

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of September 15, 2015  
**Date:** September 15, 2015

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

**Staff Present:** Horton

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### **Discussion and Action Items**

- Minutes of the September 1, 2015 meeting were approved as presented.
- Travel
  - Amy Louallen to attend the Michigan Community College Human Resources Association Fall Conference in Bay Harbor, MI on October 7-9, 2015.
  - Susan Mott to attend the Michigan Council of Nursing Education Administrators meeting in Traverse City, MI on October 13-14, 2015.
  - Mary Dey to complete an Accreditation Site Visit for CAAHEP in Anchorage, Alaska on October 14-18, 2015.
  - Mary Dey to attend the AAMA/MAERB Annual Meeting in Portland, Oregon on September 18-21, 2015.
  - Coty Dunten, Laura Cosby, Heidi Stevens, Colleen Olson, Diane Vandenberg, Tracey Quada, Jennifer Buysse, Denise Lindsley, Tom Hamann, Mark DeYoung, Billy Reynolds, Paige Eagan, Mike Collins, and Dennis Bertch will attend the Student Success Summit in Lansing, MI on October 1-2, 2015.
  - Brenda Vander Roest will attend the Banner User Group (BugMI) meeting at Davenport University in Grand Rapids, MI on September 25, 2015.
  - Roger Miller and Sue Newington to attend a Community College Financial Aid Director's meeting at Muskegon Community College, Muskegon, MI on October 9, 2015.
  - Alisha Cederberg, Erin Macioce, Sue Newington and Roger Miller to attend a Community College Financial Aid meeting at Lansing Community College, Lansing, MI on November 13, 2015.
  - Ian Salo to attend 3D Printing Training, Stratasys, Eden Prairie, Minnesota on October 13-15, 2015. (Part of the CCSTEF Grant).
  - Ben Ash and Katelyn Vinson to attend Van Buren Tech Center College Day and Plainwell High School College Night on October 7, 2015, and Calhoun County College Fair on October 14, 2015.
  - Vivien McCurdy and Rachel Bair to meet with MDARD and MIFF in Lansing, MI on Sept 21, 2015.
  - Date Changes: Ian Salo to attend FANUC RoboDrill Maintenance/Troubleshoot training in Rochester, MI on November 9-11, 2015. FANUC Robot Disassembly/Reassembly training in Rochester, MI on September 30-October 2, 2015.
  - Stephen Doherty to attend Meijer Corporate Meeting in Grand Rapids, MI on September 16, 2015.

- Grants
  - Bridges to Baccalaureate –KVCC will support WMU (Memorandum of Understanding).
  - Kalamazoo Foundation looking at next steps for LGBT Training grant.

### **Personnel Items**

- Kudos
  - Sue Visser – received two external comments about her hard work to help students for the fall semester.
  - Joyce Zweedyk would like to recognize Kevin McKinney for his willingness to help troubleshoot the problem with the transcription module.
  - Trish Schroeder would like to thank the Groves Center Operations Team: Darcy Meyers, Kenyatta Herrion and Lesa Ward for the outstanding support provided over the summer.
  - Kudos and appreciation to the SSC staff and the Recruitment staff who worked extra hard to serve the high volume of students in the last few weeks before the start of the fall semester.
- Reality Checks-
  - Enrollment – The push to contact students helped with the head count and credit hours.
- Hires, Resignations and Retirements
  - John Rykowski, FT Faculty-Economics – retiring effective December 21, 2015.
  - Beth Gregory-Wallis, Strengths Coach, hired effective September 3, 2015.
  - Kelcee McKellar, ParaPro Office Assistant in Office Support transferred from the Student Success Center effective September 14, 2015.
  - Lisa Bright, PT Biology Lab Assistant, resigned effective September 23, 2015.
  - Amy Triemstra, Success Advocate/Veteran Services Coordinator, resigned effective September 16, 2015.
- Guided Pathways Discussion
  - Presentation by Dean McCurdy focusing on the Guided Pathway Progression: recruitment – application & registration – progress & retention – completion – post completion.
  - Programs that might benefit from the Guided Pathways approach: Culinary, Industrial Trades, Health Careers, Art & New Media, and Engineering.
- Project Manager Summary
  - Terry Hutchins presented the Project Manager Summary: completed IT projects, current projects, and In Queue projects.

### **Other**

- Lunch for coaches – First Aid/CPR/AED Training on September 18, 2015.
- University Center – still working out some details with Davenport.
- Davenport University President Dr. Pappas will be on campus Thursday, September 17 for a ceremonial signing of the agreement between Davenport and KVCC.

- Phone system upgrade now set up for September 28.
- Emergency Response Training set for Cabinet members and several other participants on October 6 after the Cabinet meeting.
- Reminder to send Strategic Value Resolution update information to Kathy Johnson.
- Natural gas prices are locked in until March 2016. Electric meters had a price drop for large meters; price increase on small meters.
- Several accidents on campus since the start of the new semester. A reminder to watch for pedestrians and stop at **STOP** signs.
- Dean McCurdy proposed some staff changes for the new KVCC Bronson Healthy Living Campus.
- ASL will be holding an after-hours workshop on Saturday, November 7, 2015 from 8:00 am – 4:00 pm.
- Sue Dietrich from Noel Levitz will host meetings on campus this Wednesday and Thursday.
- Auditors are still on campus.

**~Next Meeting is September 22, 2015, 8:00 a.m. in the Board Room 3365~**