

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of September 19, 2017

---

**Members Present:** Anderson, Bertch, Collins, Johnson, Welsh, and Schlack  
**Staff Present:** Sherry Smurr  
**Other Administrator Present:** Rick Ives

---

The minutes of September 12, 2017 were approved as amended.

1. Update/Action or Goals and Results
  - International Admissions
    - Discussion of International student statistics
  - Early College
    - Nothing new to report
  - Enrollment Management
    - Nothing new to report
  - Retention
    - Discussion to ask Evan Pauken to attend upcoming meeting
  - Guided Pathways
    - Nothing new to report
  - University Center
    - Nothing new to report.
  - Life Enrichment
    - Nothing new to report.
  - Analytics
    - Discussion of Banner data enrollment alignment
  - Diversity and Inclusivity
    - Nothing new to report.
2. Rick Ives led discussion on college process for planned and impromptu events.

## Standing Items

### — Travel

- Gordon Bielby, Darrell Davies and Jack Bley to attend the Michigan Community College Biologist Meeting at Muskegon Community College from September 29-30, 2017.
- Mary Dey to attend the AAMA Conference in Cincinnati, OH from October 6-9, 2017.
- Cheryl Almeda, Paige Eagan & Billy Reynolds to attend the NADA Developmental Course Certification Workshop at Delta College on October 12, 2017.
- G. Jacobs, E. Pauken, L. Wells, K. Lavender, K. Dodd, M. Ringle-Barrett, K. Catalano, K. Schneider, and D. Lindsley to attend the Student Success Summit in Lansing MI from September 28-29, 2017.
- Deborah Coates to attend the Michigan Concurrent Enrollment Partner Conference in Midland MI from October 3-4, 2017.
- Lynne Hoehle to attend the Trends Conference in Detroit MI from October 18-20, 2017.
- Ashley Bowler and Angela Batts to attend the Book Repair Basics Workshop in Lansing MI on October 13, 2017.
- Ian Salo to attend the Allen Bradley HMI Programming Course in Grand Rapids MI from December 12-15, 2017.
- Vivien McCurdy and Lizzie Luchsinger to attend GroupGAP audit in Traverse City, MI on September 25, 2017.
- Sarah Hubbell and Carey Stolsonburg to attend MI-litary Equivalency Project, Military Credit Mapping Summit in Lansing MI on September 26, 2017.

### — Grants

- Meijer grant proposal is moving along in the process.

### — Kudos

- To Kara Protoz-Sanders, Faith Bentley, Vicki Bair, Megan VanDonselaar, Deidre Rabine, Patti Henning and Campus Safety for assistance with a medical emergency on Bronson Healthy Living Campus.
- Kathy Kerstetter for going above and beyond to recruit.

### — Reality Check – We had a good start to the school year

### — Hires, Resignations, Transfers, Retirements

#### Hires

- Dannie Alexander, Director of Facilities and Construction Management, effective 9-18-2017
- Julia Lancaster, Accounting Assistant Para Pro, effective 9-19-2017 (replacing Stacey Koryicki who resigned effective 9-6-2017)
- Elia Garcia, International Student Support Specialist, effective 10-2-2017
- Brian Hay, Director for Culinary Education, effective 1-2-2018
- Michelle McGowan, PT Counselor, Office for Student Access, effective 10-9-2017.

Leave

- Monica Porter, Program Coordinator at Groves, effective 9-11-2017

Resignations

- Brian Lindberg, Brewing Operations Manager, effective 10-6-17

Retirement

- Jeff Roseboom, Emergency Management Coordinator, effective 10-1-2017

— Other

- Coffee and fruit were served on August 30-31, 2017 for Faculty Seminar Days
- Sexual Misconduct and Harassment training discussed
- 3 year fall semester trends by discipline discussed
- Discussed schedules and rooms
- Replacement for Brian Lindberg, Brewing Operations Manager, discussed waving the four week freeze
- Costs for food served in different areas+ of KVCC discussed
- College wide meeting discussed
- Weekly enrollment from area colleges discussed
- GET Summit discussed
- College wide e-mail with link to 2017 Strategic Value Resolution will be sent out once board has approved it in October
- A Gartner Conference summary from Tim Welsh will be forthcoming
- College wide meeting October 13, 2017 @ 8:30am & 3:00pm. Working on agenda.
- ASAP model moving forward with target implementation planned for Fall 2018

**Next Cabinet Meeting: September 26, 2017 at 8:00am**