

To: Cabinet, Archives
From: Candy Horton
Subject: Minutes of November 1, 2016
Date: November 2, 2016

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

Members Absent: McCurdy

Staff: Horton

Update/Action Items

1. Minutes – minutes of October 25, 2016 were approved as presented
2. Updates
 - International Admissions
 - 10 new students possible for fall
 - NAFA Conference last week – Diane Finch and Felix Brooks
 - Some college orientations are specialized for International students; separate meetings for men and women
 - 2nd Police Safety meeting went well –there are no women officers on our current staff; local police departments may be able to assist with a woman officer/deputy when needed
 - Early College
 - Open House tonight – Governor Snyder will attend
 - Portage schools may be interested in Early College programs
 - What programs will students be able to transfer?
 - Enrollment Management
 - Robo calls recorded
 - Reaching out with emails, calls to students who have applied, not yet registered
 - How do we reach students who may not have access to cell phones, computers, etc?
 - Scholarships are available; do we need a workshop in Financial Aid to assist students?
 - Retention
 - Emails from the Deans and others mid-way through the semester encountered technical glitches-still working on this
 - Student survey areas of concern are being addressed and answers out to students
 - Faculty can access students who do not re-enroll through their rosters
 - University Center
 - WMU-articulation agreement may be possible
 - Ferris State coming Nov 4 to discuss options
 - Analytics
 - Dashboard delayed a few weeks
 - Florida conference “Moving the Needle” next week- Kathy Johnson and Dennis Bertch attending

- Lifelong Learning
 - Options for the community are being explored
 - Marketing to help make this successful
 - Possibility of computer/cell phone/tablet classes – how to use them, apps, etc

3. Information

- Travel
 - Summit conference attendees modification (Banner): March 17-19, 2017 is the Degreeworks pre-conference
March 19-22, 2017 is the Summit conference both in Orlando, Florida
Heidi Stevens - (Degreeworks) Lori Evans – (Summit conference)
 - Sarah Humes to attend a workshop at the Michigan Historical Society in Lansing, MI on November 4, 2016.
- Grants
 - none
- Kudos
 - To Louise Anderson, Brian Lueth and Roger Miller, and their staff members for the excellent audit
 - Officer Siwula for helping out with Chemistry Day on October 8 at the Museum
 - Nelly Fuentes, Vivien McCurdy, & Nancy Hammoudah for participating on the panel with Public Safety for the meeting with the International Students
- Reality Checks
 - none
- Hires, Resignations/Transfers, Retirements, Promotions
 - Hires:
 - Dominique Boyce, PT SSC Assistant, effective October 31, 2016
 - Sabrina Kooy, PT Student Strengths Ambassador, effective November 1, 2016
 - Retirement:
 - Randy Wood, Assistant Bookstore Manager, effective January 31, 2017

4. Discussion

- Other
 - After Hours Request:
Artists' Forum – TTC, Room 1520, February 17-March 31, 2017 11:00 a.m. to 11:30 p.m.
 - Mike Collins -5 Year Master Plan meetings are underway, individuals are being contacted; they hope to complete the study in January 2017
 - Refreshments will be served for Dr. Lewis' HESA class on November 8 from 6-9 p.m. in the Commons
 - Steve Cannell – from 2012-2015, 4,500 students transferred from KVCC to WMU
 - Louise Anderson handed out “Financial Reporting Requirement” for state reporting
 - Terry Hutchins – the Hewlett Packard/Unix/Oracle move is scheduled for Thursday, Nov 3
 - College wide electronic recycling event – November 18
 - College Wide Meetings – AWH 8:30 a.m. in Room 128A & B
- TTC 3:30 p.m. in Room 8580

**~Next Cabinet Meeting is November 8, 2016 - 8:00 a.m. in the Board Room~
Vice Presidents Only**