

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of December 8, 2015
Date: December 8, 2015

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

Members Absent: Ives, McCurdy

Staff Present: Horton

Discussion and Action Items

- Minutes of the November 17, 2015 meeting were approved as presented.
- Minutes of the December 1, 2015 (Vice Presidents) were approved as presented.

- Travel
 - Felix Brooks to attend the National Association for Diversity Officers of Higher Education (NADOHE) 2016 Annual Conference in San Francisco, California on March 14-16, 2016.
 - Elizabeth Lyons to attend the 2016 Association for Continuing Higher Education (ACHE) Great Lakes Region Spring Meeting in Chicago, Illinois on February 10-12, 2016.

- Guest Parking at AWH
 - Proposal approved:
Approved Request
Implement a process to cover parking for BHLC programming professional guests that are providing services and/or support at KVCC downtown campus locations.

Parking Lot within Scope

Arcadia Ramp #4 (140 Eleanor Street)

Procedure

1. KVCC BHLC Administration will pre-purchase \$50 stickers/passes and store them in a central location (initially AWH 212).
2. Authorization to provide a pass to a guest will be done by a KVCC BHLC Budget Administrator and tracked through a log book. Approval is based on the following criteria being met:
 - a. Participation in a meeting between KVCC BHLC staff and community partners or advisory board members
 - b. Business/industry/community guests visiting with individual students or program classes including (but not limited to) personnel from:
 - i. Bronson, KCMH and Kalsec employees
 - ii. MSUe, MDARD, MFFS and state agency employees
 - iii. Local school teachers, chefs, brewers and food producers
 - iv. Public health department personnel

3. Reimbursement to be made through the appropriate budget authority and process – initially MEDC funding and, eventually, BHLC operations.
- Grants
 - Gateways to Completion – KVCC has been invited to submit a full proposal through the Kresge Foundation.
 - KVCC was approved as a Title III Eligible Institution for the 2015 - 2016 fiscal year. This federal designation recognizes that KVCC has both low educational and general expenditures, and a significant portion of enrolled students receiving need based financial aid. The Title III designation allows the College to apply for Title III grants, and provides the College a waiver of the non-Federal share matching requirements for certain federal work study programs.
 - Upcoming Communications Outreach- VP discussion item

Personnel Items

- Kudos
 - Ted Forester, Tony Ide, Denise Morrison, Terry Sibbersen, Robert Stokes, Mike Olvitt, Alexis Osredkar, William Blair, Barry Chapman, Dave Collins, Nathan Rickey, Dan Maley, Kristina Lechner, Dawn Kemp, Shelli Osterhaut, and Tim Karakula for their help with a KVCC Foundation mailing – thanks to everyone for pitching in to get this done and mailed.
 - Jessica Amey developed and implemented an excellent event: “Barriers to Employment Workshop” with a cross section of community leaders. Vice Mayor Don Cooney was so impressed that he wants to offer a panel discussion at City Hall with the same panel members and assistance from Jessica.
 - Appreciation to all who planned for and participated in the "Get it done in a day event" Friday.
 - Art Hop-December 4 – thank you to all who make this such a big success.
- Reality Checks-
 - Due to changes in the winter registration calendar, the next valid comparison in registration numbers will occur following batch cancellation.
- Hires, Resignations and Retirements
 - Hires:
 - Jason Vanlester - Testing Center Desk Clerk, effective December 7, 2015
 - Keegen Henschel - Peer Student Leader, PT, effective December 14, 2015
 - Randall Davis – Food Hub and Food Safety, effective December 14, 2015
 - Christopher Wilson – 1st Shift Custodian, BHLC, effective January 4, 2016
 - Transfers: (from TTC to ACC)
 - Shane Martin – 1st Shift Custodian, ACC, effective December 28, 2015
 - Dennis Zavada – 2nd Shift Custodian, ACC, effective February 1, 2016

- Other
 - Parking and Mobility Committee working on parking/transportation options for the downtown campuses
 - Capital Outlay requests are due to Louise Anderson by: January 14, 2016
 - Bring requests for internships to next week's Cabinet meeting
 - Faculty Success Center "On-Boarding" – CNM – December 22, 6:00-8:00 p.m. will include food
 - Financial Services will have a unit meeting and luncheon – December 11, 12:00 -2:00 p.m.
 - Phone upgrades will start on Wednesday, December 9, 2015
 - Construction at the entrance to the Kalamazoo Valley Museum is winding down
 - Art Hop this past Friday night was a big success
 - Business Administration Articulation Agreement signing ceremony between KVCC and WMU – 3:30 p.m. December 16, 2015 – Board Room
 - A community effort is underway to develop funding and support systems in both jobs and training for disadvantaged youth particularly in the 19-22 age group who may have dropped out of school/college (Covenant House Academy and charter schools)
 - Options are being investigated to revitalize "Career Source" magazine

~Next Meeting is DECEMBER 15, 2015, 8:00 a.m. in the Board Room 3365~

Note: MEETING IS FOR VICE PRESIDENT'S ONLY