

**To:** Cabinet, Archives  
**From:** Char Gibson  
**Subject:** Minutes of June 13, 2017

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**Members Present:** Anderson, Bertch, Bohnet, Collins, Jbara, Johnson, Schlack, and Welsh  
**Staff Present:** Gibson  
**Guests Present:** McCurdy

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### Update/Action Items

The minutes of June 6, 2017 were approved as amended.

#### 1. Standing Items

- Travel
  - Louise Anderson to travel to Boyne Highlands, MI to attend MCCRMA July 24 & 25, 2017.
  - Randall Davis and Vivien McCurdy to travel to East Lansing, MI for the GroupGAP Auditor training June 22 – 23, 2017.
  - Vivien McCurdy to travel to East Lansing to attend a joint meeting between Michigan GroupGAP Network and Wallace Center on June 21, 2017.
  - Mike Thompson and Joseph Montgomery to travel to Chicago, Illinois to attend the Target X Conference June 25 – 27. 2017
  - E.J. Bast, Lori Evans, Linda Depta, Alisha Cederberg, Laura Cosby, Paige Eagan, and Tim Welsh to attend the Target X Conference June 26- 27, 2017.
  
- Grants
  - Nothing new to report.
  
- Kudos
  - To Thomas Sutton and Joshua O’Keefe for a flawless ISO9001 audit.
  
- Reality Check
  - None presented.
  
- Hires, Resignations/Transfers, Retirements
  - Hires:
    - Allison Heager, Interpretation Specialist, effective 6/12/2017
    - Matthew Ward, Interpretation Specialist, effective 6/12/2017
    - Tim Campbell, PT Public Safety Officer, effective 6/12/2017
  
  - Resignations
    - Caitlin Redmond, International Student Support Specialist, effective 8/29/2017
  
- Other
  - C. Jbara reported on a meeting to discuss skilled trades partnerships.
  - T. Welsh reported the Degree Works training went well. Next steps – upgrade to production.

- L. Anderson reported the House-Senate Conference Committees passed a .9% community college appropriation increase for FY 2018.
  - M. Collins brought forward for consideration a request for International flags to be displayed in the Student Commons.
  - Special Event Request:
    - Organization: Kalamazoo Non-Violent Opponents of War
    - Name of Event: The Occupation of the American Mind
    - Date of Event: Thursday, June 22, 2017
    - Access Time: 6:30 PM – 9:30 PM
    - Event Time: 7:00 PM to 9:15 PM
  - S. Bohnet reported on access to Banner Protocols. T. Welsh noted he is looking at roll based security which will allow us to create and define roles for staff.
  - S. Bohnet reported on the possibility of year-round school for K-12 students in the VBISD school district. More to come.
  - M. Schlack provided a brief overview of the MEDC visit that took place Friday, June 9, 2017 at the BHLC.
2. **CAH Utilization (Exceptions)/Kalamazoo Valley Culinary Program Opportunities for Growth** – The group discussed at length CAH utilization and the draft proposal *Kalamazoo Valley Culinary Program Update: State of the Program and Opportunities for Growth* determining the need for a more in-depth proposal. D. McCurdy and D. Bertch will work to pull together a revised draft proposal for review at the July 18, 2017 meeting. M. Collins will continue to pursue other food service/vending options for the downtown campuses. The CAH Resource Request Form was also shared with the group.
  3. **Minors on Campus Update** – L. Anderson distributed for review an outline of her research pertaining to Minors on Campus. An overview of the document was provided. The focus of the discussion included at risk groups and reviewing waivers. This item will be brought back to cabinet June 27, 2017.
  4. **KVCC Defined Contribution Retirement Plan Committee** – It was MOVED, SECONDED, and CARRIED to approve the recommendation of a KVCC Defined Contribution Retirement Plan Committee.
  5. **Unfilled Positions** – L. Anderson distributed for review revisions to the Vacant Positions proposal recommending that any full-time position that is open for 6 month or longer be reviewed by Cabinet quarterly and during the budget development process (June/July, September/October, December/January, during budget development, March/April). All present agreed to the recommendation.
  6. **Career Continuation Registration System** – T. Welsh distributed for review the document MORP – MTEC Open Registration Program. T. Welsh provided an overview of the document to include a brief history, short term proposal and long term goal.
  7. **Board Planning Meeting Preparation** – K. Johnson distributed for review the updated Board Planning Discussion document. An overview of the document including expectations and deadlines was provided.

**Next Cabinet Meeting: June 20, 2017 at 8:00 a.m.**