

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of June 30, 2015
Date: June 30, 2015

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

Staff Present: Horton

Discussion and Action Items

- Minutes of the June 23, 2015 meeting were approved as amended.
- Internships at the Groves – bring back next week for all Internship positions.
 - Guidelines were distributed, and an evaluation sheet will be available at next week’s Cabinet Meeting.
- Travel
 - Billy Reynolds, Kevin Dockerty, Dean McCurdy, and Paige Eagan to attend the Michigan Student Success Network meeting on “Doorways, Gateways, and Pathways” at Jackson College on July 8, 2015.
 - Billy Reynolds and Dennis Bertch to attend a Statewide Gateway Course Transformation Project informational session in Lansing, MI (MCCA) on July 27, 2015.
 - Denise Lindsley to attend the Annual National College Testing Association Conference in St. Pete’s Beach, Florida on Sept 8-12, 2015.
 - Rick Ives and Don Benthin to attend the area college wide meeting in Grand Rapids, MI on July 15, 2015.
- Grants
 - none

Personnel Items

- Kudos
 - From Russ Panico: Demecia Russell in HR for all her assistance in getting youth sport camp workers cleared. And to Jauwanna Pitts in HR for all her assistance and helpful feedback in the Athletic Department Secretary selection process.

- Reality Checks-
 - Summer and fall enrollment – some improvement in fall numbers.
 - Communication strategies are in process – personal contact and/or direct communication from departments and instructors to prospective students.

- Hires, Resignations and Retirements
 - Kira Castle, Full-Time Student Success Advocate, resigning effective July 9, 2015.

Other

- Health Focused Campus
On-going: Site work, construction, programming and course/curriculum, food safety program and planning, adjustments to building designs, streetscape, common goals with community, trails, technology, sustainability, equipment, naming opportunities for larger donors, marketing, promotional materials, and fund raising. Talks with the city and trail development are on-going. Some ideas being worked on: Integrating food safety in our courses and developing metrics for tracking students in the culinary programs. Signage for the new campus is in process for both internal and external signs. Uniforms for students in the culinary program are in progress.
- Good meeting last week at *Louie's Trophy House* "green drinks" – brewing, sustainability. "Brews with Benefits" at *Arcadia Ales* on June 29 for a student scholarship fundraiser was well attended.
- Vivian McCurdy went on a "ride-along" with the Kalamazoo County Health department to see what their technicians are trained to look for.
- Melody Woods working on programs and meetings regarding childhood obesity and coordinating efforts with Bronson in outreach programs.
- Mechatronics training being re-aligned with what corporations want/need – looking at shorter training programs.
- Safety training, OSHA, etc. – different collaborations being looked at including safety certification for our instructors.
- University Center – being able to take classes at KVCC and stay for a 4 year degree awarded by other colleges and universities.
- Felix Brooks, Coty Dunten and Jennifer Shu are looking at LGBT training modules for use at KVCC.
- Students from Benton Harbor Dream Academy will be visiting our campus next week.
- Steve Doherty distributed "Sponsorship Approval Form" for Cougar Connection donors list. Contact Steve with any questions/concerns by Monday, July 6.
- Problem with voice mail system was corrected on Monday, June 29. Upgrades to phone systems will be done the first 3 weeks of August.
- Volleyball practice will need building access on Fridays in August and on Labor Day.

~Next Meeting is July 7, 2015, 8:00 a.m. in the Board Room 3365~