

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of June 3, 2014
Date: June 4, 2014

Members Present: Anderson, Bertch, Bohnet, Depta
Hutchins, Ives, Jbara, Johnson and Schlack

Members Absent: Cannell Collins, and Doherty

Staff Present: Horton

Discussion and Action Items

- Minutes of May 27, 2014 were approved as presented.
- Health Focused Campus –
 - Michigan State Extension position possibility at the Groves Campus.
 - Kalamazoo County Health Dept expressed interest in restaurant inspector training.
 - Stakeholder and Focus group to meet June 26.
 - On-going: Survey work and environmental assessments, construction estimates & bids, programming and curriculum, food safety program and planning, and fund raising.
- Internships –
 - Follow up on internship position at the Groves Campus for web & marketing.
- Travel –
 - Louise Anderson to attend MCCBOA and MCCRMA meeting in Thompsonville, MI on July 23-25, 2014.
 - Diane Vandenberg and Megan Pauken to attend ACT Enrollment Planners Conference in Chicago, Illinois on July 23-25, 2014.
 - Gerri Jacobs to attend the MACRAO 2014 Summer Summit at Davenport University in Grand Rapids, MI on June 19, 2014.
 - Audree Morrison to attend the Student Veterans of America Leadership Institute in Bentonville, Arkansas on June 26-29, 2014.
 - Denise Morrison and Denise Blanchard to attend the Ad Astra User's Conference in Kansas City, Kansas on October 19-22, 2014.
 - Dennis Bertch to attend the Michigan Community College Chief Academic Officers meeting in Muskegon, MI on July 17, 18, 2014.
 - Aquair Muhammad and Jack Bley to attend the Midwest Institute for International/Intercultural Education workshop on Food, Water, and Quality of Life held at KVCC on August 4-8, 2014.

- Grants –
 - Michigan Department of Environmental Quality (MDEQ) has awarded KVCC \$207,000 for the West Fork Portage Creek TMDL compliance project.

Personnel Items

- Kudos
 - Great work by Trish Schroeder's with American Axle training program including help from:
 - Renae Skutnik for her administrative efforts to coordinate and deliver the comprehensive multi module participant training materials.
 - Lesa Ward for providing the associated training completion documentation to Leadership in a very quick turnaround time frame.
 - Terri Kennedy for her work in assembling the AAM participant binders.
 - Tom Sutton for sharing his Mechanical, Fluid Power and industry expertise to enable the Senior Manufacturing Technicians (SMT's) to be more effective on the job (e.g. maintain line production and reduce down time).
- Reality Checks-
 - none
- Hires, Resignations and Retirements
 - Tracey Quada hired as Director of Career and Student Employment Services effective June 16, 2014.
 - Dustin Gordon hired as computer Support Technician effective June 2, 2014.
 - Karen Smiley, Sr. Office Specialist in Dental Hygiene resigned effective June 11, 2014.
 - Request to fill:
 - Part-time Grounds Keeper position
 - Full-Time Sr. Office Specialist in Dental Hygiene

Other

- Louise distributed the Year End memo for important "due in by" dates.
- Reminder from Terry that the email conversion will take place on June 12 - training sessions are available.
- Decommissioned Flag Ceremony at 3:00 on June 3, 2014 at the flag pole entrance.
- Terry distributed a summary of how much KVCC has saved through Consumer Energy incentive programs.

Next Meeting

The next Cabinet meeting is scheduled for June 10, 2014 8:00 a.m. in Room 3365.