

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of February 16, 2016  
**Date:** February 17, 2016

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**Members Present:** Anderson, Bertch, Bohnet, Cannell, Collins, Hutchins, Jbara, Johnson, and Schlack  
**Staff Present:** Horton

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## Discussion and Action Items

- Travel
  - Randall Davis to attend the National Good Food Network Food Hub Conference in Atlanta, Georgia on March 29-April 1, 2016.
  - Tom Sutton and Ben Ash to attend the 16<sup>th</sup> Annual Michigan Renewable Energy Fair at Central Michigan University, Igham County Fairgrounds on June 24, 25, 2016.
  - Diane Finch and Felix Brooks to attend the Michigan Association of International Educators (MAIE) in Kalamazoo, MI at the Radisson Plaza Hotel on April 13, 14, 2016.
  - Deb Coates to attend the MEMCA Early/Middle College meeting for second-year schools in Flint, MI at Mott Community College on February 25, 26, 2016.
  - Deb Coates to attend the MEMCA Early/Middle College Conference in Flint, MI at Mott Community College on March 9-11, 2016.
  - Dan Benard to attend a CoAEMSP visit at Jefferson College of Health Sciences in Roanoke, Virginia on March 1-4, 2016.
  - Darlene Kohrman, Dan Cunningham, Sheila Eisenhauer, Tim Kane, and Robin Murchison-Greene to attend MI-AMTE Conversation Among Colleagues Conference in Kalamazoo, MI at Western Michigan University on March 18, 19, 2016.
  - Cheryl Almeda, Carol Weatherford, Angie Sackett, Natalie Patchell, John Abbott, Carl Ross, Kelly Digby, Darlene Kohrman, Amy Longcore and Denise Lindsley to attend the Michigan Developmental Education Consortium at Delta College in Bay City, MI on March 31-April 1, 2016.
  - Louise Anderson and Rick Ives to attend MCCRMA in Lansing, MI on March 2, 2016.
  - Muriel Hice to attend MCCBOA in Lansing, MI on March 3, 4, 2016.
- Grants
  - None
- IPEDS
  - No additional feedback

- Analytics
  - Progress to Date – looking at best practices by us and other educational institutions.
    - Analytics must go together with behavior changes in order to work
    - What KVCC is doing now – Institutional Research, Noel Levitz
    - Web Focus – what reports can we generate
    - External providers – who, at what cost, etc
  - Proposed next steps
    - Decide areas to focus on
    - Measureable goals, Dashboard
    - Leverage Noel Levitz information & Institutional Research
  - KVCC Opportunities (challenges)
    - Data in Banner
    - Moodle is affected by input or lack of input

### **Personnel Items**

- Kudos
  - Kudos to the “Early Alert Reminder” committee: Gerri Jacobs, Lori Erk, Noelle Blades-Penn, Barbara Taraskiewicz, Roxanne Bengelink, Mary Dey, Linda Rzoska, Dwight Coblentz, Carl Ross, Sheila Eisenhauer, Nicole McClure and Rene Daudert.
- Reality Checks
  - none
- Hires, Resignations and Retirements
  - Hires:
    - Matthew Cline, Accounting Tutor, effective February 15, 2016.
    - Thomas Blossom, Materials Assistant, Parapro, effective February 29, 2016.
    - Michael Morehouse, Success Advocate/Veterans Services Coordinator, effective February 15, 2016.
  - Resignation:
    - Gwen Conarton, effective February 28, 2016.

- Other
  - After the bidding process, Nelnet will be the system used for financial aid/financial services that deals in the administration and repayment of student loans, tuition payment plans and other financial services used at the college.
  - The Faculty Success Advisory Committee will hold several meetings and food will be served.
  - The Higher Learning Commission self-study information is being finished and included in the final report.
  - College Wide meeting is being scheduled for Friday, March 18.
  - IT efforts are on-going at the new campuses.
  - Terry Hutchins supplied a list of upcoming IT projects.

**~Next Meeting is February 23, 2016, 8:00 a.m. in Room 4380~  
Administrators Plus**