

To: Cabinet
From: Louise Anderson
Subject: Minutes of August 16, 2016
Date: August 17, 2016

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

- Enrollment Management
 - Mike Collins gave an update of results after batch cancellation.
- Campus Space Allocation
 - Discussed a number of projects currently underway.
- Budget Modifications
 - Approved \$20,000 for changes to TTC Computer Lab space.
- September Board Meeting
 - Update Board Planning Document – approved draft document and added presentation for January.
- Travel
 - Marilyn Schlack to attend the Michigan Municipal League conference on Mackinac Island, MI on September 14-16, 2016.
 - Rachel Bair and Dean McCurdy to present to the Michigan Commission of Agriculture and Rural Development in Lansing, MI on September 14, 2016.
 - Coty Dunten and students (S. Lanting, K. Harma, K. Anlage, Q. Cromwell, K. Bailey, A. Bradford, G. McDaniel, D. Essix, M. Meredith, C. Sumner, M. LoBoretto, B. Horton, L. Wyman, J. Perez, D. Zagon, J. Howland, L. Fuentes) to attend the Leadership and Involvement Conference at Anna Whitten Hall, August 19-20, 2016.
 - Tom Sutton to attend the annual ENSA/ISO audit in Waukesha, WI on August 28-30, 2016.
 - Tom Sutton to present at Wind O and M Canada 2016 in Toronto, Canada, November 29-30, 2016.
 - Tom Sutton to attend AWEA Steering Committee meeting in Houston, TX on September 18-22, 2016.
- Grants
 - Rachel Bair and Melody Woods to pursue Kimberly-Clark Professional “Sustainable Campus Competition” grant. Concept paper due August 19, 2016 for grant of \$50,000.
- Kudos
 - Enrollment Management for hard work toward Fall 2016 enrollment.
 - From Vivien McCurdy to Sue Visser for her diligence in collecting on an outstanding account.
 - From Rachel Bair to Amy Louallen for creating a standard intake process for non-KVCC student interns and volunteers.
 - Brian Lueth for his responsiveness to department inquiries.

- From Ola Johnson to Steven Peet, Tom Bauer, Terry Sibbersen, Mark Sloan, Jeremy Smith and Dustin Gordon for assistance in move of the ACC Testing and Math Centers.
- Reality Check
 - Reminded everyone that Personal Identifying Information should not be stored in areas (both physical and electronic) that are open access.
 - Phishing attempts to gain information and/or cripple operations are on the rise. Important that employees be cautious in their opening of e-mail and associated attachments. All employees are expected to participate in SANS training to help in recognizing fraudulent e-mails.
- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires:
Michael Roty (Mathematics), Douglas Borton (Web Design & Development), and Cory Barrett (Culinary), Full Time Faculty, effective August 31, 2016
Eric Zapata, PT Security Officer, effective August 15, 2016
Roberto Zuniga, PT Public Safety Officer, effective August 15, 2016
Jordyn Riegler and Terri McDonald, PT Culinary Lab Assistants, effective August 11, 2016
 - Transfers:
Kathleen Kerstetter (Business) and Stephanie Hughes (Culinary), from adjunct faculty to Full Time Faculty, effective August 31, 2016
 - Terminations:
Chris Glasser, PT Security Officer, effective August 6, 2016
- Other
 - Additional listing of businesses being approached for Cougar Kick Off 2016.
 - Craig shared Life Enrichment Proposal to be reviewed at the next cabinet meeting.
 - Mike will be sending out document on residency changes for review at the next cabinet meeting.
 - Mike shared that there will be an orientation for international students on August 24 and snacks will be served.
 - Terry shared that the Oracle upgrade is being postponed to allow more testing by departments.
 - Sandy shared that orientation for new term faculty is today from 8-5.
 - Internships for Fall 2016 were approved – 1 for BREW, 1 for CIS, 2 for PROMO, 1 split between SPEVTX and DATHL, 1 for INSPT, 2 for NETW/CMPSV, and 1 for GROVES.

~Next Meeting is August 23, 8:00 a.m., Board Room 3365~