

To: Administrators Plus (via Zoom)
From: Sherry Weber
Subject: Meeting Summary of May 10, 2021 via Zoom
Date: August 6, 2021

Members:

Aaron Hilliard (Absent)	Dan Mondoux	Laura Cosby	Sara Herrmann (Absent)
Aaron Snead	Dannie Alexander	Linda Depta	Sarah Hubbell (Absent)
Alisha Cederberg	Deb Coates	Louis Thomas	Sherry Weber
Amy Louallen	Denise Lindsley	Mark Walters	Tim Welsh
Angela Marsh-Peek	Don Benthin	Megan Pauken	Tom Hamann
Bill McElhone	Dr. Washington	Muriel Hice	Tom Sutton (Absent)
Billy Reynolds	Evan Pauken	Paige Eagan	Tracy Labadie
Brian Lueth	Gail Fredericks	Patrick Joswick	Trice Batson
Cameron Buck (Absent)	Jenny Ott	Patti Henning (Absent)	Vic Ledbetter
Cathy Colella	Kate Miller	Rachel Bair	
Craig Jbara		Russ Panico	
GUESTS:	Shannon Bagley		

- ❖ Summary of April 12, 2021 was approved as presented.
- ❖ Craig Jbara gave an update on the Procedures Documentation Process. Please identify what procedures you will be submitting and send your list to Craig Jbara before May 24.
- ❖ Evan Pauken presented on KPI 21-22 Development – Next Steps. KPI's should align with the Strategic Plan and partner with another department. Please submit KPI target and benchmark template to Evan Pauken before May 24.
- ❖ Next Steps for developing 2022 KPI:
 - Follow up via email with breakdown KPI sketches and departmental grouping.
 - May/June we will hold in person work session meeting with new sub-groups.
 - We will report on KPI through 2022.

Announcements and Updates

- Visit the May Virtual Art Exhibit viewable on the Center for New Media Facebook or Instagram accounts.
- Transfer events are scheduled to take place. For information on transfer program events, please contact the [counseling and advising](#) office.
- KVCC submitted a request for proposal to the Michigan Learning and Education Advancement Program (MiLEAP) for a regional collaboration of partners to create or expand innovative, short-term training to Covid-impacted and underemployed individuals as a pathway into well-paying job opportunities.
- Gene Haas Foundation, presented a \$15,000 check for manufacturing-related student scholarships to Kalamazoo Valley. The Gene Haas Foundation's primary goal is to build skills in the machining industry by

providing scholarships for CNC machine technology students. Students chosen to receive these scholarships will be awarded \$500 to \$2,500 per semester. Scholarship funds can be used for tuition, books and small personal tools that students are required to purchase for the program.

- The KV Museum is open by appointment on Tuesdays and Thursdays.
- COVID-19 Vaccination Clinics Partnership
 - **Texas Township Campus**
 First Dose: Tuesday, May 11 from 8 a.m. - 3 p.m.
 Second Dose: Tuesday, June 8 from 8 a.m. - 3 p.m.
 This is a drive-thru clinic in the parking lot off of O Ave. Masks are required.
 - **Arcadia Commons Campus**
 First Dose: Wednesday, May 12 from 3 - 6 p.m.
 Second Dose: Wednesday, June 9 from 3 - 6 p.m.
 This clinic takes place in the courtyard behind Anna Whitten Hall. Parking validation will be available. Masks are required.
- IT Security Training link will come out this week.
- Early Middle College Completion Celebration held May 13.
- HERF two money has been distributed. We are waiting for HERF 3 money to get here so we can get it distributed. Summer applications are available.
- Fiscal Year ends June 30, 2021. Capital projects need to be completed by 6/30 with goods on site and all services completed.
- Volunteers needed to work the Welcome Tables. Please encourage your group to sign up.
- **Kalamazoo Valley on the Road: Senior Celebration Series":** We will be celebrating all of our graduating in-district high school seniors (including alternative schools and private schools). Since each school is serving students in different ways, we are setting up ways to celebrate them individually. Most will either receive a senior celebration swag bag with recruitment materials, a swag item and a snack or have the Enrollment team set up the Cougar Cruiser in their parking lot as seniors are leaving to hand out materials and help student with questions. Other schools are having us attend events such as their senior parades, practice graduating and cap and gown pick up. These events will take place between May 17 and June 4. The intent is for this to continue into other "on the road" events throughout the summer targeting area neighborhoods and offer services to adult learners interested in enrolling. We are also looking to cohost one of these events with the Kalamazoo Promise sometime this summer as well.
- **Inside Out Event Dates:** We will be hosting Inside Out at ACC on Wednesday, July 28 from 10am-6pm and TTC on Tuesday, August 3 from 10am-6pm. These events will operate very similarly to last year, being hosting primarily outside and as a preregistration event, offering 15 slots every 30 minutes throughout the day.
- Budget approval submitted to the Board of Trustees on May 11, 2021.
- May 13 Virtual Baking show individual tickets are on sale.
- ChatBox has been selected for the KVCC information center. IT is currently working on this project.
- Some Math department course offerings will be phased out.
- KVAAP student sign up opens May 13.

Next Admin Plus meeting will be on Monday, **June 14, 2021.**