

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of October 20, 2015
Date: October 21, 2015

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

Member Absent: Hutchins

Guest(s) Present: Rachel Bair, Henry Goble

Staff Present: Horton

Discussion and Action Items

- Minutes of the October 13, 2015 meeting were approved as amended.

- Travel
 - Kim Grubka, Samantha Reidenbach, Brandy Zantello, and Tara Stein to attend the American Dental Hygienist Association meeting in Big Rapids, MI on October 30, 2015.
 - Ashley Bowler, Jim Ratliff, Chris Robbins, Jackie Zito, Jackie Howlett, Nancy Young, and Micheal Marks to attend the OCLC Member Forum at Lansing Community College, Lansing, MI on November 18, 2015.
 - Bill McElhone, Linda Depta, Paige Eagan, Elspeth Inglis, Kathy Godin, and Julie Bunke to attend "Science on a Sphere", at Ft. Wayne Science Central, Ft. Wayne, Indiana on November 6, 2015.
 - Sarah Hubbell to attend the National Association of Foreign Student Advisors Region V Conference in Rosemont, Illinois on November 4-6, 2015.
 - Tracy Quada, Erin Dominiani, LaSonda Wells, Mary Johnson, Maria Buccilli, and Felix Brooks to attend the Summit on Racism at the Lawrence Education Center, Borgess hospital on November 19, 2015.
 - Ben Bylsma to attend aquaponics training in Montello, Wisconsin on December 3-5, 2015 (new date).
 - Ben Bylsma and Rachel Bair to attend the Great Lakes Fruit and Vegetable Expo in Grand Rapids, MI on December 8-10, 2015.
 - Ben Bylsma to attend the National Grafting Symposium in Grand Rapids, MI on December 7, 2015.

- Grants
 - We were awarded a grant to the Bronson Healthy Living Campus Project.

Personnel Items

- Kudos
 - Great job on the Transfer Fair by Robyn Schieber.
 - Muriel Hice– Being short-staffed for much of the critical period during the bidding and purchasing process for the new fiscal year and audit, Muriel managed to provide support and meet audit deadlines, and in many instances, this required her to go “above and beyond”.
 - Muriel Hice and Meily Lightcap provided timely support during the bidding and purchasing process to achieve the CCSTEF grant objectives and avoid project delays.
 - Marilyn Schlack for her generous act in hosting a picnic on October 23 for all the construction crew (200 plus) who are working on the new downtown campus projects.
 - Craig Jbara, Steve Cannell, Dennis Bertch, Mike Collins, and Laura Cosby for the College Wide presentations.

- Reality Checks-
 - 26 Students took the ServSafe certification exam (Culinary) – 20 successfully passed the exam; 3 took the instructor exam and passed.

- Hires, Resignations and Retirements
 - Jolissa Weeda, Para Pro Office Specialist-SSC, hired effective October 12, 2015.
 - Katherine Collier, PT Wellness Specialist, hired effective October 13, 2015.
 - Mike Descheneau, PT Public Safety Officer, resigned effective December 3, 2015.

- Rachel Bair – Bronson Healthy Living Campus (update)
 - BHLC Goals, Objectives and Measures
 - Food, Health, Community, Innovation
 - Social-Ecological Model of Behavior Change
 - Individual/Interpersonal – Institutional – Community – Policy/System Outcomes
 - Culinary Education/Food Innovation/Health Focused/Community Outreach
 - Measurable metrics at each step of the way

- Guided Pathways
 - Steering committee-Laura Cosby, Mike Collins, Terry Hutchins, Steve Cannell, several Deans, 2-faculty members, counselor, and career advisor.

- Local employers
 - Mike and Laura distributed a working document outlining guidelines and fees for employers who want to recruit (student workers) on a regular basis
 - Employers needs to encourage students to stay in school
 - Partnership, internships, job shadowing
 - Work on process – billing, annual fee
 - Motion to accept draft – MOVED, SECONDED, CARRIED

- Other
 - Groves Center will be purchasing a used vehicle to pull the trailer when traveling for the Wind Academy (and other functions).
 - Budget Task Force review handout from Louise
 - Sarah Hubbell met with WMU for joint cooperation in recruiting international students – there will be follow-up conversations.
 - Enrollment and Retention Comparison sheet distributed by Steve Cannell as a follow-up to conversation on retention.
 - Dennis Bertch and Craig Jbara are working on an RFP for the University Center.
 - Life Enrichment pursuits – working on a plan to assess the reasons why students are repeating same classes/what are they looking for (use of wellness center, credit, non-credit, etc).
 - University Center – looking for more space for Davenport usage.
 - Thank you to everyone who is gathering information for 2015 “Fast Facts”.
 - Culinary program:
 - exploring inclusion of professional credentials in nutrition within the culinary program
 - working on licensing requirements for the food innovation center with the Michigan Department of Agriculture and Rural Development
 - Felix Brooks reported on the Chief Diversity Officers Summit- large corporate present who are encouraging diversity at their businesses; what they expect from graduates.
 - United Way Campaign begins October 26.
 - University Center and Middle College – KVCC will host superintendents from intermediate schools to encourage their participation.

~Next Meeting is October 27, 2015, 8:00 a.m. in the Board Room 3365~