

**To:** Cabinet, Archives  
**From:** Kathy Johnson  
**Subject:** Minutes of July 28, 2015  
**Date:** July 28, 2015

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

**Members Excused:** Anderson, Cosby, Ives

**Staff Excused:** Horton

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### Discussion and Action Items

- Minutes of the July 21, 2015, meeting were approved as amended.
- Due to budget challenges resulting from declining enrollment, the college is implementing a hiring freeze for all full-time staff and full-time administrative positions. Direct instruction is exempt from the hiring freeze. Sandy Bohnet reviewed the details related to this decision.
- Travel
  - Ben Ash, Ian Salo, Josh O’Keefe traveled to Rochester Hills, MI, June 29—July 2 for FANUC material handling training.
  - Ian Salo and Josh O’Keefe to travel to Rochester Hills, MI, July 27 – 29 for FANUC IT vision training
  - Ian Salo to travel to Chicago, IL, August 31-Sept. 1 for FANUC CNC training.
- Grants
  - The college is applying to the Kalamazoo Community Foundation for a \$10,000 grant to support LGBTQ “train the trainer” training for faculty and staff.
  - The group discussed external foundation fundraising opportunities and challenges

### Personnel Items

- Kudos
  - Muriel Hice for helping coordinate logistics for a culinary photo session in the TTC kitchen.
  - Andrew Greig for great customer service and follow-up with the online work order system.
  - KVCC Facilities Team - According to outside I/T vendor Ad Tran, KVCC’s facilities are top notch-superior to other colleges and public institutions.
  - Darcy Myers – for records management/retention/disposal system development and execution at the Groves.
- Reality Checks-
  - Enrollment and Budget
    - Mike Collins distributed a list of recruitment efforts that are being undertaken to increase fall enrollment. Success of initiatives is being measured for continuous improvement.
- Hires, Resignations and Retirements
  - Brandie Merren has been hired as an Assistant Volleyball Coach, effective July 27, 2015.
  - Zach Westdorp, Utility Maintenance Specialist, has resigned, effective August 5, 2015.

- Book Discussion
  - Dennis Bertch distributed a one-page overview and led a discussion on how KVCC is moving forward to implement guided pathways.
  
- KVCC student Internships for Fall 2015
  - A Groves Center request for an intern to help with veteran outreach was approved.
  - The updated list of approved internships for fall 2015 was distributed.

**Other**

- On Tuesday, August 11, Rachel Bair and Kari Payne will make a Cabinet presentation on the Food Innovation Center.
- Bronson Healthy Living Campus :  
On-going: Site work, curriculum, staffing positions, equipment. Mike Collins is working with the City of Kalamazoo on site questions.
- The Student Success Center will have a meeting on July 29. Breakfast will be served.
- Davenport University will be the first partner in the KVCC University Center. Final details regarding the arrangements are being worked out.
- Steve Cannell will bring an overview of retention measures to Cabinet for discussion.
- The phone system upgrade has been delayed until September. An exact date will follow.
- Linda Depta distributed an internal document which staff can use to answer questions about 2015 tuition and fees.
- The German manufacturer of the brewing equipment will be featuring our design in an upcoming exhibition.
- Felix Brooks has been appointed budget supervisor for cost center 6247.

**Vice Presidents Meeting**

- The vice presidents discussed budget and long-range planning

**NO CABINET MEETING AUGUST 4, 2015**

**Next Meeting is August 11, 2015, 8:00 a.m. in the Board Room 3365**