

To: Cabinet, Archives
From: Char Gibson
Subject: Minutes of July 18, 2017

Members Present: Anderson, Bohnet, Collins, Jbara, Johnson, and Schlack
Staff Present: Gibson
Members Excused: Bertch

Update/Action Items

The minutes of June 27, 2017 were approved as presented.

1. **Update/Action or Goals and Results**

- Retention
 - Director of Retention and Completion interviews took place last week. The two finalists will present to the college community on August 2, 2017 at 10:00 a.m. and August 9, 2017 at 2:00 p.m. in room 9130. Presentation topic: “What Would You Do in the First 100 Days.”
- University Center
 - C. Jbara reported on discussions with representatives from Siena and Davenport Universities regarding Seminar Days. To be further discussed at the next Cabinet meeting.
- Diversity and Inclusivity
 - Trice Batson transfers to the position of Diversity and Inclusion Coordinator effective August 1, 2017.

2. **Standing Items**

- Travel
 - Diane Finch to travel to Panama City, Guayaquil, Quito, and Lima for a recruitment trip September 10 -17, 2017.
 - Don Benthin to travel to Grand Rapids, MI to attend Rape Aggression Defense July 31 – August 3, 2017.
 - Melody Woods to travel to Alpena, MI to attend the MACET Annual Conference August 2 – 4, 2017.
 - Regina Gorham, Sara Humes and Megan O’Kon to travel to Lansing, MI to attend the Michigan Museum Association of state and local History joint conference October 17 – 19, 2017.
 - Tamara Barnes, Regina Gorham and Sarah Humes to travel to St. Joseph, MI to visit the Heritage Museum and Cultural Center Wednesday, August 2, 2017 from 9:00 to noon.
 - Tony Parcher and Tom Sutton to travel to Waukesha, WI to attend ENSA Professional Training July 31 – August 4, 2017.
 - Rachel Bair and Randall Davis to travel to Detroit, MI to attend the quarterly Michigan Food Hub Network meeting July 19, 2017.
 - Elizabeth Lyons to travel to Savannah, GA to attend the NCCET 2017 Annual Conference September 25 – 27, 2017.
- Grants
 - Continuing with follow-up and requests from Irving S. Gilmore Foundation submission.
- Kudos

- To Jauwanna Pitts for her help with the search process for Director of Retention and Completion.
 - To Lois Baldwin for going above and beyond to help a student.
 - To Louise Anderson, Dennis Bertch, Sandy Bohnet, Mike Collins, Craig Jbara, Kathy Johnson, and Tim Welsh for their help with the Board Planning meeting.
 - To the 50th Anniversary Committee.
- Reality Check
- Margaret O’Brien’s Note to the College Community
 - Announcement of Positions
- Hires, Resignations/Transfers, Retirements
- Hires
- Kathryn Mitchell, PT Graduation Assistant, effective 7-24-2017
 - Mary McConnell, Workforce Coordinator, effective 8-14-2017
- Transfers
- Bonita Bates, from Manager of Transfer Resources and Multicultural Services to Director of Student Success Services, effective 7/1/2017.
 - Kevin Schneider, from PT Wellness and Fitness Center Specialist to Pathway Advisor (Science), effective 7-31-2017
 - Trice Batson, from Training Specialist to Diversity and Inclusion Coordinator, effective 8-1-2017
- Resignation
- Korrine Wojcik, PT Counselor in Student Access, effective 8-31-2017
 - Makida Coulter, Financial Services Manager, effective 6/26/17
- Other
- Transparency Site – Please take time to inform IT where to post items.
 - Overtime budgets have been pooled and reports will be reviewed by Cabinet once per quarter.
 - L. Anderson reported on a conflict of Interest concern recommending a restate of CMOP 2010 and the purchasing policy. All present agreed to the recommendation. CMOP 2010 and the purchasing policy will be revised and brought back to this group for review.
 - External tour requests will be channeled through Mike Collins.
 - Building hours on the web are not reflective of what is occurring. M. Collins will work with J. Potter to review for consistency and accuracy and report back.
 - T. Welsh provided the group with a CRM update.
 - **Food Request:** On July 12, 2017 Tom Sutton had a staff meeting to introduce and implement MS One Note and lunch was provided.
 - C. Jbara requested Elizabeth Lyons have Budget Supervisor authority for Career and Continuing Education (1131) (9113).
 - C. Jbara reported on a meeting with IT to discuss the need for a new online registration system for the Groves. A small committee will be pulled together to discuss next steps.
 - S. Bohnet updated the group on the status of faculty interviews.
 - Assignment – Research “The Hatchery Chicago” - <http://thehatcherychicago.org/>
 - Agenda Item (7/25/2017): KVCC Top Level Outcome and Progress Metric Goals – K. Johnson

3. Kalamazoo Valley Culinary Program Opportunities for Growth – Postponed

4. ASAP Program – L. Anderson provided the group with a brief overview of the ASAP program. Program materials will be resent electronically to the group for review and further discussion at the July 25, 2017 Cabinet meeting.
5. Ellucian Grant and Grant Planning – L. Anderson provided a brief overview of the Ellucian Grant and Grant Planning process. Ellucian Grant and Grant planning documents will be resent electronically to the group for review and further discussion at the July 25, 2017 Cabinet meeting.

Next Cabinet Meeting: July 25, 2017 at 8:00 a.m.