

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of September 20, 2016
Date: September 20, 2016

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

Update/Action Items

- Minutes – minutes of September 13, 2016 were approved as amended
- International Admission
 - 33 students for fall
 - International “gathering” 9/19 – what would they like to do? – sledding, bowling, roller coaster, experience freedom.
- Early College
 - 38 people signed up as mentors
 - “Early Alert” system for faculty to help students with grade/assignment issues
- Enrollment Management
 - Discussion on students with disabilities
 - Office of Special Education and Individualized Education Program – how students are represented in high school and then in college
- Retention
 - Numbers on budget for fall; working on winter enrollment
 - Return on investment – 2000 phone calls made = 360 enrollments
- Guided Pathways
 - Posting Pathway Advisor position
 - Message will go to students next month for their response on what things need to be worked on
 - Early contact to target students to return to KVCC

- University Center
 - Siena Heights signing MOU at TTC on September 26 – Board Room
 - Davenport articulation agreements in process
 - Ferris State – follow-up in October
 - Space Planning – local vendor quotes for room 1510
 - Working with Linda in Marketing

- Analytics
 - Work continues with IT

- Travel
 - Philipp Jonas to attend the Gateways to Completion Launch Meeting in Lansing, MI on September 28, 2016.
 - Sue Hollar and Tim Kane to attend the 42nd Annual AMATYC Conference in Denver, Colorado on November 17-20, 2016.
 - Nicole McClure, Nancy Vendeville, Kelly Digby, Mark Sigfrids, JP Talwar, Tim Kane, Lisa Winch, Darlene Kohrman, Amy Longcore, and Chris Cockerel to attend the 2016 MichMATYC Conference at the Delta College Planetarium in Bay City and Delta College Main Campus, University Center, MI on October 14,15, 2016.
 - Stephen Louisell to attend Evidence-based Teaching and Learning, Lilly Conference in Traverse City, MI on October 20-22, 2016.
 - Mike Collins, Laura Cosby, Billy Reynolds, Paige Eagan, Coty Dunten, Tracey Quada, and Denise Lindsley to attend the 2016 Student Success Summit in Lansing, MI on September 29-30, 2016.

- Grants
 - None at this time

Personnel Items

- Kudos
 - Rachel Bair and Ben Bylsma for the great job showcasing the FIC and follow-up meeting with WMU and K Landscaping.
 - Bill Watson for agreeing to lead the International Gathering (International Student Group).
 - Melissa Farris for the positive impression and encouragement for a student.
 - Diane Vandenberg and Terry Sibbersen for creatively using current materials resulting in a nice space for student services in room 121 AWH.
 - Kate Miller for her assistance setting up professional development opportunities for KVCC faculty and staff.
 - Brian Lindberg for the many long hours he has worked to prepare the KVCC teaching brewery for classes.

- Reality Check
 - none

- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires:
 - Kendra Hutchings, PT Wellness/Fitness Center Specialist, effective September 12, 2016
 - Kevin Schneider, PT Wellness/Fitness Center Specialist, effective September 13, 2016
 - Anthony Harris, 2nd shift FT Custodian assigned to ACC, effective September 19, 2016
 - Kara Bailey, PT Student Ambassador, effective September 19, 2016
 - George Petlowany, 2nd shift FT Custodian assigned to TTC, effective September 20, 2016
 - Kristalyn Mahl, PT Student Ambassador, effective September 20, 2016
 - Transfers:
 - Dennis Mohney, from Custodian Supervisor to Custodian – 2nd shift FT assigned to ACC, effective September 26, 2016
 - Kerri Totten, from PT Web Developer to FT Web Developer, effective September 27, 2016
 - Comfort Akuh, from PT Tutor to FT Testing Center Assistant at AWH, effective September 19, 2016
 - Terminations:
 - Cristina Babaris-FT Success Advocate – Lead, resigned effective September 30, 2016
- Other
 - Trustee and Healthy Living Campus partner, Jeff Patton (President of Kalamazoo Community Mental Health and Substance Abuse Services), has been appointed to the Center for Mental Health Services National advisory Council
 - Food will be served at the following events this semester:
 - FSC Advisory Committee meeting – September 23, 8-9:00 a.m.
 - Beyond the Rhetoric – October 21, 8-1:00 p.m.
 - Zombie-a-Thon – October 28, 8 – 1:30 p.m.
 - Technology Showcase – December 2, 2-4 p.m.
 - On-Boarding – December 20, 6-8 p.m.
 - After Hours Room Requests:
 - Nursing Pinning Ceremony, December 17, 1-4 p.m. Room 1520
 - Grabowski Patient Party – October 21, 4-9 p.m. Room 4370/80
 - Faculty Curriculum Workshops – November 5, 3-4 p.m. Room 4380
 - Faculty Curriculum Workshops – November 6, 8:30 a.m. – 12:00 noon Room 4380
 - Dennis Bertch reported that we are finalizing the program of study interim report for the Higher Learning Commission; Assessment Academy – 6 month update on process is in progress
 - Detroit Eastern Market will visit the FIC, Culinary and Allied Health Buildings on October 14 according to Craig Jbara
 - Kathy Johnson reminded members that the Strategic Value Resolution changes need to be in this week
 - Mike Collins and Rachel Bair attended the Farmers Market Review Committee Meeting with discussions on vendor spaces, product storage, food hub and event center

- Recruitment and after hours at the Culinary building on October 1, 1:30 – 6 p.m.
- October 12 – “Taste of Middle East” 12:30 – 2 in room 4240 – Student Commons Theater
- The move from the Hewlett Packard/Unix/Oracle 11g to the Dell/Linux/Oracle 12 c for Banner Production will take place Thursday, 9/29/16 starting at 10:00 PM.
- AMFD Accreditation should be complete by end of the month
- Do we want to join the Master Brewer’s Association? Deadline is Sept 30
- Rachel Bair and Dean McCurdy presented at the MDARD meeting last week
- Governor will be visiting Culinary Allied Health building on October 14 as part of a fund raiser
- Human Resources offices will be closed from 11:30-1:30 on October 19

~Next Cabinet Meeting is September 27, 8:00 a.m. in the Board Room~