

**To:** Cabinet  
**From:** Kathy Johnson  
**Subject:** Minutes of Sept. 13, 2016 – Vice Presidents Meeting  
**Date:** Sept. 13, 2016

---

**Members Present:** Anderson, Bertch, Bohnet, Collins, Hutchins, Jbara, Johnson and Schlack

### Update/Action Items

- Minutes
  - Minutes of August 23 were approved as presented.
  - Minutes of August 30 were approved as amended.
  - Minutes of Sept. 6 were approved as amended.
- University Center
  - Partner Davenport University reports that they currently have 193 Kalamazoo students. 83 of the students are taking inseat classes at KVCC, and 110 are taking online classes.
- Travel
  - Steve Cannell, Billy Reynolds, Paige Eagan, and Dennis Bertch to travel to Lansing, MI, Sept. 28, 2016 for the Gateways to Completion Launch Meeting.
  - Gordon Bielby, Darrell Davies, Verne Mills, and Jack Bley to travel to Grand Rapids, MI, Oct. 14-15, 2016 for the Michigan Community College Biologists Conference.
  - Brett Pittelkow and Roberto Zuniga to travel to Wings Stadium (Kalamazoo) Oct. 3, 2016 for Public Safety consortium drivers training.
  - Tom Sutton, Joshua O’Keefe, and Tony Parcher to travel to Houston, TX, Oct. 2-8 for the ENSA Professional Development training conference.
  - Julie Bunke will take the place of LaRue Russell at the Oct. 19-22 Great Lakes Planetarium Association Annual conference in Flint, MI.
  - Vivien McCurdy to travel to Lansing, MI, Oct. 27-28, 2016 for the Michigan Food Safety, and Michigan Good Food Summit meetings.

### Personnel Items

- Kudos
  - Amy Louallen for ongoing support and flexibility in helping sort through new resource challenges and opportunities at the Healthy Living Campus.
  - Gary Nevills, Aaron Snead and Tim Welsh for working Saturday of Labor Day Weekend to install instructional software in the ATC.
  - Renae Skutnik and Jauwanna Pitts for great assistance and flexibility with recent hiring needs.
  - Thank you to those who recently made phone calls for student recruitment. These efforts were very important for enrollment success. A list of those who made calls is attached.
  - Thank you to those who manned welcome tables during the first two days of class. These efforts make our students feel welcome at KVCC. A list of those who helped with this effort is attached.
- Reality Check
  - The semester is off to a good start.
- Hires, Resignations/Transfers, Retirements, Promotions
  - Hires: Camille Murphy, Lab Assistant-Respiratory Care, (replacing Ken Grady) effective 9- 6-16.  
Constance Betcke, 1<sup>st</sup> shift Custodian – ACC, effective 9- 19-16.

- Transfers:
  - Jessica Potter, from full-time Materials Assistant to full-time Special Events Coordinator, effective 9-26-16.
  - Meredith Mancuso, from Senior Office Specialist to Office Manager – AWH, effective 11-7-16.
  - Tawanda McMath, from part-time SSC Assistant to full-time SSC Service Desk Generalist, effective 11-21-16.
  - John Saylor, from Maintenance Specialist to Custodial Services Manager, effective 1-2-17.

### Other

- The fiscal 2018 Capital Outlay budget is out on G Drive for input, due by end of Dec. 2016.
- Auditors are on site for next two weeks.
- The Board approved \$100,000 for a student retention grant program. The goal is to have it effective for winter semester 2017.
- The Auto Tech area is having an Automotive Technology open house Sat. Sept. 17 from 12 to 4 p.m. (food will be served).
- English 110 Adjunct Faculty had a group meeting on Aug. 18 – food was served.
- The downtown testing center is approved to rework its current staffing configuration to reduce part-time staff in order to add a full-time testing center assistant. This approval is contingent upon all costs for the full-time position (salary and benefits) being available within the current budget.
- The first International student gathering will be held next Monday Sept. 19 from 12:30-1:30 p.m. (food will be served).
- Craig Jbara discussed The Groves Center efforts to find housing options for non-local Academy students.
- The Insurance Committee will be finalizing plan change recommendations for 2017-2018, and moving the proposals through the review and approval process.
- The college has sent an RFP for a compensation study, targeted to begin in Oct. 2016 and conclude in late January 2017.
- The group discussed FLAC.

**~Next Meeting is Sept. 20, 8:00 a.m. in Room 4380~**

**FALL 2016 RECAPTURE TELEPHONE CALL CAMPAIGN VOLUNTEERS**

<b>First Name</b>	<b>Last Name</b>	<b>First Name</b>	<b>Last Name</b>
Jessica	Amey	Craig	Jbara
Cristina	Babaris	Mary	Johnson
Denise	Baker	Kathy	Johnson
Bonita	Bates	Stephanie	Keeler
Ezra	Bell	Denise	Lindsley
Dennis	Bertch	Amy	Louallen
Jack	Bley	Michael	Morehouse
Ashley	Bowler	Sue	Newington
Andria	Brown	Russell	Panico
Tom	Buszek	Lisa	Peet
Kim	Campbell	Jessica	Pickett
Deb	Coates	Jim	Ratliff
Michael	Collins	Billy	Reynolds
Laura	Cosby	Robyn	Schieber
Linda	Depta	Terry	Sibbersen
Steve	Doherty	Darcy	Soule
Paige	Eagan	Joyce	Tamer
Beth	Gregory-Wallis	Barbara	Taraskiewicz
Tom	Hamann	Diane	Vandenberg
Caitlyn	Haveman	Natalie	York
Keegan	Henschel	Nancy	Young
Sarah	Hubbell		

**FALL 2016 WELCOME TABLE VOLUNTEERS**

<b>First Name</b>	<b>Last Name</b>	<b>First Name</b>	<b>Last Name</b>	<b>First Name</b>	<b>Last Name</b>
John	Abbott	Randall	Davis	Denise	Lindsley
Mustafa	AlNemer	Linda	Depta	Meredith	Mancuso
Cristina	Babaris	Steve	Doherty	Erick	Martin
Denise	Baker	Erin	Dominianni	Dan	Mondoux
Edward	Bast	Coty	Dunten	Mary	Morehouse
Bonita	Bates	Paige	Eagan	Charissa	Oliphant
Trice	Batson	Sheila	Eisenhauer	Alexis	Osredkar
Ezra	Bell	Lori	Evans	Jane	Otten
Dennis	Bertch	Katherine	Ferraro	Russ	Panico
Gordon	Bielby	Carol	Fillenworth	Dawn	Pantaleo
Jason	Bishop	Diane	Finch	Megan	Pauken
John	Bley	Harland	Fish	Jessica	Potter
Thomas	Blossom	Gail	Fredericks	Jazmin	Ravotas
Sandy	Bohnet	Christopher	Garrett	Samantha	Reidenbach
Ashley	Bowler	Christine	Gearig	Nathan	Rickey
Felix	Brooks	Beth	Gregory-Wallis	Carl	Ross
LaJoyce	Brooks	Kimberly	Grubka	Lisa	Sanborn
Andria	Brown	Steven	Hanson	Robyn	Schieber
Thomas	Buszek	Sarah	Hubbell	Renae	Skutnik
Ben	Bylsma	Terry	Hutchins	Darcy	Soule
Darryl	Chapman	Craig	Jbara	Kelly	Sparrow
Deborah	Coates	Kathy	Johnson	Jon	Stasiuk
Mike	Collins	Mary	Johnson	Theo	Sypris
Ashleigh	Colpetsir	Dawn	Kemp	Jagat	Talwar
Patrick	Conroy	Kathleen	Kerstetter	Joyce	Tamer
Laura	Cosby	Darlene	Kohrman	Larry	Taylor
Daniel	Cunningham	Monica	Koning	Mel	VanAntwerp
		Tom	Lentenbrink	Nancy	Vendeville
		Terri	Lester	Lisa	Winch
				Nancy	Young

Faculty/staff who worked the welcome table at BHLC at the start of the semester

Cory	Barrett
Joel	Boone
Yvonne	Cooley
Sally	DeBruyn
Rachel	Herrick
Victoria	Hileski
Stephanie	Hughes
Moriya	Hurst
Brian	Lindberg
Dean	McCurdy
Diane	Multer
Kara	Protz-Sanders
Theresa	Shane
Chris	Stroven
Jim	Taylor
Rob	Zimmer