

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of October 4, 2016
Date: October 4, 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 27, 2016 were approved as amended
- Travel
 - Dennis Bertch and Kathy Johnson to attend “Moving the Needle” Conference in St. Petersburg, Florida on November 8-10, 2016.
 - Sarah Hubbell to attend the MACRAO Conference in Frankenmuth, MI on November 16,-18, 2016.
 - Josh O’Keefe to attend the Fiber Optics Training and Certification Training in Indianapolis, Indiana on November 1-4, 2016.
 - John Korycki to attend the Leadership: Coaching on the Frontline Workshop at the Groves campus, Kalamazoo, MI on September 28-October 26, 2016.
 - Erin Macioce to attend the Michigan Student Financial Aid Association Training in Lansing, MI on November 3, 2016.
 - Alisha Cederberg to attend the Michigan Student Financial Aid Association Training in Lansing, MI on November 3, 2016.
 - Cyle Sumner, Ariel Bradford, Betty Barnett, and Jason Bishop to attend the PTK Michigan Region Mini-Honors Conference in Jackson, MI on November 4-6, 2016.
 - Mark DeYoung to attend the College Art Association Conference in New York City, NY on February 15-18, 2017.
 - Darlene Kohrman and Lisa Winch to attend the Great Lakes Navigator and TeMaCC 2016 Conference at Henry Ford College in Dearborn, MI and University of Michigan in Ann Arbor, MI on October 28, 29, 2016.
 - Mary Dey and Lori Haley to attend an Immunization Conference at the Lansing Center in Lansing, MI on October 18, 2016.
 - Mary Dey to participate in an MAT Accreditation Site Visit in Fairbanks, Alaska on October 24-25, 2016.
 - Don Benthin to attend “Basic Physical Defense Instructor Certification” (R.A.D.) training at Wayne State University, Detroit, MI on November 14-16, 2016.
 - Beth Gregory-Wallis to attend Accelerated Strengths Coaching Course in Chicago, Illinois on November 13-18, 2016.
 - Brian Lueth and Louise Anderson to attend MCCRMA and MCCBOA in Frankenmuth, MI on November 2-4, 2016.

- Grants
 - PTK students received a \$2,292 grant from the Kalamazoo Community Foundation for “Bee Habitats”
 - Artists Forum received a \$12,500 grant from the Gilmore Foundation

- Kudos
 - Sarah Humes, Regina Gorham and Julie Bunke for a job well-done in assisting the Auditors with the Museum collections.
 - EJ Bast, Megan Pauken, Mary Johnson, Mary Moorehouse, Dean McCurdy, John Korycki, Jim Taylor and Roger Miller for their work on the Counselor's Breakfast.
 - Muriel Hice and Brian Lueth for their assistance setting-up the cash and credit card handling procedures for the Havirmill Cafe and KVCC restaurant.

- Reality Checks - none

- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires:
 - Molly Ostrem, PT Testing Center Desk Clerk, effective October 3, 2016.
 - Maheen Gill, Office Specialist ParaPro – AWH, effective October 17, 2016

 - Termination:
 - Justin Kiry, PT Security Officer, effective October 3, 2016

 - Retirement:
 - Carol Heeter, Director of Administrative Computing, effective December 31, 2016

- Financial Aid Regulations
 - Mike Collins reported that to facilitate earlier financial aid awards we need to have the annual tuition review take place by March or sooner.

- Merit scholarships for high school seniors
 - We would like to start advertising now for promotion process

- Student Retention Grant
 - We would like this to continue for students needing a little financial help

- Other
 - Clarification: Employees sponsored by companies' located in-district will pay in-district tuition fees even if the sponsored person resides in an out-of-district area.
 - Shredding company may be hired to shred volume of materials located in our storage area.
 - Deb Coates indicated that studies show Camp Attendance increases College Completion.
 - The move from Hewlett Packard/Unix/Oracle to the Dell/Linus/Oracle for Banner will take longer than projected – they are looking for other times to make the transfer.
 - Analytics continues the process for the Dashboard rollout.
 - Laura Cosby indicated that from attending meetings/seminars, other colleges are doing much the same as KVCC is doing regarding retention, career program choices, etc.
 - Dean McCurdy – initial application for Master Brewer's Association of America Accreditation has been submitted.
 - Mike Collins reported that the 5 year Facility Master Plan will be started soon.
 - MAT lab is undergoing renovations.
 - Storm water retention work at Museum/AWH and FIC will include downtown connections working with us.
 - Felix Brooks said 2 workshops for international students to meet with public safety are scheduled for October 17 & 24.
 - Governor Rick Snyder will be visiting the Culinary and Allied Health building as part of a private fundraising event on October 14.
 - Eastern Market visiting the Food Innovation Center on Friday, 10/14 from 10am to 2pm.

**~Next Cabinet Meeting is October 11, 10:00 a.m. in the Board Room~
VICE PRESIDENTS ONLY**