

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of July 26, 2016
Date: July 26, 2016

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

Members Absent: Anderson, Bertch and Coates

Staff Present: Horton

Update/Action Items

- Minutes – the minutes of June 28 and July 19, 2016 were approved as presented
- International Admission
 - 40 students for fall
 - Diane and Felix to attend a conference in Washington, DC and will visit Saudi embassy
- Early College
 - Committee determining how to best use TTC rooms vacated in move by Allied Health classes
 - IT looking at reducing the Computer Lab – with room modifications
- Enrollment Management
 - Focusing on head count
 - How college community can help – maybe personal phone calls
 - What numbers will dual enrollment and Early College bring in
- Retention
 - Continuing calling campaign
 - Looking for new data
 - Reviewing retention “plan”
 - Emergency funds may be available to help students who need small amounts of money to finish
- Guided Pathways
 - Mapping process for meta-majors
 - Common framework, consistency
 - How to accommodate 4 yr transfer students
 - Follow-up with counselors – process and advising
 - WMU School of Education interested

- University Center
 - Leads with Siena Heights, Spring Arbor, Ferris State
 - Additional subjects being discussed
 - Columbia interested (next year)

- Analytics
 - Work continues on dashboard
 - Looking at software partner
 - Important to have a very good understanding of how this works

- Preferred Name
 - Policy moved, seconded and carried to approve

- Parking Waiver
 - Bring back

- Internal/External Reservations
 - In progress – possibly one person to handle all campuses (exception: Groves)

- Business Cards
 - New business cards to new employees or when time to re-order

- Mandatory Orientation
 - Moved, seconded and carried to approve the process
 - After the semester starts, students can go on-line to see what services are available (if they missed an in-person orientation for example)

- Travel
 - Kate Miller to attend the MACET MCCA Meeting in Frankenmuth, MI on August 3-5, 2016.
 - Ben Bylsma to attend an Ag Workshop in Battle Creek and Lansing, MI on August 1, 2016.
 - Julie Bunke, Sarah Humes and Regina Gorham to attend a Collections Workshop in Grand Rapids, MI on July 26, 2016.
 - Russ Panico to attend the fall NJCAA Region 12 Athletic Director meeting in Grand Rapids, MI on September 26, 27, 2016.
 - Russ Panico to attend “The Interplay of Domestic Violence, Mental Illness, & Substance Abuse Symposium” at WMU in Kalamazoo, MI on September 29, 2016.
 - John Abbott, Carol Weatherford and Uisoon Kwon to attend the Curriculum Workshop of the Midwest Institute at Kalamazoo Valley Community College, Kalamazoo, MI on August 8-12, 2016.
 - Dean McCurdy and Rachel Bair to present at the MDARD Commission in Lansing, MI on September 14, 2016.
 - Dan Mondoux and Brian Lueth to attend the annual Data Workshop in Lansing, MI on August 1,2, 2016.
 - Marilyn Schlack, Rachel Bair and Vivien McCurdy to present at the American Association of Community College Trustees in New Orleans, Louisiana on October 4-8, 2016.

- Grants
 - MDARD requesting a speaker from the Food Innovation Center for September 14, 2016 - Rachel Bair and Dean McCurdy plan to attend.
 - Working with the Kellogg Foundation to update our information

Personnel Items

- Kudos
 - From Russ Panico to DeMecia Russell – for all her hard work getting the youth sport workers cleared for employment (summer camps). And Mike Olivitt and staff for providing the fans to cool down the gyms.
 - Louise Anderson and Muriel Hice for their help with the MEDC funding (spending and what's left).
 - Makita Coulter for her help with the workshops (Felix) downtown.
 - Ezra Bell for his coordination and leadership for the 6th Annual B2B Leadership Conference on July 7, 2016.
 - Zanita Hobdy for his outstanding rendition of the Star Spangled Banner at the Naturalization Ceremony on July 12, 2016.
 - Bonita Bates for her coordination, leadership, and facilitation of the Naturalization Ceremony on July 12, 2016.

- Reality Check
 - Some concerns about the CNM being open for students (computer lab hours)

- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires:
 - Kelly Stapert, PT Faculty Receptionist/Office Support, effective July 25, 2016
 - Michael Englmaier, PT Lab Tech/Physics, effective July 25, 2016
 - Transfers:
 - None
 - Terminations:
 - Kate Ammon, PT Student Ambassador, effective July 18, 2016
 - Josh Baldwin, Custodian (FT, 2nd shift, TTC) effective July 19, 2016

- Other
 - We are on track to implement new hardware, operating system and Oracle upgrade the evening of 8/18/16
 - Steve Cannell handed out a Higher Learning Commission adopted Policy Change
 - Dean McCurdy distributed a “Sustainable Brewing Program: Alcohol Policies and Procedures”
 - The Student Success area will have a unit meeting on August 10 which will include food and beverages
 - Coty Dunten has indicated that vendors have been notified about the Cougar Kickoff on September 6 and they may bring food/freebies/handouts accordingly

- Felix Brooks spoke about sending in our RFI or (request for information) to the Federal body (United states Customs and Immigration service). This was in regards to adding the new campus sites to our existing I-17. He also spoke about moving to the SSC to continue our work on Diversity and Inclusion. And he updated the cabinet about the next steps after our Diversity and Inclusion workshops at the museum.
- Request from Mike Collins for Ted Forester to have budget supervisor approval for utilities

~Next Meeting is August 9, 8:00 a.m. in Room 4380~