

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of December 22, 2015
Date: December 22, 2015

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

Members Absent: Cosby, Depta, Doherty, Ives

Staff Present: Horton

Discussion and Action Items

- Minutes of the December 15, 2015 (Vice Presidents) were approved as presented.
- Travel
 - Alisha Cederberg and Erin Macioce to attend Michigan Student Financial Aid Association Winter Training Conference in Lansing, MI on January 31-Feb 3, 2016.
 - Kim DeClercq to attend the EdTech Teacher Innovation Summit in San Diego, California on February 1-3, 2016.
- Winter Interns
 - Funding for 9 interns is available. Placement of interns discussed. One semester for each intern to allow the opportunity to more students.
- Alcohol policy update
 - Discussion pertaining to updating the policies and procedures on alcohol consumption – primarily for the Brewing education program. Information to be brought forward in January.
- Grants
 - none

Personnel Items

- Kudos
 - Louise Anderson and Kathy Johnson for their tireless work on the New Market Tax Credits.
 - From Rachel Bair: huge kudos to the ACC computer team for a smooth transition to the Food Innovation Center – Mark Sloan, Lisa Blewett, Dustin Gordon, Larry Sandt, Jeremy Smith and Tim Welsh.
- Reality Checks-
 - Discussion on the cost of books, alternatives may include Open Source, e-books, e-readers
 - Enrollment – some increases in numbers after batch cancellations

- Hires, Resignations and Retirements
 - Hires:
 - Andria Brown, PT Student Strengths Ambassador, effective 12/22/15
 - Transfers: (from TTC to ACC)
 - Shane Martin – 1st Shift Custodian, ACC, effective 1/11/2016 (date change)
 - Dennis Zavada – 2nd Shift Custodian, ACC, effective February 15, 2016 (date change)
 - Terminations:
 - Alexander Poston, PT Economics and Accounting Tutor, effective 12/10/2015
 - David Nichols, Network Services Intern, effective 12/15/15

- Other
 - Cabinet format to change in 2016.
 - Automated batch cancellation worked well, pleased with results.
 - Business Administration Articulation Agreement signing ceremony between KVCC and WMU – indications that other programs of study may be considered.
 - Institutional Effectiveness document – send any changes/suggestions to Steve Cannell.
 - Student Success Unit meeting on January 22, 2016 – food will be served.
 - After normal work days/hours: (Groves Center)
 - EMT Refresher-Jan 23, 24, 30 and 31 (8 a.m. – 6 p.m.)
 - Paramedic Refresher-February 13, 14, 27 & 28 (8 a.m. – 6 p.m.)
 - Dental Rad tentative dates: March 18, 19, 25 & 26
 - Middle College recruitment starts in January – 8th, 9th 10th grades. February includes an Open House county wide for students and parents at the Expo Center.
 - Terry Hutchins introduced an “After Hours Room Request” for internal use – this will be available on-line.
 - IT Annual Survey – 300+ employees responded and rated access to internet, internet speed, audio visual satisfaction and other topics. Vendor has provided units for better wireless connection.
 - John Korycki joined Chef Francois Moyet (Henderson Castle) and guests from France to tour the new Culinary campus and the Texas Township Campus.
 - Food Innovation Center is almost complete – on-going orientations & hiring.
 - Felix Brooks met with WMU staff for discussions on international students.
 - Culinary Medicine advisory council met with representatives from these organizations: Bronson, Borgess, W-Med, KCMHSAS, Family Health Center, KVCC, and Community Pediatrician and Dietitians.
 - University Center –WMU agreement proposed other areas of study – possible articulation agreements in the future.

~Next Meeting is January 5, 2016, 8:00 a.m. in the Board Room 3365~

Note: MEETING IS FOR VICE PRESIDENT’S ONLY