

**To:** Cabinet, Archives  
**From:** Kathy Johnson  
**Subject:** Minutes of October 28, 2014  
**Date:** October 28, 2014

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

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## Discussion and Action Items

- Minutes of the Oct. 21, 2014 meeting were approved as distributed.
- Health Focused Campus
  - On-going: Site work and environmental assessments, construction estimates & bids, programming and curriculum, food safety program and planning, adjustments to building designs, streetscape, trails, technology, sustainability and fund raising.
  - The new MSU Extension representative will start at The Groves on Dec. 1.
- Innovative Thinking Grant Discussion – This discussion was delayed until next week.
- Banner Student Information Access Discussion– The group discussed the list (distributed last week) of individuals who have “change agent rights” in Banner. Please let Louise Anderson know by Friday Oct. 31 whose status can be converted from “change agent” to “query agent”.
- College Wide meetings will take place on Friday Oct. 31 at 11:00 am (TTC) and at 3:00 pm (AWH). The agenda will cover an update on recruitment and retention, and an update on planning for the Higher Learning Commission fiscal 2016 visit.
- Travel
  - Urminda Firlan, Natalie Patchell, Daniel Cunningham, Jennifer Brown, Kathleen Kerstetter, Peggy Cahue-Kuiper, Kristen Garceau, and Nancy Alman to attend the Michigan On Course Users Summit in Jackson, Michigan on Nov. 14, 2014.
  - Ian Salo to attend the OSHA Trainer- General Industry course in Livonia, MI on January 13-16, 2015.
  - Thomas Sutton to attend the OSHA Outreach Trainer Course in Construction (first course) in Findlay Ohio on Dec. 9-12, 2014.
  - Thomas Sutton to attend the OSHA Outreach Trainer Course in Construction (second course) in Findlay, Ohio on January 13-16, 2015.
- Grants
  - None

## Personnel Items

- Kudos
  - Urminda Firlan, Phi Theta Kappa members, and all other faculty, staff and students who participated in Cougars Creating Community event Friday, Oct. 24.
- Reality Checks
  - None

- Hires, Resignations and Retirements
  - Louise Wesseling will retire from her position as Information Center Operator on Dec. 31, 2014. The position will be refilled.
  - Kenyatta Herrion joined The Groves as secretary on Oct. 27, 2014.

### Other

- Four internal candidates interviewed for the position of Director of Inclusivity and Diversity. Recommendations for next steps will be sent to the President.
- After Hours Facility Access Requests:
  - Dale B. Lake auditorium (TTC) Friday Dec. 7 from 6-9 pm for the ASL comedy show WINK.
  - TTC main gym from 6:30 am – 9:00 am all Saturday mornings beginning in January and continuing during second semester of fiscal 2015 for women's softball team practice.
  - TTC, ACC, and KVM Friday May 8, 2015 – Sunday May 10, 2015 for the Phi Theta Kappa 2015 Michigan regional conference. More specifics to follow on rooms needed.
- On Nov. 8-9 KVCC faculty and students will staff a booth at the Gull Lake Science and Engineering Festival at Gull Lake High School. The event promotes STEM disciplines.
- Planning continues for the Higher Learning Commission, including how to incorporate new programs at the Health Focused Campus.
- The Kalamazoo Valley Museum will close at 5:00p.m on Dec. 26, 2014 and January 2, 2015.
- Material promoting the College's change to a tobacco free campus (beginning Jan. 1, 2015) will be dispersed in upcoming weeks.
- Friday October 31 is the deadline for participating in the United Way fundraising campaign.
- Steve Cannell distributed the Higher Learning Commission requirements for data integrity. Please keep such requirements in mind when gathering criteria/data to support the reports.
- Over 4000 lbs of items were donated to the recent electronics recycling event.
- Registration for the 2015 Ellucian Banner conference will begin in Dec. More information, including recommendations for who should attend, will be brought back for discussion at the Nov. 4 Cabinet meeting.
- Terry Hutchins distributed a 5 year facility master plan summary sheet for review. The plan will be discussed at a future Cabinet meeting.
- Louise Anderson requested that capital outlay for 2016 be added as a discussion item for the Nov. 4 Cabinet meeting.
- Louise Anderson distributed information requests to support the College's upcoming bond issuance.
- Louise Anderson indicated the Lab OIS tuition adjustment process is moving forward.
- Sandy Bohnet announced that thirteen supervisors/managers were invited to participate in the first Manager's Academy, which will span ten months. Twelve people accepted the invitation and will begin the Academy facilitated by Trice Batson. They are:  
Terry Sibbersen, E.J. Bast, Lesa Ward, Tracey Quada, Darryl Chapman, Ashley Bowler, Mamatha Pachika, Meily Lightcap, Ted Forester, Sarah Hubbell, Glenn Davis, and Megan O'Kon.  
Ezra Bell will also be participating in the Academy as a development opportunity.

### Strategic Planning Discussion

- Marilyn Schlack joined the group to discuss strategic planning. Discussions will continue next week.

**Next Meeting is November 4, 2014 8:00 a.m. in the Board Room, 3365.**