

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of August 25, 2015
Date: August 25, 2015

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

Members Absent: Doherty

Staff Present: Horton

Discussion and Action Items

- Minutes of the August 18, 2015 meeting were approved as amended.
- Travel
 - Rachel Bair to attend the Michigan Green Healthcare Conference in Traverse City, MI on October 8-9, 2015.
 - Rachel Bair to attend the “Food Hub Manager Certificate Program” at the University of Vermont, Burlington, Vermont on January 11-16, 2016.
 - Russ Panico to attend the Association of Student Conduct Administrators Conference at the Kellogg Hotel and Conference Center, Lansing, MI on October 25-26, 2015.
 - Cristina Babaris to attend the Phi Theta Kappa Advisor Institute in Oxford, Mississippi on September 18-20, 2015.
 - Dan Maley to attend the “Senior Facilities Officer Summit” at Lansing Community College, Lansing, MI on October 9, 2015.
- Grants
 - The Bronson Healthy Living Campus will be applying to ARCUS Foundation for funding.
 - Sustainable and Innovative Food Systems to apply to Michigan Dept. of Health and Human Services for \$35,000 grant to support development of Green Care program to assist underserved.

Personnel Items

- Kudos
 - Marty Myers for his quick response on the fire inspection reports to enable Davenport University to move into the Groves Center.
 - Denise Blanchard, Jackie Cantrell, Dan Maley and Judy Rose for their timely coordination and scheduling of classrooms and office space in support of the University Center creation for Davenport University.

Kudos (continued)

- Tim Welsh, Mark Sloan, Andrew Greig and Nate Hartman for their customer focus in communication and coordination of the necessary IT components for the Davenport University implementation. Tim also went above and beyond in making sure the instructor orientation was represented by the appropriate departments to ensure accurate understanding of the campus and classroom environment.
- Reality Checks-
 - Enrollment – numbers improving – contacting students with emails, robo calls, texts, and personal calls.
- Hires, Resignations and Retirements
 - Jacob Toth, PT Security, hired effective 8/24/15.
 - LaRue Russell, transferring from PT Interpretation Specialist to Parapro Planetarium/Theatre Technician, effective 8/25/15.
 - The Success Advocate position will not be replaced at AWH. Jessica Amey will move from 10 months to 12 months and assume both roles. A recommendation to use part of the savings for moving the part-time clerical position to full-time will be revisited after the new campus is opened in January of 2016.
- Guided Pathways Discussion
 - Pre-career assessment, Middle College, dual enrollment, internships, graduates, meta-majors.

Other

- Bronson Healthy Living Campus
On-going: Site work, furniture choices, curriculum, staffing positions, grower discussions, equipment, food safety and culinary medicine. Dietetics Technician program being looked at.
- Fewer students signed up for payment plans for this semester compared to last year at this time.
- Craig Jbara gave updates on the University Center – Davenport University has moved into their offices, and classes start next Monday. There are on-going discussions with Siena Heights University.
- Kathy Johnson will send out the Strategic Value Resolution from last year to Vice Presidents for review.
- An orientation to KVCC was added for this evening per Laura Cosby.
- The Middle College is working to fund a position to work with KRESA, Van Buren and others.
- The Campus Band will need after-hours campus access on December 12, 2015 and April 22, 2016.
- Discussion concerning out-reach programs and continuing education classes to community members for non-credit. This will be brought back for additional discussion.
- Financial Services will be issuing a comprehensive RFP for services related to student disbursements, commerce management and payment plans immediately after the audit. This will ensure the most efficient use of staff time (all departments) as well as minimizing expenses related to implementation. It is the goal to have the vendor selected early in the spring to allow for fall 2016 payment plan processing by May 2016.

~Next Meeting is September 1, 2015, 8:00 a.m. in the Board Room 3365~