

**To:** Cabinet  
**From:** Kathy Johnson  
**Subject:** Minutes of August 30, 2016 – Vice Presidents Meeting  
**Date:** August 30, 2016

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

- Travel
  - Kelly Sparrow to attend the Aspire 16 AdAstra Users Conference in Kansas City, Missouri Oct. 16-19.
  - Deb Coates to attend the National Alliance of Concurrent Enrollment Conference in Louisville, KY Oct. 16-18.
  - Jolene Osei to attend the Automic World 2016 Conference in Lake Buena Vista, Florida Oct. 30 – November 5.
  - Elizabeth Lyons to attend NCCET Conference in Boston, MA Oct. 2 – 5.
- Grants
  - None
- Kudos
  - Bob Bechtel for great assistance solving a critical Financial Aid issue recently.
- Reality Check
  - As of today the college is down 231 students (fall enrollment) compared to one year ago. Recruitment and retention continue to be a top priority.
- Hires, Resignations/Transfers, Retirements, Promotions
  - Hires:  
Patricia Henning, Director of Nursing, effective Sept. 19, 2016.  
Justin Kiry, Part-time Security Officer (replacing Jacob Toth) effective 08-31-2016.
- Other
  - Louise Anderson reported that the recent Workers Compensation Audit went well.
  - Mike Collins distributed and led a discussion on the updated Institutional Support Services organization chart and process.
  - Interviews for Custodial Services Manager and Facilities and Construction Management Director will begin this week and next week.
  - Interviews for the Special Events Coordinator position will begin soon.
  - Computer security awareness training has been proceeding well, with the following completion rates:
    - 79% of Full-time faculty
    - 88% of Full time staff
    - 48% of Part time staff
    - 33% of Adjunct faculty
  - The renovation of 2310 will begin in the near future.

- The group discussed FLAC

**NOTE THAT THE CABINET MEETING OF SEPT. 6 WILL BEGIN AT 7:30 AM**

**~Next Meeting is Sept. 6, 7:30 a.m. in Room 4380~**