

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of September 26, 2018

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

The minutes of September 18, 2018 were approved as amended.

1. Update/Action or Goals and Results

- International Admissions
 - Mahana Lugo Montenegro, International Student Support Specialist, is back from her recruiting trip where over 300 contacts were made.
- Early College
 - Currently enrolling 160 students in WPE classes
- Enrollment Management
 - Enrollment is down 3½% from this time last year.
- Retention
 - Re-Up numbers are looking positive.
 - Currently looking at the survey question responses from registration.
- Guided Pathways
 - NACADA presentation will be presented to the Cabinet in the near future.
- University Center
 - Working on potential partnership with Ferris State University.
- Life Enrichment
 - Classes are full and we are getting a lot of good feedback.
 - Community Wide Pie Sale scheduled for the Thanksgiving holiday.
 - Partnerships continue with Kalamazoo County Mental Health and the West Michigan Cancer Center.
- Analytics
 - The Dashboard is up and running. Analytics is looking for feedback on how people are using Dashboard so they can make continuous improvements.
- Diversity and Inclusivity
 - Working with AACC and looking at KVCC's past history to help develop an updated plan and KPI for Diversity and Inclusivity.

Standing Items

- Travel
 - Chris Voss and EJ Bast to attend the NAFSA Region V Conference in Schaumburg, IL from October 17-19, 2018.
 - Carl Ross to attend the Association of Writers and Writing Programs in Portland, OR from March 27-30, 2019.

- Molly Pfaff to attend the 2018 Panopto North American User Conference in Chicago, IL on October 2, 2018.
- Michele McGowen and Lois Baldwin to attend the MI-AHEAD Training on “Accommodating Students with Disabilities in Health Science Programs” in Ann Arbor on November 16, 2018.
- Coty Dunten, Beth Gregory-Wallis, LaSonda Wells, Mary Johnson, and Bonita Bates to attend the Big Brothers Big Sisters Matchmaker Breakfast at the Kalamazoo Country Club on September 26, 2018.
- Dakota McCracken, Beth Gregory-Wallis, and Coty Dunten will be attending the Leadership and Involvement Conference at the Radisson Hotel in Kalamazoo, MI on September 29, 2018. In addition, the following students will be attending: Ashley McLemore Cammire, Haley Holman, Parth Joshi, Kayleigh Laitinen, Brittany Gallagher, Hailee Rose, Tahtianna Cunningham, Ariel Bradford
- Dan Benard to travel to Patrick Henry Community College in Martinsville, VA to participate in a CoAEMSP visit from November 28-30, 2018.
- Trice Batson, Randall Davis, Hristina Petrovska, Patti Henning, Lexie Kobb, Kate Miller, and Chris Stroven to attend the Introduction to Food Justice Workshop at the Gilmore Center in Kalamazoo, MI on October 6, 2018.

— Grants

- \$45,000 proposal to Michigan State Police Campus Sexual Assault Program for purchase and installation of additional cameras, wireless hook-up and parking lot light fixture upgrades around campus, Rick Ives, Project Manager.
- \$60,000 awarded to the Food Innovation Center from LISC in support of an entrepreneur development FIC program for urban agriculture, Rachel Bair, Project Manager.
- \$271,058 awarded to the Food Innovation Center from the USDA Local Food Promotion Program in support of enhancing and expanding strong relationships between ValleyHub, small and mid-sized diversified farms and institutions with shared goals for local sourcing, Rachel Bair, Project Manager.

— Kudos

- **Delia Baker** for her support of our West Michigan Cancer Center Survivor session.
- **Bill McElhone and the KVM Team** did a great job of being there and promoting our Museum at the Michigan Historical Society Dinner recognizing Mr. Murphy Darden.

— Reality Check

- Fire Alarm on 9/24 due to control panel equipment being compromised during 9/17 power surge and brown out. Continuing to work on correcting the problem.
- Looking into alternative direct deposit procedures.

— Hires, Resignations, Transfers, Retirements

Hires

- Franki Hand, Library Supervisor-ACC, effective 10-17-18

Transfers/Appointments

- Melinda Bertch, from PT Tutor to FT Testing Center Assistant, effective 9-24-18
- Ron Schallhorn, from Custodian to Custodial Supervisor-ACC, effective 10-1-18
- Kerri Totten, from FT Web Developer to Web Developer ParaPro, effective 11-26-18

Retirement

- Cathy Jacobs, Administrative Assistant-Public Safety, effective 10-31-18

— Other

- Group discussed Pool Deterioration Report.
- Ellucian Live Conference in New Orleans.
- Consortium work for Allegan area being discussed with Grand Rapids, Muskegon, Lake Michigan and KVCC.
- Discussion of Budget Committee being formed.
- October 18 is the target date for phone system hardware and software update.
- Strategic Value Resolution updates were passed out for review.
- College wide Councils and Committees list passed out for update review.
- KVCC will be hosting a National Food Hub program coming from Vermont.
- Holistic classes are stirring up a great interest from the community.
- Staff Engagement Committee continues to meet.

Next Cabinet Meeting: October 2, 2018 at 8:00 am.