

**To:** Cabinet, Archives  
**From:** Kathy Johnson  
**Subject:** Minutes of March 8, 2016  
**Date:** March 8, 2016

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

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## **Discussion and Action Items**

There will be college-wide meetings on March 18 (11:00 a.m. at the Texas Township Campus and 3:00 p.m. at Anna Whitten Hall). Mike Collins, Terry Hutchins and Dennis Bertch will provide updates on International Students, University Center, Guided Pathways, and the Higher Learning Commission.

- Travel
  - Dawn Pantaleo to travel to Chicago, IL April 6-10 for the AITP National Collegiate conference.
  - Lori Erk, Noelle Blades-Penn, Samuel Bultman, Natalie York, LaSonda Wells, Leona Coleman, Christopher Stroven, Heidi Stevens, Pat Pallet, and Ciji Gamble to attend the Community College Cooperation Conference at Western Michigan University on May 6, 2016.
  - Gloria Larrieu, Pat Conroy, Jessica Webb, Theo Sypris, Carl Ross, Julie Stotz-Ghosh, Michael Keller, Marina Smirnova, S. Arlan, William Watson, Steve Walman, Joseph Lee, Fran Kubicek, Mark Sigfrids, Kandiah Balachandran, and Aquair Muhammad to travel to Livonia, MI April 15-16 for the Midwest Institute 2016 Conference at Schoolcraft College.
  - Jason Kovacs and Dustin Gordon to travel to Phoenix, Arizona March 29-April 2 for the Crestron Technical Institute Core System Programming course.
  - Rick Ives to travel to Traverse City, Michigan April 20-22 for the 10<sup>th</sup> Annual Advanced Chiefs & Sheriffs School.
  - Ian Salo and Ben Ash to travel to Ann Arbor, MI March 7 for the Maker Works training.
  - Ian Salo and Ben Ash to travel to Grand Rapids, MI on March 17 for Makers training.
  - Rachel Bair to travel to East Lansing, MI on March 11 for MI Horticultural Therapy Association training on Green Care.
  - Tom Sutton to travel to Germany for April 20 – 22 BZEE qualification standards for rescue training (note that all costs paid by project partner).

- Grants  
None

## **Personnel Items**

- Hires, Resignations/Transfers, Retirements, Promotions, Other

- Hires
  - Korrine Wojcik, PT Counselor, effective 2/26/16.
  - Brett Pittlekow, PT Public Safety Officer, effective 3/7/16.
  - Brian Lindberg, FT Brewing Operations Manager, effective 3/14/16.
- Resignations
  - Jill Archie, Learning Center Coordinator, effective 3/18/16.
  - Kristina Lechner, Lead Designer, effective 3/25/16.
  - Denise Blanchard, Academic Scheduling Coordinator, effective 3/14/16.
- The eight week freeze is waived for the Lead Designer and Academic Scheduling Coordinator positions.
- Kudos
  - Vivien McCurdy, (with support of Randall Davis, Judy Rose, Darcy Soule, David Lynch, Tim Welsh, Dawn Kemp and Linda Depta) for planning, developing and conducting the Food Safety Summit at the Groves Center on March 2, 2016. MSU Extension and Kalamazoo County Health were also involved. This was the initial offering and vetting for the KVCC Food Safety Training Center of Excellence. Approximately 100 people from across the state participated. .
  - Kelly Flinn and Brandon Grosvenor for snow removal work at the Groves during the recent snow storm - many customers who were training at the Groves that day indicated that they appreciated the great service.
  - Jim Taylor for collaboration with the Groves Patient Care Academy to ensure equipment was available for the training.

### Other

- The Student Nurses Association will have a pinning ceremony on Sat. April 30 from 11:00 am – 4:00 pm in the Dale Lake Auditorium. The event will require a deviation of business hours for TTC.
- A recent Homeland Security video, “The Coming Storm” will be added as a future agenda item for Cabinet.
- The new brewing equipment is expected to be delivered to the Culinary building on Tue. March 15.
- Building hours for the new campus were discussed. Craig Jabra, Terry Hutchins and Mike Collins will review and bring back a recommendation.
- Organization charts are being reworked and will be sent out in draft form this week for Vice President review. Please provide feedback as soon as possible so all charts are up-to-date for the Higher Learning Commission visit.
- The computer lab at AWH will be moving to the CNM to allow room for an expanded Testing Center at the Arcadia Commons Campus for fall 2016 semester.
- Terry Hutchins recommended that we review the current batch cancellation process. Mike Collins will pull together a committee to look at the pros/cons of batch cancellation versus continuous registration, and bring back findings to the group.
- A new CMOP for Alcohol Use may be coming forward for a first reading next week following the Board action tonight.

- Most of the fiscal 2016-2017 budget recommendations that were submitted by the vice presidents were accepted, and we will be moving forward for Board consideration, beginning with the Board Budget committee today (March 8, 2016).
- Expedited capital items will be recommended for approval at tonight's Board meeting.

**~Next Meeting will be March 15, 8:00 a.m., in the Board Room 3365~**