

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of May 3, 2016
Date: May 4, 2016

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

Staff Present: Horton

Update/Action or Goals and Results

- Minutes – the minutes of April 19, 2016 were approved as amended.
- International Admissions
 - Diane Finch traveled to Costa Rica – visit went well; possibility of students arriving at KVCC in fall 2017
 - Vietnam and Malaysia are possible visit sites
- Early College
 - Orientation – 35 families showed up last week; 50-60 expected tonight (5/3)
 - Looking at out-of-district fees and/or preferential rates – still in process
 - Forum next week at WMU – hosted by Educational Community Credit Union
 - Parchment 10th graders will be visiting KVCC on Friday – student ambassadors, strengths, and other opportunities for students to get to know KVCC
 - Preferential fees – all colleges struggling with this concept – where the student lives, and/or goes to high school – how to make this work, and do they need transportation
- Enrollment Management
 - Wait listing for enrollment – opening new sections in web-based classes
 - Summer enrollment – contacting students who have applied but not registered,
 - Enrollment Task Force – reaching out to applied, not yet registered students and contacting guest students who may have been dropped during batch cancellation
 - Key is retention
 - Orientations specific to course of study
 - Help with small bridge scholarships for students

- Guided Pathways
 - Data collecting continues
 - Use of GPA (2.5 or better) for placement vs placement testing?
 - “Navigators” rather than “counselors” assigned to pathways
- University Center
 - Sienna Heights is on board
 - Working with Ferris State
 - Marketing conversations with Linda Depta and Craig Jbara
- Analytics
 - Proceeding with template for dashboard
 - Kathy Johnson, Bob Bechtel, Michele Adams & Mamatha Pachika attended InfoAssist Training -Web Focus has great potential
 - Goal is to use “real time” information in order to make decisions

Information/Ideas

- Travel
 - West Michigan Instructional Librarians spring meeting at WMU’s Waldo Library on May 19, 2016 attendees: Jim Ratliff, Ashley Bowler, Irene Turcott, and Paula Willson.
 - Cara Blaim, Korrine Wojcek and Lois Baldwin to attend the MI AHEAD conference in Lansing, MI on June 2, 3, 2016.
 - Felix Brooks and Diane Finch to attend the Education USA Forum in Washington, D.C. on August 2-4, 2016.
 - Bill McElhone, Elspeth Inglis, Mark Sloan and Julie Bunke to visit the Ann Arbor Hands-On Museum in Ann Arbor, MI on May 12, 2016.
 - Elizabeth Lyons and Katelyn Vinson to travel to Mid-Michigan Community College in Harrison, MI on May 22, 2016.
 - Vivien McCurdy to attend the ANFP Annual Conference & Expo in Indianapolis, Indiana on June 10-13, 2016
 - Ian Salo and Ben Ash to tour the TechShop Detroit in Detroit, MI on April 27, 2016.
 - Alisha Cederberg to attend the MSFAA Summer 2016 Conference on Mackinac Island, MI on June 26-29, 2016.
 - Erin Macioce to attend the MSFAA Summer 2016 Conference on Mackinac Island, MI on June 24-27, 2016.
 - Charlie Fuller to attend the AUTOMECHANIKA Washtenaw Commitment to Training Event in Ann Arbor, MI on May 14, 2016.
 - Barbara Taraskiewicz to attend the Michigan Occupational and Special Populations Conference in Bay Harbor, MI on May 4-6, 2016.
 - Tom Schurino to attend the Midwest Institute on April 15, 16, 2016 in place of Joe Lee.

- Travel (continued)
 - Aubrey Hardaway to take the following students to Columbus College of Art and Design, Columbus, Ohio on April 21-22, 2016: Sally Loofboro, Hannah Spangler, Sara Morgan, Kathleen Morrison, Kaitlyn Wilder, Zak Sliuzas, Joshua Jensenius, Elliott Isaac, Reshad Fowler and Xavier Ruiz.
 - Tom Hamann to travel to Columbia College in Chicago, Illinois on May 13, 14, 2016.
 - Gloria Barton Beery, Yvonne Chapman, Theresa Shane, Sarah Pernie, Diana Multer and Victoria Hilseki to attend “How to Teach in a Concept Based Curriculum” at Clearly University in Howell, MI on May 24, 2016.
 - Kim Grubka to attend the ADEA Allied Dental Program Director’s Conference in New Orleans, Louisiana on June 4-7, 2016.
 - Cristina Babaris, Justin Wood, Krysta Mahl, Ariel Bradford, Nick Schumacher and Genevieve McDaniel to attend the Michigan Regional Conference for PTK at Mid-Michigan College in Mt. Pleasant (Harrison), MI on May 20-22, 2016.
 - Tom Hamann, Linda Rzoska, Aubrey Hardaway and Dennis Bertch to travel to Kendall College of Art and Design in Grand Rapids, MI on May 4, 2016.

- Grants
 - none

Personnel Items

- Kudos
 - Thank you to everyone involved in KVCC’s 77th Commencement ceremony, May 1, 2016.
 - To the Financial Aid department for their diligent work on implementing the online scholarship management system provided by Academic Works –a favorable experience to date.
 - Impressive experience at the WMU Signing Day.
 - First lug of fresh vegetables from the Food Innovation Center delivered to Bronson Hospital last week.
 - Rick Ives and other first responders from the Feb 20 shooting in Kalamazoo met at the Cracker Barrel Restaurant and were interviewed by Channel 3 News – “everyone worked with incredible efficiency.”

- Reality Checks
 - Summer enrollment numbers

- Hires/Resignations/Retirements

Hires:

- Kelsey Caras, FT Academic Scheduling Coordinator, effective May 17, 2016
- Steven Eckholm, FT Custodian – TTC, effective April 25, 2016
- Jolissa Weeda, FT Learning Center Coordinator, effective May 16, 2016
- Brendon Lovely, PT Groundskeeper, effective April 25, 2016
- David VanLopik, PT Public Safety Officer, effective May 9, 2016

Retirements:

- Rodney Albrecht, FT Respiratory Care Instructor, retiring effective Sept 1, 2016
- Mark Gates, FT Custodian, retiring effective July 31, 2016

Resignations:

- Sam Bultman, PT Counselor, resigning effective May 6, 2016
- Kayley Arjmand-Hubbard, PT Student Services Assistant, resigned effective April 16, 2016
- Megan Meissner, PT Student Services Assistant, resigned effective May 1, 2016

Requests to fill positions:

- Full-time Respiratory Care Instructor

- Cabinet Update and Sharing

- Parking stamps will be purchased for outside speakers-defined personnel will have access
- Clerical Support needed for Culinary area and International services – being worked on
- Alcohol policies handout– Dean McCurdy will bring back in two weeks
- Louise Anderson shared “Reporting of Plate Changes on College Vehicles”
- Steve Cannell presented a report on Tuition and Fees Database
- Mike Collins & committee to look at available space at the Texas Township Campus
- MAT2 will be hosting an Open House, May 7, 9:30-12 noon (after hours use) TTC
- Arcadia Campus will be relocating their testing center into a larger space
- Diversity and Inclusivity continuing workshops
- Dean McCurdy indicated that they will be working on an SOP for handling money-food, tips, etc
- Counselors Planning Day – May 20; food will be served
- Adjunct On-Boarding – May 3; food will be served
- Apps for Education workshop – May 13; food will be served
- Internships (3) for summer –Louise will bring back in two weeks
- Tentative contract agreement with FT faculty
- Insurance committee continues to meet
- IT department is moving from Redwood – some people will be in 1510 temporarily, some in 2190
- Remember to finish on-line computer safety training
- No ad-hoc tours of the new campuses will be given. Outside groups need to contact Rachel Herrick or Rachel Bair to arrange a specific time

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