

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of December 6, 2016
Date: December 6, 2016

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

Members Absent: Johnson

Staff: Horton

Update/Action Items

1. Minutes – minutes of November 29, 2016 were approved as presented
2. Updates
 - Enrollment Management
 - Additional initiatives in process
 - Calling campaign
 - Retention
 - Reminder to faculty to ask students to register going out this week
 - Recapture – call will be going out to students who registered and were dropped for non-payment
 - Life Long Learning
 - Talks with Tom Hamann and Kevin Dockerty – ideas for class offerings
 - Diversity and Inclusivity
 - LGBT “Training the Trainer” workshop next year
 - Workshops scheduled for Faculty Seminar Days
 - Martin Luther King – Speaker on campus – hope to have this live-streamed to all campuses
 - Museum will have African/American women speakers
 - Workshops are getting people to think more about Diversity
 - Headcount – bring back
 - Internships
 - 9 positions for winter
3. Information
 - Travel
 - Gerri Jacobs to attend the Guided Pathways Institute in Lansing, MI on December 8, 2016.
 - Bonita Bates and Ezra Bell to attend “Creating Stronger Relations Between Citizens and Law Enforcement Agencies” at the Kalamazoo County Juvenile Home on December 15, 2016 from 9:30 – 1:00 p.m.
 - Dan Siwula and Paul Barber to attend “Social Media Investigations” in Lansing, MI on January 18, 2017.

- Grants
 - None

- Kudos
 - Kelly Sparrow for her excellent work in Academic Scheduling – many positive comments.
 - Mary Johnson, Elspeth Inglis, LaSonda Wells and the Diversity and Inclusivity team members for their work on the “Summit for Racism”.

- Reality Check
 - Web-site Directory – to be brought back

- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires:
 - Nicholas Reinbold, Custodian – 2nd shift at AWH, effective November 21, 2016
 - Faith Bentley, Office Manager – BHLC, effective December 5, 2016
 - Gerri Jacobs, PT Counselor, effective December 5, 2016
 - Kevin Dodd, Pathway Advisor, Art and New Media, effective January 3, 2017
 - Kevin Lavender, Pathway Advisor, Early College, effective January 3, 2017
 - Transfers:
 - Russell Camp, Media Services Assistant ParaPro to Simulation Coordinator ParaPro, effective November 28, 2016
 - Matthew Baltimore, PT AV Aide to Media Services Assistant ParaPro, effective November 28, 2016
 - David Collins, Materials Handling assistant, PT to ParaPro, effective December 5, 2016
 - Kristen DeBruin, Health Careers Admissions Coordinator to Pathway Advisor-Health Careers, effective January 3, 2017
 - Resignations:
 - Jolissa Weeda, Learning Center Coordinator, effective December 1, 2016

4. Discussion

- Other
 - 18 people have signed up for the Fitness class (Life Long Learning)
 - Just a reminder: when signing up for use of campus vehicles, no drivers are provided
 - Two events scheduled that will include food:
 - International Students – December 21, 2016
 - High School Students Tour – January 6, 2017
 - “Momentum” program – January start with at least 3 weeks in the Culinary and Food Processing areas primarily. Two certifications can be earned.
 - Dean McCurdy attended an Agri & Veterinarian Advisory Committee meeting - may be something we can be more involved with.
 - Friday, December 9 – KVCC hosting Kalamazoo Counselors – EFE, EFA – tours of campuses, Health Careers, HVAC, Welding, Academies, etc. (Early College)

VP's ONLY – December 13

~Next Cabinet Meeting is December 20, 2016 - 8:00 a.m. in the Board Room~