

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of January 27, 2015
Date: January 28, 2015

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

Guests Present: Tom Buszek

Staff Present: Horton

Discussion and Action Items

- Minutes of the January 20, 2015 meeting were approved as amended.
- Travel
 - Gena Mead to attend Store Manager Training in Lincoln, Nebraska on February 9-13, 2015.
 - Randy Wood, Sue Visser, Stephanie Moats, and Carol Fillenworth to attend Excel Basics & Beyond the Basics training in Kalamazoo, MI on April 7 & 8, 2015.
 - Kim Grubka, Samantha Reidenbach, Wanda Scott, Ashleigh Colpetsire, and Kristine Kieser to attend the Chicago Dental Society Midwinter Meeting in Chicago, Illinois on Feb 27,28, 2015.
 - Russ Panico to attend the Spring 2015, NJCAA Region 12 Athletic Director's meeting at Owens Community College in Findlay, Ohio on March 9, 10, 2015.
 - Louise Anderson was approved to reserve two rooms in Lansing, MI for 3/4-6/15 pending release of MCCBOA agenda.
- Grants
 - Work continues on the MEDC/CCSTEF Grant.

Personnel Items

- Kudos
 - Thanks to the counseling team and Lisa Gruber for helping so many students – counselors saw 110 more student during the first weeks of January versus last year.
 - To the MEDC/CCSTEF Grant team for all their hard work.
- Reality Checks
 - none
- Hires, Resignations and Retirements
 - Nazaneen Saebre, Special Services Advocate – resignation effective Feb 10, 2015.
 - Natasha Green, PT Student Success Center Service Desk Assistant – hired effective Feb 16, 2015.
 - Joshua O'Keefe, FT Lab Manager (Groves Center)-hired effective Jan 28, 2015.

- Joel Newsome transferring from Paraprofessional Bookstore Receiving Clerk to FT Senior Office Specialist in the Student Success Center – effective Feb 9, 2015.
- Requests for: FT Special Services Advocate
PT Bookstore Receiving Clerk
PT Security Officer

- **Other**

- Health Focused Campus
On-going: Site work, construction estimates & bids, programming and course/curriculum, food safety program and planning, adjustments to building designs, bids going out, streetscape, signage, brewery consultants, common goals with community, trails, technology, sustainability, job postings, equipment, naming opportunities for larger donors, and marketing and fund raising.
- Dean McCurdy – finalizing fall schedule for culinary and food courses.
- After hours building access: Request from Dave Posther for the April 10, 11 Concert -set-up/take down (1 p.m – 11:00 p.m.).
- Office of Retirement Services – on campus tonight, January 27 from 4p.m.-6 p.m. in room 9130-please register.
- Window replacement in President/Vice President area – vendor walkthrough on Feb 10, 2015.
- Senior tuition waiver age designation to be discussed.
- Travel and Business Entertainment Expense Reimbursement Policies and Procedures, Technology Survey results, and Enrollment Reports distributed.
- Many calls for summer schedules have been received.
- Student Financial Aid allowances for items such as books are being adjusted.
- Some changes are in the works in the faculty area for academic counseling, student success advocates, and support staff to share office space.
- Noel Levitz Goal Development presented by Steve Cannell.
- “Recruiter Software” needs to be implemented.
- Summer Hours: May 22, 2015 at 5:00 p.m. through August 21, 2015 – 7:30 a.m.-5:00 p.m., Monday – Thursday with a ½ hour lunch. Information Technologies, Facilities Services, Public Safety, Financial Services and offices with evening hours will adjust individual schedules to ensure coverage. The Groves Center and the Museum will maintain normal operating hours and adjust staff schedules accordingly.
- College Wide Meeting: Friday, January 30, 2015: AWH 10:30 a.m. in Room 128AB
TTC 3:30 p.m. in Room 9130
- Board Planning presentations will be made at the February 10, 2015 Board Meeting.

Next Meeting is February 3, 2015, 8:00 a.m. in the Board Room 3365