

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of December 9, 2014  
**Date:** December 9, 2014

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

**Guests Present:** Tom Buszek

**Staff Present:** Horton

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## **Discussion and Action Items**

- Minutes of the December 2, 2014 meeting were approved as amended.
- Tom Buszek provided a brief synopsis from his MODAC meeting.
- Craig Jbara presented the MEDC CCSTEP Grant proposal updates and “Task Assignments”.
- Health Focused Campus
  - On-going: Site work and environmental assessments, construction estimates & bids, programming and course/curriculum, food safety program and planning, adjustments to building designs, bids going out, streetscape, signage, common goals with community, trails, technology, sustainability, marketing and fund raising.
- Travel
  - Cathy Jacobs to attend the Advanced LEIN training in Mason, MI on December 10, 2014.
  - Dennis Bertch to attend the Community Partnership for Attainment Lumina Convening in Dallas, Texas on January 14-15, 2015.
  - Sarah Pernie to attend “Complicated and Traumatic Grief” conference in Ft. Wayne, Indiana on January 27, 2015.
- Grants
  - The City of Kalamazoo was awarded a grant from the MDNR Natural Resources Trust –the funding will benefit the trail-way work for the new campus.

## **Personnel Items**

- Kudos
  - To Financial Services & Financial Aid – another successful audit.
  - Human Resources for the help with organizational changes at the Groves Center.
- Reality Checks
  - None

- Hires, Resignations and Retirements
  - New Dean of Math and Sciences –Paige Eagan will start June 15, 2015.
  - Julie Rickey will be filling the position of Payroll Accountant effective January 1, 2015.
  - Douglas Beckman, Part-Time Computer Lab Assistant (AWH) is retiring effective December 15, 2014.
  - Request to fill positions: Administrative Secretary, PT Computer Lab Assistant AWH.
  
- **Other**
  - There may be delays in “driver’s checks” as the Risk Management process has changed.
  - Steve Cannell distributed “Community Colleges Benchmark” report – discussion next week.
  - Computer updates, upgrades, firewalls, and other related work will be done during the holiday break.
  - March 20, 21, 2015 – Fretboard Festival at AWH & KVM – facilities and public safety will be notified for building use after normal hours use.
  - The college will apply for Title III eligibility (non-federal cost share waiver) designation for fiscal year 2015.
  - Dental Radiography Continuing Education Training will be using rooms after normal business hours on March 20, 21, 27, 28 and September 25, 26, October 2 & 3, 2015 at TTC, Rooms 1260, 1280 & 1290.
  - Compliance Training for Clery Reporting is on-going.
  - Banner summit will be in New Orleans, Louisiana on April 12-15, 2015.
  - The MACRAO-Michigan Association of Collegiate Registrars and Admissions Officers-weekly enrollment report was shared.
  - Brief discussion concerning how interns are chosen and should these positions be for more than one semester.

**Next Meeting is December 16, 2014, 8:00 a.m. in the Board Room 3365**