To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of April 17, 2018

Members Present: Bertch, Collins, Hilliard, Jbara, Johnson, Lueth, Schlack and Welsh
Staff Present: Sherry Smurr

The minutes of April 10, 2018 were approved as amended.

1. Update/Action or Goals and Results
   — International Admissions
     o We have 2 F1 students enrolled for Summer 2018 semester.
     o We have 24 F1 students enrolled for Fall 2018 semester with the potential for more.
   — Early College
     o 203 new Early College students
   — Enrollment Management
     o Summer 2018 registration as of last week is down $2^1/_2$%
   — Retention
     o Messaging campaign is in the second week and going well.
     o Commit to graduate event resulted in 40 students committing to graduate and 20 petitions to graduate were filed.
   — Guided Pathways
     o State wide meeting attended – Focused on Integrated Student Services. Many good ideas were brought back and shared with the group.
   — University Center
     o 89 Davenport University students currently enrolled
     o 23 Siena Heights students currently enrolled
     o 21 Davenport students graduated this year
   — Life Enrichment
     o Preparing for summer programs, many of which are youth oriented.
   — Analytics
     o There is a new Dashboard update per the request of the Deans.
   — Diversity and Inclusivity
     o Trice Batson working with LGBTQ community, looking into workshops.

Standing Items
   — Travel
     o Sarah Pernie to attend the Law and Order Perinatal Care Unit Conference in Frankenmuth, MI on May 4, 2018.
     o Casandra Curtis, Thomas Gilchrist, Eric Gilmore, Nicholas Marchione, Nathan Merritt, Kevin Simonds, Cynthia Smith, Ricky Smith and Cory Barrett to conduct a field trip to Shipshewana, IN to attend a food sales show on April 17, 2018.

- o Beth Gregory-Walls to attend an additional session at the Strengths Summit in Omaha, NE requiring her to leave a day earlier (July 15, 2018).
  - o Aubrey Rodgers to attend the Production Pipeline Workshop in San Francisco, CA from April 19-20, 2018.
  - o Nate Nielsen to attend the Nelnet Campus Commerce User Conference in Scottsdale, AZ from June 5-7, 2018.
  - o Sara Herrmann and Dan Mondoux to attend the Michigan Public Data Inventory training at Lansing Community College on June 27, 2018.
- — Grants
  - o Continuing to move forward with the Aetna Foundation grant.
- — Kudos
  - o To Mary McConnell from a student who appreciated her time and effort to help her with her resume and job search. The student is currently working as a Front Desk Scheduler at a local physician's office practice.
  - o To Mary McConnell and Tracey Quada for the successful Career Fair. In addition to Mary and Tracey, the following are also being recognized: Ashley Hamilton, Stephanie Keeler, Jessica Potter, Molly Riley, Monica Koning, Coty Dunten, Levi Funk, Jenny Buysse, Erin Dominiani, Sabrin Kooy, Denise Thomas, Mike Morehouse, Trice Batson, Kevin Schneider, Nina Dickerson, Kevin Dodd, Beth Gregory-Wallis, Dakota McCracken, and Roxie Swank.
  - o A former student expressed to Marilyn Schlack great appreciation for **Rick Garthe** as an excellent teacher and mentor.
- — Hires, Resignations, Transfers, Retirements
  Transfers/Appointments
  - o Gary Nevills, from Network Analyst to Network Systems Manager, effective 5-1-18
  Resignation
  - o Michelle Wise, PT Circulation Aide, effective 4-26-18
  - o Jasmine Jennings, PT Circulation Aide, effective 4-28-18
  - o Elishia Pye, PT Student Services Assistant (FIC), effective 5-4-18
  Retirements
  - o Jill Storm, Library Supervisor, effective 4-30-18
- — Other
  - o Brian Lueth discussed Inclusive Access and OER handouts.
  - o WMed students would like to offer influenza shots to students in the fall.
  - o Discussed looking into protocol for medical marijuana and the workplace.
  - o Web Focus Info Assist training for targeted supervisors is underway.
  - o Adult Learner discussed.
  - o Digital Fabrication discussed.
  - o Food will be served at the Marketing Retreat on April 20, 2018.

Kathy Johnson gave presentation on the timeline for updating/developing department level KPIs.

HR Procedures discussed.

Next Cabinet Meeting: April 24, 2018 at 8:00 am.