

To: Cabinet, Archives
From: Louise Anderson
Subject: Minutes of June 7, 2016
Date: June 7, 2016

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

Information/Ideas

- Travel
 - Brian Lueth and Louise Anderson to attend MCCBOA in Traverse City (Acme), MI on July 27-29, 2016.
 - Louise Anderson to attend MCCRMA in Traverse City (Acme), MI on July 26, 2016.
 - Ian Salo to attend MasterCAM training on the following dates: Milling Part 1 – July 11-14, 2016 in Wixom, MI; Milling Part 2 – July 19-22, 2016 in Muskegon, MI; 5-Axis – July 28-29, 2016 in Muskegon, MI; and Lathe – August 24-25, 2016 in Wixom, MI.
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Personnel Items

- Hires/Resignations/Retirements
 - Hires:*
 - Nessa Weld, PT Student Services Assistant, effective June 6, 2016
 - Terminations:*
 - Scott Perlitch, Web Developer, effective June 30, 2016
 - Retirements:*
 - Tony Ide, Custodial Services Manager, effective July 15, 2016
 - Scott Williams, FT Groundskeeper, effective August 31, 2016

Other

- Cabinet Update and Sharing
 - On June 9, 2016 there will be a signing event for the Food Service Administration articulation agreement between WMU and KVCC and light snacks will be served.
 - The Police Academy Class will be using the A-gym on August 19 and August 26, 2016 after hours. Request form will be forwarded to Facilities.

- Reminder that all construction costs associated with the Bronson Healthy Living Campus must be recorded by June 30, 2016. All outstanding items need to be received by June 30 and all related invoices need to be received no later than July 11, 2016.
- Reminder to review memos from Financial Services regarding cut-offs for the 2015-2016 fiscal year and associated inventory and cash checks.

~Next Meeting is June 14, 8:00 a.m in Board Room 3365~