

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of August 27, 2013 Cabinet Meeting
Date: August 27, 2013

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

Members Absent: Bertch

Staff Present: Horton

Guests Present: Craig Jbara, Dave Trites, Laura Cosby and Diane Vandenberg

Approval of the Minutes

- The Minutes of August 20 were approved as amended.

Discussion and Action Items

- Gift Guidelines – Louise reviewed the handout from last week regarding procedures for recording gifts; questions about donations should go through Steve Doherty.
- Inclusivity – Launch meeting with Vicki Rosenberg is scheduled for September 10th at the Cabinet meeting from 9:30 a.m. – 12:00 noon.
- Travel
 - Amy Louallen to attend the Michigan Community College Human Resources Association Fall Meeting in Bay Harbor, MI on October 1-4, 2013.
 - Jolene Osei to attend Automic (UC4) Innovate User Conference 2013 in Savannah, GA on November 3-6.
- Grants - none

Personnel and Operations

- Kudos! were given to the following:
 - Michael Hall and Bob Bechtel for the data extraction information given to Noel-Levitz.
 - Dennis Bertch and Deans Taylor, McCurdy, Buszek and Reynolds for curriculum adjustments.
- Reality Checks
 - Business hours on all campuses to be consistent or as posted.

- Hires/Resignations/Retirements:
 - Cindy Parks hired as the Receptionist at Anna Whitten Hall effective August 26, 2013.
 - Karen Jones hired as the Senior Office Specialist in Dental Hygiene effective September 3, 2013.
 - Samantha Reidenbach hired as Tenure-Track Instructor in Dental Hygiene effective August 28, 2013.
 - Jim DeHaven will work with HR to fill the Mechatronics instructor position.

Other

- I.T. has been working hard to insure classrooms and labs will be ready for the start of the fall semester.
- Training is taking place this week on campus for Ellucian Recruiter.
- IRS wants KVCC to capture correct information for the 1098T's – this information is based on information supplied to KVCC by students.
- Louise Anderson reminded supervisors to watch direct reports' time sheets for accuracy.
- Craig Jbara is continuing to set up meetings with focus groups for the Healthy Living Campus.
- Recommended that the Strategic Plan goals be online and shared with direct reports.
- Noel-Levitz gave Cabinet an update based on the data collected from both IT and the Planning Research and Assessment departments.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, September 10, 2013 at 8:00 a.m.- 12:00 noon in the Board Room, 3365.
Reminder: Vicki Rosenberg & Associates at 9:30 a.m.