

To: Cabinet, Archives
From: Char Gibson
Subject: Minutes of August 22, 2017

Members Present: Anderson, Bertch, Collins, Johnson, Welsh, and Schlack
Staff Present: Gibson
Guests: Brian Lueth, Sharla Trimm, and Carie Ann Potenza

The minutes of August 15, 2017 were approved as amended.

1. Standing Items

- Travel
 - **Revision** – Elizabeth Lyons to attend the NCCET conference in Savannah, Georgia September 24-27, 2017.
 - Ian Salo to attend the Advanced Multiaxis Course September 26 – 28, 2017 in Wixom, MI.
 - Ashleigh Colpetersir to attend the 16th National Conference for Dental Public Health Educators at the University of New Mexico in Albuquerque, NM October 4-6, 2017.
 - Albert Moss to attend the AARC International Congress in Indianapolis, IN October 4-7, 2017.
 - Ezra Bell, Jason Adams, Anthony Salazar, l’Van Rhodes, Michael Dobson, Jaylen Cunningham, Trecian Best, and Marquis Spencer to travel to Airway Lanes for the B2B meeting on August 17, 2017.
 - L. Anderson brought forward a request to begin thinking about who will attend the Ellucian Summit in San Diego, CA.

- Grants – None presented.

- Kudos
 - To Melissa Farris for her positivity and kind, caring, and helpful assistance with students.
 - To Lizzie Luchsinger, Camille White, Darcy Soule, Lucas McFarland, Rachel Bair, and Ben Bylsma for their help with the YMCA event.
 - To Judy Rose and Jessica Potter for their timely collaboration and flexibility to accommodate a key customer meeting (40 participants from around the state) when the Groves lost air conditioning at the 11th hour.
 - To Mark Saylor, Kelly Flinn, Brandon Grosvenor for their diligence to acquire and install a new motor for the Groves A/C system. Through their effort, there was minimal disruption for our customers.
 - To Tammy Barnes for the KVM interview on the eclipse.
 - To Linda Depta, Erin Dominiani, Dawn Kemp and Kerry Totten for excellent support for Life Enrichment and academy website/marketing communications. Timely response to our needs.

- Reality Check – None presented.

- Hires, Resignations, Transfers, Retirements
 - Edit
 - Jonathan Briegel, FT Network Analyst scheduled to start 8/28 – rescinded his acceptance
 - Hires

- Delia Baker, FT Program Coordinator for Technical Training Services, effective 9-5-17
- Dakota McCracken, PT Student Strengths Ambassador, effective 8-29-17

Transfer

- Anella Cooper, from PT Student Services Assistant to FT Administrative Assistant-Dean's Office, effective 8-28-17

Termination

- Dean Rumsey, FT Testing Center Assistant, effective 8-17-17

— Other

- L. Anderson reported Lindsey Parish will be working additional hours from 9/10 – 11/18/2017.
- L. Anderson reported on revisions to CMOP 2010 - Conflict of Interest. The updated policy will be posted online.
- L. Anderson reported on internships for FY 2017-2018. To be further discussed August 29, 2017.
- L. Anderson reported on the status of FY 18 budget meetings with Administrators.
- L. Anderson brought forward a request to discuss pool operations. To be discussed at a later date.
- D. Bertch requested and received approval to bring back Marylan Hightree part-time to help with semester start-up.
- T. Welsh reported Windows 10 deployment is looking good for the start of the semester noting a college-wide email will go out regarding this update.
- K. Johnson distributed for review the document *Board of Trustees Local Strategic Value Resolution* asking all to provide input by September 15, 2017. The revised document will be brought back to this group for final review September 18, 2017 in preparation for the October Board meeting.
- K. Johnson requested and received approval to share with the group a presentation on the financial aid page of the Dashboard at the August 29, 2017 meeting.
- M. Collins reported demonstration areas have been identified as follows.
 - TTC Front Flag Island
 - Groves East Entrance Area South of Entrance
 - ACC Center Circle of Quad
 - CAH South of Main Entrance Near Bike Racks
 - FIC West of Main Entrance Near Bike Racks
- L. Anderson reported candidates for the position of VP for Human Resources will be on campus Tuesday, August 29, 2017.
- K. Johnson updated the group on the search for the Executive Assistant to the President/Board Secretary.

2. Ellucian Presentation – Sharla Trimm, Manager, Grants Services and Carie Ann Potenza, Director, Academic and Grant Services provided a walk-thru of Ellucian grant services. To be further discussed at the August 29, 2017 meeting.

3. Food Hub Lead Coordinator Position – Deferred

Next Cabinet Meeting: August 29, 2017 at 8:00 a.m.