

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of July 21, 2015  
**Date:** July 21, 2015

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**Members Present:** Anderson, Bertch, Bohnet, Brooks, Cannell, Collins, Cosby, Depta, Doherty, Hutchins, Ives, Jbara Johnson, McCurdy and Schlack  
**Guest Present:** Monica Koning  
**Staff Present:** Horton

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## Discussion and Action Items

- Minutes of the July 14, 2015 meeting were approved as amended.
- Internships– Monica Koning gave an overview of the Internship program including breakdown by degree, programs that use interns consistently, long-term sites (companies) that provide internship opportunities, and how students benefit from their internship learning experiences. It was suggested that KVCC: (1) start tracking paid internships and (2) initiate site evaluations by students.
- Calendar – overview distributed last week – motion to accept 2017 Calendar, approved as adjusted.
- New Positions – bring back next week.
  
- Travel
  - Felix Brooks to attend the 2015 Kellogg-NADOHE Chief Diversity Officer Summit in Evanston, Illinois on September 30-October 2, 2015.
  - Tom Buszek to attend the MODAC meeting at North Central Michigan College in Petoskey, MI on August 6 -7, 2015.
  - Jessica Webb to attend the Midwest Institute for International/Intercultural Education (MIIE) at KVCC, Kalamazoo, MI on August 3-7, 2015.
  - Cristina Babaris, Chris Karbowski, Amy Triemstra, Lateshia Agnew, Amanda Scharrer, Angie Sackett, Ken Barr Jr., Lauren Kootz, Justin Wood, Coty Dunton, Diane Vandenberg, EJ Bast, Megan Paulken, and Mary Morehouse to attend the Inspire Conference (Learning Network, Kalamazoo Community Foundation) at WMU Miller Auditorium, Kalamazoo, MI on August 19, 2015.
  - Trish Schroeder to attend the 2015 Manufacturing Forum in Holland, MI on August 6, 2015.
  - Dan Maley and Terry Sibbersen to attend the Green Infrastructure Conference in Grand Rapids, MI on August 5, 2015.
  - Kathy Johnson, Craig Jbara, Rachel Bair and Marilyn Schlack to attend regional food hub meeting in Battle Creek, MI on July 22, 2015.

- Grants
  - KVCC to receive \$125,000 from the Connable Office for the Healthy Living Campus.
  - Submitting a food safety education grant for \$75,517 to MDARD.

### Personnel Items

- Kudos
  - Stella Carneiro-Stephens for her exceptional support in developmental math by reaching out to students in the community.
  - Marty Myers for his valuable input on the fire drill regulations at the State Fire Marshalls Office meeting.
  - Tom Sutton for his diligence on safety concerns in the construction area at the Groves.
  - Diane Finch would like a kudo to go to Lateshia Agnew for her presentation on overcoming obstacles and her gift of encouragement at “Community in Schools”.
  - Ezra Bell for coordinating the 5<sup>th</sup> Annual B2B Men’s Leadership Conference – 63 KVCC students and guests attended.
  - Bonita Bates for “Immigration Basics: What Every American Needs to Know!” with guest presenter Susan Reed, Michigan and Immigration Attorney.
  - Joe Brady would like to thank Curtis Townsell for his extra efforts in printing WPE 101 Lab Manuals both efficiently and accurately which helped both our students and the instructor, and allowed the course to proceed without interruption.
  - Vivien McCurdy for the great job preparing the MDARD Grant submission.
- Reality Checks-
  - Enrollment and Budget
  - Meetings are on-going concerning the University Center concept.
  - Over 3,000 robo calls went out last week to prospective students.
- Hires, Resignations and Retirements
  - Craig Haan is a new custodian hired effective July 27, 2015.
  - Broderick Try resigned as Part-Time Security, effective July 20, 2015.
  - Two positions were approved for the Culinary School: Storeroom Manger and Production Manager.
- Book Discussion
  - Bring back next week

### Other

- Health Focused Campus  
On-going: Site work, furniture choices, curriculum, staffing positions, grower discussions, equipment. Dean McCurdy and Craig Jbara assembled projected Expenses and Revenue information on the Culinary Arts and Brewing programs requested by the Higher Learning Commission.
- Kalamazoo County Health Department expressed an interest in offices and lab space at the Groves campus.
- Upgrades to the phone system will take place the 1<sup>st</sup> or 2<sup>nd</sup> week of August.

**~Next Meeting is July 28, 2015, 8:00 a.m. in the Board Room 3365~**