

To: Cabinet, Archives
From: Kathy Johnson
Subject: Minutes of May 9, 2017 **VP's ONLY**
Date: May 9, 2017

Members Present: Anderson, Bertch, Bohnet, Collins, Jbara, Johnson, Schlack, and Welsh

The minutes of May 2, 2017, VP Cabinet meeting were approved as presented.

Planning Discussion– The group discussed the 2018 planning process for VPs and Administrators. Key Performance Indicator (KPI) targets will be gathered and tracked across the College for the 2018 academic year.

Update/Action or Goals and Results

- International Admissions
 - 29 new I- 20 student visas have been issued for KVCC students attending summer and fall
 - KVCC will have 73 international guest students attending this summer
- Early College
 - Working on increasing Early College enrollment for fall 2017
- Enrollment Management
 - Great news for summer - enrollment is up 1% compared to this time last year; efforts for fall and summer continue in earnest
- Retention
 - The posting for the new Retention Director is seeing robust application energy
- Guided Pathways
 - No new updates – the work continues
- University Center
 - We are continuing to pursue new University partners, including clarifying articulation requirements with prospects
- Life-Long Learning
 - Many classes are beginning in the upcoming weeks, including a new Momentum CNC academy.
- Analytics
 - Kathy Johnson distributed a summary of what was learned at the Benchmarking Institute conference (further discussion next week). KVCC is on the right track with its Analytics efforts.
- Diversity and Inclusivity
 - No new updates – the work continues

Standing Items

- **Travel**
 - Sarah Hubbell to attend the MACRAO Summer Transfer Summit in Midland Michigan June 15- 16, 2017.
 - Aubrey Rogers to attend SIGGRAPH Conference (computer graphics and interactive techniques) in Los Angeles, CA July 29- Aug. 3, 2017.
 - Randall Davis, Rachel Bair, and Ben Bylsma to travel to Chicago, Ill on June 12, 2017 for Food Innovation Center research. Randall Davis and Rachel Bair to continue stay

in Chicago to attend the United Fresh Produce Association conference June 13-15, 2017.

- Josh O'Keefe to Chicago, IL May 9–10 for the Anritsu Site Master Line Sweep Certification course (a telecom training event).
- Mike Collins and Dennis Bertch travelled to Washington DC April 12– 13 for a Lumina talent grant proposal meeting.
- Louise Anderson handed out Travel Policies and Procedures and reminded everyone what should be done if Cabinet approval is required before or after a meeting; and, that all Cabinet-approved travel needs to be noted in the minutes in order for it to be reimbursed.

○ **Grants –**

- Rachel Bair is exploring being a partner in a USDA grant with WMU and K-College.

○ **Kudos!**

- Mark Sloan and I/T for great job with IT services feedback/checkpoint meeting for BHLC.
- Regina Gorham for great job being a panel member in “Honoring our Elders” program at Parchment Community Library.
- Darryl Chapman and Jessica Potter for Beekeeping 102 logistics coordination assistance.
- Mark Sloan and Mary Morehouse for all they did to make recent faculty job interview candidates feel welcome.

— **Reality Check –New and Follow Up**

- None

— **Hires/Transfers/Resignations/Terminations/Retirements**

Hires

- Perry Pringle, FT Custodian at TTC, effective 5-15-17

Resignations

- Lauren Seroka, PT Interpretation Specialist, effective 6-30-17

— **Other**

- Don't forget the June commercial card cutoff for fiscal yearend processing.
- Louise will forward helpful information about risk management for minors on campus.
- Final candidates for a new CRM system will present next Wednesday May 17 and Thursday May 18. The presentations will also be recorded.
- A light snack will be served at the May 19 Police Academy graduation.
- Craig Jbara is planning a BHLC leadership trip to meet with leaders of Food Plus Detroit.
- All five KVCC athletic teams finished the year with average team GPA of 3.0 or higher. For the past three years the retention rate for athletes has been 67%, and the graduation rate has been 27%.

Next Cabinet Meeting (Vice Presidents Only) May 16, 2017, 8:00 a.m. ~