

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of June 3, 2019

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**Members Present:** Eagan, Hilliard, Jbara, Johnson, Lueth, Washington and Welsh  
**Staff Present:** Sherry Smurr  
**Excused:** Collins

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The minutes of May 23, 2019 were approved as presented.

1. The pool will be closed for annual draining and cleaning prior to summer camp usage. More information to come in a college wide message.
  
2. Update/Action or Goals and Results
  - Early Middle College
    - Summer is coming – camps start 6/17 and end 8/15. See you in September
    - Deb, Kevin Lavendar Jr, and Ezra Bell received training for YOU youth supervision and will receive American Heart Association Basic Life Saving Certification on June 3<sup>rd</sup>. Lisa Peet will receive YOU youth supervision training prior to camp start.
    - EMC is working with the state, Aramark, Chartwells and the local EMC partners to be able to offer EMC and Dual Enrolled Students free and reduced lunch options here on campus in the upcoming year.
    - Working with Community in Schools to increase participation in college for young men.
    - Working with the Merze Tate Explorer's Club to offer access to programming at the College including the potential for a credit bearing class for the older (14+) girls.
    - Meeting with homeschool families on June 5<sup>th</sup> to discuss dual enrollment options not associated with a home school/ high school partnership.
    - Van Buren Middle College has new student orientation June 26<sup>th</sup> in 4370/4380. There are 53 new students attending! Out of the 55 total students 53 will attend KVCC.
  - Retention
    - Target X: Retention training took place on May 22 with Target X on site. Ongoing campaign development and system customization.
    - ReUp: Stop-out list for second cohort has been finalized. The list includes students that have stopped out (not persisting, no credential awarded, never transferred) after attending KVCC in Fall 2017, Winter 2018 or Summer 2018. The total number of stop-outs being provided to ReUp is 2,561
    - SVAC: The Student Voices Advisory Council (SVAC) planning committee is developing a presentation to share at Summit and with other councils/committees across the college. The presentation will provide an overview of the SVAC after its first semester. An updated application and communication plan is being developed. The committee anticipates providing opening the application to students in mid-June.
    - Early Alert: Final early alert submission count for the Winter 2019 semester = 332. An early alert user guide has been developed and is available on the retention folder within the G: Drive.

## Standing Items

### — Travel

- Aubrey Rodgers to attend the Lightbox Expo in Pasadena, CA from September 6-9, 2019.
- Patti Henning to attend the Perkins Comprehensive Local Needs Assessment Data Forum at Lansing Community College in Lansing, MI on June 12, 2019.
- Tom Sutton to attend the Fall AWEA Committee meeting in Washington, DC from August 26-30, 2019.
- Regina Gorham and Brittany Williams to attend the Michigan Collections Management Roundtable at the Michigan History Center in Lansing, MI on June 25, 2019.

### — Special Highlights

- The Instructional and Student Success Services Administrators group met for a retreat at the end of May. Paige Eagan will provide a summary.

### — Kudos

- Aaron Snead, Jason Kovacs, Dustin Gordon and Mark Sloan for all of their help when the phone system was down at the Bronson Healthy Living Campus.

### — Hires, Resignations, Transfers, Retirements

#### Retirements

- Bonita Bates, Director of Student Success Services, effective 7-15-19

#### Resignations

- Ashley Jones, PT Gallery and Show Coordinator-CNM, effective 6-13-19

### — Other

- The most recent draft of the Strategic Plan was distributed to Cabinet for review.
- KPI will be updating in August. Next year they will tie in with our new Strategic Plan
- IT will be replacing the internal firewall cluster on June 14, 2019.
- We are in the process of evaluating the invoice forms to make them easier to use.
- Future development dollars process is being evaluated.

**Next Cabinet Meeting: June 18, 2019 at 8:00 am.**