

**To:** Cabinet, Archives  
**From:** Kathy Johnson  
**Subject:** Minutes of January 10, 2017 - Vice President's Meeting  
**Date:** January 10, 2017

---

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

---

— Travel

- Elspeth Inglis and Kathy Godin to travel to Royal Oak, MI April 24-27, 2017 for the Science on a Sphere Users Collaborative Group 2017 Workshop.
- Alisha Cederberg and Erin Macioce to travel to Detroit MI January 29- Feb. 1, 2017 for the Michigan Student Financial Aid Administrator's (MSFAA) Winter Conference.
- Deborah Coates to travel to Flint, MI Feb. 3, 2017 for the Second Year Early Middle College Meeting.
- Patti Henning to travel to Frankenmuth, MI Feb. 3-4, 2017 for the MCNEA Meeting and the MCNEA Annual Conference.
- Theresa Shane, Omir Hadzic, Victoria Hileski, and Diana Multer to travel to Frankenmuth, MI on Feb. 3, 2017 for the MCNEA Annual Conference.
- Kelly Digby to travel to Irvine, CA Feb. 23-25, 2017 for the McGraw-Hill Education Developmental Math Learning Science Symposium.
- Mary Dey to travel to Tampa Florida January 20-21, 2017 for the CAAHEP Leadership Meeting.
- Mary Dey to travel to Orlando, Florida February 2-5, 2017 for the MAERB Winter Meeting.

— Grants

— None

— Kudos

- Sue Newington for handling numerous financial aid appeals and student e-mails over the Winter break.

— Reality Check

- The Detroit Free press recently highlighted Governor Snyder's top initiative, which is job training. This provides valuable potential opportunities for KVCC.

— Hires, Resignations/Transfers, Retirements,

Hires

- Taylor Lawrence, New Student Coordinator, effective 1/9/17.
- Arthur Everett, Director of Facilities and Construction Management, effective 2/1/17.

Transfers

- Alisha Cederberg, from Assistant Director to Director of Financial Aid, effective 1/1/17
- Erin Macioce. From Financial Aid Advisor to Assistant Director of Financial Aid, effective 1/1/17.

- Melody Woods, from PT Community Outreach Coordinator to FT Program Coordinator, effective 1/3/17.

#### Terminations

- Nichole Goebel, PT Library Assistant, effective 12/2/16.
- Camille Murphy, PT Respiratory Lab Technician, effective 12/16/16.
- Maheen Gill, Office Specialist ParaPro, effective 12/22/16.

#### Retirements

- Kandiah Balachandran, FT Faculty in Math & Physics, effective 8/31/17.
- Terry Hutchins, VP for Information Technologies & Administrative Services, effective 2/28/17.

#### — Other

- The Phi Theta Kappa group will use Room 1520 of the TTC on Sat. Feb. 11 from 2-7pm.
- The Museum will serve Pizza and Salad at an Active Shooter drill event on Feb. 1 from 5-7 pm.
- Craig Jbara distributed the final after-hours notification form for University Center partners. The form will be completed when academic calendars don't align. The notifications will be brought to Cabinet.
- Dennis Bertch indicated that 62 sections were cancelled and 11 sections added as Winter 2017 semester began.
- Terry Hutchins indicated that the Technology Survey will be brought forward in the next few weeks
- Marilyn distributed the Administrator Plus priority updates, for review next week.
- How do we better spread the word about efforts we have to build communities at KVCC? How do we foster a better sense of Community at KVCC?
- Kathy Johnson led the group in a discussion about organizational readiness for analytics. Further discussion will take place next week
- Louise Anderson reviewed recent revisions to the travel manual. The updated travel manual will be posted on the KVCC Intranet. Changes will also be highlighted at the next college wide meeting.
- The College is discontinuing the issuance of paper checks for payroll. Employees who currently receive a paper check for payroll will be migrated to pay card or direct deposit. New employees will be offered direct deposit or pay card payroll payment options.
- The group discussed the tuition contribution of international students.
- Louise handed out capital budget and other budget information for discussion next week.

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