

To: Cabinet, Archives
From: Kathy Johnson
Subject: Minutes of April 11, 2017 **VP's ONLY**
Date: April 11, 2017

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

The group discussed budget and planning items.

Update/Action Items

The minutes of April 4, 2017, VP Cabinet meeting were approved as amended.

Information

— Travel

- Diane Finch to attend the 2017 Education USA Forum in Washington DC on July 30 – August 3, 2017.
- Louise Anderson, Brian Lueth, and Muriel Hice to attend the Plante & Moran Higher Ed Update in Lansing, MI on May 11, 2017.
- Bill McElhone, Mark Sloan, Ron Cleveland, and Tom Howes to travel to Roto Group in Cleveland, Ohio on May 2, 2017.

— Grants

KVCC will be a participant in a WMU lead Gear Up grant proposal for \$4.0 million. KVCC's portion of the proposal provides \$125,000 for Gear Up summer camps and Early College monitoring.

— Kudos

Rachel Bair and Elspeth Inglis for the overall development and coordination of the Foodways Symposium. Additional Kudos to all the College staff who helped make the event a big success, including staff in Culinary Allied Health, Food Innovation Center, Kalamazoo Valley Museum, IT, Facilities, Event Management, Marketing, and Recruitment.

— Reality Check

None

— Hires, Resignations/Transfers, Retirements

Hires

- Rachel Smith, Accounting Assistant Parapro, effective 4/10/2017
- Mary (Lizzie) Luchsinger, Program Coordinator for Food Safety and Nutrition, effective 4/17/2017

— Other

- Dennis Bertch distributed the 2018-2019 Academic calendar. This will be discussed at the April 18 Cabinet meeting.
- The Culinary and Allied Health program will host a Fall Registration Blast April 11 and 12; food will be served.
- Congratulations to the AITP Club for winning first place in the Web Development contest, plus other awards at the annual AITP conference. Congratulations also to Jason Kovac, who won the Volunteer of the Year.
- A summary of the Foodways Symposium will be coming in the near future. The event had great feedback and was a big success.
- Kathy Johnson distributed a next steps for planning document. This will be discussed at the April 18 Cabinet meeting.
- The RFP for the CRM has been released. May 8 is the target date for onsite presentations for finalists.
- IT has identified a Banner upgrade and Degree Works upgrade as top priorities, based on what was learned at the Ellucian Live conference.
- WebFOCUS training for IT staff will continue next week.
- The Food Service vendor that has been providing service at Anna Whitten Hall will not be continued. A new vendor is being sought.
- A communication clarifying the process for utilizing FMLA will be forthcoming in the near future.

~Next Cabinet Meeting (Vice Presidents Only) April 18, 2017, 8:00a.m. ~