

To: Cabinet, Archives
From: Char Gibson
Subject: Minutes of May 30, 2017

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

Staff Present: Gibson

Update/Action Items

The minutes of May 23 2017, were approved as amended.

1. Update/Action

International Admission

- 78 new guest students for summer.
- 32 new students for fall.

Early College

- Summer camps (3) begin in June.
- Students are still registering for fall.

Enrollment Management

- Promoting for 2nd 8 weeks.
- Enrollment down 9% for fall.
- Retention position update – 54 applicants. Names to Human Resources today. Interview team includes: D. McCurdy, L. Cosby, K. Digby, J. Abbott, and M. Collins.

Guided Pathways

- D. McCurdy is working to pull together teams for the June 8 and 9, 2017 Cohort II meetings.

University Center

- Nothing new to report.

Life Long Learning

- Nothing new to report.

Diversity and Inclusivity

- Position posted. The interview committee will be pulled together when the posting comes down.

2. Standing Items

- Travel
 - Steve Crawford to travel to Salt Lake City, Utah to attend training for D6 with Evans & Sutherland, June 12 – 16, 2017.
 - Bill McElhone to travel to Dublin, Ohio for an overnight trip the week of June 19, 2017 (specific date to be determined soon). The purpose is to spend a day and a half reviewing

final components and interactive exhibit elements for a new innovation exhibit, innovation Lab and ThinkTank schedule to open this fall.

- S. Bohnet reported the staff development budget has been exhausted for this fiscal year.

— Grants

- The group briefly discussed grant requests and deadlines.

— Kudos

- To Kara Protz-Sanders for her assistance with the YMCA “ChooseMyPlate” event.
- To Ben Ash for instruction and feedback for Momentum CNC.

— Reality Check

- “Y.O.U.”

— Hires, Resignations/Transfers, Retirements

Hires:

- Camille White, Food Safety and Nutrition Assistant, effective May 24, 2017

— Other

- L. Anderson reported on plans to meet with budget administrators after the start of new fiscal year.
- **Food Request:** May 17, 2017 lunch was provided during a staff Laerdol LLEAP simulation training event.
- D. Bertch distributed for review “High Level” Key Performance Indicators (KPIs) for Guided Pathways reporting he will be working with his direct reports to develop area specific KPIs that fit with the High Level KPIs.
- D. Bertch reported on discussions with C. Jbara regarding “Y.O.U” related to the Culinary and Allied Health Building noting resource issues. D. Bertch brought forward a recommendation to not move forward with the proposed “Y.O.U.” program for summer.
- M. Collins reported on upcoming meetings regarding the “KRV” (Kalamazoo River Valley Trial).
- T. Welsh reported a consensus decision was made by Enrollment Management subcommittee for a CRM vendor. The vendor will be awarded pending final price quote and discussions with references. Discussions will also take place on attending an upcoming conference in June hosted by this vendor.
- S. Bohnet reported faculty searches are going well and are on track.
- M. Schlack reported on the June 9th MEDC visit. This item will be added to the June 6, 2017 meeting agenda.
- The group briefly discussed a banner for the brewery and 418 restaurant flooring options.

3. Minors on Campus – The group briefly discussed areas of concern determining additional conversation is necessary. L. Anderson will reach out to other schools for input and report back in two weeks.

4. CAH Utilization – D. Bertch distributed for review the documents “Guidelines for CAH Support for Non-Credit Activities” and “CAH Resource Request Form” noting the documents are intended as guidelines to move forward. Discussion ensued. M. Schlack brought forward a recommendation to continue this conversation next week and include D. McCurdy.

Next Cabinet Meeting: June 6, 2017 at 8:00 a.m.