

To: Cabinet, Archives
From: Kathy Johnson
Subject: Minutes of August 19, 2014
Date: August 19, 2014

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

Staff Absent: Horton

Discussion and Action Items

- Minutes of July 29 – Approved as amended
- Minutes of August 5 – Approved
- Minutes of August 12 – Approved as amended

- Health Focused Campus –
 - On-going: Survey work and environmental assessments, construction estimates & bids, programming and curriculum, food safety program and planning, adjustments to building designs, technology, sustainability and fund raising.
 - Design of buildings approaching 90% completion stage – proceeding well.
 - Department of Environmental Quality (DEQ) visited KVCC campuses and Health Focused Campus on Aug. 18 and were very pleased with sustainability efforts currently in place and being planned for the future. KVCC improvements are a model for the region.

- Travel
 - Trice Batson to attend Creating New Managers Training Program (Chicago, IL) Oct. 16-17, 2014.
 - Elspeth Inglis to attend the Michigan Museum Association 2014 Conference (Mackinac Island, Michigan) Sept. 28-Oct. 1, 2014.

- Grants –
 - KVCC will complete a letter of intent to apply for a DEQ discrete program opportunity to benefit improvements to the Health Focused Campus location.

Personnel Items

- Kudos
 - Craig Jbara for his collaboration efforts with Dr. Rob DeWitt of the Southwest Michigan Innovation Center.
 - Susan Matlis for the assistance offered to Arcadia Commons Campus personnel during H/R open office hours.

- Reality Checks
 - Enrollment continues to be watched closely
- Hires, Resignations and Retirements
 - Anna Kring was hired August 18, 2014 as Sr. Office Specialist in Dental Hygiene
 - Kelly Sparrow will leave her position as part-time testing center desk clerk to become the new degree auditor. The part-time testing center desk clerk position will be refilled.
 - Jake Boven is resigning from his part-time security officer position effective August 28 – the position will be refilled
 - The Finance and Reference Aid part-time positions may be refilled with multiple hourly employees, but total hours worked for the positions will not exceed budget.

Other

- The social media trends classes being offered at The Groves have strong demand.
- Administrative parking lot resurfacing is complete.
- Sound system in Student Commons is being repaired.
- Planning for higher learning commission visit continues; KVCC is entering the “assurance” (self-study) stage.
- Food will be served at the coaches meeting Aug. 21.
- Lunch will be served for Scott Lewis and select guests during Faculty Seminar Day August 27.
- All changes to budget signature list must be submitted to Finance as soon as possible.
- Dennis Bertch distributed a recently-completed analysis of enrollment by discipline compared to capacity by discipline.

Vice President Discussion

- Dean McCurdy reviewed the initial draft of the Health Focused Campus – KVCC programs frequently asked questions (FAQ) document. The plan is for document to be available for counselors to answer student questions. The revised document will be brought back to Cabinet for further review.
- Financial Exigency plan –different budgeting models were discussed– KVCC will focus on what works well and what needs improvement, as well as identifying how efficiently programs are delivered compared to the competition.
- Inclusivity and Diversity planning – Discussed next steps for proceeding in this area.
- Board Planning Meeting – Began discussion of agenda items for the upcoming fall board planning meeting.

Next Meeting

The next Cabinet meeting is scheduled for 8:00 a.m. August 26 in Room 3365. The meeting will include vice presidents and focus on preparation for the fall board planning meeting.