

To: Cabinet, Archives
From: Louise Anderson
Subject: Minutes of February 21, 2017 **VP's ONLY**
Date: February 21, 2017

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

Members Absent: Johnson

Guest: Brian Lueth

The Cabinet discussed Budget planning items.

Update/Action Items

The minutes of February 14, 2017 were approved as submitted.

1. Information

— Travel

- Carl Ross, Ashley Bowler and Jackie Howlett to attend the 2nd Open Education Resources (OER) Summit at Lansing Community College in Lansing, MI on February 24, 2017.
- Diane Finch to attend the MAIE conference in Lansing, MI on March 22-24, 2017. Due to conference schedule an overnight stay was approved.

— Grants

- None to report.

— Kudos

- To the Marketing Team from Diane Finch for the hard work on the international brochure.
- Vivien McCurdy, Judy Rose, Darcy Soule, Cheryl Jones, Jacqui Chapp and Randall Davis for their work on the Food Safety Summit at the Groves.

— Reality Check

- Students wishing to sign up for the Fitness Center for the 2nd eight weeks are not allowed by our current guidelines.

— Hires, Resignations/Transfers, Retirements

Hires:

Kristin Anders, PT Student Strengths Ambassador, effective 2/21/17.

Dean Rumsey, FT Testing Center Assistant, effective 2/20/17.

Peter Cook, PT Circulation Aide, effective 2/24/17.

- Second Reading on CMOP 4090 – Weapons Restrictions. CMOP 4090 was approved, as amended.

— Other

- Effective 3/1/17 new coding will be put into place for recording facility rentals. It was clarified that the Community Kitchen and Culinary Theatre rentals are under Craig's oversight. The rest of the Culinary/Allied Health Building rentals will be coordinated by Jessica Potter.
- IT is working on issues related to Microsoft Office Products in the classroom.

~Next Cabinet Meeting is February 28, 2017 - 8:00 a.m. in the Board Room~