

**To:** Cabinet, Archives  
**From:** Kathy Johnson  
**Subject:** Minutes of March 10, 2015 Cabinet Meeting  
( Vice Presidents Only)  
**Date:** March 10, 2015

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**Members Present:** Anderson, Bohnet, Collins, Hutchins, Ives, Jbara, Johnson and Schlack

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### **Discussion and Action Items**

- Budget Planning Discussion
- Travel
  - Larry Belen to travel to Lansing, MI for the Police Academy Directors Conference on April 14, 2015.
  - Ben Ash, Elizabeth Lyons, and Tom Sutton to travel to Orlando, Florida for the 2015 AWEA Windpower Conference May 16 – May 22, 2015.
  - M. Sigfrids, S. Wolman, K. Balachandran, J. Lee, F. Kubicek, L. Rzoska, C. Ross, P. Conroy, G. Larrieu, T. Sypris and R. Bridges to travel to Ivy Tech Community College in Indianapolis, Indiana for the Midwest Institute Annual Conference April 17-18, 2015.
  - Tom Buszek to travel to Macomb Community College for the MODAC meeting March 19-20, 2015.
  - Bill Kring, Ben Ash and Tom Buszek to travel to Lansing MI for the MAT2 meeting on March 20, 2015.
  - Al Moss and Rod Albrecht to travel to Grand Rapids, MI for the Michigan Society for Respiratory Care Spring seminar April 13-15, 2015.
  - Dan Bernard to travel to Traverse City, MI for the SMEMSIC Professional Development Conference March 12-15, 2015.
  - Jared Hutchinson, Melissa Hodges, Greg Dehaan, Brandon Rodriguez, Nick Pawlawski, Mark Hodges, Nathan Lee, Jeffrey Martin, and Anthony Aernie to travel to Omaha, Nebraska for the AITP National Collegiate Conference March 25-29, 2015.
- Grants
  - Health Focused Campus – grant applications to a variety of foundations are in process.

### **Personnel Items**

- Kudos
  - To all members of KVCC faculty and staff who volunteered to assist with the March 9 Science Olympiad – the event was a great success.
- Reality Checks – None
- Hires, Resignations, and Retirements
  - Cara Blaine is resigning from the testing center desk clerk position. Cara has accepted the special service advocate position (currently open) effective March 16, 2015. Request to refill testing center desk clerk position.

- Jen Woodstock is transferring from the Groves Center administrative support position. Jen has accepted the open position for Program Coordinator at the Groves. Request to refill administrative support position.
- Request to post a Culinary administrative secretary position.

### **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 interviews continue (culinary, food systems, & food safety), equipment, naming opportunities for larger donors, and marketing, promotional materials, and fund raising.
- Budget supervisor and signatory authority for 1131/9111 requested for Trish Schroeder.
- The Higher Learning Commission Substantive Change Document submission for the Culinary programs is underway.
- CCSTEF project planning, including steering team formation, is proceeding.
- Dan Maley is coordinating a design study to consider reconfiguring space at The Groves to allow for two additional classrooms, needed to address capacity issues.
- A Zimbra upgrade will take place on March 10 and 11.
- The Bookstore system upgrade is underway.
- Planning for the Veteran's memorial garden continues.
- Bob Jorth of the Kalamazoo Promise will present an update to the Cabinet on March 31, 2015.

**~Next Meeting is March 17, 2015, 8:00 a.m. in the Board Room 3365~**