

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of May 7, 2019

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**Members Present:** Collins, Eagan, Hilliard, Jbara, Johnson, Washington and Welsh  
**Staff Present:** Sherry Smurr, Dannie Alexander, Deb Coates, Dan Mondoux  
**Excused:** Lueth

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Dannie Alexander, Director of Facility & Custodial Management, gave an update on the Summer Event planned for June 7, 2019 from 5:00 pm – 7:00 pm at Anna Whitten Hall for all KVCC employees and their families.

Deb Coates, Dean of Instruction of Early/Middle College and Wellness Physical Education, and Dan Mondoux, Director for Research, Accreditation and Compliance, gave a summary of their Higher Learning Commission Conference.

Craig Jbara, Vice President for Strategic Business and Community Development presented the Kalamazoo Valley Museum 2019-2020 Foundation Requests.

Craig Jbara reviewed and discussed the Guidelines for KVCC Volunteers with the group.

The minutes of April 17, 2019 were approved as presented.

1. Update/Action or Goals and Results

— International Admissions

- International Student Services hosted a dinner for international students on Wednesday, April 24 to meet with Dr. Romeo Philips, professor emeritus and Joseph Bangura, professor, both from Kalamazoo College to network and discuss international education. Twelve students attended.
- International Student Services is hosting a campus visit from FLAG Int'l on Monday, May 6 with 8 high school exchange students expected.
- A representative from WMU is travelling to the Democratic Republic of Congo next week for recruitment and will be taking our materials as well. Based on their feedback, this may be a trip for us to consider going forward.
- Documents have been submitted to the Student Exchange Visitor Information System (SEVIS) seeking approval to enroll international students in the Wind Turbine Technician Academy. Adjudication for such petitions takes several months.

— Enrollment Management

- The Together is Better Community Luncheon was held on April 30 at Anna Whitten Hall and was a great success. Over 40 representatives across various organizations throughout Kalamazoo County attended the event. We have received very positive feedback from the guests, many of whom mentioned that they are looking forward to working more with us in the future. A big thank you for all who helped make the event a success.

- University Center
  - Davenport
    - 18 new University Center partner students starting on May 6
  - Siena Heights
    - Received significant interest from participation in the Automotive Open house
    - Planning on having a table at the Early College Celebration Ceremony on May 9<sup>th</sup>
    - Actively recruiting for our Summer 2 session that starts in July and for the Fall semester.
- Life Enrichment
  - KV Focus insert of the Career and Continuing Ed catalog is planned for a summer distribution
- Analytics
  - Reporting requests for fiscal 2019 KPI results will be sent out in the next couple of weeks.
  - The 2020-2022 strategic plan will include metrics and KPIs.

### Standing Items

- Travel
  - Trice Batson, Jason Adams, Tracey Quada, Nicole Reed, Carl Ross, Meredith Vanderhill, and LaSonda to attend the American College Personnel Association MI Division Equity and inclusion Summit 2019 at Lansing Community College in Lansing, MI on May 17, 2019.
  - Russ Panico to attend the Summer 2019 MCCA Athletic Director's Meeting in Traverse City, MI from June 3-5, 2019.
  - Kevin Schneider and vetted students, Samantha Putman, Tajah Frazier, Mariam Kabbani, TahTianna Cunningham, Ei Dew, and Khadijah Kabbani to attend the PTK Michigan Regional Conference at Glen Oaks Community College in Glen Oaks, MI from May 17-18, 2019.
  - Kelly Digby to attend the TargetX Summit in New Orleans, LA from July 15-16, 2019.
  - Ezra Bell and vetted students Maliek Hargrave, Patrick Mutombo, Clifton Washington, Benaiah Nyanjui, Rahmad Moore, James Gbogi, Rameir Dixon, and Kentin Browen to attend the Brother 2 Brother End-Of-Semester Celebration at Air-Way Lanes in Kalamazoo, MI on May 14, 2019.
  - Billy Reynolds (added to Paige Eagan previously approved) to attend the MLAD Annual Meeting at Northwestern Michigan College (NMC) in Traverse City, MI from June 6-7, 2019.
- Kudos
  - Jauwana Pitts would like to extend gratitude to everyone who played a role in making the Provost and Vice President of Instruction and Student Success Services interviews a success. I would like to give an extra special thanks to the following people: The Search Committee members, Marketing department, Jessica Potter, Rachel Bair, Tom Hamann, Faith Bentley, Brian Hay, Carol Fillenworth, Ted Forester, Dannie Alexander and the Facilities Team, Brian Graening and the Media Team, President's Cabinet, Deans of Instruction, Aramark, and last but not least, my wonderful HR peeps.
  - Veronica McCann for her organization, leadership, and representation at this year's Kalamazoo Rock and Mineral Show (Kalamazoo County Expo Center). She staffed a Kalamazoo Valley

Community College table Friday through Sunday (with KV literature and hands-on geology activities) and gave a public presentation on Sunday. The show hosted over 600 local school students (3-5 grades and middle school) and over 1300 from the general public.

- All graduates for their hard work, determination, and sacrifices during their journey. All faculty, staff, and administrators who walked beside these graduates as cheerleaders and shepherds.
- Coty Dunten for her hard work and leadership in awarding the Schlack Student Assistance Funds to students in financial distress. Coty took a leadership role in ensuring that students were made aware of their options and award funding from the Schlack fund when deemed necessary. Coty provides holistic help while ensuring students get the funds they immediately need and she is a resource for those whose issues are non-academic and can't be solved with financial aid. Coty is truly a fantastic resource for all of us in the Financial Aid Office.
- EJ Bast, his team and supporting cast for a great job planning and executing the Community Influencers Luncheon.
- IT and Faculty Success Center for updating Target X with a quick turnaround.
- The Strategic Planning Team, Kathy Johnson, Janet Nykaza and Linda Depta for their hard work and commitment to the Strategic Plan process.

— Hires, Resignations, Transfers, Retirements

Retirements

- Frances Kubicek, Full-Time Business Faculty, effective 6-30-19
- LaRue Russell, Part-Time Planetarium/Theater Technician, effective 7-31-19

— Other

- We will be removing the 50<sup>th</sup> Anniversary window clings
- Support for Jessica Potter is underway, Special Events Assistant
- Discussed working with community agencies/partners to support employees.
- Wind Turbine staff and students went to Washington, DC. They met Traverse City Congressman Jack Bergman. Congressman Bergman would like to visit KVCC this summer.
- Discussed after hours coverage.
- Cabinet approved the Wind Energy and Technical Training Services Position Justification Form.
- Cabinet approved the Building Operations Manager Position Justification Form.
- Kathy Johnson presented the Top 10 Programs by Enrollment for Fall 2018.
- IT will install SARS/Zoom prior to June 1 before the HLC meeting.
- Our Learning Management System will be changed over to Canvas for Fall 2020.
- Group discussed sending link for archives to direct reports and putting archive link in KV Focus.

**Next Cabinet Meeting: May 23, 2019 at 8:00 am.**