

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of July 2, 2019

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

1. The minutes of June 18, 2019 were approved as presented.
2. GVSU Affiliation Agreement and External Internship Requests were discussed by Cabinet.
3. Update/Action or Goals and Results
 - International Admissions
 - 44 admits (have been issued immigration documents)
 - 8 visas approved
 - 24 pending applications (still need to submit materials to receive immigration documents)
 - Planning for 10-15 students to arrive for fall orientation.

Standing Items

- Travel
 - Brian Lueth to attend the MCCRMA Quarterly Meeting and the MCCBOA Summer Conference in Traverse City, MI from July 23-26, 2019.
 - Brian Lueth to attend the CACUBO Annual Meeting in Minneapolis, MN from September 29-October 1, 2019.
 - Laura Cosby to attend the Michigan Community College Student Services Association (MCCSA) State Meeting in Crystal Mountain/Thompsonville, MI from June 3-5, 2019.
 - Coty Dunten and Monteze Morales to attend the Catalyst-Leadership Kalamazoo Workshop in Kalamazoo, MI on June 20, 2019.
 - Mary Morehouse to attend the Watermark Engage Users Conference (Evaluation Kit) in New Orleans, LA from June 25-28, 2019.
 - Patrick Joswick to attend the Accreditation Commission for Education in Nursing (ACEN) Workshop in Atlanta, GA from July 17-20, 2019.
 - Brian Graening to attend the Panopto Conference in Seattle, WA from July 30-August 2, 2019.
 - Mark Reed to attend the Digistar User Group Annual Conference in Toledo, OH from September 9-14, 2019.
 - Mark Reed to attend the Great Lakes Planetarium Association Conference in Toledo, OH from October 23-26, 2019.
 - Tammy Barnes, Lexie Schroeder Kobb, Megan Ostek, Elizabeth Baker, Regina Gorham, Brittany Williams, Tom Howes and Zak Hemsteger to attend the Michigan Museum Association and the Midwest Museum Association Conference in Grand Rapids, MI from October 2-5, 2019.

- Chris Voss and Darren Chase to attend the NAFSA Conference in Milwaukee, WI from November 4-6, 2019.
- Jessica Potter to attend the Aspire '19 AdAstra Users' Conference 2019 in Kansas City, MO from October 13-16, 2019.

— Kudos

- Jauwanna Pitts and Renae Skutnik for all of their hard work filling 13 Faculty & Dean positions.
- Jessica Potter from Jeff Patton, Kalamazoo Community Mental Health & Substance Abuse Services, for being a consummate professional. Her exceptional knowledge about the multiple facilities and their amenities at KVCC is astonishing. Ms. Potter represents the KVCC Facilities Department with the highest level of integrity and character.
- Dannie Alexander, Mark Sloan, Faith Bentley, Bill McElhone, Alexandra Kobb, Terry Sibbersen, and Lindsay Baker for their help moving the rental customer from the Marilyn J. Schlack Culinary and Allied Health Building over to the Kalamazoo Valley Museum at the last minute. Thank you for being exceptional and exceeding our customers' expectations – in any circumstances.
- Jane Otten for your support to get the few last minute police academy capital items updated.
- Facilities Team from Nathan Smallwood, Kalamazoo Nature Center, for moving the Southwest Michigan Sustainable Business Forum (SWMSBF) to the Kalamazoo Valley Museum at literally the last moment.

— Hires, Resignations, Transfers, Retirements

Hires

- Susan Pearson, FT Respiratory Care Faculty/Program Director, effective 8-28-19
- Dorinda Loucks, FT Medical Assistant Technology Faculty/Program Director, effective 8-28-19

Transfers/Appointments

- Patrick Joswick, from Nursing Clinician, Adjunct Faculty, and Tutor, to Director of Nursing, effective 7-1-19
- Christine Pruis, from Adjunct Faculty to FT Chemistry Faculty, effective 8-28-19
- Jill LaPenna, from Nursing Clinician to FT Nursing Faculty, effective 8-28-19
- Daniel Stevens, from Adjunct Faculty to FT Mathematics Faculty, effective 8-28-19

Resignations

- Kameron Snyder, PT Security Officer, effective 5-5-19
- Lisa Wolf, PT Accounting Assistant, effective 6-27-19
- Tamala Hill, PT KVAAP Counselor, effective 7-5-19
- EJ Bast, Director of Enrollment Management, effective 8-25-19
- Jamil Mortada, FT Mathematics Faculty, effective 8-31-19

Retirements

- Michael Burton, HVAC Technician, effective 7-31-19

— Other

- Timesheet memos will be sent out starting in July. Drafts will be presented at next Admin Plus meeting.
- Thank you to everyone for meeting the June/July deadlines presented by Financial Services.
- The Higher Learning Commission visit at the beginning of July was a positive experience.
- The Capital request for new computers is in process. They are working on receiving them in as soon as possible.

- FY2019 and FY 2020 Department Level KPI Process Overview handout was reviewed and discussed by the group. The new KPIs will tie into our updated strategic plan.
- Craig Jbara presented a draft non-credit insert for review by group to be included in the KV Focus.
- A Director of Enrollment Management Position Justification Form was approved to move forward with the next steps.

Next Cabinet Meeting: July 16, 2019 at 8:00 am.