

To: Cabinet, Archives
From: Char Gibson
Subject: Minutes of August 15, 2017

Members Present: Anderson, Bertch, Collins, Johnson, Welsh, and Schlack
Staff Present: Gibson

The minutes of August 8, 2017 were approved as presented.

1. Update/Action or Goals and Results

- Enrollment Management
 - M. Collins provided the group with a detailed overview of outreach efforts.
- Retention
 - M. Collins updated the group on the status of the Director of Retention and Completion position.
- Life Long Learning
 - C. Jbara reported a “full slate” of classes are scheduled for fall noting IT is working to make the catalog of classes available online.
- Analytics
 - K. Johnson reported the financial aid page of the dashboard is ready to go and will be shared with cabinet Tuesday, August 22, 2017.
- Diversity and Inclusivity
 - M. Schlack reported Trice is working on his goal statement.
 - The group briefly discussed the Charlottesville demonstrations.

2. Standing Items

- Travel
 - Deb Coates, Kathy Kerstetter, Tom Buszek, Urminda Firlan, Dan Mondoux and Dennis Bertch to attend the HLC Assessment Academy Results Forum October 25-26, 2017 in Chicago, IL.
 - Beth Gregory-Wallis and Sabrina Kooy to attend the Women’s Leadership Conference on August 22, 2017 in Kalamazoo, MI.
 - Diane Finch to attend two EducationUSA fairs in Ho Chi Minh City, Hanoi, and Da Nang March 16, 19, and 20, 2018.
 - Russ Panico to attend the Fall 2017 NJCCA Region 12 Athletic Director’s Meeting September 24-26, 2017 at Columbus State Community College, Columbus, OH.
- Grants
 - None presented.

- Kudos
 - To Lizzie Luchsinger, Camille White, Stephanie Hughes and Darci Schimp for their help with a KVCC cooking class.
 - To Kathy Kerstetter for her work pulling together the student Business Club.

- Reality Check
 - None presented.

- Hires, Resignations, Transfers, Retirements
 - Hire
 - Christine Orsolini, FT Culinary Storeroom Manager, effective 8-28-17

 - Transfer
 - Cheryl Stout, from FT Switchboard Operator to FT Web Focus Programmer, effective 8-15-17

 - Terminations
 - Jessica Holmes, PT Computer Lab Assistant – ACC, effective 8-9-17
 - Kelly Stapert, PT Receptionist, effective 8-10-17

- Other
 - L. Anderson distributed Public Act 108 (Community College Act) asking all to review reporting requirements. A brief overview of the document was provided.
 - K. Johnson reported on the status of the Stryker Johnston Foundation Annual Grant Report.
 - L. Anderson clarified that the college will be contracting with Crowe Horwath for an annual salary review related to minimums and maximums; not another compensation study.
 - D. Bertch reported the first meeting of the student Business Club takes place Thursday, September 14th at 4:00 p.m. in the Student Commons, room 4230. D. Bertch also reported on interest in pulling together a Math Club.
 - T. Welsh updated the group on the status of the Degree Works upgrade (complete) and next steps.
 - K. Johnson reported that a PowerPoint presentation outlining 2017 CCSSEE findings will be shared with the group at an upcoming meeting.
 - K. Johnson updated the group on the status of the Executive Assistant to the President/Board Secretary position search.
 - C. Jbara shared with the group the Nutrition Expedition Passport.
 - C. Jbara brought forward a recommendation for an adjustment to the June 9, 2015 Board approved enrollment fee discount for cadets provided from sponsoring law enforcement agencies. To be brought forward for Board consideration in September.

- **Food Request:** Snacks will be provided at the International Orientation on August 24, 2017.
 - M. Collins reported international flags will be installed in the student lounge.
 - M. Collins reported the new Student Handbook and Sexual Assault Policy is complete and available online.
 - The employee handbook is under review.
 - D. Bertch reported on the status of updates to the Faculty Instructional Manual.
3. Food Hub Lead Coordinator Position – Postponed to August 22, 2017.
 4. KPIs Next Steps – K. Johnson provided the group with an overview of KPIs and next steps to be shared with the Administrators Plus group on Monday, August 21, 2017.
 5. Board Planning Next Steps – K. Johnson distributed for review the Board Long Range Discussion Schedule for the 2018 Academic Year. Next steps will be to begin the work.

Next Cabinet Meeting: August 22, 2017 at 8:00 a.m.