

To: Administrators Plus
From: Tracy Labadie
Subject: Meeting Summary of February 13, 2023

Members:

Aaron Hilliard	Cindy Reuss	Jenny Ott	Russ Panico
Aaron Snead	Craig Jbara	Kate Miller	Sara Herrmann
Alisha Cederberg	Dannie Alexander	Linda Depta	Sarah Hubbell
Allison Moore	Deb Coates	Louis Thomas	Tim Welsh
Amy Reynolds	Denise Lindsley	Mark Dunneback	Tom Hamann
Angela Marsh-Peek	Don Benthin	Mark Walters	Tom Sutton
Bill McElhone	Dr. Washington	Mike Thompson	Tracy Labadie
Billy Reynolds	Erin Shufro	Muriel Hice	Trice Batson
Brian Lueth	Evan Pauken	Nkenge Bergan	Vic Ledbetter
Cameron Buck	Gail Fredericks	Paige Eagan	
Cathy Colella		Rachel Bair	
GUESTS:			

- ❖ Summary of January 9, 2023 meeting was approved as presented.
- ❖ Brian Lueth provided a Finance and BP 403 and BP 411 update.
- ❖ Mark Dunneback walked the group through problem statement development.
- ❖ Rachel Bair presented a KPI example for the group.

Announcements and Updates

- Enrollment Services is actively engaged with many high schools at this time.
- Kalamazoo Valley Museum Mind Matters: Mental Health Exhibit opens this Saturday, February 18.
- The Museum Planetarium is expanding show times and opportunities. Check their webpage for info.
- The Early Middle College Air Zoo event with KRESA was successful with 1100+ attendees.
- Kalamazoo Public Schools is partnering with the Museum to host approximately 500 middle school students on March 14 & 16.
- Early Middle College will have 136 5th year EMC students completing this year and we will be welcoming 181 new EMC students next year.
- The college will be hosting a health careers networking event on March 7th. A similar opportunity for STEM careers is being planned.
- Plans are underway to relocate the pay station to the financial aid office. All payments/transactions will take place in this new location, including employee payments.
- The college will be launching the Holistic Admissions in other health career programs on April 1.
- The HLC will be conducting a Multi-Location Site Visit in 2024-2025. No details have been received yet, but preparations are underway.

- Operating Budgets are due by February 28. Contact Jane Otten or Brian Lueth with questions.
- The Multi-Factor Authentication launch over the holiday break went fairly smooth. IT is still ironing out some minor issues. The next step will be implementing MFA for MyValley.
- Zimbra servers are no longer available off site. Zimbra can only be accessed while on campus.
- The IPEDS winter reporting cycle has been submitted and locked.
- A new SMS text messaging law requires that we allow students to opt-In for non-emergency text communications. The college has been working with legal counsel to establish a policy and will be implementing new procedures to ensure compliance with the new law.
- KRESA has a new Student Services Coordinator. This person will help students with next steps after leaving high school, including developing a career pathway plan.
- KRESA will be hosting an event on February 18 at NACD. This event will showcase the programs available for students.
- Student Development Services is working on rebranding new student orientation to meet the needs of every type of student.
- Planning for the April Job Fair is underway.
- Student Development Services will be partnering with Phoenix High School for an HBCU Fair on March 2.
- The first of two MLK events was held at the TTC last week. A second is planned for February 23.
- KVAAP has developed a seminar series for KVAAP students. Consumers Credit Union will be doing a financial literacy workshop. Other sessions planned include a mental health and wellness session, a workshop for managing anxiety and a library visit.
- KVAAP will be hosting a March Madness event at AWH on March 23 & 24.
- The Adult Learner Task Force is working with Student Development Services to develop an adult focused new student orientation.
- Preferred Name Task Force has been working on developing processes for communications and the technical aspect associated with addressing preferences. The goal is to launch the new processes by May 1.
- A Respecting Differences program focused on disability bias is scheduled for April 12.
- MiLeap grant funding has been expanded to include all programs. Visit kvcc.edu/mileap for more info.
- The Employee Wellness and Engagement Committee has several activities planned for February. Please see the “Fun February” flier for a list of activities.
- The annual Advisory Committee Event is scheduled for March 2 & 3.

Next Admin Plus meeting will be on Monday, **April 10, 2023 at 1:00 – 4:00 p.m.**

The March Admin Plus meeting will be cancelled