

To: Cabinet, Archives
From: Kathy Johnson
Subject: Minutes of December 1, 2015 – Vice Presidents Meeting
Date: December 1, 2015

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

Discussion and Action Items

- Travel
 - Kelly Sparrow and Sarah Hubbel to travel to Grand Rapids Community College (Grand Rapids, MI) on Dec. 1, 2015 for transcript review evaluation policy discussions.
 - Vivien McCurdy to travel to Chicago, IL on Jan. 12,13,14, 2016 to attend the International Food Protection Institute - FSPCA Preventative Controls for Human Food & Lead instructor Training.
 - Tom Hamann, Mark DeYoung, Aubrey Hardaway, Linda Rzoska, and Beth Purdy to travel to Kendall College of Art and Design (Grand Rapids, MI) on Jan. 15, 2016 to begin discussions on articulation and other transfer agreement opportunities.
 - Tom Buszek to travel to MODAC meeting in Big Rapids, MI on Dec. 3-4, 2015.
 - Jim Taylor to travel to Michigan Department of Ed Career and Tech Ed conference in Grand Rapids, MI on Jan. 31-Feb. 2, 2016.
 - Dan Maley to attend the Cenergistic 2016 Winter National Training conference in Dallas, Texas on January 17 – 19, 2016.
 - Tom Sutton and Nate Giese to attend the AWEA Operations & Maintenance Safety Summit (San Diego, California) on Feb. 6-11, 2016.
 - Tom Sutton and Nate Giese to attend the National Association of Tower Erectors conference (New Orleans, LA) on Feb. 20 – 26, 2016.
 - Tom Sutton and Tony Parcher to attend the AWEA national conference (New Orleans, LA) on May 21-27, 2016.
 - Up to eight people are approved for registration and attendance at the 2016 Ellucian Live Conference (Denver Colorado) on April 17-20, 2016. Attendees will be designated by Terry Hutchins, Mike Collins, and Louise Anderson.

Personnel Items

- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires
 - Kevin Fuchs, full-time Foreign Language faculty, effective Jan. 5, 2016.
 - Amy Fathman, part-time Lab Assistant (Biology), effective Nov. 30, 2015.
 - Jillian Howland, part-time Lab Assistant (Biology), effective Nov. 30, 2015
 - Brandon Grosvenor, full-time Utility Maintenance Specialist – TTC, effective Dec. 7, 2015

- Resignation/Transfer
 - Joyce Tamer, resigning from full-time 10 month Career & Student Employment Advisor position, effective Dec. 31, 2015; transferring to part-time Career & Student Employment Advisor position, effective Jan. 1, 2016.
 - Diane Finch, transferring to Associate Director – International Admissions, effective Dec. 1, 2015.
- Promotions
 - Felix Brooks, promoted to Director of Inclusion, Diversity & International Admissions, effective Dec. 1, 2015.
- Other
 - The cafeteria will offer limited food options Dec. 22-23, 2015. The cafeteria will be closed Dec. 28, 29, and 30, 2015.
 - Louise Anderson distributed the new Institutional planning/budget development worksheet and noted that it is available on the shared area of the G – Drive.
 - Louise Anderson distributed the updated estimate for fringe benefits, which totals 45.35% .
 - Louise Anderson distributed and the group discussed the Gibson Survey of Community College Costs.
 - Terry Hutchins reported that Ted Forester estimated that the College saved \$47,600 in energy costs during recent closures.
 - The baseball team will be practicing in the main and auxiliary TTC gyms between 12 and 3 pm every Sunday January 17 through March 27, 2016.
 - The men’s and women’s basketball team will be practicing in the TTC gyms from 12-4 pm on the Martin Luther King holiday January 18, 2016 (weather permitting).
 - The Strategic Enrollment Management Innovative Thinking Grant timeline for completion will be extended until Jan. 31, 2016 to allow for Jan. 2016 wrap up activities (funded under previously approved budget).
 - The updated Fiscal Year 2016 Strategic plan will be posted to the College website.
 - The hiring process for Health Focused Campus personnel is proceeding.
 - Craig Jbara reported on discussions regarding potential Culinary program international opportunities.
 - Craig Jbara distributed a BHLC parking pass request – For discussion at upcoming Cabinet meeting.
 - College-wide meetings will be held on Friday Dec. 4.
- Planning and Budget Discussion – Vice Presidents

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