

**To:** Cabinet  
**From:** Char Gibson  
**Subject:** Minutes of September 6, 2016  
**Date:** September 6, 2016

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

**Members Absent:** Cosby

**Staff Present:** Gibson

- Travel
  - Tony Parcher, Josh O’Keefe and Tom Sutton to attend the required ENSA Professional Development Week in Huntsville TX, October 3<sup>rd</sup> through the 7<sup>th</sup>, with travel being on the 2<sup>nd</sup> and 8<sup>th</sup>.
  - Mike Olvitt and Ted Forester to attend EDF Energy Services 24<sup>th</sup> Annual Energy Conference at the University of Notre Dame on Thursday, October 6, 2016 8:30 am to 3:30 pm.
- Grants
  - Tower Pinkster Capital Grant (\$5000) to the Healthy Living Campus. A scholarship will also be established.
- Kudos
  - To Sue Visser for going above and beyond with financial help for international students.
  - To Tony Ide for all his work getting the cafeteria ready for the first day of classes.
- Reality Check
  - Calling Campaign volunteers were lower than previous years. The group briefly discussed special recognition for those who volunteer.
- Hires, Resignations/Transfers, Retirements, Promotions
  - Terminations:  
Jessica Pickett, Office Specialist, ParaPro at Anna Whitten Hall, effective 9/1/2016.
- Other
  - K. Johnson distributed for information and review the following:
    - 2017 Board Goals and Objectives Presentation Schedule
    - Board of Trustees Local Strategic Value Resolution – Route changes through appropriate VP. Changes due to K. Johnson by 9/23/2016. Then back to this group for final review.
  - After hours facility use:
    - Annual One Day Bee School – Saturday, February 18, 2017, 7:00 am – 5:30 pm. M. Collins will notify facilities and public safety.
  - M. Collins updated the group on the classification adjustment for Erin Dominianni.

- The group briefly discussed the exchange of gifts for signing ceremonies.
- D. Coates reported the first workshop for the International and Early College mentoring pilot (for mentors) is scheduled for Friday, September 23, 2016. 10 have signed up for the workshop.
- CTE students will be on campus Wednesday, September 7, 2016.
- EFE classrooms are ready.
- Lunch for Board members and Cabinet -Bronson Healthy Living Campus Café – Tuesday, September 20, 2016 - 11:30 a.m.
- The Batch Cancellation Process Policy recommendation brought forward by M. Collins will move forward as presented. The group briefly discussed the elimination of batch cancellation.
- Enrollment:
  - Head count – down 3.2% when compared to fall 2015.
  - Credit Hours – down 6.1% when compared to fall 2015.
- Reminders:
  - Board Meeting – Tuesday, September 13, 2016 – 7:30 a.m. (Breakfast) RSVP to K. Johnson
  - Kalamazoo Valley at 50 Open House – Friday, September 9, 2016 – 5:00 – 9:00 pm – Kalamazoo Valley Museum
  - Gil Golde Retrospective Exhibit Private Showing – Thursday, September 8, 2016 5:00 – 7:00 pm – Center for New Media

**~Next Meeting - Sept. 13, 2016 – Vice Presidents Meeting  
9:30 a.m., (or directly after Board Meeting) in the Board Room (3365)**