

To: Cabinet, Archives
From: Kathy Johnson
Subject: Minutes of January 23, 2018

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

The minutes of January 16, 2018, were approved as amended.

1. Update/Action or Goals and Results

- University Center
 - The College has been working with Siena Heights to clarify articulation agreements and student pathways.

Standing Items

- Travel
 - Diane Finch to travel to Central and South America (Panama, Columbia, Ecuador, and Peru) for Latin America job fairs, Feb. 21 – March 10, 2018.
 - Rick Ives and Don Benthin to attend the Michigan Association of Campus Law Enforcement Administrators Spring Conference at WMU May 22-23, 2018.
 - Kelly Digby, Michael Roty, Nancy Vendeville, Nicole McClure, Lisa Winch and Glenn Davis to travel to Grand Rapids, MI, Feb. 9, 2018, for the Math Placement and Remediation Implementation and Efficacy of ALEKS PPL in Michigan.
 - Lisa Winch and Darlene Kohrman to accompany nine students to the “Math in Action” conference at Grand Valley State University on Feb. 24, 2018. To date the students have not been finalized.
 - Alisha Cederberg to attend the MSFAA Winter Conference in Dearborn MI From Jan. 28-31, 2018 (she will attend with E. Macioce, approved Jan. 16, 2018).
- Kudos
 - To Lizzie Luchsinger for great job assisting with recent West Michigan Cancer Center pilot culinary event.
 - To Cathy Jacobs and Aaron Snead for great job on Public Safety clean LEIN audit.
- Hires, Resignations, Transfers, Retirements
 - Hires
 - Kimberly Hayward, PT Academic Counselor, effective 2-5-18.
 - Audreanna Shannon, PT Academic Counselor, effective 2-5-18.
 - Transfers
 - Eric Zapata, from PT Security Officer to FT Security Officer, effective 1-21-18.
 - Kristen Catalano, from Pathway Advisor to Nursing Department Coordinator, effective 1-24-18.

- Lynn Grammel, from PT Financial Aid Office Specialist to FT New Student Coordinator, effective 2-5-18.

Separations

- Jessica Amey, Career Advisor, effective 1-26-18.
- Kayleb Mallory, Utility Maintenance Specialist, effective 1-19-18.

— Other

- D. Bertch distributed team information for the 2019 HLC Open Pathway review. Team leads should proceed with finalizing teams and beginning Criterion review process.
- A draft of the U.S. Dept. of Education Office for Civil Rights Voluntary Resolution will be brought to Cabinet for discussion on January 30.
- Midyear KPI reviews will take place in Administrators Plus meetings in Feb. /Mar.
- C. Jbara requested an update to the College Minor Waiver Form – Child’s name will be added to the responsible adult’s name.
- A. Hilliard thanked all for their help and patience during recent reclassification process.
- The four-week posting waiting period for the International Student Support Specialist open position (resulting from Elia Garcia transferring to Student Success receptionist) is waived.
- D. Finch will take international students on a bowling outing, including food, on February 3.
- Marilyn would like to have college-wide meetings on Feb. 9. The group will discuss the agenda at the Jan. 30 cabinet meeting.
- Sandy Bohnet will attend the Jan. 30 Cabinet meeting to discuss logistics for the upcoming presidential search visits.
- The KVCC Asset Map Survey discussion will take place on Jan. 30.

— The group discussed the budget faculty negotiation team assignments.

Next Cabinet Meeting: January 30, 2018, at 8:00 am.