

**To:** Cabinet, Archives

**From:** Char Gibson

**Subject:** Minutes of June 6, 2017

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

**Staff Present:** Gibson

**Guests Present:** Bast, McCurdy

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### **Update/Action Items**

The minutes of May 30 2017, were approved as amended.

#### **1. Update/Action**

International Admission – Nothing new to report.

Early College – Nothing new to report.

Enrollment Management

- Retention position update – 70 total applications reduced to 20. The interview team (D. McCurdy, L. Cosby, K. Digby, J. Abbott, and M. Collins) will meet on June 14, 2017 to narrow the field and focus on questions. The goal is to have someone in place by mid-July or the first part of August 2017.

Guided Pathways

- Nothing new to report.

University Center

- Nothing new to report.

Life Long Learning

- Nothing new to report.

Diversity and Inclusivity

- Diversity and Inclusivity position update: Human Resources will be forwarding applicant recommendations soon.

#### **2. Standing Items**

- Travel
  - Diane Finch and International students (10 to 12) to travel to South Haven, MI on Thursday, June 15, 2017 to enjoy the beach, pizza and ice cream.

- **Revision to May 9, 2017 Travel Request** - Rachel Bair and Ben Bylsma to travel to Milwaukee, WI on Sunday, June 11, 2017 to tour Growing Power on Monday morning June 12, 2017. Travel dates to Chicago, IL changed to June 12 – 14, 2017.
  - Dean McCurdy, Laura Cosby, Gerri Jacobs to attend the Michigan Community Colleges Association Guided Pathways Cohort II meetings at Lansing Community College on June 8, 2017.
  - Dean McCurdy, Laura Cosby, Kristen DeBruin, Billy Reynolds, and Natalie York to attend the Michigan Community Colleges Association Guided Pathways Cohort II meetings at Lansing Community College on June 9, 2017.
- Grants
- K. Johnson reported KVCC will be applying to the Irving S. Gilmore Foundation for an additional grant for the Healthy Living Campus.
- Kudos
- To Jessica Potter for her positive influence.
- Reality Check
- None presented.
- Hires, Resignations/Transfers, Retirements
- Hires:
- Joseph Geiser, PT Public Safety Officer, effective 5/26/2017
  - Lindsey Johnson, PT Student Services Assistant, effective 5/31/2017
  - Talisha Bridges, Head Women's Basketball Coach, effective 7/1/2017
- Transfer
- Lucas McFarland, from Culinary Storeroom Manager to Culinary Operations Manager (new position), effective 7/1/2017
- Retirement
- Marylan Hightree, Learning Technologies Specialist, effective 6/30/2017
- Resignation
- Sarah Whitaker, PT Graduation Assistant, effective 6/15/2017
- Other
- L. Anderson reported the year-end memo will go out soon and asked all to adhere to dates.
  - L. Anderson reported Brian Lueth is working on new inventory areas (Food Innovation and Culinary).

- L. Anderson reported names have been assigned to org codes based on web time approvers and may not agree with budgeted org codes.
- L. Anderson brought forward a recommendation to remove and bring back into contingency positions that have been on hold for more than 6 months. To be further discussed next week.
- L. Anderson brought forward a recommendation to pull together a KVCC Defined Contribution Retirement Plan Committee. Draft bylaws for this committee were distributed for review and will be brought back to the group for acknowledgement June 13, 2017.
- L. Anderson distributed for review a document containing Credit Hours to Contact Hours Comparisons and associated impact of discounting. An overview of the document was provided.
- M. Collins reported Rick Ives would like view access to the MCOLES account.
- T. Welsh reported Degree Works training takes place Wednesday, Thursday and Friday this week.
- T. Welsh reported on Banner upgrades and work with the communication between Banner and Degree Works.
- The group briefly discussed the Fresh Food Commissary Approach.

**3. MEDC Visit June 9, 2017** – Roger Curtis, Director of the Michigan Department of Talent and Economic Development, will visit Bronson Healthy Living Campus on June 9, 2017.

**4. CAH Utilization** – D. McCurdy provided the group with an overview of the catering process (logistics and optics) and rationale for the loading dock procedures. Discussion ensued and included building in flexibility to the loading dock procedures, maintaining consistency, and temporary liquor licenses. D. McCurdy will work with D. Bertch on the loading dock policy and bring back to this group for review.

D. McCurdy distributed for review the draft document “Kalamazoo Valley Culinary Program Update: State of the Program and Opportunities for Growth.” M. Schlack requested that this item be brought back for discussion at the June 13, 2017 meeting.

**5. KPIs** – M. Collins, E.J. Bast, D. Bertch, C. Jbara, and D. McCurdy provided the group with an overview of KPIs specific to their areas. K. Johnson reconfirmed with the group the Administrators Plus KPI schedule.

**Next Cabinet Meeting: June 13, 2017 at 9:30 a.m.**