

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of May 20, 2014  
**Date:** May 20, 2014

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

**Members Absent:** Marilyn Schlack

**Staff Present:** Horton

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### **Discussion and Action Items**

- Minutes of May 13, 2014 were approved.
- Health Focused Campus –
  - Associate Vice President position – interviews next week.
  - Kathy Johnson, Linda Depta and Steve Doherty have updated our overview presentation – Mike Collins and Marilyn will use the new presentation for the Bronson Board.
  - On-going: Survey work and environmental assessments, construction estimates & bids, programming and curriculum, and fund raising.
  - Thank you to the City of Kalamazoo for their help with the DEQ grant.
- Inclusivity –
  - Review report for the presentation to the KVCC Board members – send suggestions to Kathy and bring back next week.
- MCCA Meeting in Traverse City, MI-July 24-25, 2014 –finalizing plans.
- Travel –
  - Monica Koning and Diane Finch to attend the MEEPA Conference (Michigan Career Educator & Employer Alliance) in Ann Arbor, MI on June 19, 2014.
  - Erin Macioce and Roger Miller to attend the Michigan Student Financial Aid Association (MSFA) summer training at Crystal Mountain Resort in Thompsonville, MI on June 15-18, 2014.
  - Tom Buszek to attend the MODAC meeting at Schoolcraft College in Livonia, MI on June 5-6, 2014.
  - Larry Taylor to attend the 2014 NAPA Diesel Summit at Ivy Tech Community College in Fort Wayne, Indiana on June 9-11, 2014.
  - Al Moss to attend the AARC Summer Forum at Marco Island, Florida on July 15-19, 2014.
  - Marilyn will sponsor Randy Sahajdack's travel to attend the "Menus of Change" conference in Cambridge, Massachusetts on June 9-11, 2014.
- Grants - none

### **Personnel Items**

- Kudos
  - Lois Baldwin received the Margaret A. Chmielewski, PHD Memorial Award for “Outstanding Life Long Leadership, Warm Sense of Humor, Commitment, Support of the Disability Community and the Pursuit of Personal Development in Post-Secondary Education.”
  - Mike Olvitt, John Saylor, Mark Saylor, Kelly Flinn and Brian Flintoft for the repairs and replacement in the pool filter room that kept disruptions to the schedule to a minimum.
- Reality Checks-discussion on how to raise funds for a discount to veterans in the cafeteria.
- Hires, Resignations and Retirements
  - David Marks – Utility Maintenance Specialist at ACC effective 5/21/2014.
  - Cheryl Cavalear is resigning from Circulation & Reserve Supervisor effective 6/19/2014.
  - Request to fill:
    - (2) Part-time Academic Counselor positions
    - Full-time Academic Counselor position for Promise students
    - Full Time Circulation Supervisor

### **Other**

- Internship positions discussion- bring back next week.
- Remember to ask the “help line” #4451 to help save archived messages on Groupwise – changeover to the new system will be on June 12.
- Correction to May 6, 2014 Cabinet Minutes –spelling for Thomas Hamann.
- F.O.C.U.S. Web Training for Direct Reports and Managers in June – check the HR website.
- Roger Miller requested signature authority for Sue Newington for various orgs.

### **Next Meeting**

The next Cabinet meeting is scheduled for May 27, 2014 8:00 a.m. in Room 3365.