

To: Cabinet, Archives
From: Char Gibson
Subject: Minutes of August 23, 2016
Date: August 24, 2016

Members Present: Anderson, Bertch, Bohnet, Brooks, Cannell, Coates, Cosby, Hutchins, Jbara, Schlack
Members Absent: Collins, Johnson, McCurdy
Staff Present: Gibson

Update/Action Items

- Minutes – Minutes of August 9, 2016 were approved as amended.
Minutes of August 16, 2016 were approved as amended.
- International Admission
 - Orientation for new international students to be held Wednesday, August 24, 2016 at 1:00 p.m. in rooms 4230 and 4240. 20-25 are expected to attend.
- Early College
 - International and Early Middle College Mentoring pilot distributed for review and endorsement. All present supported moving forward with the proposal.
- Enrollment Management
 - Draft Batch Cancellation Process Policy (2nd revision) for the 2017 winter semester distributed for review. This item will be brought back in two weeks for discussion.
- Retention
 - The calling campaign for the recapture process began Monday, August 22, 2016.
- Guided Pathways
 - Nothing new to report.
- University Center
 - KVCC/Ferris State University Center Discussion – Thursday, August 24, 2016.
 - Siena Heights MOU signing ceremony – Monday, September 26, 2016.
 - Davenport University is adding a Bachelor's Degree in Human Resource Management to their degree offerings as part of the University Center at KVCC.
- Analytics
 - Great progress is being made. Information gathered will go before the Board in September.

- Board Update Planning Document
 - The planning document will go before the Board in September.
- Travel
 - Rick Ives and Donald Benthin to attend Crisis Intervention Training September 19 – 23, 2016.
 - Mary Dey and Lori Haley to attend the AAMA Annual Conference in Reston, VA; September 16 – 19, 2016.
- Grants
 - Rachel Bair and Melody Woods submitted the Kimberly Clarke Grant for “Sustainable Campus Competition.”
 - Initial discussion will be scheduled to participate in the 2016 Green Genome Award for leadership and commitment to sustainability education to include faculty and staff across KVCC.

Personnel Items

- Kudos
 - To Tony Ide, Ted Forrester, Tim Welsh and Public Safety for getting EFE moved in.
 - To Aaron Sneed, David Lynch, Jason Kovacs and Gary Nevills for the work they did last Wednesday evening and early Thursday morning in creating a temporary network fix to address the issues that brought our network down.
- Reality Check
 - The identification/signage of Faculty offices.
 - A WMU CELCIS (Center for English Language and Culture for International Students) program graduate did not pass the COMPASS test.
- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires:
Rachel Callaway, Assistant Volleyball Coach, effective 8/15/2016
Kara Protz-Sanders, PT Service Desk Assistant, effective 8/22/2016
 - Transfers:
Mary Moorehouse, from New Student Coordinator to Office Manager in Faculty Reception, effective 10/31/2016
 - Terminations:
Amanda Sharrer, Success Advocate ParaPro, effective 8/18/2016
Jennifer Woodstock, Program Coordinator, effective 8/26/2016
 - Retirements:
Judy Wilmarth, Human Resources Specialist, effective 10/31/2016
- Other
 - Letter sent to a potential tenure track faculty member rescinding offer.
 - KVCC has been recognized as a gold level Veteran friendly school by the Michigan Veterans Affairs Agency.

- Nursing Articulation signing ceremony at WMU this afternoon. D. Bertch will attend.
- Van Buren Tech Center to host an orientation on the KVCC TTC.
- K/RESA My Career Quest – November 1 and 2, 2016
- After hours facility use:
 - Beekeeping 101 – Tuesdays, September 6 through October 25, 2016, 5:15 – 8:30 p.m. No food or set-up required.
 - The SSC will be open until 7:00 p.m. Tuesday, August 23, 2016. Public Safety and Facilities have been notified.
- Mike DiBernardo from the Michigan Department of Agriculture plans to tour the Food Innovation Center and Culinary buildings.
- Kalamazoo County is developing a Veterans court. Mike Morehouse will lead this effort on our end.
- KVCC will not move to the Windows 10 platform for faculty and staff.
- Regular hours begin next week. A reminder will be sent to the college community.
- Guidelines for determining tuition rates based on residency will be shared with the Board in September.
- KVCC Fitness Center Life Enrichment Proposal distributed for review and discussion. C. Jbara will pull together a meeting with WPE faculty, J. Taylor, E. Lyons and D. Bertch to further discuss and report back.
- Learning Center Tutor Orientation/Training August 30, 2016. Food will be served.
- Library staff meeting Thursday, August 25, 2016. Lunch will be served.

~Next Meeting is August 30, 8:00 a.m. in Room 4380~