

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of December 10, 2013 Cabinet Meeting
Date: December 10, 2013, 2013

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

Members Absent: Anderson and Johnson

Staff Present: Horton

Approval of the Minutes

The Minutes of December 3, 2013 were approved as amended.

Discussion and Action Items

- CMOPs – 1st reading
 - 3040 - Processing of Institutional Mail (TH)
 - Storm Water Management (CMOP 2072) (TH)
- Inclusivity
 - Strategy for Diversity and Inclusion – Roll-Out Communications Plan was distributed to Cabinet members.
- Innovative Thinking Grant - postponed
- Travel - none
- Grants – none

Personnel and Operations

- Kudos! were given to the following:
 - Bonita Bates and staff for the great Focus luncheon.
 - Thank you Kathy Campbell for expediting the gown and hood order.
- Reality Check –none

- Hires/Resignations/Retirements
 - Sara Rivara has resigned effective January 2, 2014.

Other

- IT Survey on-line – please encourage everyone to take the survey.
- Mattawan School District has asked to rent our gymnasium on several dates.
- Risk Management will meet to insure KVCC is protecting not only the physical assets, but data as well.
- KVCC has a calendar picture in the Fulton calendar, and a Museum article in Sylvania's magazine.
- Human Resources will be closed from 11:15 am to 12:45 pm on December 17, 2013.
- ASL is bringing the Anderson Twins (comedians) for a public performance on Friday, March 21, 2014 in the Dale Lake Auditorium.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, December 17, 2013 at 8:00 a.m. in the Board Room, 3365.