

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of July 14, 2015
Date: July 14, 2015

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

Members Absent: Jbara

Staff Present: Horton

Discussion and Action Items

- Minutes of the July 7, 2015 meeting were approved as presented.
- Internships– bring back next week for all Internship positions.
- Calendar – bring back next week.
- 50th Anniversary – bring back for further discussion.
- Healthy Living Campus: 3 faculty positions approved.
- A full time faculty foreign language position was approved.

- Travel
 - Kathy Johnson to travel to the Michigan Health Endowment Fund meeting in Lansing, MI on July 23, 2015.
 - Kelly Digby and Nicole McClure to attend the 41st Annual AMATYC Conference in New Orleans, Louisiana on November 18-22, 2015.
 - Cheryl Almeda to attend the National Council of Teachers of English Annual Conference in Minneapolis, Minnesota on November 19-22, 2015.
 - Tim Kane, Nancy Vendeville, Mark Sigfrids, Jon Stasiuk, Lisa Winch, Darlene Kohrman, Robin Murchison-Greene, and J. P. Talwar to attend the MichMATYC Conference, “Bridging the Gap” at Macomb Community College in Clinton Township, MI on October 2-3, 2015.
 - Dan Benard to attend the “Test Item and Analysis” workshop in Grand Blanc, MI on July 20, 2015.
 - Irene Turcott, Susan Mott, and Denise Lindsley to attend the WMU Homer Stryker MD School of Medicine on August 3, 2015.

- Grants
 - MDARD - Department of Agriculture & Rural Development -to support food safety outreach and education- grant application in process.

Personnel Items

- Kudos
 - From Elspeth Inglis: Thanks and kudos to Mark Sloan and Dustin Gordon who came in on an emergency call 7/3/15 to assist with problems in the planetarium. The KVM appreciate and value them and the rest of their team.
- Reality Checks-
 - Enrollment and Budget
 - Targeted recruitment communication strategies are being implemented – personal contact and/or direct communication, email, postcards, text messages, and invoices, to prospective students. Next steps are being communicated, campus tours are full.
- Hires, Resignations and Retirements
 - Michael McCall, Director of Admissions, Records & Registration, retiring effective September 15, 2015.
 - Sue VanHeest, communications/Network Manager, retiring effective December 31, 2015.
 - Kathy Campbell, Director of Purchasing, resigning effective July 16, 2015.
 - Arlana Merrill, PT Computer Lab Assistant ACC, resigning effective July 14, 2015.
 - Jesse Berlinski, Para-Pro Printer, resigning effective July 23, 2015.
 - Sarah Carpenter, PT AV Aide, resigning effective August 24, 2015.
 - Ryan Ewing, custodian, resigning effective July 13, 2015.
 - Lisa Sanborn, transferring from PT Wellness & Fitness Center Specialist to Full-Time Athletic Department Secretary, effective July 13, 2015.

Other

- Health Focused Campus
On-going: Site work, furniture choices, curriculum, staffing positions, grower discussions, equipment.
- The development process for our 2+2 degree in Food Service Administration with WMU is nearing completion.
- Kari Paine (University of Michigan Food Systems Summer Intern) and Rachel Bair (Director for Sustainable and Innovative Food Systems) will be invited to a future Cabinet meeting for a discussion about the operation of our Food Innovation Center processing and distribution facility.
- Auditors are on campus.
- “Career Pathways” meeting last week attended by Dean McCurdy.
- ORS (Office of Retirement Services) workshop on campus August 4; contact HR for information.
- Fire drills are no longer required, but staff and faculty will receive training and some drills will still be held for practice.
- Museum attendance increased in the past fiscal year.
- Compass testing is being eliminated; other systems are being looked into.
- Brother to Brother conference was well attended last week.
- Felix Brooks and Linda Depta are working on marketing strategies for Diversity and Inclusivity.

~Next Meeting is July 21, 2015, 8:00 a.m. in the Board Room 3365~