

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of April 15, 2014  
**Date:** April 15, 2014

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

**Members Absent:** Schlack

**Staff Present:** Horton

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### Discussion and Action Items

- Minutes of April 8 2014 were approved as amended.
  
- Travel –
  - Steve Doherty and Denise Thomas to attend the Michigan Community College Statewide Alumni meeting at Macomb Community College, Clinton, MI on June 13, 2014.
  - Dennis Bertch and Heidi Stevens to attend the MTA Training Session at Western Michigan University, Kalamazoo, MI on April 18, 2014.
  - Rick Ives and Mark Sheffer to attend Michigan Association of Campus Law Enforcement Administrators Spring Conference in Grand Rapids, MI on May 29-30, 2014.
  - Heidi Stevens and Pat Pallett to attend the C4 Conference at Western Michigan University, Kalamazoo, MI on April 25, 2014.
  
- Grants
  - None

### Personnel Items

- Kudos
  - Dawn Pantaleo, Jason Kovacs, Michael Clark, Mark Hodges, Yaz Ravelo, Ellie Hyde, Matt Larson, Leta Arnold and David Barnes - congratulations with your success at the AITP National Collegiate Conference in Atlanta, GA which includes being volunteers for the set-up and take-down of the computer labs – they won 3<sup>rd</sup> place nationally for a database driven web page, AITP Extra Mile Award for David Barnes, 1<sup>st</sup> Place in the T-Shirt casual category and Professional Banner competitions, and 2<sup>nd</sup> place in the Scavenger Hunt! You are to be commended for your leadership with the KVCC AITP chapter.

- Tom Schlueter from Keystone Bank wanted to thank KVCC for sharing the tuition information and the comparisons to other educational institutions. “It points out what a bargain KVCC is, even after the nominal increase, and what a great job you all do at KVCC to provide a quality education and a very reasonable price. Nice Job!”
- Reality Checks-
  - Roger Miller will investigate some concerns with financial aid in contact vs credit hour.
- Hires, Resignations and Retirements
  - Lisa Peet will transfer to the Sr. Office Specialist position at the downtown campus effective April 28, 2014.
  - Brad Burrows resigned effective April 10, 2014.
  - Meghan Overacker – lab assistant in chemistry – employment ended effective April 11, 2014.
  - Request to refill positions:
    - Lifeguard & part-time Wellness Specialist (29 hours).
    - Full-time Gym Facilities Coordinator-30 hours a week. (Vacated 9/27/13).
    - Full-time Groundskeeper position.
    - Molly Gutschow resigned. Request to refill her part-time office specialist paraprofessional position.
    - Part-time Success Advocate position vacated by Monica Koning.
    - Public Safety would like to fill the position created by Joe Pineda’s resignation.
    - PT Chemistry Lab position

### **Other**

- Building hours during semester break – Monday, April 28 – regular hours, Tuesday, April 29 – Downtown campus will close at 5:00 p.m. Regular hours for the rest of the week.
- Health Focused Campus – Meeting Thursday, 8:00 a.m., Board Room.
- Since the announcement of the Heartbleed vulnerability in the commonly used “Open SSL (secure sockets layer), KVCC IT staff have been reviewing all of the KVCC systems and non-KVCC websites that KVCC staff, faculty and students interact with as part of the KVCC community. We are working to secure our own web pages and are communicating with our vendor/partners to ensure they are taking appropriate action as well.

### **Next Meeting**

The next Cabinet meeting is scheduled for April 22, 2014 8:00 a.m. in Room 3365.