

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of February 4, 2014 Cabinet Meeting
Date: February 4, 2014

Members Present: Anderson, Bertch, Bohnet, Cannell, Collins, Depta,
Doherty, Hutchins, Ives, Jbara, Johnson and Schlack
Staff Present: Horton

Approval of the Minutes

The Minutes of January 14, January 21, & January 28, 2014 were approved as presented.

Discussion and Action Items

- Inclusivity
 - Focus Groups start meeting this week for staff and faculty
 - Focus Groups for students will meet next week
- ITG – Rubric - postponed
- Cell Tower Technician - postponed
- Tobacco/Tobacco Free/e-Cigarettes – 5 member committee has met – more information in the near future.
- CMOP 6010 – Academic Probation – postponed until June
- Strategic Planning
 - Governors metrics due mid-February
 - Shared an overview of Clearing House data being shared (graduation and retention), Planning Worksheet and the Board goals, Voluntary Framework of Accountability metrics, cohort measurements (graduation and retention, lifelong learning, career and technology education (both credit and non-credit courses).
- Travel –
 - Kim Grubka, Wanda Scott, Kristin Kieser, Ashleigh Colpestir, Becky Ellsworth, and Jody Williams to attend the Chicago Dental Society Midwinter Meeting in Chicago, IL, February 20-22, 2014.
 - Dawn Pantaleo to attend the 19th Annual AITP National Collegiate Conference in Atlanta, GA from April 9-13, 2014.
 - Nancy Young, Janet Alm, Dana Lindsey, and Gary Gibson to visit the WMU Archives at WMU in Kalamazoo, MI on February 28, 2014.
 - David Fuller, Ron Hofman, and Brian Murray to attend the Vision Hi-Tech Training and Expo in Kansas City, Kansas from March 6-8, 2014.

- David Fuller to attend the Society of Automotive engineers (SAE) International Diagnostics Level 1 Credentials course in Madison, Wisconsin on March 17-21, 2014.
 - Rick Ives and Mark Sheffer will attend the MI Association of Chiefs of Police Conference in Grand Rapids, MI on February 5, 2014.
 - Dan Maley to attend the MiAPPA Annual Winter Conference and Exhibition at Wayne State University in Detroit, MI on March 10-12, 2014.
 - Bill McElhone to attend the 4th Annual Small Midwest Children's and Science Museum Roundtable at Science Central in Ft. Wayne, Indiana on March 19, 2014.
 - LaJoyce Brooks to travel to Johnson County Community College to assist with their Advocate program in Overland Park, Kansas on February 26-28, 2014.
 - Lisa Cronkhite-Marks to attend the Annual Association for the Tutoring Profession (ATP) conference in Nashville, Tennessee on March 23-March 26.
 - Rick Ives and Mark Sheffer to attend Com Stat meeting in Detroit, MI on February 20, 2014
 - Stephen Cannell, Dan Mondoux, and Michael Hall to attend Voluntary Framework for Accountability system training at LCC West in Lansing, MI on February 11, 2014.
- Grants
 - Points of Light Grant - to hire a KVCC student veteran to assist other student veterans.

Personnel and Operations

- Kudos! were given to the following:
 - Rick Garthe and Howard Carpenter for phenomenal flexibility and adaptability in providing the CNC training at the Texas Township Campus.
 - Lois Baldwin for her excellent assistance with a student needing some extra help.
 - Bob Stokes and the ground crew for the huge job of snow removal.
 - Joe Pineda and Tim Hulinec for their excellent investigative work.
 - Kudos to Lauren Beresford, Carolyn Alford, Judy Wilmarth and Susan Matlis for their efforts in keeping our paychecks coming in spite of the weather!!! We had a very short turn around for the payrolls in January due to snow days and holidays and we still were paid. Great team effort!
- Reality Check –none
- Hires/Resignations/Retirements
 - Ian Salo is the new Instructional Manager for Mechatronics effective Jan 3, 2014.
 - Sara Flanders is the new Accounts Payable Assistant effective Jan 13, 2014.
 - Jennifer Buikema is the new Volleyball Coach effective January 14, 2014.
 - Lynsey VanSweden is the new Athletic Department Secretary effective January 21, 2014.
 - Kelly Rodrigues, Sr Secretary Centralized Employment (ITG), resigned effective January 17, 2014.
 - Pam O'Connor, Computing Support Technician, resigned effective January 29, 2014.
 - Katie Herweg, Assistant to the Executive Dir of Training and Development, resigned effective January 31, 2014.
 - Ted Forester, Energy Education Specialist, has agreed to take on the additional responsibilities of leading Materials Handling.

Other

- Diane Finch and Lisa Cronkhite-Marks used their recognition funds to celebrate with their respective teams.
- RFP for Managing Assessment Information has received two responses.

- Ted Forester and Sarah Hubbell both need Budget Authority for their respective areas.
- Kathy Johnson reminded cabinet members about Board updates on One Vision/One Voice.
- I.T. is working on replacing the Groupwise mail service – should be ready by August 1.
- Support Services - comments on computer services and the computer lab were shared.
- A committee will be making recommendations for enforcing course pre-requisites.
- Foundation Grant requests (funds for the Museum) are being sent to Steve Doherty and the Foundation Grant Committee – these include renewal requests for oral and video history, “Friday Night Highlights”, Fretboard Festival, Storytelling Festival, “Jump into Summer” and the Art Hop.
- Craig Jbara will be the KVCC representative for the Edison Neighborhood Advisory Board.
- The nurses pinning ceremony will need extra hours beyond the normal open building hours.
- EZ Run is scheduled for April 18 (registration) with the run on Saturday, April 19, 2014.
- The concert for Ladysmith Black Mambazo on Friday, February 7th is SOLDOUT.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, February 11, 2014 at 8:00 a.m. in the Board Room, 3365.