

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of July 31, 2018

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

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The minutes of July 17, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
  - Diane Finch's last day is today. Interviews for International Student Services Director are underway.
- Enrollment Management
  - Get It Done In A Day Event will be held on August 1
- Retention
  - We are reaching out to students
- Life Enrichment
  - There is a lot of youth classes and activities going on this summer.
- Analytics
  - 2019 KPI are being developed by Administrators
  - Dashboard is currently being update
- Diversity and Inclusivity
  - Defamation Experience will be at KVCC on October 5, 2018

**Standing Items**

- Travel
  - Christine Gearing to attend the Cisco Certified Network Associate training and certification at Davenport University in Grand Rapids, MI from July 30 – August 3, 2018.
  - Matthew Borr, Veronica McCann and Denise Miller to attend the 2018 Midwest Institute Curriculum Workshop at KVCC from August 6-10, 2018.
  - Ian Salo to attend the LRMATE 200ID MECH DIS/REAS course in Rochester, MI from September 6-7, 2018.
  - Ian Salo to attend the 503 Update for General Industrial Outreach Trainers in Ypsilanti, MI from October 2-4, 2018.
  - Taylor Smith and Melody Woods to attend the MACET Conference in Grand Rapids, MI from August 1-3, 2018.
  - Thomas Sutton to attend the AWEA Fall Committee Meeting in Austin, TX from September 9-13, 2018.

— Special Highlights

- **Lois Baldwin** was honored with the Lifetime Achievement Award by the Americans with Disabilities Act at their 28<sup>th</sup> Anniversary Celebration.
- **Hayley Kreg** was presented with the 2018 Volunteer of the Year Award by the Americans with Disabilities Act at their 28<sup>th</sup> Anniversary Celebration. Haley spends her volunteer hours supporting Disability Network's front desk reception area.

— Kudos

- To the **Early College Summer Camp Team** for making the camps a huge success
- To **Taylor Smith** for supporting community partner based youth summer camp. She demonstrated excellent leadership, an ability to anticipate needs, outstanding culinary skills, and a sense of urgency without need for micromanagement.
- To **Elizabeth Baker** for re-establishing links to each 164 pages of the Museum website.

— Reality Check

- 9<sup>th</sup> Street overpass construction continuing through the end of October.
- MCCRMA Security Awareness discussed by group.

— Hires, Resignations, Transfers, Retirements

Hires

- Kameron Snyder, PT Security Officer, effective 7-17-18
- Victor Ledbetter, Director of Law Enforcement Academies and Training, effective 7-23-18
- Vicki Warkoczeski, Administrative Assistant (President's Office), effective 7-30-18
- Brooklyn Washington, Office Assistant ParaPro in Faculty Reception, effective 8-6-18
- Jeffrey O'Connor, FT Custodian-TTC, effective 8-1-18
- Samantha Isaacs, PT Student Ambassador, effective 8-6-18

Transfers/Appointments

- Noelle Blades-Penn, from PT Counselor to FT Career Advisor, effective 7-16-18

Resignations

- Jordan Wilson, Computer Lab Assistant, effective 8-1-18

— Other

- Four week waiting period waived for Office Specialist in Records and Registration.
- At the Bookstore training they will be serving lunch to the bookstore staff.
- CMOP 3080, Children on Campus, permission slip was revised and changes were accepted.
- CMOP 5030, Records Management, was presented for review. Group will bring any changes back to Cabinet on 8/14/18.
- Cabinet unanimously approved the temporary assignment of an LEN Coordinator.
- All capital IT equipment has been received and is getting ready for the Fall semester.
- The Holiday 2019 Schedule was discussed and approved.
- Group discussed vacation accrual and when it can be used.
- Kathy Johnson handed out a draft of the 2017/2018 Annual Report: Bronson Healthy Living Campus for review.

- Construction started on 7/30 in room 5830 to expand for the Machine Tool Lab.
- Cabinet discussed cancelled Police Academy

**Next Cabinet Meeting: August 7, 2018 at 8:00 am.**