

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of August 11, 2015  
**Date:** August 12, 2015

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

**Members Absent:** Collins

**Guests Present:** Rachel Bair, John Korycki, Vivien McCurdy, and Kari Paine

**Staff Present:** Horton

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### **Discussion and Action Items**

- Minutes of the July 28, 2015 meeting were approved as amended.
- Kari Paine presented: KVCC “Food Hub Strategic Planning” – food processing and distribution center on the new Bronson Healthy Living Campus. This will be a three stage plan – Initial Opening, Growth, and Stabilization. Next steps include: a feasibility study, complete and outfit the building, build relationships and raise awareness about the new facility.
  
- Travel
  - Don Benthin and Rick Ives to attend the Michigan Association of Campus Law Enforcement Administrators in Livonia, MI on October 27, 2015.
  - Cathy Jacobs and Rick Ives to attend the Core Technology Corporation (law enforcement & public safety technology) in Lansing, MI on September 24, 2015.
  - Regina Goham and Sara Humes to attend the Michigan Museum Association’s Annual Conference in Ann Arbor, MI on October 1-2, 2015.
  - Julie Bunke to attend the Great Lakes Planetarium Association Annual Conference at the Grand Rapids Public Museum, Grand Rapids, MI on October 14-17, 2015.
  - K. Ziesmer, L. Wall, M. Mazer, N. Lee, J. Sloan, E. Funke, and C. Babaris to attend the PTK Michigan Region Leadership Conference at the Leelanau Outdoor Center in Maple City, MI on September 11-13, 2015.
  
- Grants
  - KVCC and the Kalamazoo Valley Museum are exploring a \$466,690 DEQ grant opportunity to benefit storm water control at downtown campuses.

### **Personnel Items**

- Kudos
  - Denise Blanchard, Dawn Kemp and Kristina Lechner for the great work on the 2015-2016 “Programs of Study” – great example of cross campus collaboration.

- Jen Woodstock for her great job in handling numerous assignments- 36 cadets for the Police Academy (largest in many years) and all their issues and paperwork (MCOLES is impressed on how Jen “gets the job done” by holding the cadets accountable before the academy even begins), and for the other responsibilities she takes on.
- Thank you to all who participated in “Get It Done” a collaborative effort for fall registration.
- Reality Checks-
  - Enrollment and Budget
  - A committee will look at promotional items from KVCC – the need for consistency, branding, etc.
- Hires, Resignations and Retirements
  - Christopher Bryant, part-time Biology Laboratory Coordinator, resigned effective August 6.
  - Katelyn Seelye, part-time Graduation Assistant, resigned effective August 20.
  - John Stahl, part-time Physics Lab Assistant, resigned effective August 20.
  - Charles DeVries, new Para-Professional Printer, effective August 10.
  - Chrissia Linders, transferring from Para-Professional Office Specialist in Financial Aid to full-time Financial Aid Generalist, effective August 24.
- Book Discussion
  - Bring back next week

### Other

- Bronson Healthy Living Campus  
On-going: Site work, furniture choices, curriculum, staffing positions, grower discussions, equipment.
- Guided Pathways – how to align student services, not “business as usual”, new models for career pathways, offering orientations for training.
- Steve Cannell presented an overview of “Retention Matrix” – various retention measurements are available for use and some of those are: Governor’s Metrics, IPEDS, Noel Levitz, and Student Tracking.
- Phone upgrade on September 25.
- Orientation for students at this time is 500 for fall.
- “My Valley” issues on Monday – no personal information was shared.
- Sunday closing hours – align AWH with the Museum hours.
- Emergency response training – more information coming in September.
- KVCC’s Web Focus data base will include retention information.
- Safety Training received the highest rating during the audit at the Groves Center (conducted by Lloyds Register Quality Audit).
- University Center Administration will be housed at the Groves campus – Davenport University appreciates our assistance and quick response to accommodate their students as they transition from their campus closings.
- Introduction to KVCC will be required for part-time employees, with some exceptions.
- 2017 Proposed Holiday schedule was distributed.
- The training/introduction meeting for the GLW faculty and assistants on September 1<sup>st</sup> will include food and beverages.

**~Next Meeting is August 18, 2015, 8:00 a.m. in the Board Room 3365~**