

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of April 19, 2016
Date: April 19, 2016

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

Members Absent: Bertch, Coates

Staff Present: Horton

Update/Action or Goals and Results

- Minutes – the minutes of April 5, 2016 were approved as amended.
- International Admissions
 - Requesting clerical support.
 - Sponsor countries will be looking for success orientated students due to cost of education.
 - Will be looking for staff and faculty who can act as language interpreters.
- Early College
 - Preparing orientation – may be different for each grade level.
 - Looking at out-of-district fees and/or preferential rates.
 - Challenges – each school district has different rules -how do we get on the same page.
 - Three (1) week camps will be held this summer – with hands-on experience for students.
 - Looking at placement test scores vs GPA's.
- Enrollment Management
 - Wait listing for enrollment – need a better strategy; taking too long for students to respond.
 - Summer enrollment – contacting students who have applied but not registered, Kalamazoo Promise can be applied to summer classes, postcards to Kalamazoo graduates.
 - Enrollment Task Force – should we open more sections for high demand classes (summer)?
 - *KV Focus* – could information about courses/areas of study be included and who to contact to enroll?
- Guided Pathways
 - Data collecting continues
 - Coordinating orientation

- University Center
 - Davenport still involved
 - Articulation possible with Culinary, Brewing into a Business degree
 - Sienna Heights, Spring Arbor – in progress

- Analytics
 - Proceeding with template for dashboard
 - Kathy Johnson, Bob Bechtel, Michele Adams & Mamatha Pachika will be attending InfoAssist Training (Web Focus)
 - Primary focus on student success/retention and recruitment

Information/Ideas

- Travel
 - Jenny Buysse & Ezra Bell to attend the 2016 Community College Cooperation Conference (C4) at Sangen Hall on WMU's Campus, Kalamazoo, MI on May 6, 2016.
 - Amy Louallen to attend the Michigan Community College Human Resources Association Spring Conference in Mt. Pleasant, MI on May 11-13, 2016.
 - LaJoyce Brooks to attend the MEATA/MASCI Annual Conference in Frankenmuth, MI on May 23-27, 2016.
 - Charlie Fuller to attend the Post-Secondary Educator's workshop in Fitchburg, Wisconsin on June 13-16, 2016.
 - Mark Reed and LaRue Russell to attend the Abram's Planetarium quarterly regional meeting at Michigan State University in Lansing, MI on April 23, 2016.
 - Craig Jbara, Randall Davis, and Rachel Bair to attend the West Michigan FarmLink (a food hub) in Grand Rapids, MI on April 27, 2016.
 - Kathy Johnson, Bob Bechtel, Michele Adams and Mamatha Pachika will be attending InfoAssist Training (Web Focus) in Troy, MI on April 28, 29, 2016.
 - Ezra Bell to attend the National Consortium on College Men of Color in San Diego, California on June 9, 10, 2016.
 - Michael Morehouse to attend the Professional Educator's Summit at the Grand Hotel, Mackinac Island, MI on June 15-17, 2016.

- Grants
 - KVCC will be applying to make a presentation at the 2016 American Association of Community College Leadership Congress. The subject of the presentation proposal will be Bronson Healthy Living Campus collaborative program initiatives that address poverty.
 - KVCC will be applying to the ATT Corporation for a \$10,000 grant to benefit Bronson Healthy Living Campus community outreach culinary medicine program.

Personnel Items

- Kudos
 - To Carol Fillenworth for all her help with the International students.
 - Craig Jbara, Mike Collins, Dean McCurdy, Steve Doherty, Jim Taylor and Linda Depta for the great job on Media Day.
 - For the Development and Execution of the Medical Culinary Program: Vivien McCurdy, Janet Nykaza, Elizabeth Lyons, Lucas McFarland, Darcy Soule, Amy Rummel, Darci Schimp, Anna Cheely. The initial pilot, with participation from all medical organizations, was successfully conducted.
- Reality Checks
 - Clerical support for International Admission
 - Advise Financial Aid when payment plan options are finalized

- Hires/Resignations/Retirements

Hires:

- Robyn Hughes, Lead Designer, effective April 18, 2016

Retirements:

- Lisa Gruber, Counseling Support Specialist, effective July 31, 2016

Resignations:

- Austin McKay, PT Groundskeeper, effective April 8, 2016
- Susan Mott, Director of Nursing, effective April 29, 2016
- David Waldorf, PT Tutor, effective February 17, 2016
- Gary Augustus, PT Tutor, effective March 22, 2016
- Lisa Underhill, PT Testing center Desk Clerk, effective April 8, 2016

Transfers:

- Mamatha Pachika, Database Analyst, effective April 11, 2016

Requests to fill positions:

- Full-time Counseling position
- Director of Police Academy
- Math Instructor position

In Memoriam:

Robin Murchison-Greene passed away on April 16, 2016.

- Cabinet Update and Sharing
 - Groves Campus will be offering a Phlebotomy academy.
 - Groves Campus academies could be included in *KV Focus* articles.
 - The TTC Auditorium may be used for Citizenship Oath ceremonies.
 - Laura Cosby presented Kalamazoo Promise updates to include that students must see coach/counselor: better connection, relationships, retention.
 - Electronics Recycling: April 22, 2016 (10:00 am – 5:00 pm).
 - Terry Hutchins shared that the sale of used electronics from KVCC has generated \$345,000 to the general fund.
 - April 24, 2016 – Open House at the new downtown campuses.
 - Tuition increase effective fall, 2016.

~Next Meeting will be April 26, 2016 8:00 a.m., in Room 4380 with Administrators~