

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of October 8, 2013 Cabinet Meeting  
**Date:** October 8, 2013

---

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

**Staff Present:** Horton

**Guests Present:** Jim Taylor, Jackie Cantrell, Heidi Stevens, Billy Reynolds, Cheryl Almeda, Denise Lindsley, Stella Lambert, Kelly Digby, Nicole McClure, Dean McCurdy, Nancy Vendeville, Robin Murchison-Green, Gerri Jacobs, Laura Cosby and Tom Buszak

---

## **Approval of the Minutes**

The Minutes of September 24, 2013 were approved as amended.

The Minutes of October 1, 2013 were approved as amended.

## **Discussion and Action Items**

- Dean McCurdy, Nancy Vendeville, Billy Reynolds and Cheryl Almeda shared some of the ideas created with the help of additional faculty for developmental education alternatives in Math and English instruction.
- Major General Michael Lehnert from [Student Veterans of America](#) shared his insights into increasing the number of student veterans and how these experienced and focused men and women have a positive influence in the classroom – and they are some of the best college student recruiters themselves.
- Gallup Recap – having the Gallup discussion reinforced that customer service and student retention/recruitment is everyone’s responsibility.
- Inclusivity – calendar for moving forward and next steps will be discussed next week.
- One Vision/One Voice – Board Policies and Cabinet Policies (CMOP’s) are being reviewed/revise.
  
- Travel
  - Sarah Hubbell will attend the NAFSA Regions V and VI Conference in Indianapolis, IN on November 3-5, 2013.
  - Dan Maley will attend the grand opening of the new Western Michigan University’s archive storage system on October 18, 2013.
  - Jim Lightcap and Aaron Snead will attend the Milestone Certification Training in Wyoming, MI on October 15-17, 2013.
  - Darrell Davies to attend the MCCB Conference at Wayne County Community College, Detroit, MI on October 25, 26, 2013.
  - Cynthia Schauer, Jack Bley, Verne Mills and Gordon Bielby will attend the 2<sup>nd</sup> day of the MCCB Conference at Wayne County Community College, Detroit, MI on October 26, 2013.

- Martin Adams and five (5) students will attend the PTK Mini Honors Conference at Macomb Community College in Clinton, MI on October 12, 13, 2013.
  - Trice Batson will attend “Strengths Learning Intensive” at Ivy Tech Community College in Indianapolis, IN on October 15-16, 2013.
  - Louise Anderson will attend MCCRMA in Detroit, MI on November 5 & 6, 2013.
  - Lauren Beresford or Muriel Hice will attend MCCBOA in Detroit, MI on November 7-8, 2013.
- Grants
    - Introductory Letters and Case Statements related to the Health Focused Campus grant funding efforts are being sent to major potential funding sources this week.

### **Personnel and Operations**

- Kudos! were given to the following:
  - To all who presented, developed and/or helped organize the activities on October 1 which included: Valley’s Top 4 Engaged Teams, Valley’s customer Engagement Role Models and Customer Engagement – Moving Beyond Satisfaction.  
Thomas Wrench, Dawn Kemp, Entire Marketing Team, Nancy Taylor, Trice Batson, DeMecia Russell, Amanda Scharrer, Ken Barr, Jr., Coty Dunten, All Customer Engagement Role Models, Diane Finch & Team, Terry Hutchins & Team, Cathy Collela & Team, Lisa Cronkhite & Team, and Kyle Robinson.
  - Transfer Fair – Bonita Bates, Connor Shanahan, Erin Jenkins, Ezra Bell and Monteze Morales
  - College Night – EJ Bast, Mary Haffner, Megan Paukin, Gerri Jacobs, Lasonda Wells, Diane Vandenberg, Cristina Miller, Laura Cosby, Michael McCall and Jim Taylor
  - Gehry Gross and Trish Schroeder for their coordination in adapting refrigeration training provided at the Palisades Nuclear Center. This is the first time it was done at their site, on their equipment and within their time schedules. Very high marks and much appreciated by the engineers.
  - Rob Kilkuskie and the High Throughput Screening team’s work were included in a Van Andel Research Center news release on a successful drug compound.
  - Larry Belen secured a partnership (via the Sheriff Association) with EMPCO for KVCC to be one of 5 sites in the state to test deputies and potential employees in their physical and written tests.
- Reality Check – none
- Hires/Resignations/Retirements – none

**Other**

- Encourage Full-Time and Part-Time staff to attend Service.edu.YOU!
- Public Safety will post room numbers on the outside windows for easier identification.
- Nurses pinning ceremony December 14, 2013.
- October 21 – start of United Way Campus Campaign
- 5-Year Facility Plan is being presented to the Board this evening.
- Group Wise version 12 installment starting tonight.
- Budgeting/Capital Outlay will be on the “G” drive, please use new forms.
- Revised programming for IPEDS fall enrollment report - which establishes the cohort for graduation rates - was revised resulting in an increase of 1.9% in graduation rates which will be reported in winter 2014.

**Next Meeting** – The next regular Cabinet meeting is scheduled for:  
***Tuesday, October 15, 2013 at 8:00 a.m. in the Board Room, 3365.***