

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of April 5, 2016  
**Date:** April 5, 2016

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**Members Present:** Anderson, Bertch, Bohnet, Brooks, Cannell, Coates, Collins, Hutchins, Jbara, Johnson, D. McCurdy and Schlack

**Staff Present:** Horton

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### Discussion and Action Items

- Minutes – the minutes of March 29, 2016 were approved as amended.
- Travel
  - Dean McCurdy, Billy Reynolds, Paige Eagan, Tom Buszek, Heidi Stevens, and Steve Cannell to attend the Guided Pathways Institute meeting at Washtenaw Community College in Ann Arbor, MI on April 21, 22, 2016.
  - William Kring to attend the Michigan HTEC CNC Educators Training Conference at Delta College, University Center, MI on April 21, 2016.
  - Alisha Cederberg, Linda Shafer, Chrissia Linders, Lynn Grammel and Ruth Baker to attend the Michigan Student Financial Aid Association (MSFAA) in Lansing, MI on May 6, 2016.
  - Brian Lindberg to attend “Train the Trainer ServSafe Alcohol” class in Lansing, MI on May 19, 2016.
  - Ian Salo to attend FANUC robot training (vision system) in Rochester, MI on April 10-15, 2016.
  - Jason Kovacs to attend the AITP National Collegiate Conference in Rosemont, Illinois on April 6-10, 2016.
- Grants
  - KVCC Food Innovation and Food Safety programs (Rachel Bair, Vivien McCurdy) will collaborate with Kalamazoo Community Mental Health and Substance Abuse Services to submit a presentation proposal to the American Association of Community College Trustee Leadership Congress 2016.
- International Admission
  - 126 walk-in’s in March
  - Expect to make or exceed expectations of 25 new international students
  - Working with WMU for housing, Metro Transit for transportation
  - Students must meet language requirements

- Middle College
  - Approximately 300 students expected to enroll; students looking to transfer to 4 year
  - Biggest draw: Gull Lake, Parchment, Schoolcraft, some from Van Buren, Mattawan, Plainwell
  - Guided Pathways is where we need to focus
- Enrollment Management/Retention/Guided Pathways
  - Task Force continues to meet, communications sent to high school graduates, Promise letter being sent to remind graduates of college opportunities, and activities planned to bring in students.
  - Retention – tying into Guided Pathways, analytics may help, need definition & goals, students want “full college experience”, everything is not based on cost for students, the value of education stressed to parents.
- University Center
  - Sienna Heights has proposed several areas of study
  - WMU will get back to us
  - Davenport working with us – how Culinary degrees can work with/into Business Administration
- CMOP Language – Authorized Educational Use of Alcohol, second reading
  - Moved, seconded & carried
  - Kathy will include the CMOP in the Board packet in April
- College-wide email – updated procedure form on how to send them.
- Open Doors after hours
  - Dennis will bring back faculty suggestions

### **Personnel Items**

- Kudos
  - To John Chapman for the work in creating the C-360 (combining students’ strengths, personality and interest which puts results together for career decisions). The teleconference he led on March 30 with the career team included career theory, handouts, student testimonials and case studies as well as strategies for effectively using the implementing the C-360 on their campus (South Mountain CC in Arizona).
  - Stephanie Keeler and Carey Stolsonburg for their organizing and planning of the career fair. To Tracey Quada for her leadership and the entire Career and Student Employment team for a great turnout and overall successful day for students and employers.
  - To Dave Lynch and Ben Blewett for their extra efforts to fix the paging system, and update and clean out some of the electronics in the Public Safety office – their efforts were greatly appreciated.

- Reality Checks
  - Louise and Terry will explore the possibility of leaving the fall registration open when the summer registration closes for batch cancellation.
- Hires/Resignations/Retirements
 

*Hires:*

  - Brian Lueth, Controller, effective May 6, 2016

*Resignations:*

  - Andrew Todd, Gym Facilities Coordinator, effective April 14, 2016
  - Larry Belen, Director of the Policy Academy, effective July 8, 2016

### **Other**

- After Hours facility use –
  - Middle College Orientation on May 3, 2016
  - Culinary and Allied Health Building – May 13, 14 (8:00 a.m.-8:00 p.m.) & May 15 (8:00 a. 2:00 p.m.)
- Susan Matlis is developing three required training sessions for supervisors/managers. The topics will be Workers Compensation, Family Medical Leave Act (FMLA) and Disabilities and Accommodations.
- AITP students headed out for team competition, April 6-10.
- Dean McCurdy is working on a new orientation plan for Culinary to include Guided Pathways, time lines for completing course of study, resources available, costs, etc.
- Deb Coates also working on an orientation for Middle College students and one with parents apart from the students.
- Terry Hutchins shared that ID cards will operate college copiers – some are in effect now, others will be in the future (no codes will be necessary).
- Mike Collins indicated that KVCC is close to signing an agreement with Metro Transit (bus service).
- April 24, 2016 – Open House at the new downtown campuses.
- Board Meeting – April 19 at 8:00 a.m., Cabinet Meeting at 10:00 a.m.

**~Next Meeting will be April 19, 10:00 a.m., in the Board Room 3365~**