

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of September 17, 2013 Cabinet Meeting
Date: September 17, 2013

Members Present: Anderson, Bertch, Bohnet, Cannell, Collins, DeHaven,
Depta, Doherty, Hutchins, Jbara, and Johnson

Members Absent: Ives and Schlack

Staff Present: Horton

Approval of the Minutes

- The Minutes of September 10, 2013 were approved as presented.

Discussion and Action Items

- Discussion regarding adjustments to the F.O.C.U.S. performance appraisal system.
- A summary from last week's (Vicki Rosenberg's) visit, timeline and guidelines were discussed – Vicki Rosenberg will join us next week via conference call.
- Travel
 - Susan Mott, Gloria Barton Beery, Kim Grubka, Mary Dey, Wanda Scott, Samantha Reidenbach, Rick Garthe, Erick Martin, Bill Wangler, Larry Taylor, Dawn Pantaleo, Mary Alice Reck, Roxanne Bengelink, and Tom Buszek will attend the Trends Conference in Traverse City, MI on October 16-18, 2013. Susan Mott will also attend the MCNEA Conference October 16, 2013-same location.
 - Rob Haight to attend the AWP (Association of Writers and Writing Programs) Annual Conference in Seattle, WA on February 26-March 2, 2014.
 - Mary Dey to attend the American Association of Medical Assistants Conference in Atlanta, GA on September 27-30, 2013.
 - Denise Lindsley and Ola Johnson will attend the ACT COMPASS and Assessment Conference in Oak Brook, IL on September 25-27, 2013.
 - Rob Kilkuskie and Deb Bevis to attend the 2013 MichBio Expo and Conference at the Radisson Plaza Hotel in Kalamazoo, MI on October 15-16, 2013.
 - Mark Sheffer to attend the WMCJTC training consortium in Kentwood, MI on September 18, 2013.
- Grants –
 - none

Personnel and Operations

- Kudos! were given to the following:

- Dawn Kemp and Sandy Hillring – a big thank you for stepping up to help with the AACC Outstanding Alumni application.
- Reality Checks
 - none
- Hires/Resignations/Retirements:
 - Joy Arra is retiring effective October 31, 2013.
 - Mike Collins will work with HR to replace the Financial Aid Advisor position.
 - Hayden Uihlein is the new part-time AV person.

Other

- Sue Hills and Carey Jeschke will assist with travel arrangements for the college community.
- Kathy Johnson appreciates all the input for the local Strategic Value document for the State and specifically the Groves for their significant information.
- Thank you for the input into the updating of the 5 year Master Plan – must be done by Nov. 1, 2013.
- Information regarding the Affordable Care Act will be distributed next week.
- Kyle Robinson from Gallup will be visiting the TTC on October 1, 2013-please sign up to attend under *Staff Development*. Administrators, managers and supervisors are encouraged to sign up for the full day, Customer Engagement. All employees are encouraged to sign up for Valley's Top 4 Engaged Teams.
- Faculty & staff are invited to a round table discussion regarding available services and how to best provide assistance to you and your students at the Arcadia Commons Campus on September 24, 2013 from 5:00 p.m. to 6:30 p.m. and September 25 from 11:30 a.m. to 1:30 p.m. in Room 128C at Anna Whitten Hall. Please RSVP by email or phone to either: Jackie Cantrell at jcantrell@kvcc.edu or 373-7805 or Barbara T. at btaraskiewicz@kvcc.edu or 373-7863.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, September 24, 2013 at 8:00 a.m in the Board Room, 3365.

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