon, MI on May 31-June 2, 2013.
 - Cindy Buckley and Tom Sutton will visit the Suzlon Training Center near Elgin, Illinois on June 27 & 28, 2013.
 - Ben Blewett, Josh Essar and David Lynch will attend the Dell Data Center Solutions Event in Portage, MI on June 11, 2013.
 - Dennis Bertch to attend the Michigan Community College's Chief Academic Officers meeting at West Shore Community College in Scottville, MI on July 18-19, 2013.
 - Dennis Bertch to attend the Future InSight Symposium at the Hagerty Conference Center in Traverse City, MI on July 22-23, 2013.
 - Ken Barr Jr., Katelyn Seelye, Amanda Scharrer, Lauren Koontz, Cristina Miller, and Carl Ross will attend the Gallup Education Conference in Omaha, NE on July 18-19, 2013.
 - Roger Miller to attend the Michigan Student Financial Aid Association (MSFAA) conference at Shanty Creek, Bellaire, MI on June 26-29, 2013.

- Grants
 - Gilmore Grant discussion for Artist Forum.

Personnel and Operations

- Kudos! were given to the following:
 - Gerri Jacobs received a big “thank you” from a parent after receiving “awesome” help for her son.

- Hires/Resignations/Retirements
 - Megan Pauken starts on July 15, 2013 as an Enrollment Specialist
 - Heather Philbert-Aponte is resigning effective June 20, 2013.
 - HR will work with Terry Hutchins to fill the Database Analyst position.
 - Cristina Miller starts full-time as a Success Advocate effective July 1, 2013.
 - HR will work with Mike Collins to fill the PT Strengths Coach position.

Other

- Goods, services and expense reimbursements need to be in the Financial Services/Purchasing area prior to July 11, 2013 for the current fiscal year.
- The Bookstore at TTC and AWH will be closed for inventory June 25 – 27, 2013. Students will be able to access books to purchase on *Thursday* by knocking on the door. Students will need a picture ID to pay with a check or credit card, and a financial aid voucher will be needed to pay with financial aid. Also, please bring your summer class schedule to purchase books.
- The Recruitment team will working with an Ellucian consultant this week on campus.
- Speakers for the public address system will be installed in the Board Room and in the Human Resources office.
- June 23rd (Sunday) the TTC campus will be closed completely for about 3 hours for active shooter training for the Public Safety officers.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, June 18, 2013 at 8:00 a.m. in the Board Room- 3365.