

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of June 28, 2016
Date: June 28, 2016

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

Members Absent: D.McCurdy

Staff Present: Horton

Update/Action Items

- Minutes – the minutes of June 14 and 21, 2016 were approved as amended
- International Admissions
 - 33 students for fall semester
 - Investigating the possibilities for a (International) Student Club and/or a Soccer Club
- Early College
 - 20 students for summer camp – July 25-28
 - Discussions with school counselors will resume in August when they return
- Enrollment
 - Contacting students not enrolled for fall and applied but not enrolled for fall
 - Deans will be involved in contacting students from their disciplines
 - Enrollment is an on-going problem with enrollment dropping a little every year – this has to be an institutional priority for everyone
- Retention
 - Laura and Dennis talked with Georgia State about their student retention efforts and what they are using – EAB (Education Advisory Board) as the predictive analytics partner
 - Retention committee contacting students to see what they need, what they need to complete a degree, high credits – and is it enough to earn their degree
- Guided Pathways
 - Steering committee meeting soon
 - Coursework – tracking students with the help of Institutional Research

- University Center
 - Sienna Heights in process of signing memorandum of understanding
 - How many students are involved in the University Center?
- Analytics
 - 1st priority – getting the dashboard up on Web Focus
 - Next steps – Predictive Analytics with Retention areas
 - Enrollment – 68% towards fall budget
- Preferred Name – bring back
 1. Policy
 2. Procedure
- Academic Calendar 2017-2018
 - MOVED, SECONDED AND CARRIED to approve the Academic Calendar for 2017-2018
- Travel
 - AWEA Conference in New Orleans, Louisiana on May 21-27, 2016 – Josh O’Keefe went in place of Tony Parcher.
 - Ian Salo to attend FANUC 3DL training in Rochester Hills, MI on June 15-17, 2016.
 - Brian Lindberg to attend the World Brewing Congress 2016 in Denver, Colorado on August 13-17, 2016.
 - Bill Kring to attend the Zeiss training at the Brighton Technical Center in Brighton, MI on June 27-30, 2016.
- Grants

Personnel Items

- Kudos
 - Brian Lueth, Mamatha Pachika, Meily Lightcap, Mike Thompson, Muriel Hice, and Tim Welsh for:
 - (1) expediting implementation of student refunds and student payment plan and
 - (2) Made the July 1 “go live” date. Couldn’t have done it without Brian taking the lead.
 - Open House Event - June 21:

Cristina Babaris, Diane Vandenberg, Linda Depta, Mike Collins, Jade Bauer, Nate Lee, Kate Ammon, Jazmin Ravotas, Admissions/Records/Registration staff, Financial Aid staff, Testing Center staff, SSC support staff, and Counseling staff.
- Reality Checks
 - Louise distributed a spreadsheet showing missed timesheets that had to be “pushed” through in order for everyone to be paid – this makes for a lot of extra time and work on the payroll person and others if separate checks have to be expedited.

- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires:
 - Pratumtip Maddux, P/T Farm Lab Coordinator, effective July 22, 2016
 - Natalie York, F/T Counselor, effective July 1, 2016
 - Resignation:
 - Meily Lightcap, Financial Services Manager, effective July 8, 2016

Other

- Steve Cannell distributed a MCCA Proposed Funding Model with different metrics for performance indicators
- Terry Hutchins reported that the Banner issues on Monday were resolved
- Felix Brooks reported that the workshops at the Kalamazoo Valley Museum for Inclusivity and Diversity are finishing up

~Next Meeting is July 5, 8:00 a.m. with the Administrators in Room 4380~