

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of October 24, 2017

Members Present: Anderson, Bertch, Collins, Johnson, Welsh, Jbara, and Schlack
Staff Present: Sherry Smurr

The minutes of October 17, 2017 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
 - Nothing new to report
- Early College
 - Nothing new to report
- Enrollment Management
 - Nothing new to report
- Retention
 - Nothing new to report
- Guided Pathways
 - Nothing new to report
- University Center
 - Nothing new to report
- Life Enrichment
 - Nothing new to report
- Analytics
 - Nothing new to report
- Diversity and Inclusivity
 - Nothing new to report

Standing Items

- Travel
 - K. Grubka, A. Colpeters, S. Reidenbach, K. Kelsner, L. Gabele and K. Hatfield to attend the Michigan Dental Hygiene Education Conference in Lansing MI on October 27, 2017
 - Paige Eagan to attend the Gateways to Completion Meetings and Conference in Houston TX from March 22-28, 2018.
 - Sarah Hubbell to attend the Michigan Association of Collegiate Registrars and Admissions Officers Annual Conference in Frankenmuth MI from November 15-17, 2017.
 - Heidi Stevens will not be able to attend Degreeworks conference in April 2018; Replacement will be forthcoming.

— Grants

- \$10,000 proposal to MCAN for Innovative Programming, Evan Pauken, Project Manager
- \$125,000 proposal to MDARD for Building Capacity for Fresh Cut Local Produce Sales to Institutions, Rachel Bair, Project Manager
- \$1.6 million (over three years) proposal to Stryker Johnston Foundation for Kalamazoo Valley Accelerated Associate Program (KVAAP) pilot, Kathy Johnson/Dennis Bertch, Project Managers

— Kudos

- Vivien McCurdy, Lizzie Luchsinger and Camille White for making the Healthy Living Summit so successful.
- Kim Grubka and team for great work on the recent Dental Hygiene accreditation visit.
- Louise Anderson, Brian Lueth and Alisha Cederberg for their great work on the fiscal 2017 audit.

— Reality Check

- The start of Winter Enrollment looking favorable
- Registration event coming up

— Hires, Resignations, Transfers, Retirements

Hires

- Dana Lindsey, PT Student Services Assistant, effective 10-23-17
- Gillian Wright, PT Student Services Assistant, effective 10-23-17
- Leigh Ann Hamel, PT Librarian, effective 11-8-17

Transfers

- Jeff Sobolewski, from PT Lab Assistant and Adjunct Faculty to FT Brewery Operations Manager, effective 10-23-17
- Maureen (Molly) Pfaff, from ParaPro Office Specialist in Faculty Reception to FT Learning Technologies Specialist, effective 11-6-17

Resignations

- Emily Staff, PT Food Hub Coordinator, effective 10-19-17
- Doug Borton, FT CNM Faculty, effective 12-31-17
- Janice Feller, PT Academic Counselor, effective 10-31-17

Retirement

- Patricia Schroeder, Corporate Training Manager, effective 12-31-17

— Other

- KVCC selected by Aspen Institute as one of 150 community colleges eligible to apply for Aspen Prize for Community College Excellence.
- Diane Finch will be taking 15 international students to Gull Meadow Farms for Balloon Fest, Cider and Donuts on 10-28-17

- Meet and Greet with International Student Services, Multicultural Services and Diversity & Inclusion on 10-25-17. Pizza and cookies will be served at this event.
 - Ongoing Contracts and New Administrator Contract Review Process discussed and will be implemented in upcoming weeks.
 - Operating budgets were distributed. All Capital and Operating budgets for fiscal 2019 due back by November 30
 - The group discussed exploring how the Netherlands uses innovative and sustainable indoor growing systems for food production.
 - The group discussed an upcoming Kalamazoo Promise Compact meeting.
- Minors on Campus – Mike Collins distributed an updated Minors on Campus Liability and Waiver form. Several changes were discussed. The form will be reviewed by external council. The final form will be used as the new standard for KVCC. It will be added to CMOP 3080 Children on Campus.
- HR Classification process – Discussion rolled over until next week.

Next Cabinet Meeting: October 31, 2017 at 8:00 am.