

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of January 15, 2019

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

The minutes of December 18, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
 - Early College
 - Enrollment Management
 - Retention
 - Guided Pathways
 - University Center
 - Life Enrichment
 - Analytics
 - Diversity and Inclusivity
- All priorities updated at the 1/14/19 Administrator's Plus Meeting

Standing Items

- Travel
 - Rick Ives and Don Benthin to attend the Michigan Association of Chiefs of Police 2019 Winter Professional Development Conference in Grand Rapids, MI from February 6-8, 2019.
 - Tom Sutton to attend the Advanced Fall Protection Seller in Tustin CA from March 11-15, 2019.
 - Patti Henning, Omer Hadzic, Diana Multer, and Theresa Shane to attend the ACEN Self-Study Workshop in Atlanta, GA from March 13-16, 2019.
 - Chris Cockerel, Kevin Dockerty, Billy Reynolds, and Paige Eagan to attend the G2C Course Experience Conference in Atlanta, GA from March 14-21, 2019.
- Kudos
 - **Purchasing, Receiving and Facilities** for helping navigate the ordering, receiving, unpacking and installation of our new food processing equipment.
 - **Paige Eagan** for jumping right in and taking charge of the Vice President for Instructional and Student Services position.

- **Sherry Smurr** for organizing the Continuing Appointment Dinner.
- **Summit Team** for the hard work in planning, organizing and putting on the “Together is Better Summit”. The Summit Team consisted of: **Jessica Potter, Linda Depta, Erin Dominianni, Robyn Hughes, Dawn Kemp, Dannie Alexander, Greg Pestun, Aaron Hilliard, Molly Cartwright, Renae Skutnik, Amy Louallen, Gail Fredericks, Sherry Smurr, Don Benthin and Rick Ives.**

— Hires, Resignations, Transfers, Retirements

Hires

- Cruz Aleman, Community Culinary and Nutrition Program Support Specialist, effective 1-7-19
- Patrick Burnham, PT Public Safety Officer, effective 1-9-19
- David Kobb, Faculty Development and Learning Technologies Coordinator, effective 1-22-19

Transfers

- Kate Miller, from Director of Corporate Training to Director of Career and Continuing Education, effective 1-1-19

Interim

- Paige Eagan, Interim VP for Instructional and Student Success Services, effective 12-17-18

Separations

- Stegall, 2nd Shift Custodian-TTC, effective 12-3-18

Resignations

- Bianca Anderson, PT Graduation Assistant, effective 12-21-18
- Amy Galik, Database Analyst-IRR, effective 1-18-19
- Suzanne Gardner, Dean of Instruction-Business, Industrial Trades and Public Service, effective 1-25-19

Retirements

- Darrell Davies, FT Biology Faculty, effective 8-31-19
- Mary Dey, FT MAT Faculty, effective 8-31-19
- Chris Garrett, FT Music Faculty, effective 8-31-19

— Other

- Summary of Capital Request reviewed
- KRESA meeting discussed
- Mid-Year KPI updates will be presented at next Admin Plus – How can we improve the process?
- KVCC will host a Community Partners Lunch and Learn in April of 2019 (date TBD).
- Position Justification Forms procedures discussed
- Facility requests reviewed
- KVCC Board of Trustees Retreat Agenda reviewed and discussed.

CMOP 0500 – Development and Revision of Cabinet Member Operating Policies was moved and unanimously approved as amended.

Next Cabinet Meeting: February 5, 2019 at 8:00 am.