

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of June 18, 2013 Cabinet Meeting
Date: June 18, 2013

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

Staff Present: Horton

Discussion and Action Items

- Cabinet members discussed One Vision/Once Voice – team meetings with their priorities have started or have been scheduled.
- Board Planning Meeting to be held on July 25, 2013 at the Gilmore House starting at 8:00 a.m.
- Inclusivity revised proposal was distributed.
- CNM students may be asked to help with Social Media efforts related to the Healthy Living campus.

- Travel
 - Louise Anderson to attend Michigan Community College Risk Management Association (MCCRMA) at Boyne Highlands, Harbor Springs, MI on July 23, 2013.
 - Lauren Beresford to attend Michigan Community College Business Officers Association meeting at Boyne Highlands, Harbor Springs, MI on July 24-26, 2013.
 - Carey Jeschke to attend the NJCAA Eligibility Seminar in Colorado Springs, CO on July 9-10, 2013.
 - Denise Lindsley to attend the National College Testing Association Annual Conference in Nashville, TN on July 31-August 3, 2013.
 - Al Moss to attend the American Association for Respiratory Care Summer Forum in Orlando, FL on July 15-17, 2013.
 - Gloria Barton Berry, Yvonne Chapman, Vicky Hileski, Sarah Pernie, and Theresa Shane to attend the Test Item Writing Workshop in Howell, MI on August 6, 2013.
 - Larry Taylor to attend the NAPA Diesel Summit at Lansing Community College in Lansing, MI on June 18-20, 2013.

- Grants
 - The KVCC Foundation will be submitting a \$12,500 grant request for the 2013 – 2014 Artists Forum to the Irving S. Gilmore Foundation

Personnel and Operations

- Kudos! were given to the following:
 - Ezra Bell and Connor Shanahan for the planning and execution the Transfer Cookout. An additional kudo came from the Assistant Vice Provost for Academic Affairs at Univ of MI who also thought the event was great and appreciated the students that stopped by their table.
 - Dan Maley, Mike Olvitt, Tony Ide and Paul Rice, Tim Welsh, Aaron Snead and Tony Zacker for the great work during the Testing Center Renovation. A special thanks to Narciso Lopez for going above and beyond the during the clean-up phase.
- Reality Check
 - Fall enrollment projections.
- Hires/Resignations/Retirements
 - Ashley McCann has been hired as the new Success Advocate effective July 1, 2013.
 - Karen Visser resigned effective June 17, 2013.

Other

- Business Services will be having their unit meeting on Monday, June 24, 2013 – services will be limited.
- The Bookstore at TTC and AWH will be closed for inventory June 25 – 27, 2013. Students will have limited access to make purchases 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.
- A new signature authority list was distributed. Please bring this back next week with any corrections/additions
- Terry Hutchins reported that the long distance phone issues have been resolved through the provider.
- Civil Rights Audit Compliance Report was distributed. Please read and bring back next week.
- Kathy Johnson reminded everyone that all contracts, both standard and non-standard, need to come through Candy Horton and Kathy Johnson.
- Omni door locks will be worked on Wednesday.
- Reminder: June 23rd (Sunday) the TTC campus will be closed completely for about 3 hours for active shooter training for the Public Safety officers.
- The new chairman of the House of Representatives Appropriations Sub Committee on Community Colleges – Paul Muxlow is interested in visiting all community colleges in the State. KVCC has extended an invitation to visit.
- Building Hours will be posted on the KVCC website.
- “Local Officials Meeting” at 9:00 a.m. on Friday, June 21 at the MTEC building will include Speaker of the House Jase Bolger, State Senator Tonya Schuitmaker, and State Representative Margaret O’Brien.

Next Meeting – The next regular Cabinet meeting is scheduled for:

Tuesday, June 25, 2013 at 8:00 a.m. in the Board Room- 3365