

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of August 18, 2015
Date: August 18, 2015

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

Members Absent: Brooks, Schlack

Staff Present: Horton

Discussion and Action Items

- Minutes of the August 11, 2015 meeting were approved as amended.
- 2017 Holiday Schedule – Moved, Seconded and Carried to approve the 2017 Holiday Schedule.

- Travel
 - Russ Panico will be attending the NJCAA, Region 12 Fall Athletic Director’s Meeting at Cuyahoga Community College in Cleveland, Ohio on September 28-29, 2015.
 - Vivien McCurdy will attend the Food and Nutrition Conference in Nashville, Tennessee on October 3-6, 2015.
 - Nessa Weld, Lynsey Wall, Hayley Younce, Justin Wood, Jacklyn Perez, Zake Sliuzas, Nathan Lee, Heather Stacks, Kirsten Ziesmer, Carlos Clay, Tiffany Wilson and Kevon Harris to attend the Leadership and Involvement Conference at the Radisson Hotel in Kalamazoo, Michigan on August 21-22, 2015.

- Grants
 - none

Personnel Items

- Kudos
 - David Lynch – a valuable resource in explaining the logistics and identifying any obstacle that might be encountered in hosting our Moodle files internally. Efforts resulted in a cost savings to the college and more responsive technical support for the academy Moodle programs.

- Reality Checks-
 - Enrollment – numbers improving (thanks to all the extra efforts by staff and faculty).

- Hires, Resignations and Retirements
 - Joel Newsome, Senior Office Specialist, resigned effective 8/25/15.
 - Gail Cummins, Employment Manager, resigned effective 8/27/15.
 - Sarah Hubbell – new Director of Admissions, Registration and Records, effective August 16, 2015.

- Book Discussion
 - Bring back next week

Other

- Bronson Healthy Living Campus
On-going: Site work, furniture choices, curriculum, staffing positions, grower discussions, equipment.
- Accuplacer Workshops: Monday, September 14, 2015 at KVCC
 - Morning Session 10:00 a.m. to 1:00 p.m. -ACCUPLACER Informational Session – overview session.
 - Afternoon Session 12:00 p.m. to 3:00 p.m. – ACCUPLACER Updates – new technology upgrade.
- Craig Jbara gave updates on the University Center.
- Please be diligent in approving time sheets – vacation hours are still at 9 hrs per day for this week.
- A business procedure orientation meeting will be held for new employees who will be dealing with purchase requests, contracts, etc. Please submit names to Louise Anderson.
- An internship scheduled for summer has been recommended for use in the fall.
- July 2015 energy conservation was the best yet at 41.9%.
- Mike Collins requested budget authority for Sarah Hubbell as Director of Admissions, Registration and Records, and for Russ Panico for Commencement.

~Next Meeting is August 25, 2015, 8:00 a.m. in the Board Room 3365~