

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of June 14, 2016
Date: June 14, 2016

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

Members Absent: Brooks

Staff Present: Horton

Update/Action or Goals and Results

- Minutes – the minutes of June 7, 2016 were approved as amended

- International Admissions
 - 29 new students currently enrolled for fall semester
 - 3 Year contract with FLAG for international recruiting (Foreign Links Around the Globe)
 - Should we offer a language class to help students transition?

- Early College
 - Advisory meetings – next steps
 - Enrollment process conversations – if high schools would provide a list of students that might enroll, they could be set up so that they were not cancelled during batch cancellation
 - Mattawan schools may be interested in this program

- Enrollment Management
 - Recruiter campaigns on-going - applied not registered receiving calls, emails, texts
 - Enrollment Management Night – Tuesday, June 21 from 5:00 p.m. – 7:00 p.m.
 - What students need to get started
 - Financial Aid, Admissions and Records - advisors available
 - “Wait List” – moving toward 24 hour notification
 - “Spirit Wear” – making clothing appealing and available to everyone, and particularly KVCC groups (clubs, athletics, etc)
 - Update on payment plan
 - FASFA – can we reach out to these students to encourage KVCC registration

- Retention
 - Working on definitions
 - Over 4,000 students from winter 2016 have not re-registered for this fall
 - Looking at students who may be close to a degree (and notifying them)
 - Have Deans look at their areas of study – contact students
 - Definition of “Retention” – handed out

- Guided Pathways
 - Guided Pathways overlaps with Analytics & Retention
 - How to keep students on track – why they are choosing the courses they are choosing – not leading to completion
 - Students with greatest completion rate, but have not signed back on
 - Keep one-on-one connection – advisors, mentoring, counselors

- University Center
 - Meeting with Sienna Heights next week (June 22)
 - Follow-up with Ferris, Wayne, Spring Arbor

- Analytics
 - Our data needs to align with statewide data
 - Handout: Statewide Metrics

- Lifelong Learning
 - Looking at classes and proposal of usage –primarily fitness center
 - Life enrichment and community programming

Information/Ideas

- Travel
 - Dennis Bertch to attend the MCCA meeting at Washtenaw Community College, Ann Arbor, MI on June 23-24, 2016.
 - Antonio Perez and Paul Farber to attend MCOLES “Tactics in Traffic” in Grand Rapids, MI on July 25, 2016.
 - Antonio Perez and Paul Farber to attend “Improving the response to adult sexual assault” at WMU, Kalamazoo, MI on July 28, 2016.
 - Megan O’Kon to attend the Explorer Systems Versai Software User Group meeting in Louisville, Kentucky on September 30-October 2, 2016.
 - Patricia Schroeder to attend the American Training & Development: Making Microlearning Work at Work meeting in Grand Rapids, MI on June 17, 2016.
 - Melody Woods to attend the American Camp Association Fall Conference in Greenville, South Carolina on September 28, 2016.
 - Russ Panico attended the MCCA A.D. meeting in Traverse City, MI on June 1-3, 2016.

- Grants
 - The KVCC \$97,414 grant application (to the State of Michigan Department of Agriculture and Rural Development) to develop and document operations and food safety protocols for a demonstration Food Hub, will be included in the State's proposal plan to the USDA for funding.

Personnel Items

- Kudos
 - Terri Lester for support during the year-end crunch – particularly the Stafford Smith orders.
- Reality Checks
 - College-wide events calendar is on-line.

- Hires/Resignations/Retirements

Hires:

- Tommy Askelson, Culinary Lab Assistant, effective July 11, 2016

Retirements:

- Sue Hills, Office Manager, effective August 31, 2016

Transfers

- Zanita Hobdy, from FT SSC Service Desk Generalist to Senior Office Specialist, effective September 26, 2016
- Morgan VanderBor, from Assistant Women's Softball Coach to Head Coach, effective July 1, 2016

- Cabinet Update and Sharing

- After hours request:
 - Volleyball practices on two Fridays – August 5 and 12 (3-6p.m.)
 - Volleyball practice on Labor Day, Monday, September 5 (5 – 8:30 p.m.)
 - Chris Garrett for the Campus Band Concerts on December 10, 2016 and April 21, 2017
- Gail Fredericks and others have been working on after hours IT help – Black Belt Help Desk
- Local high schools looking for articulation agreements to have our classes on their campuses with our instructors
- Vivien McCurdy, Jim Taylor and Craig Jbara speaking at Bronson Advisory Team
- Merit Scholarships:
 - 60 applications
 - 19 students received funds, 43 on waiting list
 - 3.77 Average GPA

- Replacement for IT equipment, changing operation systems, upgrades to database – should be in production later in July
- Winter Graduation: 654 degrees awarded to 530 students
- Bronson Athletic Club is hosting a KalTour biking event on Sunday June 26 that will be a fundraiser for the cycling crash victims. Due to the recent event, they expect huge participation and have met with us to plan for additional parking and support.
- After listening to a webinar with the Treasury Department, we have been assured that community colleges will be 100% reimbursed for Personal Property Tax lost in FY17. As other components of the legislation take effect in 2018, reimbursement will be prorated by unit. If excess funds are available in the Local Community Stabilization Authority they will be allocated in their entirety first to Tier I institutions and then to Tier III institutions. If funds are not sufficient to reimburse institutions at 100%, Tier I institutions will be reimbursed at 100% and Tier III (Community Colleges) reimbursements will be prorated based on the funds remaining.

State Aid passed by the Conference Committee will provide KVCC \$151,067 **less** than originally projected in our FY17 budget.

KVCC has been notified that we will be audited on our 2015 MPSERS wages for all employees, independent contractors and employees under 19 years of age. Information regarding MPSERS wages is due to ORS by the end of the month.

~Next Meeting will be June 21, 2016 8:00 a.m., in Room 4380 with Administrators~