

**Instructional and Student Success Services Administrators
Meeting Minutes
January 31, 2018**

Present: D. Lindsley, P. Henning, L. Cosby, M. Walters, T. Hamann, G. Fredericks, B. Reynolds, D. Coates, D. Bertch

Absent: B. Taraskiewicz, P. Eagan, D. Miller, C. Gibson

Guests: A. Hilliard, C. Jbara, M. Collins, K. Johnson, A. Louallen

1. Call to Order – The meeting was called to order by D. Bertch at 8 AM.
2. Meeting Minutes of January 17, 2018 – The meeting minutes from January 17, 2018 were approved as distributed.
3. Guest – A. Hilliard, VP for Human Resources
 - 3.1 KVCC & KVCC FA Contract Review and Discussion – The group reviewed each article in the KVCC & KVCC FA Agreement. Input and recommendations provided to A. Hilliard and the negotiation team.
 - 3.2 KVCC & KVCC FT Contract Review and Discussion – The group reviewed each article in the KVCC & KVCC FT Agreement. Input and recommendations provided to A. Hilliard and the negotiation team.
4. Information Sharing/Updates - Postponed
 - 4.1 Cabinet Update – Bertch
5. Business - Postponed
 - 5.1 Adjunct Faculty Orientation – Fredericks
 - 5.2 Winter 2018 Seminar Days Feedback – Fredericks
 - 5.3 CRM Update – Cosby
 - 5.4 Adjunct Classroom Observation Form – Bertch
 - 5.5 Guided Pathways – Eagan/Cosby
 - 5.6 Decision Zone Tracking - Lindsley
6. Other - Postponed
7. Reality Checks - Postponed
8. Kudos! - Postponed
9. Wrap-up/Next Steps/Agenda Items – Agenda items will carry forward to the next meeting.
10. Next Meeting: February 14, 2018 at 8:00 a.m. in room 4380
11. Adjourn – The meeting adjourned at 11:05 AM.

Future Agenda Items:

Universal Design – Bertch

Student Attendance Verification Roster – Eagan

Retention Strategies Follow-up – Taraskiewicz

Orientations - Cosby