

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of May 31, 2016
Date: June 1, 2016

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

Staff Present: Horton

Update/Action or Goals and Results

- Minutes – the minutes of May 17 & 24, 2016 were approved as presented.
- International Admissions
 - Goal of 25 new admissions has been met
 - Met with FLAG to establish goals
- Early College
 - Summer Camp will be held the last week in July
- Enrollment Management
 - Handout of Student Life Cycle overview
 - Returning students still the problem (retention); new applications are up
 - Deans in specific majors to contact students in those areas of study
 - Enrollment Task Force –contacting students
- Retention
 - Working on definitions
 - Retention + persistence = completion
 - Benchmarks will need to be established after the definition
 - Contact by major, contacting undecided
 - Mandatory orientation
- Guided Pathways
 - Will be meeting with Deans to see what their areas can help with
 - Mentoring process, advising - important
 - Developing courses that lead to other majors without losing credits/Programs of Study that may overlap
 - Career employment – where are the jobs

- University Center
 - Wayne State may be interested
- Analytics
 - Handout- “Progress Tracking – Credit Hour Enrollment” (progress toward budget)
- Alcohol
 - Second reading of Policies and Procedures
 - MOTION MOVED, SECONDED AND CARRIED
- Internships
 - One for the summer at AWH

Information/Ideas

- Travel
 - Tim Kane, Lisa Winch, Paige Eagan and Denise Lindsley to attend ALEKS Placement, Preparation, and Remediation at Washtenaw Community College in Ann Arbor, MI on June 2, 2016.
 - Roger Miller and Sue Newington to attend a financial aid meeting at Grand Rapids Community College in Grand Rapids, MI on June 3, 2016.
 - Paige Eagan to attend MLAD Summer Meeting in Petoskey, MI on June 9-10, 2016.
 - Deb Coates to attend Michigan Early Middle College Association Summer Conference in Flint, MI on August 10, 11, 2016.
 - Deb Coates to attend the American Camp Association SE Conference in Greenville, South Carolina on September 26-28, 2016.
 - Denise Lindsley to attend the National College Testing Association meeting in Seattle, Washington on August 2-6, 2016.
 - Robyn Shieber, Coty Dunten, Cristina Babaris, Michael Morehouse, Jessica Amey and Diane Vandenberg to attend the Inspire Conference at the Radisson Hotel in Kalamazoo, MI on August 17, 2016; Joyce Tamer, Ken Barr Jr., Beth Gregory-Wallis, Justin Wood, Andria Brown, and Laura Cosby to attend on August 18, 2016.
- Grants
 - none

Personnel Items

- Kudos
 - Judy Collins, Amy Murray and the rest of the Pay Station staff for their outstanding support with assisting the Police Academy and students who need to complete their required Physical Fitness testing for Police/Corrections Academy. Their assistance is very much appreciated.

- Russ Panico, the athletic department, and the athletic coaches for working with the Police Academy when they need the gym facilities to complete the Physical Fitness testing and other physical activities for the Police/Corrections Academies.
 - Ian Salo and Kate Miller – Kudos from JRS USA (Portage) for a “perfectly executed training program” at the Groves – includes the administrative support and customer service people.
 - Kathy Johnson for her assistance with the Michigan Liquor Control licensing application.
 - Mel VanAntwerp for her work on a detailed, complex research project which included 1600 questionnaires.
- Reality Checks
 - Louise Anderson asked about On-Boarding training to cover Board Policies and CMOPs.
 - Culinary Medicine to integrate with Allied Health
- Hires/Resignations/Retirements
Terminations:
 - Mike Clark, PT Groundskeeper, effective May 27, 2016
- Clerical Support
 - Continuing to look at how to best meet requests
- Preferred Name Policy
 - First Reading
 - Requested IT challenges discussion from Terry Hutchins
- College-Wide Events Calendar
 - Requests for calendar items go through Marketing
 - College Events only or everything going on (all campuses)? Mike will follow-up
 - Postings will be on Home Page and College Intranet
- College-Wide Meeting
 - Friday, June 3 – College Priorities
- Cabinet Update and Sharing
 - Academic Dishonesty prevalent – students need to have pictures on their ID’s
 - Public Safety – Tornado drills May 31, Tuesday, TTC 5:30 p.m.; Wednesday at AWH
 - Building rental procedures at new campuses are in process – handouts from Craig- please look these over and give him your feedback
 - Sub-committee meeting today (Tuesday, May 31) regarding the Testing Center at AWH
 - Newsletter is giving good advertising for our programs
 - Committee meeting on usage of space at TTC

~Next Meeting will be June 7, 2016 8:00 a.m., in Room 4380 with Administrators~