

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of May 17, 2016
Date: May 17, 2016

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

Members Absent: Anderson and Schlack

Staff Present: Horton

Update/Action or Goals and Results

- Minutes – the minutes of May 3 & 10, 2016 were approved as presented.

- International Admissions
 - 21 new students currently enrolled for fall semester
 - Meeting this week with WMU
 - Discussions about moving forward/next steps

- Early College
 - Orientations went well
 - Parchment 10th graders visited KVCC on Friday – student ambassadors, strengths, and other opportunities for students to get to know KVCC – Faculty expectations presented by Jason Bishop and Gordon Bielby – EJ Bast and Ken Barr Jr instrumental in getting students here.

- Enrollment Management
 - Wait listing for enrollment – Sarah Hubbell and Lori Evans working on some “fixes” in the system
 - Summer enrollment – contacting students who have applied but not registered
 - Enrollment Task Force – trying to contact students who did not re-enroll – maybe within a specific program of study, undecided students, and batch cancel students.

- Retention
 - Working on definitions, how to use data, what groups to look at, who returns, etc
 - Benchmarks will need to be established

- Guided Pathways
 - Will be meeting with Deans for next steps
 - Orientation specific to Culinary, Brewing, and ANM programs in the next few weeks
 - Developing pathways
- University Center
 - Working with Ferris State – possible Criminal Justice program and potential Cyber Crime program
 - Marketing conversations between Linda Depta and Craig Jbara – waiting for more than one school to be involved
- Analytics
 - Proceeding with template for dashboard and use of Web Focus
 - Reaching out to other departments for some input

Information/Ideas

- Travel
 - Steve Cannell, Billy Reynolds, and Dennis Bertch to attend the Gateways 2 Completion Project Leaders and IR Meeting at Oakland University, Rochester, MI on May 25, 2016.
 - Tom Buszek to attend MODAC at Henry Ford College, Dearborn, MI on June 2-3, 2016.
 - Sarah Hubbell to attend the Michigan community College Registrars Meeting in Port Huron, MI on May 19-20, 2016.
 - Rick Ives and Don Benthin to attend WMCJTC Annual Membership Meeting at Grand Valley State University, Allendale, MI on May 25, 2016.
 - Colleen Olson to attend the MACRAO Conference in Midland, MI on June 9-10, 2016.
 - Ola Johnson, Glenn Davis Chris Stroven, and Denise Lindsley to attend Accuplacer Conference at Delta College, University Center, MI on June 7, 2016.
 - John Korycki and Stephanie Hughes at attend the National Restaurant Association trade-show in Chicago, Illinois on May 22, 2016.
- Grants
 - none

Personnel Items

- Kudos
 - Brian Lindberg – exceptional work on behalf of a student, and with assistance with recruitment of a student from out-of-state.
 - Mike Olvitt, Tony Ide and all the staff that helped move the IT department from the Redwood Building to 1510.
 - Makida Coulter for her work with a student issue at AWH.
 - Thank you Jason Bishop and Gordon Bielby for their help with the Parchment 10th grade visiting students.

- Reality Checks
 - Deb Coates asked about a comprehensive college-wide events calendar (on-line) for all activities (including outside visitors) taking place on all the campuses – one place to look for current and up-coming events.

- Hires/Resignations/Retirements
 - Hires:*
 - Kali Hayes, PT Cube coordinator, effective May 16, 2016

 - Retirements:*
 - Maria Hostiguin, FT Custodian TTC, effective May 31, 2016

 - Transfers*
 - Sarah Thomas, from Softball Coach to FT Groundskeeper, effective May 16, 2016

- Cabinet Update and Sharing
 - Coaches Meeting May 25, 2016 – food will be served.
 - Mike Collins checking into clerical support for different areas of the campuses
 - Building rental procedures at new campuses are in process
 - Early College web-site being worked on this summer
 - Felix Brooks distributed a sample of “Preferred Name” policy (used at WMU). Will take the lead for similar policy at KVCC.
 - Jack Moss Scholarship will award \$1,000 each to Olivia Holmes and Jacob Starr to attend KVCC.
 - KVCC will include on their Michigan Liquor Control Commission application the option to sell our own beer (future), MOTION MOVED, SECONDED, AND CARRIED.
 - John Korycki and the culinary department will co-host an American Culinary Federation event in partnership with Kalamazoo College this Wednesday, May 18th in the CAH Culinary Theatre. Presenter Chef Brian Polcyn will be conducting a demonstration and discussion on whole-animal utilization (including charcuterie preparation). The event will run from 4-10pm. Food will be served.
 - Contract ratified by Full-Time Faculty

~Next Meeting will be May 24, 2016 8:00 a.m., in Room 4380 with Administrators~