

**To:** Cabinet, Archives  
**From:** Sherry Weber  
**Subject:** Minutes of November 5, 2019

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**Members Present:** Collins, Hilliard, Jbara, Johnson, Linden, Lueth, Washington and Welsh  
**Staff Present:** Sherry Weber

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1. Strategic Plan Focus Areas and Initiatives presentations given for Early/Middle College Accreditation, Online Learning, and Industrial Trades.
2. The minutes of October 15, 2019 were approved as presented.
3. Veterans Service Coordinator position update was given by Peter Linden and discussed by group.
4. Internships were presented by Craig Jbara and discussed amongst the group.
5. 2020 and 2021 College Observed Holiday Schedules reviewed and discussed.
6. The Mini-Initiative Grants for Fiscal Year 2020 were reviewed by Cabinet.

#### **Standing Items**

— Travel

1. Amy Schmidt to attend the MACET conference in Grand Rapids from 10/23 –25, 2019.
2. Tom Howes to attend the Tech Expo 2019 in Grand Rapids on October 30, 2019.
3. Zak Hemsteger to attend the Teach Expo 2019 in Grand Rapids on October 30, 2019.
4. Rachel Bair to attend Routes to Farm network meeting in Wilmington, IL on 11/13/19.
5. Bill McElhone, Garrett Sander and Mara Bakr to attend the SHARE summit on Racism at Ascension Borgess in Kalamazoo on November 15, 2019.
6. Rachel Bair and Rosie Florian to attend Michigan Farm to Institution statewide network meeting in Lansing, MI, on 11/20/19.
7. Tony Parcher training (renewal of rope access license) in Mukwonago, WI from Dec 15-20, 2019.
8. Josh O'Keefe training (renewal of rope access license) in Mukwonago, WI from Dec 15-20, 2019.
9. Megan Pauken and Mary Johnson to attend the MSCA Pathways to the Future conference in Lansing, MI from November 10-11, 2019.
10. Alisha Cederberg to attend the MACRAO Conference in Shanty Creek from November 21-22, 2019.
11. Rick Ives and Don Benthin to attend The Michigan Association of Chiefs of Police Conference in Grand Rapids from February 5-7, 2020.
12. Ted Forrester and Laurence Taylor to attend the South East Michigan Automotive Teachers Association at Macomb Community College in Warren, MI on October 4, 2019.
13. Ezra Bell and Trice Baton to visit the Jim Crow Museum on Ferris State University campus on Friday, October 18, 2019. Students vetted and approved to attend the event follow: Christian Richardson, Kentin Browen, Marcus Smith and Ramiro Torres-Ventura.
14. Kevin Dockerty to attend the Michigan Political Science Conference at Western Michigan University October 24 & 25, 2019.

15. Carl Ross, Jr. to attend the Michigan Developmental Education Consortium at Lansing Community College-West in Lansing, MI October 31 – November 1, 20219.
16. Ezra Bell to attend the CRU Fall Getaway at Bair Lake Bible Camp in Jones, MI October 25 – 27, 2019. Students vetted and approved to attend follow: Eli Herrera, Seth Kurti, Jeffrey (Rey) Mom, Benaiah Nyanjui, Grace Parker, Kyndra Siliuzas, Anthony Smith, Cayla Stout, Andrew Haase, Analise Kloosterman, Ruthie Cummings, Libby Carpenter, Maris Gordon, Sarah Harrop, Jake Herrera, Megan Kamerman and Ben Terpstra.
17. Kevin Schneider to attend a Career Development Facilitator course at Ten Eyck School in Dearborn, MI on Friday, November 8, 2019.
18. Gail Fredericks to attend the ETOM Fall Conference at GVSU – Russel H. Kirkhof Center in Allendale, MI on Friday, November 8, 2019.
19. Lois Baldwin, Kathy Allen, Cara Blaim, Michele McGowen, and Molly Pfaff to attend the Digital Accessibility in Higher Education (MI AHEAD Fall Learning Day) at Washtenaw ISD in Ann Arbor, MI on Friday, November 15, 2019.
20. Aaron Ross and Brian Lindberg to attend the Great Lakes Hops & Barley Conference 2020 in Ypsilanti, MI March 5-7, 2020.
21. Laura Cosby, Ana Abendschein, Paige Eagan, Amy Gill, Evan Pauken and Christopher Stroven to attend the Guided Pathways Mentor Circle Institute V at Mott Community College Teaching and Learning Center in Flint, MI on Friday, November 8, 2019.
22. Sara Herrmann to attend the MCCRMA and MCCBOA conference in Detroit, MI from November 6-8, 2019.
23. Dan Mondoux to attend the Higher Learning Commission Annual Conference in Chicago, IL from April 17-21, 2019.

— **Grants**

- Proposal - \$56,250 (KVCC Portion of 7.5 million) WMU Kalamazoo Community Collaborative proposal to Stryker Johnston Foundation for improving KPS/Promise student's degree attainment, Deb Coates and Monteze Morales, Project Manager.
- Approvals – from KVCC Foundation
  - \$7,500 Center for New Media/KIA Art Show Scholarship
  - \$135,000 KV Museum Citizen Perception Study & Website Redesign

— **Personnel Updates**

**Hires**

- Darryl Sherrod, Custodian-TTC, effective 10-28-19
- Shamon Pruitt, Custodian-TTC, effective 11-4-19
- Michelle Triolo, Office Assistant ParaPro, effective 11-4-19
- Kara Ann Stevens, PT Student Ambassador, effective 10-14-19
- Hannah Heidbreder, PT Student Ambassador, effective 10-14-19
- Daniel Lauer, PT Counselor, effective 10-21-19

**Resignations**

- Angela Batts, Cataloging Specialist ParaPro, effective 10-10-19
- Travis Blair, PT ELT Lab Assistant, effective 10-23-19
- Michael Morehouse, Veteran Services Coordinator, effective 10-25-19
- Jason Adams, PT Peer Student Leader, effective 10-4-19

**Approved Position Justification Forms**

- Office Assistant, ParaProfessional, Student Success Services
- FT Career Advisor, Advising and Counseling

- Human Resources Specialist, HR
- Enrollment Coordinator, Enrollment Management
- Custodian 2<sup>nd</sup> shift – ACC, Facility Services
- Printer, Media Services

— **Announcements and Updates**

- Lizzie Luchsinger gave a presentation on her community culinary and nutrition programs to the Faculty, Clinicians, CHEF Coaching Program at the Institute of Lifestyle Medicine, Spaulding Rehabilitation Hospital (Harvard University). The positive feedback confirmed the innovation and uniqueness that the Bronson Healthy Living Campus encompasses. She has been invited to present at the June 2020 national conference in Boston.
- Held an open house for its Wind Turbine Technician Academy. During the open house, community attendees had an opportunity to learn about the program, career paths for wind technicians and tour the Groves facility. NextEra, the world's largest generator of renewable energy from the wind and the sun, and donator of two nacelles to the academy, brought a contingent of 8 executives and recruiters to interview the academy students.
- Tammy Barnes gave a presentation on the Murphy Darden exhibit at the KIA's Lunch and Learn series 70 guests were in attendance including Murphy Darden who was highly appreciative of the event.
- Tom Sutton to provide training in a GWO pilot program for Vestas North America that, if successful, will result in training (primarily at the Groves) for new hires, eastern half of the U.S., for 5 years in partnership with ENSA.
- The data for the November 2019 KVCC Facts at a Glance has been gathered and the updated document will be available in the next few days. Thank you to Alisha Cederberg, Sarah Hubbell, Dan Mondoux, Steve Doherty, Brian Lueth, Heidi Stevens, Lois Baldwin, and Craig Jbara for providing the data that underpins the KVCC Facts at a Glance.
- The Higher Learning Commission (HLC) four year Assurance Argument Update for the College (due December 9, 2019) is in the final stages of being uploaded to the HLC online system by Institutional Research (Dan Mondoux Accreditation Liaison Officer for KVCC). Thank you to the Assurance Argument Update teams that met during the past year to prepare the update. Thank you also to the following faculty members for reviewing the final draft of the update - John Abbott, Bill deDie, Ron Higgenbotham, Mike Keller, and Billy Reynolds.
- Institutional Research will presenting a new electronic weekly enrollment report at the Nov. 11 Admin Plus meeting. The new report will be rolled out by the end of the year.
- Work sessions to gather input on how to best implement and improve the Strategic Plan will begin at the November 11 Admin Plus meeting. During the November meeting a discussion regarding Initiatives within the Focus area of Engagement will take place.
- E-Transcripts are now available
- Cabinet discussed the leave policy and how time is to be used.
- KVCC will use Enterprise for fleet management across the college.
- The search for Dean of Business, Professional/Industrial Trades & Public Services is wrapping up.

**Next Cabinet Meeting: November 19, 2019 at 8:00 am.**