

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of September 1, 2015
Date: September 1, 2015

Members Present: Anderson, Bertch, Bohnet, Brooks, Cannell, Collins, Cosby, Depta, Doherty, Hutchins, Ives, Jbara, Johnson, McCurdy and Schlack

Staff Present: Horton

Discussion and Action Items

- Minutes of the August 25, 2015 meeting were approved as amended.
- Travel
 - Elizabeth Lyons to attend Michigan Works! Annual Conference in Mt. Pleasant, MI on October 4-6, 2015.
 - Tom Sutton to attend AWEA fall symposium in Albuquerque, New Mexico on November 3-5, 2015.
- Grants
 - DNR grant process moving forward.
 - Concept funding inquiry submitted to ARCUS Foundation.

Personnel Items

- Kudos
 - Craig Jbara and team for the community update on the new campus – meeting held at the Texas Township Campus on August 27.
- Reality Checks-
 - Enrollment – next push will be to contact students who have everything done except registration, and students who need to attend orientation. Several payment plan options will be available.
- Hires, Resignations and Retirements
 - Dorian Greening, hired as the PT Physics Lab Assistant, hired effective August 31, 2015.
 - Dennis Zavada, transferring from PT Lab Assistant in ELT to FT Custodian, effective September 14, 2015.
 - Kelly Flinn, transferring from Utility Maintenance Specialist at the Texas Township Campus to Utility Maintenance Specialist at the Groves Center, effective October 5, 2015.

- Guided Pathways Discussion
 - Student progression and student completion, mentorships, internships, early alert system/how to watch for these students and be able to get them assistance early.
- Case Management
 - Laura Cosby presented an overview of the Advocates responsibilities and how these are adjusted to fit current needs.
- Non-Credit Outreach Programs
 - Craig Jbara – educational opportunities for new programs and those who want to further their education.
 - Interactive classes with children in the communities. More opportunities for adult interaction have been suggested.
 - Working toward easier methods for enrollment for repetitive classes (WPE & Ceramics for example).
- Success and Persistence Software
 - Waivers - success and return rates.

Other

- Felix Brooks, Ezra Bell, and Mary Morehouse attended the “Dream Academy” in Benton Harbor, Michigan –How to prepare students for the college experience?
- Steve Cannell presented a Student Engagement Survey: Benchmarks of Effective Educational Practice 2013-2015.
- Mike Collins reported on International Students – 35 currently registered for fall.
- Craig Jbara sent India export information to local manufacturers.
- Reminder to send Strategic Value information to Kathy Johnson.
- Legislators will be on Campus September 14 for a tour of the new campus.
- Active Shooter training will be provided for small groups in their respective work areas.
- RFP has been completed for the new design in the Museum.

No Cabinet Meeting on September 8, 2015

~Next Meeting is September 15, 2015, 8:00 a.m. in the Board Room 3365~