

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of April 7 , 2015
Date: April 7, 2015

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

Members Absent: Cosby, Doherty

Guests Present: Ken Barr Jr. and Diane Vandenberg,

Staff Present: Horton

Discussion and Action Items

- Minutes of the March 31, 2015 meeting were approved as amended.
- Ken Barr Jr. showed the Cabinet “The Truth About You” video and gave us a brief update on one of our graduates – how knowing her strengths changed the course of her career decision.
- Felix Brooks presented the Cabinet with an overview of his first few months as Director of Inclusion & Diversity, his information gathering meetings with the college community, and his trip to Washington, DC.
- Travel
 - Change to travel: Steve Doherty will attend Excel training in place of Randy Woods on April 7 & 8 2015 in Kalamazoo, MI.
 - Jarek Marsh-Prelesnik will attend the 33rd Annual Conference of the Midwest Institute for International and Intercultural Education on April 17-18, 2015 at Ivy Tech Community College in Indianapolis, Indiana (in place of Gloria Larrieu).
 - Robert Smith to attend the Automechanika Chicago on April 24-26, 2015 in Chicago, Illinois.
- Grants
 - Healthy Living Campus –Kellogg Foundation Grant has been submitted.
 - State Farm Grant for Food Truck and Hearst Foundation Grant requests are in process.

Personnel Items

- Kudos
 - Katelyn Vinson for her diligent effort in securing clinical sites for the Patient Care Academy.
 - Gail Cummins for extraordinary support and assistance during multiple position candidate searches for the new campus and Groves Center.
 - Michael Burton, Barry Chapman, John Saylor and Tony Ide for their quick response as a team to repair a pump failure that caused the loss of heat Monday morning.

- Reality Checks
 - Enrollment
- Hires, Resignations and Retirements
 - Rachel Bair hired for the position of Director for Innovative and Sustainable Food Systems, effective June 1, 2015.
 - John Korycki hired for the position of Director for Culinary Education, effective June 1, 2015.
 - Transfers: Kenyatta Herrion transferring from Secretary at the Groves Center to Senior Office Specialist at the Groves Center, effective April 6, 2015.
 - Kim Garvison transferring from part-time Strengths Coach to full-time Strengths Coach, effective April 20, 2015
 - Request to fill the following positions:
 - Full time Secretary at the Groves Center
 - PT Library Assistant at AWH
 - Approved to fill: PT Receiving Clerk (bookstore)

Other

- Health Focused Campus

On-going: Site work, construction, programming and course/curriculum, food safety program and planning, adjustments to building designs, streetscape, signage, common goals with community, trails, technology, sustainability, job interviews, equipment, naming opportunities for larger donors, marketing, promotional materials, and fund raising. The outreach program is being initiated through food literacy after-school programs.
- EDLD Class Site Visit (Educational Leadership-WMU), April 8, 2015 (6-8:30 p.m.).
- Mike Collins distributed the 2014-2015 Community College Recruitment Staffing information.
- Linda Depta discussed the Media Plan for upcoming months; what type of media is involved (posters, facebook, email, etc), the time frame, cost, and who is responsible.
- Opportunities for Urban Agriculture in the 2014 Farm Bill forum at Anna Whitten Hall, Room 128 at 1-2:30 p.m. on April 15, 2015.
- Community College Day – May 7, 2015.
- ACCT “High Expectations” – October 15-17, 2015 in San Diego, California.
- Presentations by candidates for the Director of Libraries position will take place today, April 7 (3:15 p.m.) and Friday, April 10 at 2:00 p.m. both in room 8510.
- Bookstore hours at AWH to be 10 a.m. - 2 p.m. and 2:30 p.m. to 5 p.m. on Tuesday & Wednesday during the summer. Additional hours will be available during book rush.
- Bookstore will be closed for inventory on Monday 6/29 and Tuesday 6/30 at both locations.
- If Fiscal Year 15 capital outlay projects will not be completed by June 30, Louise Anderson needs to know **now** if they need to be carried-forward in the Fiscal Year 16 budget that goes to the Board in May.

~Next Meeting is April 14, 2015, 8:00 a.m. in the Board Room 3365~