

To: Cabinet, Archives
From: Sherry Weber
Subject: Minutes of October 15, 2019

Members Present: Collins, Hilliard, Jbara, Linden, Lueth, Washington and Welsh

Staff Present: Sherry Weber

Excused: Johnson

1. The minutes of October 1, 2019 were approved as presented.
2. Brewpub License Signing Authority was approved by Cabinet as presented.
3. Academic Calendar 2020-2021 was approved by Cabinet as presented.
4. 2020 and 2021 College Observed Holiday Schedules will come back for review next Cabinet meeting.
5. Strategic Plan Focus Areas and Initiatives Updates
 - A. Accreditation
 - B. Online Learning
 - C. Early/Middle College
 - D. Industrial Trades
6. Standing Items
 - International Admissions**
 - ISS office has moved to TTC 4261. A grand opening event is planned for Oct. 15 from 3-5
 - Hosting an international student resume workshop on Oct. 10.
 - Darren Chase is traveling to Kazakhstan for an EducationUSA recruitment tour Oct. 17-28.
 - Hosting a tour for high school exchange students from FLAG Int'l on Oct. 28.
 - 16 admitted international students for winter.
 - Enrollment Management**
 - Preparation for multiple upcoming events are underway. Our primary focus is on College Night on October 14 and the STEMQuest on November 9.
 - Daily high school visits are ongoing along with involvement at MACARO sanctioned College Nights throughout southwest Michigan.
 - The Enrollment Management department have moved into their new location in TTC 6044 (still in the Student Commons).
 - The International Student Service department have move into their new location in TTC 4261 (Student Commons).
 - Get It Done dates and times for Winter 2020 have been finalized:
 - TTC – Wednesday, November 20 from 4-7pm
 - AWH – Thursday, December 5 from 3-6pm
 - Retention**
 - **Intake Survey Winter 2020:** Will launch next week. Focus will be more in-depth questions regarding scheduling needs for students
 - **Commit to Graduate:** Event will be held October 23(TTC) and 24 (AWH) from 10am-2pm.

- **ReUp:** On site for our second partnership review in December. Will share out findings to the entire group after the presentation.
- **Student Voices:** 39 students were selected to serve as part of KVCC's Student Voices Advisory Council. In addition, 12 returning SVAC students will join the group in a different capacity. First meeting held in September, focusing on Kalamazoo Valley's Strategic Plan presented by Dr. Washington and financial aid experiences. Next meeting scheduled for October will focus on LMS utilization and integration. A subgroup of the student voices council will be meeting with Ellucian on October 29 to share experience with Degree Works, Banner self-service, registration system, etc.

Travel

- 1) Gena Mead to attend the Michigan Association of College Stores (MACS) Conference in Thompsonville, MI from October 13-15, 2019.
- 2) Theo Sypris to attend the Asian Affairs Conference at Michigan State University on October 4, 2019. Students vetted and approved to attend the Asian Affairs conference on Friday, October 4, 2019 follow: Daniel Morse, Bric Rogers, Miranda Beltz, Karah Brewer, and Evan Collins.
- 3) Laura Cosby to attend the MCCSSA (Michigan Community College Student Services Association) Dean/Vice President's Meeting and Fall Conference "Transforming the Student Experience" October 9 – 11, 2019 at Bay Harbor, Petoskey.
- 4) William deDie to attend the 42nd Annual KPL Youth Literature Seminar at WMU Fetzer Center in Kalamazoo, MI on Friday, November 8, 2019.
- 5) Megan VanDonselaar to attend AARC Congress November 8 – 12, 2019 in New Orleans, Louisiana.
- 6) Molly Cartwright to attend the Strengths Course: Coaching for Individuals, Managers, and Teams in Chicago, IL December 10-12, 2019.
- 7) Chris Voss and Darren Chase to attend the NAFSA Region V Conference in Milwaukee, WI November 4-6, 2019.
- 8) Paige Eagan, Laura Cosby, Angela Marsh-Peek to attend NACADA Conference in Louisville, KY October 20-23, 2019.

— **Personnel Updates**

Hires

- Amber Walker, PT Counselor, effective 9-20-19
- Kaylee Chapin, PT Student Services Assistant, effective 10-7-19

Resignations

- Max Northrup, Custodian-ACC, effective 11-1-19
- Noelle Blades-Penn, FT Career Advisor, effective 10-23-19
- Jennifer DeHaan, Human Resources Specialist, effective 11-8-19

Retirements

- Irene Turcott, PT Librarian, effective 9-28-19

Posted Positions

- Promise Advisor, SSS
- Human Resources Specialist, HR

Approved Position Justification Forms

- FT Career Advisor, Advising and Counseling
- FT Career Advisor, Advising and Counseling
- FT Printer, Media Services
- FT Security Officer, Public Safety
- FT Custodian, Facility Services.

— **Announcements and Updates**

- Career Academy Payment and Refund Policy – Draft edition reviewed by Cabinet
- Ellucian Strategic Plan feedback has had a great response
- Collaboration of Industrial Trades with Culinary Arts and Brewing meeting
- The search for a new Dean of Industrial Trades is underway.

Next Cabinet Meeting: November 5, 2019 at 8:00 am.

**KALAMAZOO VALLEY COMMUNITY COLLEGE
CABINET RESOLUTION**

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At a regular meeting of the Kalamazoo Valley Community College Cabinet, called to order by President L. Marshall Washington, Ph. D., on October 15, 2019 at 8:00 a.m., the group unanimously recommends that Michael R. Collins, Executive Vice President for Enrollment and Campus Operations and Brian Lueth, Vice President for Finance and Business be granted signing authority and appointed as true and lawful attorneys for and in their name for the college for the Kalamazoo Valley Community College Brewpub License to be located at 418 East Walnut Street, Kalamazoo, MI 49007. Said attorneys to have full power and authority to execute all applications, notices, bonds, and other instruments, claims, offers in compromise, letters, writings, and papers, and to do all acts for them in dealing with the Michigan Liquor Control Commission and that the Officers hereby authorize the said attorneys to receive on their behalf any and all notices, papers and letters from the said Commission in connection with all such matters, hereby giving and granting the said attorneys full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in and about the premises, with full power of substitution and revocation, hereby ratifying and confirming all that said attorneys shall lawfully do or cause to be done by virtue hereof. Further, that said attorneys shall have the power to execute and revoke powers of attorney conferring like powers, in whole or in part.

Outside consultants may not appoint others to sign on the Company's behalf."

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Cabinet at a regular meeting held on October 15, 2019.

Sherry Weber
Secretary



Signature of the Secretary

10/15/19
Date