

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

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

Approval of the Minutes

The Minutes of February 25, 2014 were approved as presented.

Discussion and Action Items

- Classes on weekends/buildings open –
 - The following MOTION was made, SECONDED, and MOTION CARRIED effective fall 2014:
 - **Saturday** – All Saturday and Sunday classes will be consolidated to Saturdays and offered at the Texas Township Campus only. The TTC computer lab and Library will remain open during posted business hours.
 - **Sunday** – The Texas Township Campus computer lab will be open on Sundays, from 12 noon to 3:00 pm. The TTC Library will be closed on Sundays.
 - AWH and CNM will be **closed** on Saturdays and Sundays.

- Tobacco and E-Cigarette Committee
 - The MOTION was made, SECONDED, and MOTION CARRIED for the following recommendations made by the committee:
 - (1) KVCC's current tobacco use policies be updated by April 2014 to a "Tobacco and E-Cigarette Policy".
 - (2) KVCC implement a broader Tobacco and E-Cigarette Policy by January 2015. This policy would ban tobacco and e-cigarette use on College property, with the exception of use in private vehicles.

- Travel –
 - Ashley McCann to attend the American College Personnel Association 2014 Convention in Indianapolis, Indiana on March 30-April 2, 2014.
 - Cheryl Almeda and Gloria Larrieu to attend the ALP Faculty Development Workshop at Southwestern Michigan College in Dowagiac, MI on March 13-14, 2014.
 - Mark Hodges, Leta Arnold, Larry Richardson, Elyse Hyde, Matt Larson, Michael Clark, and David Barnes to attend the AITP National Collegiate Conference in Atlanta, GA on April 9-13, 2014.

- Cheryl Almeda, Kelly Digby, Sheila Eisenhauer, Ron Higginbotham, Chris Karbowski, Gloria Larrieu, Amy Longcore, Nicole McClure, Robin Murchison-Green, Natalie Patchell, Jill Rozanoff, Carol Weatherford, & Lisa Winch to attend the MDEC Conference in Lansing, MI on April 3-4, 2014.
- Daniel Benard to attend the CoAEMSP Accreditation visit at St. Charles Community College in St. Peters, Missouri on March 24-25, 2014.
- Bill McElhone to attend the Michigan Museum Association Conference Programming Committee meeting at the Michigan Historical Center in Lansing, MI on March 7, 2014.
- Linda Depta to attend MCCA Public Relations Director Meeting at Lansing Community College in Lansing, MI on March 28, 2014.
- Larry Belen to attend the Police Academy Directors Conference in Lansing, MI on April 22-23, 2014.
- Monteze Morales to attend the Symposium on the Recruitment and Retention of Students of Color in Indianapolis, Indiana on April 14-15, 2014.
- Grants
 - None

Personnel and Operations

- Kudos! were given to the following:
 - Denise Morrison, Dean McCurdy, Deb Coates, Darryl Chapman, Russ Panico, Ted Forester, Tom Buszek, Ken Barr Jr., Diane Finch, Mary Johnson, Mike Collins and all the volunteers who helped with the 31st Southwestern Michigan Region 13 Science Olympiad Tournament on Monday, March 3, 2014 here on the Texas Township Campus.
- Reality Check
 - none
- Hires/Resignations/Retirements
 - Terry Sibbersen will be the new ACC Facilities Site Supervisor effective March 10, 2014.
 - HR will work with Dan Maley to fill the Maintenance Specialist position.

Other

- After hour's exception request – Saturday, March 8, 2014 – Medical Coding, AAPC scheduled in Room 1510 from 7:00 a.m. to 3:30 p.m.
- Steve Cannell will select 3 dates for the Higher Learning Commission visit in 2016.
- Dennis Bertch and Louise Anderson discussed re-allocating unspent Perkins budget dollars.

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