

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of August 9, 2016  
**Date:** August 9, 2016

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

**Guest:** Rick Ives

**Staff Present:** Horton

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### Update/Action Items

- Minutes – Minutes of July 26, 2016 were approved as amended  
Minutes of August 2, 2016 were approved as presented
- International Admission
  - Diane Finch and Felix Brooks attended a conference in Washington, DC and had a conversation with the Saudi embassy – the Saudi scholarship will not pay for full-time status at a 2 year institution.
  - I-17 status approved for students to attend all campuses
- Early College
  - Summer Career camp was great;  
Will look into having this again next summer
- Enrollment Management
  - Will investigate having a shorter window on batch cancellation (maybe close registration for 3 days instead of 5)
  - Orientation is available in person and on-line
- Retention
  - Dennis Bertch distributed definitions for retention and completion
  - Strategies being worked on – how to move forward, early alert notification to students
  - Calling campaign to start soon
- Guided Pathways
  - Working on successful relationships with faculty and students –possible mentoring
  - Orientation of faculty into guided pathways
  - Guiding students into the correct classes

- University Center
  - Siena Heights signing MOU at TTC on September 26 – Board Room
  - Renewing space lease with Davenport and Siena Heights
- Analytics
  - Continuing work with IT
  - Meeting with committee this Wednesday
- Parking Waiver BHLC
  - No signed waiver required at this time
  - KVCC will have access to 50 parking spaces in the Bronson Hospital parking lot, a list of limitations will be included with the parking cards
- Preferred Name
  - Terry Hutchins indicated this process will be done manually for fall 2016
  - Students will need to pay \$10 to update ID card
- Rental Process Coordinator
  - Mike Collins will work with HR to establish a job description for Special Events Coordinator – this person will do scheduling for TTC, AWH, KVM, CNM, Bronson HLC, and work with Judy Rose at the Groves (but will not schedule rooms for the Kitchen and Demo space)
- Sustainable Brewing
  - Dean McCurdy provided an overview of “Sustainable Brewing Program: Alcohol Policies and Procedures”
- Fall Planning
  - Rick Ives shared information about safety procedures
  - Cabinet viewed the video “The Coming Storm”
- September Board Meeting
  - Update Board Planning Document – bring back your choice of dates in one week
- Travel
  - Amy Louallen to attend the Michigan Community College Human Resources Association Fall Conference in Traverse City, MI on October 11-14, 2016.
  - Rachel Bair to attend the American Association for Sustainability in Higher Education Conference in Baltimore, Maryland on October 9-12, 2016.
  - Kara Bailey, Cyle Sumner, Krysta Mahl, Ariel Bradford, Brandi Bonner, Maegan Meredith, Genevieve McDaniel, and Beth Gregory-Wallis to attend the PTK Regional Leadership Conference at the Leelanau Outdoor Center in Maple City, MI on September 9-11, 2016.
  - Aquair Muhammad to attend the Midwest Institute Curriculum Workshop at Kalamazoo Valley Community College in Kalamazoo, MI on August 8-12, 2016.
- Grants
  - None at this time

## Personnel Items

- Kudos
  - From Deb Coates to Beth Gregory-Wallis, Tom Hamann, Aubrey Rogers, Elspeth Inglis, Kathy Godin, Bill McElhone, Ben Ash, Ian Salo, Christina Babaris, Rachel Bair, Ben Bylsma, John Korycki, Lucas McFarland, Jackie Luttrell, Andria Brown, Amanda Scharrer, Monica Johnson, Liz Fuentes for all their help with the “Explore my Future” Summer Camp - and a BIG thank you to Diane Vandenberg.
  - Thank you Carol Fillenworth for handling the logistics for Felix Brook’s and Diane Finch’s trip to Washington, D.C.
  
- Reality Check
  - Monday’s tuition payment issues were resolved in the afternoon
  
- Hires, Resignations/Transfers, Retirements, Promotions
  - Hires:
    - Ruth Westfall and Diana Ladd, PT Culinary Lab Assistants, effective August 8, 2016
    - Laura Seroka, PT Interpretation Specialist, effective August 8, 2016
    - Jacqueline Anger, Simulation Coordinator ParaPro, effective August 15, 2016
  - Transfers:
    - Makida Coulter, from Operations Manager at AWH to Financial Services Manger TTC, effective September 13, 2016
  - Terminations:
    - Chris Glasser, PT Security Officer, effective August 6, 2016
  
- Other
  - We are on track to implement new hardware, operating system and Oracle upgrade the evening of 8/18/16
  - Update list of Budget signatures – please give Louise any changes
  - Available Internships for 2016-2017 distributed
  - Deb Coates shared that 100 Early College students are enrolled
  - Felix Brooks and Deb Coates are working on a mentorship program
  - Board Meetings will meet at a new time starting in September – 7:30 a.m.
  - The Clery Act will require more information reported when students involved in school sponsored functions are staying off campus over 24 hrs
  - Batch cancellation is taking place this week. Post-batch enrollments will be distributed as part of the weekly enrollment reports.

~Next Meeting is August 23, 8:00 a.m., Board Room 3365~