

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of September 10, 2013 Cabinet Meeting
Date: September 11, 2013

Members Present: Anderson, Bertch, Cannell, Collins, DeHaven, Depta,
Doherty, Hutchins, Ives, Jbara, Johnson and Schlack

Members Absent: Bohnet

Staff Present: Horton

Guests Present: Vicki Rosenberg

Approval of the Minutes

- The Minutes of August 27 were approved as presented.

Discussion and Action Items

- iPads in the Classroom – moved, seconded and carried.
- Inclusivity – Vicki Rosenberg led the discussion with an overview of the Inclusivity Project goals and desired outcomes. She also outlined the upcoming data and information gathering process.
- Travel
 - Cindy Buckley to present our work force training programs to veterans groups, potential college partners and/ or workforce development agencies in Madison and Milwaukee, WI Oct 13-17, 2013.
 - Cindy Buckley to attend Center for Energy Workforce Development in Arlington, VA on Nov 6-8, 2013.
 - Sue Cutler, Rachel Swearingin, Meredith Timpson, Frank Bystrycki, and Ashley Boza to attend the 2013 Michigan Deaf Association Conference, “*Unity in the Community, Together We Soar*”, at the Radisson Inn, Kalamazoo, MI on Sept 5-8, 2013.
 - Nicole McClure, Lisa Winch and Kelly Digby to attend the ACT COMPASS and Assessment Conference in Oak Brook, IL on Sept 25-27, 2013.
 - Keith Kroll to attend and participate on a panel at the Community College Humanities Association National Conference in Louisville, KY on Oct 24-26, 2013.
 - Robin Murchinson-Greene and Nicole Newman to attend the American Mathematical Association of Two –year Colleges (AMATYC) Annual Conference in Anaheim, CA on Oct 30-Nov 3, 2013.
 - John Abbott, Cheryl Almeda, Dennis Bertch, LaJoyce Brooks, Mike Collins, Laura Cosby, Bill deDie, Coty Dunten, Gerri Jacobs, Elizabeth Lyons, Ashley McCann, Dean McCurdy, Robin Murchison-Greene, Natalie Patchell, Billy Reynolds, Karen Steeno-van Staveren, Heidi Stevens, and Diane Vandenberg to attend the MCCA Student Success Summit in Lansing, MI on Sept 19-20, 2013.

- Chris Stroven, LaSonda Wells, Colleen Olson, and Noelle Blades-Penn to attend “Learning for the Next Generation of Leaders” at Grand Valley State University, Allendale, MI on Oct 1, 2013.
 - Sue Newington, Alisha Cederberg and Roger Miller to attend the Student Financial Aid Community College sector meeting at Lansing Community College, Lansing, MI on Nov 1, 2013.
 - Christina Miller to attend Advisor Training in Fresno, CA on Sept 13-14, 2013.
 - Tom Sutton to attend the BZEE International Meeting in Frankfurt, Germany on Nov 17-21, 2013.
- Grants –
 - KVCC will be working with Jackson Community College on a grant for an outreach program for high school student counselors.
 - KVCC is exploring working with LISK to pursue New Market Tax Credits.
 - The Healthy Living Campus grant fundraising committee continues to work to maximize success for initial target donors.

Personnel and Operations

- Kudos! were given to the following:
 - Cathy Jacobs, Tim Welsh and Aaron Snead for a great job on the Public Safety MEAN audit.
- Reality Checks
 - Earlier planning = better plane fares.
- Hires/Resignations/Retirements:
 - Jim DeHaven retiring effective September 30, 2013.
 - Mike Collins will work with HR to replace two positions for Student Ambassador’s in Recruitment.
 - Mike Collins will work with HR to replace the Administrative Assistant position in the Student Success area.
 - Mike Schulte is a full-time Public Safety Officer effective September 9, 2013.

Other

- Diane Vandenberg will be given signature authority for RCRTTR.
- The Budget Development letter from the state will require information from specific areas – please have your information to Louise Anderson by October 15, 2013.
- Preparing the Higher Learning Assessment Academy form will help the spring 2016 accreditation.
- Civil Rights Audit Evidence was due on September 1 – Thanks for your submissions.
- Any input for the local Strategic Value document for the State needs to be to Kathy Johnson today.
- MCCA Legislative highlights will be presented to the Board tonight.

- KVCC is in the process of updating the 5 year Master Plan – must be done by Nov. 1, 2013.
- Novell Groupwise issues are being worked on.
- The audit on telephone services shows we are not overpaying, but that there may be some ways to save additional dollars.
- F.O.C.U.S. – Terry Hutchins asked that Cabinet discuss the F.O.C.U.S evaluation process.
- Reminder – October 8 - Major General Michael Lehnert will be at KVCC regarding the Veteran's Program on campus.

Next Meeting – The next regular Cabinet meeting is scheduled for:
Tuesday, September 17, 2013 at 8:00 a.m in the Board Room, 3365.

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