

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of November 17, 2015
Date: November 17, 2015

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

Members Absent: Doherty, Miller

Staff Present: Horton

Discussion and Action Items

- Minutes of the November 3, 2015 meeting were approved as amended
- Minutes of the November 10, (Vice Presidents) were approved as presented.

- Travel
 - Vivien McCurdy, Rachel Bair to attend the Cherry Capital to discuss GroupGAP and food safety programs in Traverse City, MI on December 3, 2015.
 - Vivien McCurdy to attend the food safety sessions at the Great Lakes Expo in Grand Rapids, MI on December 8-10, 2015.
 - Summit (Banner) - We need to have proposed attendees identified by the next Cabinet meeting to try and lock in favorable flights/hotels, etc.
 - Vivien McCurdy to attend Food Safety Training (Preventative Control lead instructor training) on February 9-11, 2016, location to be determined.
 - Sarah Hubbell and Kelly Sparrow to attend transcript evaluation policy review at Grand Rapid Community College in Grand Rapids, MI on December 1, 2015.
 - Daniel Benard, Moriya Hurst, Mike Bentley, and Christina Benson to attend Evaluating Student Competency, in Rosemont, Illinois on December 3-5, 2015.
 - Lisa Winch, Darlene Kohrman, Robin Murchison-Greene, and Sheila Eisenhauer attended Teaching Mathematics Content Courses in Ann Arbor, MI on October 24, 2015.
 - Deb Coates to attend the National Science Teachers Conference in Kansas City, Missouri on December 3-6, 2015.

- Grants
 - The College was awarded a grant from Fetzer Foundation to support LGBTQ Ally Training.
 - Rachel Bair will lead a \$75,000 KVCC- Kalamazoo neighborhood collaboration grant application to the Kresge Foundation.

- Upcoming Communications Outreach- nothing today

Personnel Items

- Kudos
 - Gerri Jacobs for her hard work on the transfer program courses leading to AA , AAS, and Certificate of Achievement in the Culinary Arts and Sustainable Food Systems (leading to Bachelor degrees as well).
 - To the successful collaboration and college wide effort with everyone involved for the Veterans Day activities: the speeches, the KVCC Concert Band, the flyover, the lounge, the breakfast, and of course the Veterans Wall.
 - Roger Miller and staff for the clean audit.

- Reality Checks-
 - Focus on increase enrollment and retention
 - Middle College, International Students, University Center
 - Outreach programs

- Hires, Resignations and Retirements
 - Megan Meissner, PT Student Services Assistant in Admissions/Records/Registration, hired effective November 9, 2015.
 - Chris Karbowski, Success Advocate-Lead, resigned effective November 27, 2015.
 - Rose Crawford, SSC/Service Desk Generalist, retiring effective January 31, 2016.

- Other
 - We had our first “closing” conference call for the New Market Tax Credits. Kathy and Louise will be working to have everything done so the transaction may close by the middle of December with a "drop dead" date of December 31. This initiative will bring between \$1.5 to \$1.8 million in for the Bronson Healthy Living Campus (food production facility and site work).
 - Capital Outlay form for 2016-2017 will be updated for those that wish to get started on capital outlay requests. The due dates, etc., have not yet been established.
 - Chris Garrett has requested after-hours access to the Dale Lake Auditorium on Friday, April 22, 2016 from 5-10 p.m. for the Campus Band concert.
 - Dennis and a team from KVCC will be meeting with WMU and Bell's Brewery in January 2016 to discuss the sustainable brewing program.
 - Steve Cannell requested examples of operational experiences to be included in the Higher Learning Commission report.
 - Dean McCurdy distributed (3) draft reports: Culinary Arts & Sustainable Food Systems Pathways, KVCC AA Degree in Food Service Administration (KVCC courses and WMU courses at transfer), and Dietary Manager-Certificate of Achievement program requirements.
 - Tree planting event today, November 17, 2015 at the new storm water pond sites (east side of Texas Township Campus, Lot A).
 - 3,016 lbs of electronics were collected at the recycling event on TTC campus.
 - Terry indicated that the firewall issues on campus were due to vendor software upgrades.
 - Unify – upgrade to phone system is scheduled for December 11 in the evening.
 - Felix Brooks will be a co-presenter for a seminar on racism at Borgess Hospital on Thursday, November 19.

- A RFP was distributed to several state universities to assess interest for participation in KVCC's University Center in specific programs of study.
- Tom Sutton will coordinate the completion of a report request, from the MEDC, on the status of the CCSTEF grant equipment and utilization.
- Instructors from around North America are participating in Climb Safety Training Week at the Groves sponsored by the partnership between ENSA and KVCC.
- College-wide meeting scheduled for Friday, December 4, 2015 – AWH 11:00 am & TTC 3:00 pm.

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

Note: NO CABINET MEETING ON NOVEMBER 24, 2015