

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of November 26, 2013 Cabinet Meeting
Date: November 26, 2013

Members Present: Anderson, Bertch, Bohnet, Cannell, Collins,
Doherty, Hutchins, Ives and Jbara

Members Absent: Depta, Johnson and Schlack

Staff Present: Horton

Approval of the Minutes

The Minutes of November 19, 2013 were approved as amended.

Discussion and Action Items

- CMOPs – 2nd reading: moved and supported
 - 1110 – Activity Classification Structure Enrollment Report

- Budget Discussion
Kathy Johnson, Craig Jbara and Louise Anderson met on November 25, 2013 – Louise will be working on a baseline/actual expenses for the last 3 years as well as comparing credit hours from 2005/2006 and current year.

- Travel
 - Carl Ross Jr. & Ted Forester will attend ERAC/ce in Kalamazoo, MI in December 2013.
 - Ezra Bell will attend the “Black, Brown & College Bound Summit” in Tampa Florida on February 12-15, 2014.

- Grants
 - None

Personnel and Operations

- Kudos! were given to the following:
 - Marty Myers & Jeff Roseboom for the 27 sessions of safety training in 2 weeks.
 - Laura Cosby for organizing the Noel Levitz training.
 - From Louise Wesseling to Larry Belen for the polite responses from the Police Academy Cadets.

- Sandy Fletcher and Tim Besteman for the great bagpipe music played at the Police Academy Graduation.
- Reality Check –none
- Hires/Resignations/Retirements
 - Lois Brinson-Ropes is retiring effective January 31, 2013.
 - Mike Collins will work with HR to replace the Internships and Apprenticeship position.
 - Tim Balice resigned effective November 20, 2013.
 - Carey Stolsonburg will be the new Administrative Assistant - Student Success Center effective December 15, 2013.
 - Russ Panico will work with HR to replace the Athletic Department Secretary & the PT Volleyball coach position.
 - Diane Finch has accepted the position of a Career Counselor for Career & Technical programs focused on area high school students as part of the grant that we share with Jackson College.
 - Student Success will work with HR to fill the position of Director of Student Career/Employment Services.
 - Rebecca Laippley has resigned from her PT position in Academic Scheduling.
 - Denise Blanchard will work with HR to refill this position.

Other

- Local Strategic Value (LSV) – KVCC’s allocation of the LSV funds will amount to approximately 4% of the total funding for all community colleges.
- Effective May 1, 2014, less than full-time employees will be limited to a maximum of 29 hours/week. This is in light of provisions of the Affordable Health Care Act. Sandy Bohnet will be sending a communication to employees and managers shortly after the first of the year.
- Instructional Data books were delivered to academic administrators.
- Representatives from the Four Winds Casino Resort will be visiting the HVAC area today.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, December 3, 2013 at 8:00 a.m. in the Board Room, 3365.