

To: Administrators Plus
From: Sherry Smurr
Subject: Meeting Summary of September 17, 2018
Date: September 26, 2018

Members:

Dannie Alexander	Steve Doherty (Absent)	Sarah Hubbell	Dan Mondoux
Rachel Bair	Paige Eagan	Rick Ives	Russ Panico
EJ Bast	Sue Gardner	Craig Jbara	Evan Pauken
Bonita Bates	Mike Gettle (Absent)	Kathy Johnson	Billy Reynolds
Dennis Bertch (Absent)	Tom Hamann (Absent)	Vic Ledbetter	Aaron Snead
Alisha Cederberg	Brian Hay (Absent)	Denise Lindsley	Tom Sutton (Absent)
Deb Coates (Absent)	Sara Herrmann	Amy Louallen	Barbara Taraskiewicz
Mike Collins	Patti Henning (Absent)	Brian Lueth	Louis Thomas
Laura Cosby	Muriel Hice (Absent)	Angela Marsh-Peek	Mark Walters
Linda Depta	Aaron Hilliard (Absent)	Bill McElhone	Dr. Washington
Kevin Dockerty		Deb Miller	Tim Welsh

Meeting summary of August 20, 2018 was approved as presented.

Presidential Thoughts –

- “Together is Better” Conversation with employees will be taking place between now and November. A memo with the scheduled dates, times and locations was handed out to everyone at the meeting.

Priority Updates

- **International Admissions**
 - Chris Voss, our new International Student Services Director, is on board.
 - 37 F1 student for Fall semester
- **Early College**
 - The Boot Camps were successful. Students got to meet their mentors.
 - More Early College students are taking early am classes and noon classes as bussing is available to them.
 - Economically disadvantaged students are challenged with book buying and meals while they are on campus.
- **Enrollment Management**
 - Enrollment is down 3½% from this time last year.
 - High School Counselor’s Breakfast will be held on 9/28.
 - College Night on 10/8 from 6:00pm-7:30pm.

- Get It Done Event to be held 11/28/18 from 4:00pm-7:00pm.
- **Retention**
 - Re-Up on campus last week.
 - Retention group is talking through batch cancellation strategies possible earlier notification on balance due.
 - Target X on-site training scheduled for October 9 & 10.
- **Guided Pathways**
 - Phase II Academic mapping is underway.
 - Working on comprehensive plan for academic advising.
 - Posting for Pathway Advisors continue.
- **University Center**
 - Working on consistent presence downtown at AWH
 - Looking into contracted degree for prior learning; continuing to explore opportunities.
- **Life Enrichment**
 - Many classes are underway and going strong.
 - Working on programs with Kalamazoo County Mental Health and West Michigan Cancer Center.
- **Diversity and Inclusivity**
 - Working to create KPIs for Diversity and Inclusion.

2019 College Level KPI update presented by Mike Collins and his direct reports

Other:

- Winter semester registration begins on October 8.
- ECARS system challenges are being addressed.
- Inauguration updates were given to the group.
- The Procedures Team and the Staff Engagement team continue to meet.
- Sensory Saturdays are being held at the Museum.
- October 11 the Pre-Nursing Network Dinner will be held.
- Roofing project at TTC will be wrapping up toward the end of September/beginning of October. Thank you for your patience.
- Slight changes in Student Services Drop in hours to accommodate FYE Class needs. Tuesdays from 8:30 am to 6:00 pm and Wednesdays from Noon to 6:00 pm.
- Managers Leadership Academy 2019 Application due by October 15, 2018. Application was handed out at the meeting.

NEXT MEETING IS MONDAY, October 1, 2018