

**To:** Administrators Plus  
**From:** Sherry Smurr  
**Subject:** Meeting Summary of February 11, 2019  
**Date:** March 6, 2019

**Members:**

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

Meeting summary of January 14, 2019 was approved as presented

**PRIORITY UPDATES**

- **International Admissions**
  - **Early College**
  - **Enrollment Management**
  - **Retention**
  - **University Center**
  - **Life Enrichment**
  - **Analytics**
- Mid-Year KPI Update Presentations given by Sarah Hubbell, Alisha Cederberg, Dannie Alexander, Craig Jbara, Rachel Bair and Tom Sutton.
  - End of Semester/Award Recognition Programs are due by Feb. 25, 2019 to Sherry Smurr

**Other:**

- Kudos to Sue Matlis for the Benefits 101 training.
- Kudos to Sarah Hubbell and Lori Evans for taking the time and work fixing the bugs in the Axiom program.

- Kudos to Brian Lueth and the finance group for posting the balance due to the student's page.
- Kudos to Dannie Alexander and his team for all of their help during the polar vortex.
- The first week of May we will have a new work order system in place.
- Aaron Hilliard discussed summer hours with the group. Core summer hours are Monday through Thursday from 7:30 am to 5:00 pm. with half hour lunch.
- Mini-initiative grant proposal requests are due by the end of February.
- ED2Go training is at the Groves Campus.
- The Testing Center is in need of proctors, runners and chaperones to assist with make up from the snow days. Mid-day and evenings have the highest need.