

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of January 3, 2017  
**Date:** January 5, 2017

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

**Members Absent:** Schlack

**Staff:** Horton

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## Update/Action Items

1. Minutes – minutes of December 6 approved as presented; December 13 approved as amended.

2. Updates/Action

— International Admissions

- 2<sup>nd</sup> Orientation – 7 attendees

— Early College

- Students registering for next week

— Enrollment Management

- Calling campaign continuing

— Retention

- Calling campaigns before holiday break
- Students not registered for winter were called

— University Center

- Met with Marketing
- Room 1510 progressing

— Analytics

- Training for Admin Plus completed
- Use Dashboard – report any questions, issues to Kathy Johnson

— Lifelong Learning

- Fitness Basics – January
- Beekeeping – Mar/Apr
- Other topics in the works

— Diversity and Inclusivity

- Tuesday, January 17, celebrate the life and work of Dr. Martin Luther King, Jr.
- Faculty Seminar Days will include topics for discussion

— Current IT Projects

- Terry Hutchins brought a list of projects in the queue
- Terry will bring back items in a time frame

— Facility Use Notification Form

- Primarily for the University Center when academic calendars do not align – but can be used for all areas when “Notification only” is needed.
- Noted that Kelly Sparrow and Jessica Potter should receive copies

3. Information

— Travel

- Tom Sutton to attend American Wind Energy Association (AWEA) Steering Committee in San Diego, California on February 26-March 3, 2017.
- Josh O’Keefe to attend National Association of Tower Erectors (NATE) 2017 in Ft. Worth, Texas on February 27- March 3, 2017.
- Brian Lindberg traveled to Kentucky to discuss education and training opportunities in distillation/fermentation with commercial spirits manufacturers in Lexington, Kentucky on December 27-29, 2016.
- Paige Eagan, Bill McElhone, Julie Bunke, Kathy Godin, and Elspeth Inglis (possibly Linda Depta and Craig Jbara) to attend Science Exhibit Planning Team Day (Roto Group) in Dublin, Ohio on January 30, 2017 ( December 5, 2016 meeting cancelled).

— Grants

- For fiscal 2018, the College did not meet the federal system calculated criteria for the USDOE Title III Waiver of the Non-Federal Cost Share requirements. This may result in additional costs of approximately \$25,000 in fiscal 2018.

— Kudos

- Kelly Flinn – for maintaining the Groves campus during snow storms and keeping the walks safe for customers.
- From Elspeth Inglis to Dan Siwula for his attention to a Museum visitor and her family – with even a follow-up the next day. His general helpful demeanor and good humor is much appreciated by KVM staff.
- Thank you to Mike Olvitt for working during the holiday break – window replacements, and other job related duties, and for helping with capital initiatives and rebates for energy savers (lighting retrofits - \$4,000 rebate).
- Appreciation and kudos to Diane Vandenberg for her coordination, management and leadership of the retention campaigns.

- Reality Check
  - None
  
- Hires, Resignations/Transfers, Retirements,  
Resignations:  
Nate Hartmann, Systems Analyst/Developer, effective January 8, 2017
  
- Other
  - Louise Anderson – Capital Outlay processing this week
  - Request for full-time position in Audio Visual department
  - Deb Coates mentioned time changes for fall to 7:45 a.m. (from 8:00 a.m.) for Early College students
  - Dean McCurdy indicated that the Momentum program is expanding in food/culinary programs
  - Sandy distributed the 2018 Holiday Schedule – bring back for discussion in two weeks
  - After hours request in May for Friday evenings – Ballet Arts summer Recital 5/11-12/2017
  - KVCC received a 2<sup>nd</sup> place plaque for Energy Efficiency from Consumers Energy – Culinary and Allied Health Building for Large Building Design.

**Vice President's Only – January 10, 2017 – 9:30 a.m. in the Board Room**

**~Next Cabinet Meeting is January 17, 2017 - 8:00 a.m. in the Board Room~**