

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of May 26, 2015
Date: May 26, 2015

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

Staff Present: Horton

Discussion and Action Items

- Minutes of the May 19, 2015 meeting were approved as amended.
- CMOP 6110 – Tuition Waivers and Discounts
 - Proposed changes discussed. Bring back next week.
- Internship Overview
 - Dennis will take this overview to Dean's/Academic leadership for review.
- Travel
 - Lynne Hoehle to attend the 2015 Educational Technology Organization of Michigan Summer Retreat in Tustin, MI on June 8-9, 2015.
 - Amy Louallen, Trice Batson and Felix Brooks to attend the *Effective Principals and Practices for Leadership* training in Kalamazoo, MI on June 18, 2015.
 - Alisha Cederberg and Erin Macioce to attend the Michigan Student Financial Aid Association Summer Training in Bellaire, MI on June 28-July 1, 2015.
 - William Kring to attend *Faro Arm Training* in Novi, MI on June 22-26, 2015.
 - Tracey Quada, Jenny Buysse, Stephanie Keeler and Jessica Amey to attend the Michigan Career Educator and Employer Alliance Conference in Grand Rapids, MI on June 18, 19, 2015.
 - Lois Baldwin to attend *Web Accessibility for Online Educators* in Tustin, MI on June 8-9, 2015.
 - Gwen Conarton and Robert Bechtel to attend the Information Builders Summit 2015 in Kissimmee, Florida on May 31-June 4, 2015.
- Grants
 - none

Personnel Items

- Kudos
 - The Kalamazoo Valley Community College's Veterans Tribute Garden groundbreaking ceremony was held on May 21, 2015 – great job and thanks you to all for your help and vision. Original members of the Student Veteran Association (SVA) that proposed the garden: Trevor Pease, Eric Chamberlain, David Hagen and Mark Visel. KVCC employees that initiated and advanced the project: Colleen Olson and Elizabeth Lyons. Currently leading the project: Amy Triemstra. Others integral to the success: Terry Hutchins, Dan Maley, Bob Stokes & grounds staff, Frances Granzotto, Colin Lampson, Josh Hawes, and Erin Dominianni.
 - Dean McCurdy and Mike Collins for the news article in the May 21, 2015 edition of the Kalamazoo Gazette: *"New sustainable brewing, culinary arts programs in high demand at KVCC health campus."*
 - Kathy Johnson for her work on the CCSTEF grant and the continuing work on the FOIA Procedures and Guidelines.
 - Jenny Buysse and Gerri Jacobs for their hard work on the "Undecided Curriculum Guide".
- Reality Checks-
 - Summer and fall enrollment
- Hires, Resignations and Retirements
 - Nate Giese, Instructional Manager – Wind Academy, hired effective June 8, 2015.
 - Don Benthin, Captain, Public Safety, hired effective July 6, 2015.
 - Lyndsey Van Sweden has submitted her resignation, effective June 5, 2015.

Other

- Health Focused Campus
 - On-going: Site work, construction, programming and course/curriculum, food safety program and planning, adjustments to building designs, streetscape, signage, common goals with community, trails, technology, sustainability, equipment, naming opportunities for larger donors, marketing, promotional materials, and fund raising. Talks with the city and trail development are on-going.
 - HR staff will be trained on how to report hours worked for all employees as required by the Affordable Health Care Act.
 - Window replacement in the Administrative offices starts June 1 – Terry Hutchins will send out a schedule.
 - Updated and formalized FOIA procedures (including a new CMOP 2120) brought forward for July 1 implementation.
 - Kalamazoo Untapped – Arcadia Festival site, May 30, 2015.
 - "Build Your Imagination" – June 6-Sept 20, 2015 at the KVM.
 - Dean McCurdy continues discussions with WMU regarding Brewing and Food Service Administration courses, advising, certificates & degrees.
 - Felix Brooks will be meeting with Roger Malcolm to have conversations regarding International Students.
 - The wind Academy is exploring the opportunity to provide climbing training on an international level.
- Budget
 - Discussion with Vice Presidents

~Next Meeting is June 2, 2015, 8:00 a.m. in the Board Room 3365~